



Department of  
Employee Insurance

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FRANKFORT, KENTUCKY 40601  
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DEI Memo 20-03

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

From: Department of Employee Insurance

Subject: End of School Year Terminations, LWOP Processing, and Hiring Transfers

Date: April 22, 2021

**PLEASE READ CAREFULLY**

In an effort 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 a similar 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.

**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 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 a member wishes to continue health benefits through the summer, the member must elect to continue ALL currently enrolled benefits through the summer. For example, if a member has health and dental, the member 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](mailto:munis@education.ky.gov).

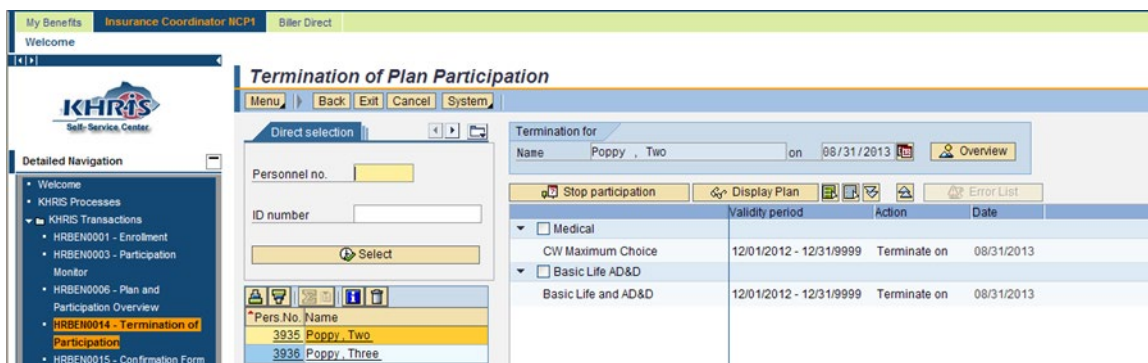
### Confirm Termination

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, Page 50 – Termination of Participation
- Then proceed to HRBEN0014, use the coverage end date of 7/31 or 8/31 to stop participation



The screenshot shows the KHRIS Self-Service Center interface. The main window is titled "Termination of Plan Participation". It features a navigation menu on the left with options like "Welcome", "KHRIS Processes", "KHRIS Transactions", and "Termination of Participation". The main content area includes a search bar for "Personnel no." and "ID number", a "Select" button, and a table of plans to be terminated. The table has columns for "Termination for", "Validity period", "Action", and "Date".

Termination for	Validity period	Action	Date
<input type="checkbox"/> Medical			
CW Maximum Choice	12/01/2012 - 12/31/9999	Terminate on	08/31/2013
<input type="checkbox"/> Basic Life AD&D			
Basic Life and AD&D	12/01/2012 - 12/31/9999	Terminate on	08/31/2013

### 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 complete the **online upload form** <https://apps.personnel.ky.gov/DEIFormUpload/login/UploadLogin>. Choose Active Agency upload. Then under Change in Employee Status choose Summer Transfer. Effective date should be either 8/1/2021 or 9/1/2021. Please don’t enter mid-month effective dates.

### Leave Without Pay (LWOP)

Also as a reminder, the MUNIS 0008 code should NOT be used for beginning LWOP. You must enter “Start LWOP” transactions in BOTH systems, MUNIS and KHRIS.

### For Questions Contact

KDE/MUNIS: [munis@education.ky.gov](mailto:munis@education.ky.gov)

DEI/EIB: [EIB@ky.gov](mailto:EIB@ky.gov)