

How to Delete an Employee from the Roster

1. From the Broker dashboard, select the small group client you are going to work with *from the Employer tab*, and proceed to that client's **ROSTER TAB**.

ACCOUNT HOLDER INFORMATION

Account Number:
AC0000029362
Sally, Smith
Account Settings

COMPANY INFORMATION

Farmers market
217 Hoosick St
Albany NY 12041
Primary Phone:
(518) 123-4567

Edit Company Information

Edit Additional Contact Information

Bills and Payments

EBILL

Estimate Tax Credit Calculator

Overview Messages & Notices **Roster** My Enrollment Plans My Documents Appeals Cobra

Company Roster

In order to participate in the Small Business Marketplace, you must list all eligible employees on your company roster. Employees must be listed even if they are not electing coverage. Business owners are eligible and should be listed on the roster.

The address listed for employees should be their residential address.

There are two ways to enter your employee information:

1. You can download a template, fill it out and upload it to the Small Business Marketplace or
2. You can enter your employee information one at a time.

Use Template

Add Individually

Download Roster Template

Add Employee

Choose File No file chosen

Manage Roster Instructions:

Instructions - Choose one of the options below if you want to change the information in your roster:

1. Click EDIT or FIX ERROR to change that employee's information, then click SAVE.
2. Click X to remove an employee record.
3. Click DELETE ALL ERROR ROWS to delete all incorrect information in the roster. You will need to input the corrected information or the employee will not be offered insurance.

2. Scroll down to the roster and find the employee you wish to terminate. Click *Delete*.

 Edit	04	Vanessa Stewart	vstewart@nyfarmer.co...	77 Peacock Lane, Albany, NY 12041	HHVF_30LdR8	 Delete
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3. You will then see the following Warning screen:

- Select Yes.
- Select reason for removing employee from the drop-down menu (see next screen capture for details).
- Select Date of removal (Note: the system will only allow you to choose a termination date on the *last day of the current month or the last day of the following month*).

Remove Employee From Roster and Terminate Offer of Coverage? ×

Warning - Employee termination could result in reduced premium tax credit.

Are you sure want to remove employees and cancel their offer or enrollment in health coverage? You will have to enter their information again, if they become eligible. Yes No

Reason for removing this employee from roster and terminating their offer or enrollment?

Select One

Date of Removal (Click on the Calendar icon to terminate the employee on a different Date)

09/30/2014

<< Back Continue >>

4. Select a reason for removing this employee.

Remove Employee From Roster and Terminate Offer of Coverage? ×

Warning - Employee termination could result in reduced premium tax credit.

Are you sure want to remove employees and cancel their offer or enrollment in health coverage? You will have to enter their information again, if they become eligible. Yes No

Reason for removing this employee from roster and terminating their offer or enrollment?

Select One

- Select One
- Employee(s) have Insurance from another job
- Employee(s) have insurance through spouse/partner
- Employee(s) receive Medicare
- Employee(s) receive Medicaid
- Employee(s) receive TRICARE
- Employee(s) have VA coverage
- Employee(s) are no longer full-time
- Employment Terminated
- I am changing my coverage offer
- Death
- Retirement
- Employee(s) has private insurance

employee on a different Date)

Continue >>

NOTE: the following reasons highlighted in red would allow the employee or their dependents, if relevant, to be enrolled in COBRA:

Select One

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- Employee(s) have Insurance from another job
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- Employee(s) receive Medicaid
- Employee(s) receive TRICARE
- Employee(s) have VA coverage
- Employee(s) are no longer full-time Employment Terminated
- I am changing my coverage offer
- Death
- Retirement
- Employee(s) has private insurance

5. When you are finished selecting a date of removal and a reason for removing the employee from the roster, click *Continue*.

Remove Employee From Roster and Terminate Offer of Coverage

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Are you sure want to remove employees and cancel their offer or enrollment in health coverage? You will have to enter their information again, if they become eligible. Yes No

Reason for removing this employee from roster and terminating their offer or enrollment?

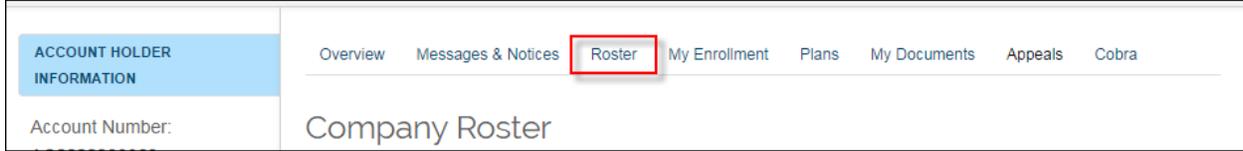
Employment Terminated

Date of Removal (Click on the Calendar icon to terminate the employee on a different Date)

09/30/2014

<< Back Continue >>

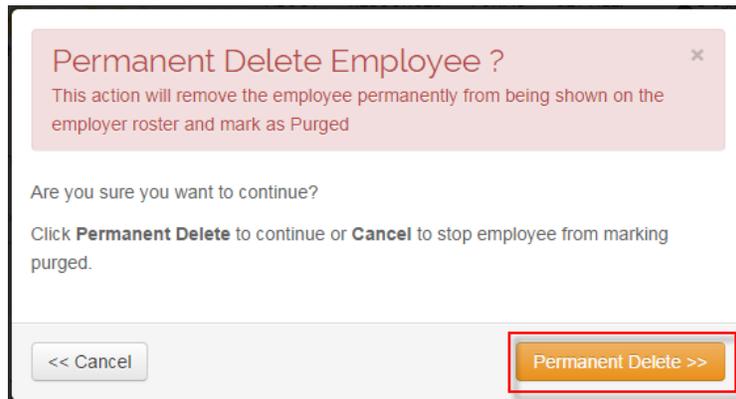
6. You will be directed back to the **ROSTER TAB**:



7. If you scroll down you will also see this employee in the **DELETED EMPLOYEES** section.
*The **PLANS TAB** will now display this employee's status as *pending for termination*.



Note: At this point, you can choose to leave the employee in the Deleted Employees section, *ReActivate* the employee, or permanently *Remove from Roster*. If you *ReActivate* the employee before the termination date, they will pop back up to the Roster and their coverage will continue without a gap. If you *Remove from Roster*, you will get the following warning message:



If you click on Permanent Delete, ***the employee will be permanently deleted from the roster and you will have to re-enter all of their information in order to re-enroll at a later date. Do not permanently remove an employee until after their termination date.***