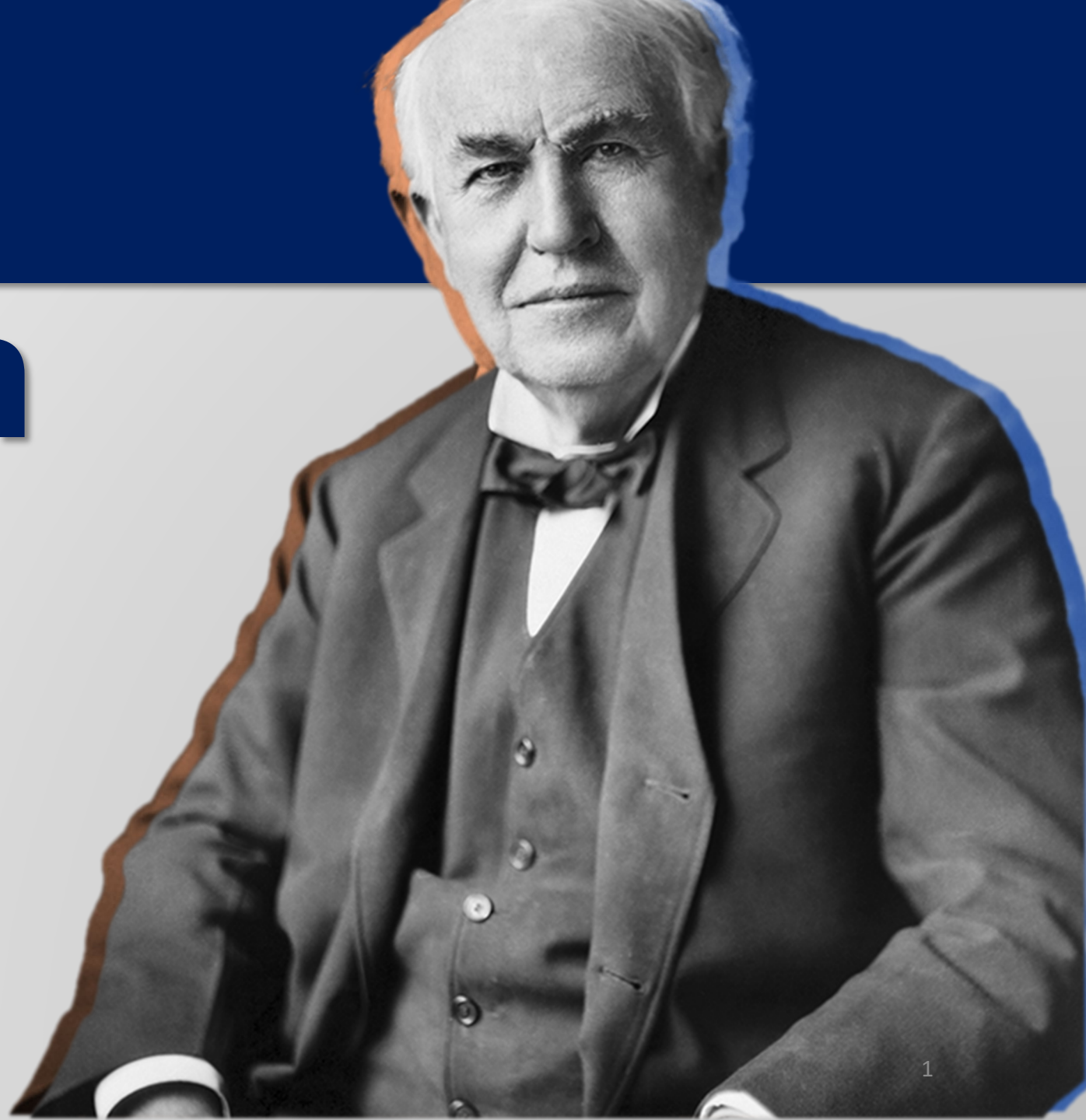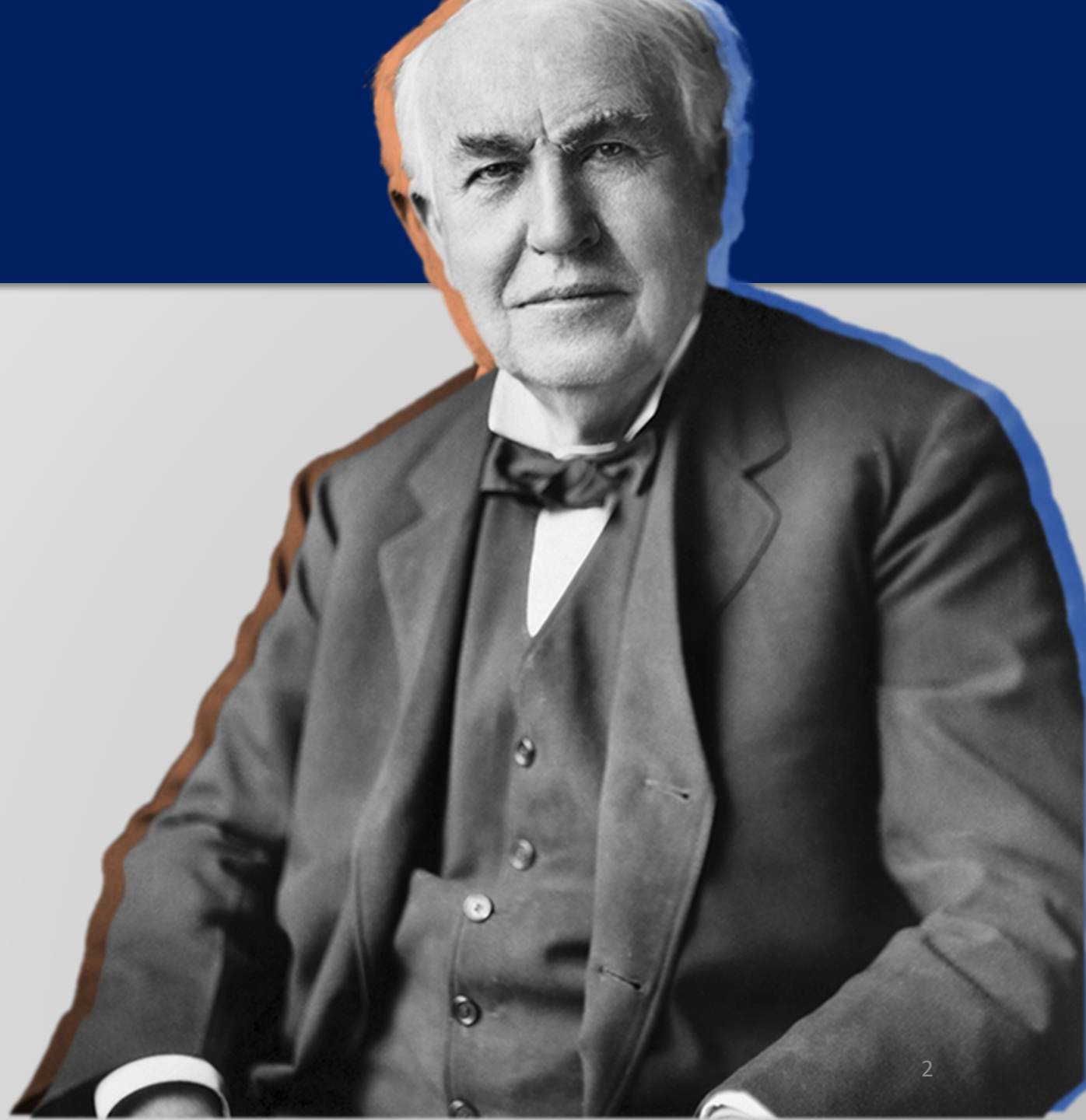# 'How to' in Edison

PARTN**ERS**
FOR HEALTH

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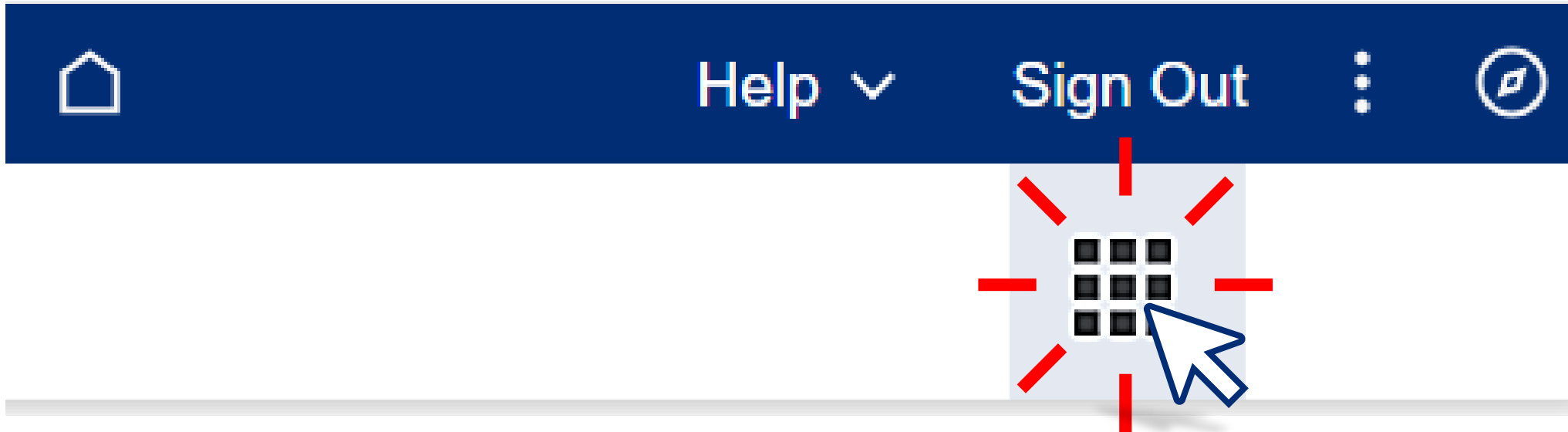# 'How to' terminate an employee

PAR**TN**ERS 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.

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.

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

Select "TER."

Click the magnifying glass to retrieve the reason for termination.

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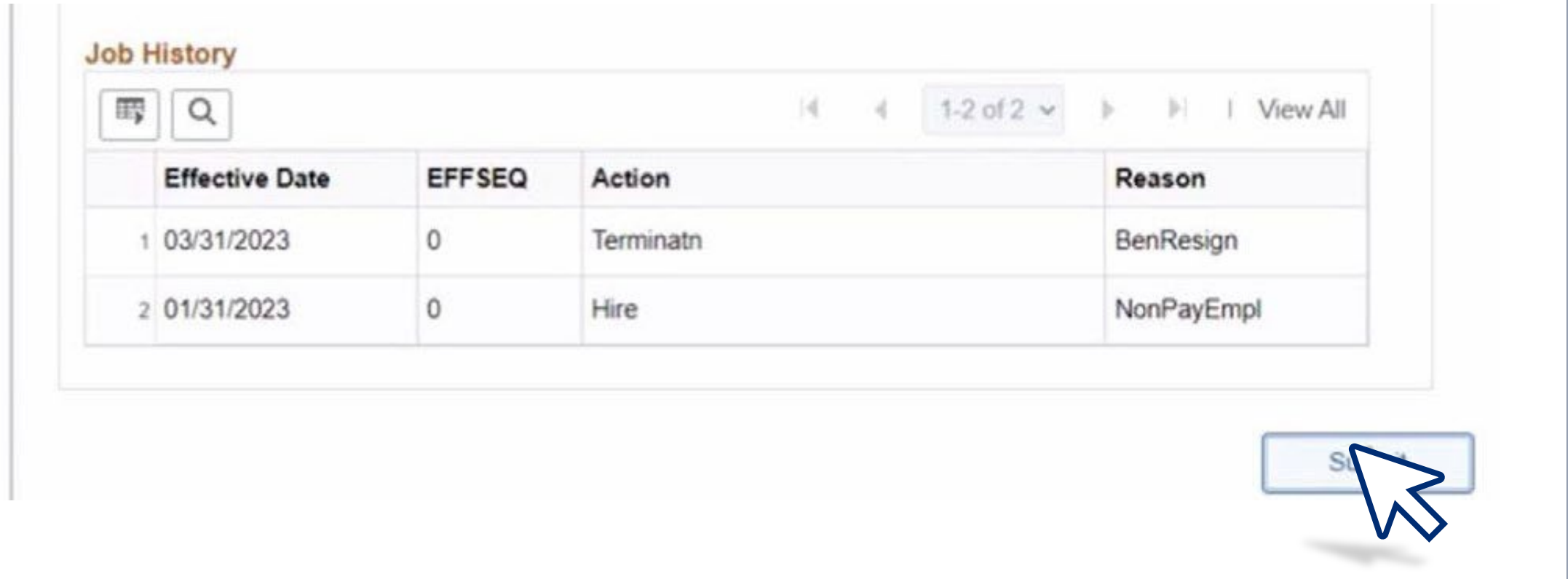
If you select *gross misconduct* – the employee will not be eligible to receive benefits through COBRA.

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

Job History

	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.

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