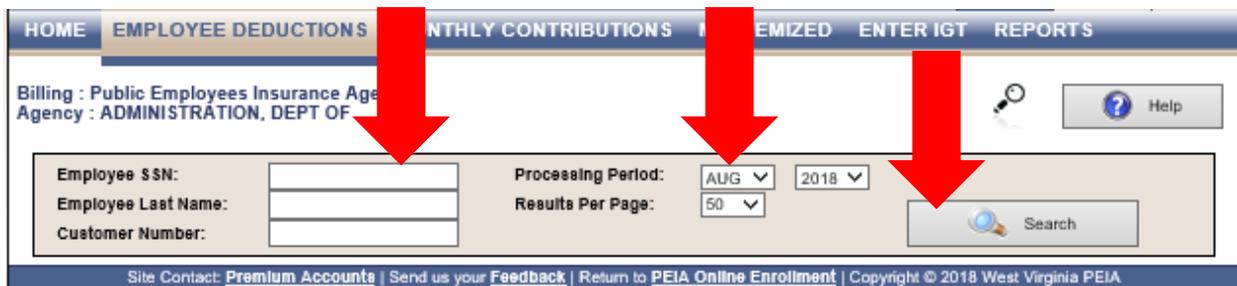# How to Terminate an Employee Online in Manage My Benefits

DO NOT TERMINATE EMPLOYEES THAT ARE TRANSFERRING OR RETIRING ONLINE!! For transfers, use the online transfer system; for retirees, complete a paper termination of coverage form and submit with retiree enrollment forms.

Log into Web Contributions as a Web Contributions Coordinator and choose the Employee deductions tab at the top.

Enter the employee's social and choose search. If the employee's social does not come up, the billing may not be available for that month yet. Change the processing period to the previous month.

When the employee's social comes up in green, click it. It will take a longer time to get to the next page .
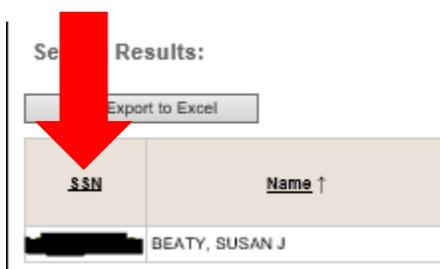
At the bottom of the next page, click on Terminate Coverage.

How to Terminate an Employee Online in Manage My Benefits

You cannot retire an employee online. If you click on the Retire Employee button, it will tell you that you cannot process a retiree termination online.

Select the term reason from the drop-down menu.

Type in the month of termination. The term date must be the last day of the month because PEIA insurance runs from the beginning of the month to the end of the month.
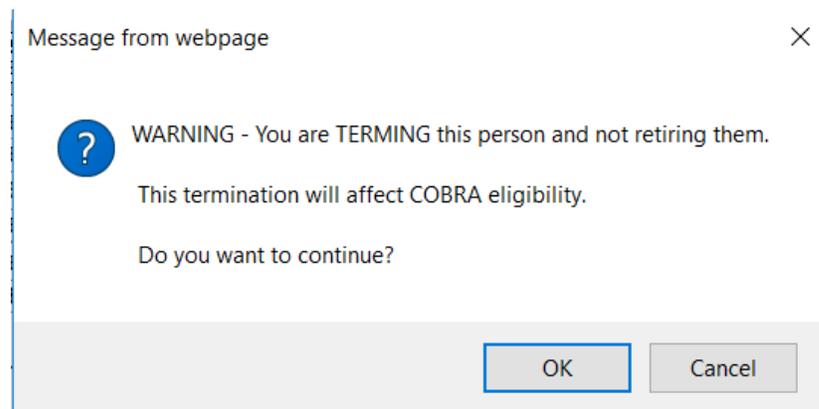
   Note: Term Date cannot be more than 60 days retroactive.

If everything is correct, click Terminate.

You will then see the warning below. You will select OK unless the member is a retiree.

Be patient until the wheel stops spinning on the URL tab.

How to Terminate an Employee Online in Manage My Benefits

When it stops spinning, go to the top of the page and you will see the below message.

Click on the green wording to print a copy for your records. You will receive an email verifying the termination. If PEIA has the employee's email on file, they will also receive an email notifying them of the termination.

We have received the termination instructions you submitted. All terminations are processed within 24-48 hours of receipt.

This information will no longer be available once you navigate to another page, so you must print this detail now if you wish to keep it for your records. *For a printer-friendly version, please click here.*

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