

DEI Memo 25-02

TO: Boards of Education's Insurance Coordinators and Billing Liaisons

From: Department of Employee Insurance

Subject: End of School Year Terminations and Hiring Transfers

Date: April 29, 2025

PLEASE READ CAREFULLY AND THE ENTIRE MEMO

To streamline the entry of multiple types of terminations used by Boards of Education, the Department of Employee Insurance (DEI) and the Kentucky Department of Education (KDE) will use the same process as previous years for terminating benefits for school board employees.

The MUNIS system sends summer or school year-end terminations to KHRIS. When the term code is entered in MUNIS, the employee's summer or year-end term will be sent to KHRIS and benefits will be terminated based upon the code used. To process the Term File, a term date must be entered on the Employee Master in MUNIS. You will need to enter the Health Insurance Term Date on the Kentucky Employee Benefits Benefit Record for each employee that is being termed along with the appropriate action code. Terms must be reported using MUNIS, *including those employees who have wavier plans*.

MUNIS Action Codes for Summer or School Year-End Terms – All benefits will term at the end of the month. There will be no mid-month terminations.

While MUNIS still lists four summer or school year-end term codes, only two should be used: 51 and 53. If you use the incorrect code and send a mid-month term, DEI will automatically correct to reflect the end of the prior month termination date (7/31 or 8/31). You should continue to use the 0008 code if the employee is not considered a summer or year-end term.

Code	Timeframe	Effective Date of Term
51	End of July	All benefits end July 31
53	End of August	All benefits end August 31

Important Note: If an employee wishes to continue health benefits through the summer, the employee must elect to continue ALL currently enrolled benefits through the summer. For example, if an employee has health and dental, the employee must pay premiums for both and cannot choose dental and not health. Full premiums must be paid through the end of the month in which benefits terminate. If premiums are not paid, the member may be termed for non-payment of premiums.

For MUNIS directions and information specific to these codes, please contact KDE at munis@education.ky.gov.

Confirm Termination

After submitting your first round of term codes on the MUNIS termination file, please verify the terms are going through correctly by using PA20 in KHRIS. If you do not see a termination, or the term has been entered but it is not what you anticipated, please let KDE and Sheila Sexton in the DEI Enrollment Information Branch know. Please be aware that there may be delays of three to five business days based on when you submit the term file, when it is received by DEI, and when it can be viewed in KHRIS. KDE sends KHRIS compiled term files daily. **If the MUNIS termination is marked as “posted” (check mark in the “Term Reported” box) the data should be transmitted via the file process.** Also, note that you will not receive import files in MUNIS showing termination of coverage if the termination is completed through MUNIS.

Termination Doesn’t Transmit to KHRIS

If after at least five business days, the termination did not process in KHRIS, please terminate the employee using this process:

- In PA40 – enter the date after the extended insurance should end (8/1 or 9/1)
 - Follow the PA40 steps outlined in the Benefits Administration User Guide – Termination of Participation
- Then proceed to HRBEN0014, use the coverage end date of 7/31 or 8/31 to stop participation

Hiring Transferred Employees

Please refer to Chapter 6, Page 2 of the Administration Manual for specifics on how to handle a school district employee who goes to a new school district. To hire an employee who is transferring into your agency as part of the summer transfer process, please upload the Summer Transfer Application using the [DEI Form Upload](#). Choose Active Agency .PDF Upload. Then under Change in Employee Status choose Summer Transfer. Effective date should be either 8/1 or 9/1. **DO NOT enter mid-month effective dates.**

- The new agency should communicate with the prior agency to make sure the dates in KHRIS (end date and start date) match. If the employee is a contracted employee, the agency should list the last day worked as 6/30. Do not select Transfer unless it is a true Transfer and NOT a Summer Transfer.
- Effective date should correspond with the prior agency coverage end date. If the prior agency termed the employee 7/31, you must submit 8/1 as the effective date. Please don’t submit 9/1 unless the prior agency corrects their end date and verifies premiums have been received.
- If an employee is termed in KHRIS on 6/30, then normal transfer rules apply. Please choose Transfer as the reason for application in this scenario.
- **It is very important that the ICs communicate the correct end date to the new agency. The prior agency should check KHRIS to verify the correct end date is given to the new agency.**
 - EX: BOE A termed employee 6/30 in KHRIS. Employee transferred to BOE B 8/2 and submitted an 8/1 effective date. EIB can’t process because the old agency still shows 6/30. Either BOE A needs to correct the term date or BOE B needs to correct the start date. EIB will reject the application if they don’t match.

For Questions Contact

KDE/MUNIS: munis@education.ky.gov

DEI/EIB: EIB@ky.gov