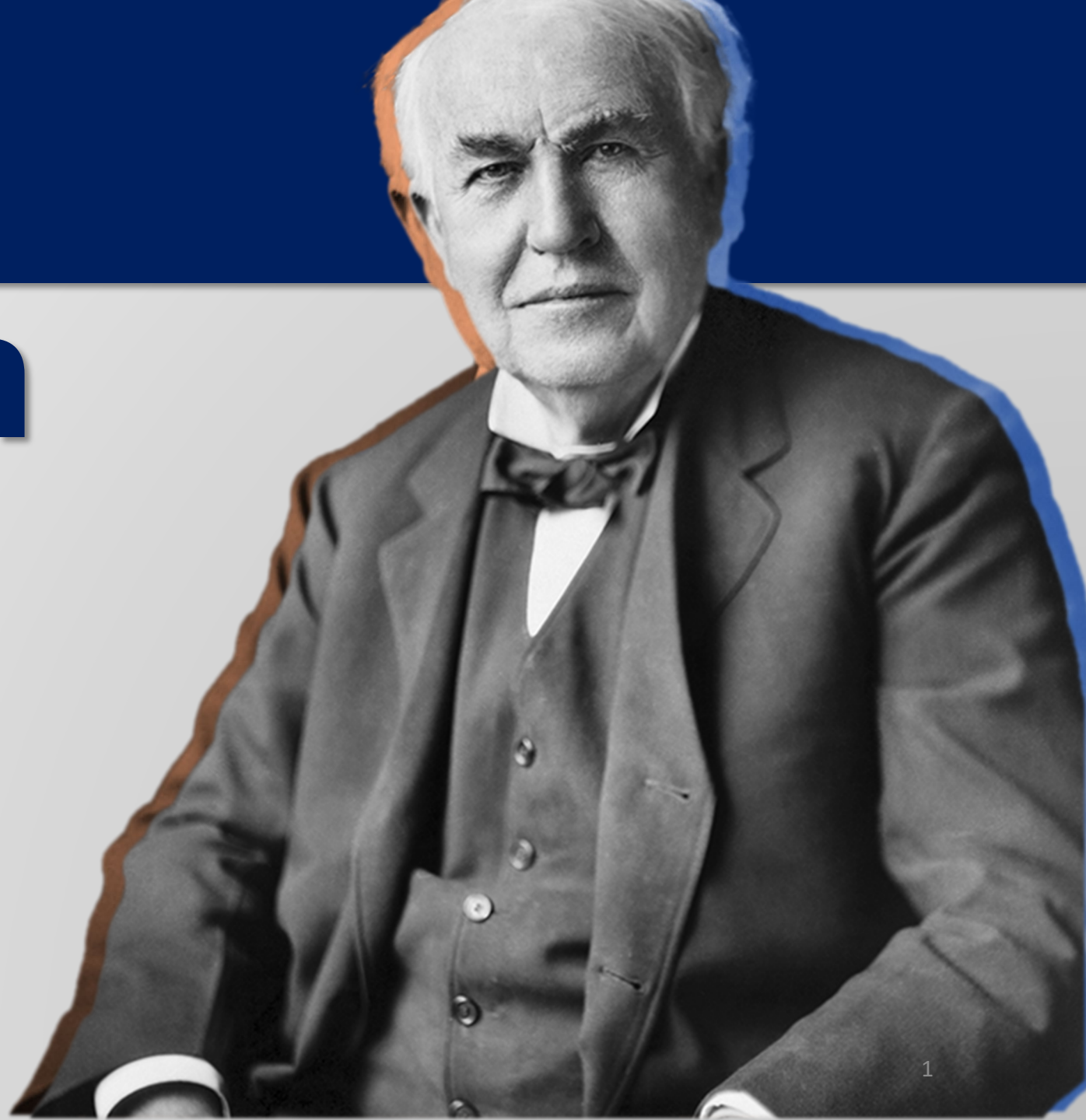


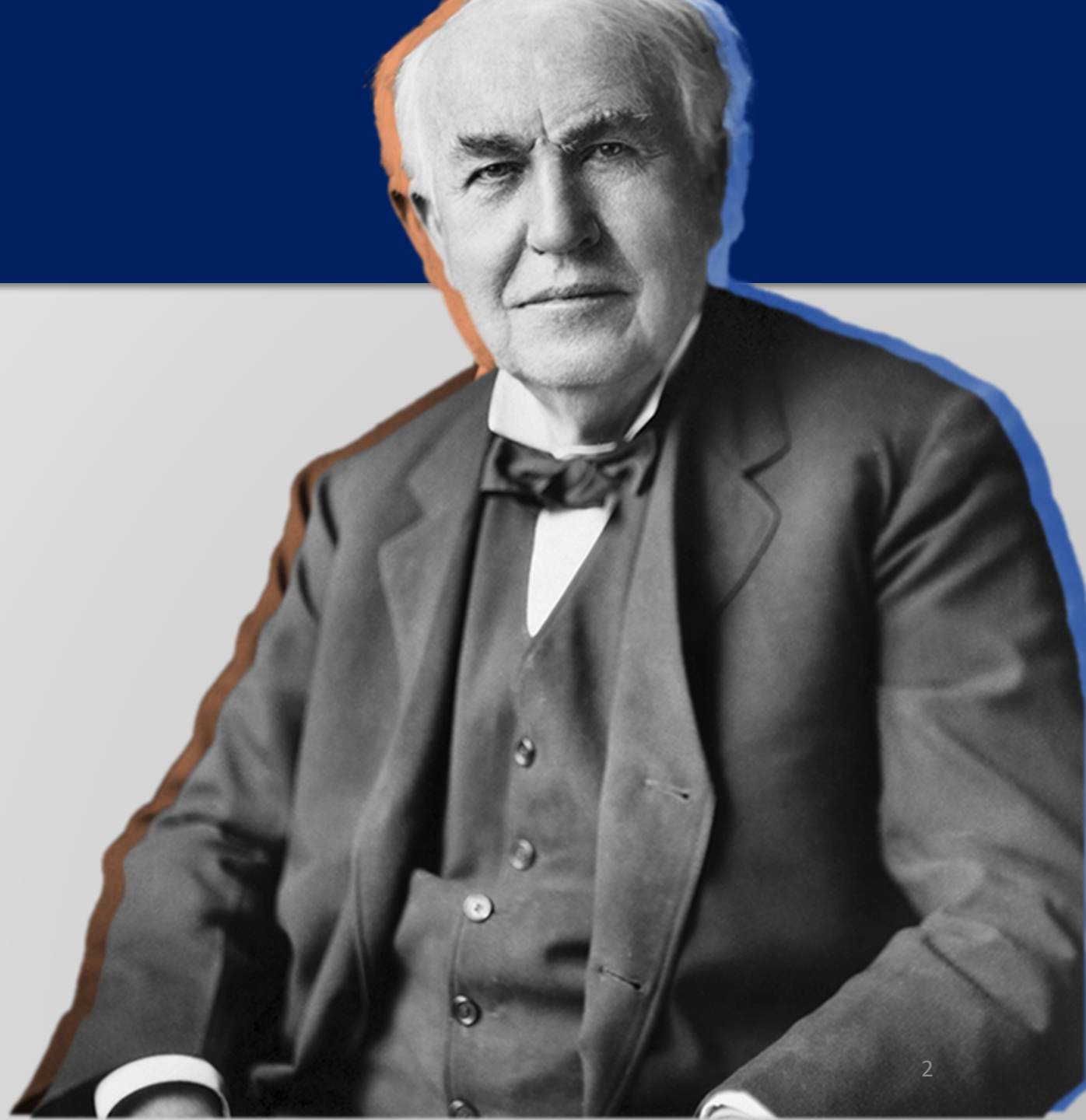
'How to' in Edison

PARTNERS
FOR HEALTH

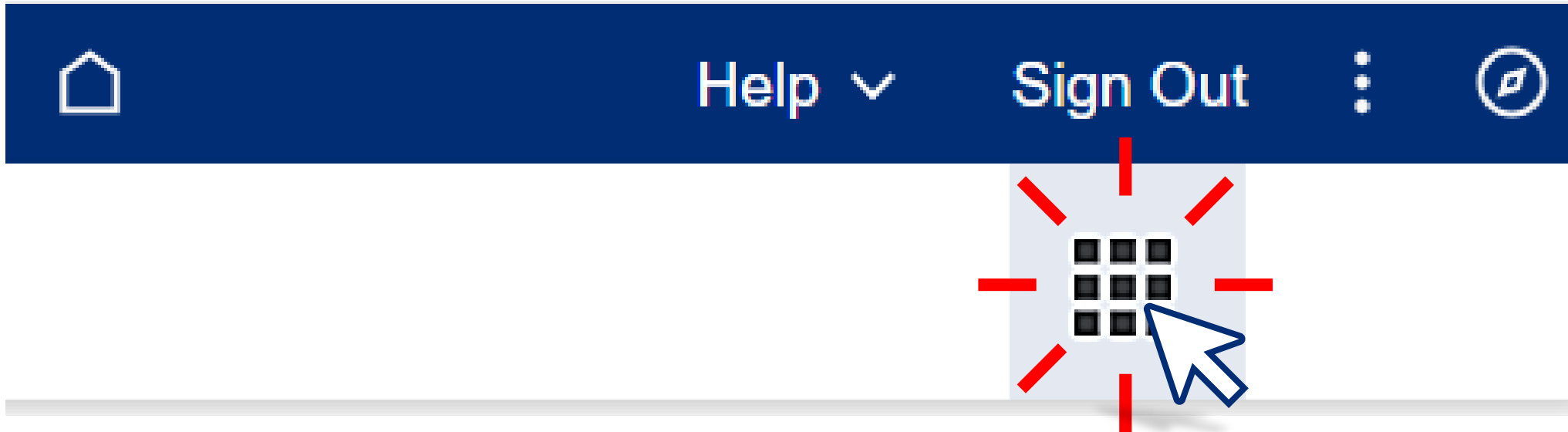


'How to' terminate an employee

PARTNERS
FOR HEALTH



From the Edison homepage click on the 'matrix' at the top, right-hand side of the page.



Select “Benefits WorkCenter” located under the WorkCenters header.

The screenshot shows the top navigation bar of the TN Edison portal. The bar is dark blue with the 'TN edison' logo on the left. A red alert banner in the center says 'You have 1 Alert'. On the right, there are icons for home, help, and sign out. Below the navigation bar, there are five main menu categories: 'Benefits & Health', 'Learning & Career', 'Pay & Tax', 'Time & Leave', and 'Travel & Expense'. A grid icon is visible on the right side of the menu. The 'Learning & Career' category is expanded, showing a list of 'WorkCenters' and other links. The 'Benefits WorkCenter' link is highlighted with a red box and a blue mouse cursor. The 'Quick Links' section on the left provides a brief description of the links.

Quick Links
The links provided here are a curated list of popular links, and various external links. Power users can access workcenters and other systems.

WorkCenters	General Information	Other Applications	User Guides & Support
Benefits WorkCenter	ADA Information	Report Manager	Benefits Support Info
Expenses WorkCenter	Benefits News		ELM Support Info
HR WorkCenter	ELM News		Finance Support Info
Learning Home WorkCenter	Edison Metrics and Standards		HR Support Info
	Finance News		Payroll Support Info
	HR News		Procurement Support Info
	Payroll Calendars		Time & Labor Support Info
	Payroll News		User Guides: 3rd Party
	Procurement News		User Guides: FSCM
	Security Information		User Guides: HCM

Select “Non-Payroll Job Data.”



Enter the employee's Edison ID then click "Search."

Non-Payroll Job Data

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches

Saved Searches Choose from saved searches


Search by: Empl ID begins with 00599047


Show more options

Search Clear



Enter the effective date – this will be the last day of the month prior to benefits ending. **Note:** Benefits are always terminated at the end of the month.

*Effective Date: 01/01/2023 

Coverage End Date: 02/28/2023 

*Action:

*Position Number: 99000359

Regulatory Region: USA

Company: NP

Business Unit: LETEA

Department: 9053500000

Location Code: NP029

*Empl Class: TEA

*Vision Offered Yes No

Calendar

January 2023



S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



< >


Click on the magnifying glass to retrieve the action code for termination.

Notreal Name Employee Empl ID 00599047 Empl Record 0

Job Information

*Effective Date: 12/31/2022  Coverage End Date: 01/31/2023 

*Action:  *Reason 

*Position Number: 99000359 

Regulatory Region: USA

Company: MID



Select "TER."

The screenshot shows a 'Look Up Action' dialog box overlaid on a background application window. The background window has a header 'Notreal Name' and a section 'Job Information' with fields for 'Effective Date', 'Action', 'Position Number', 'Regulatory Region', 'Company', 'Business Unit', 'Vision Offered', and 'Comp Rate'. The 'Look Up Action' dialog has a search bar with the text 'Search by: Action begins with' and a search button. Below the search bar are 'Cancel' and 'Advanced Lookup' buttons. The 'Search Results' section shows a table with the following data:

Action
BDC
TER
XFR

A mouse cursor is pointing at the 'TER' entry in the search results table.

Click the magnifying glass to retrieve the reason for termination.

Job Information

*Effective Date:	12/31/2022	Calendar icon	Coverage End Date:	01/31/2023	Calendar icon
*Action:	TER	Search icon	*Reason		Search icon
*Position Number:	99000359	Search icon			
Regulatory Region:	USA				
Company:	NP				
Business Unit:					

Select the applicable reason.

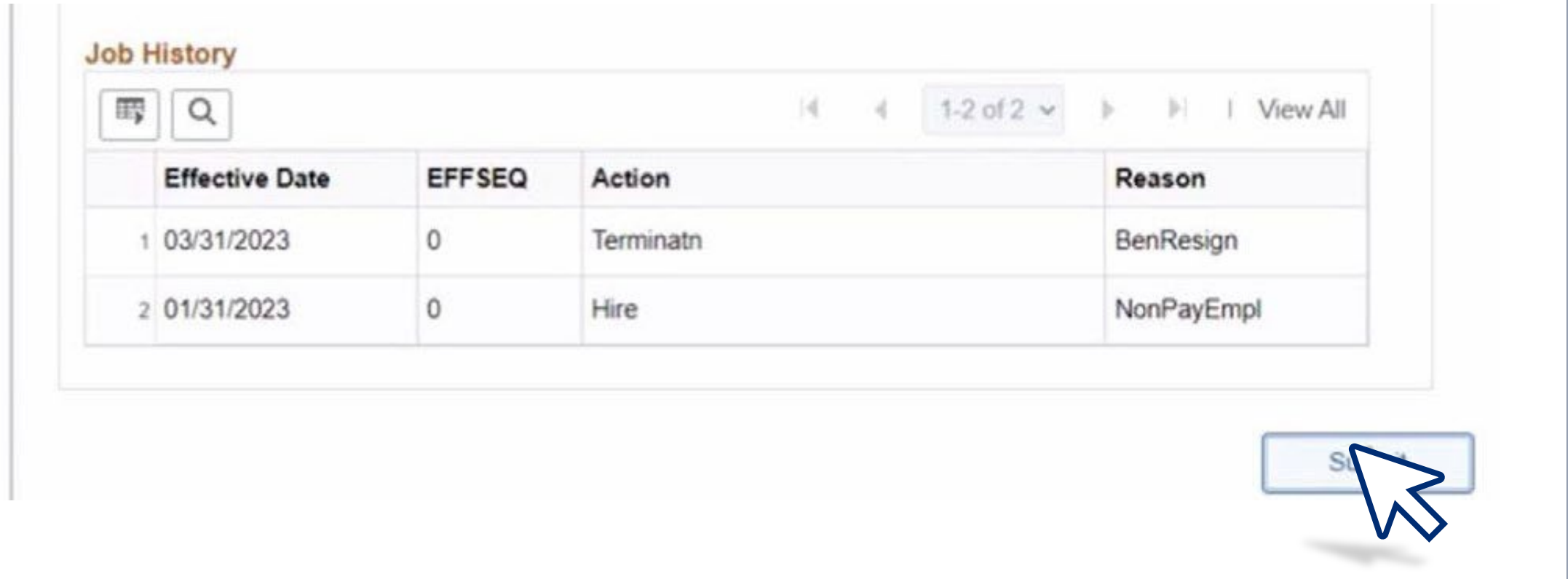
The screenshot shows a 'Look Up Reason' dialog box with a search field set to 'Reason Code' and a search button. Below the search field is a table of search results:

Reason Code	Description
XDE	X-Benefits Employee Death
XIT	X-Benefits Emp Involunt Term
XMC	X-Benefits Gross Misconduct
XRS	X-Benefits Emp Resignation

A callout box with a blue border contains the following text:

If you select *gross misconduct* – the employee will not be eligible to receive benefits through COBRA.

When finished, click “Submit.” You will receive a message stating the termination was successful. Click “OK.”



The screenshot shows a 'Job History' section with a table containing two rows of data. Above the table are navigation controls including a search icon, a dropdown menu showing '1-2 of 2', and a 'View All' link. Below the table, a blue 'Submit' button is highlighted with a blue mouse cursor arrow pointing to it.

	Effective Date	EFFSEQ	Action	Reason
1	03/31/2023	0	Terminatn	BenResign
2	01/31/2023	0	Hire	NonPayEmpl

Note: If you keep the termination in Edison, you do not need to send an enrollment change form. The benefits will automatically terminate.