

Arrears Balance Collection for a Terminated Employee.

If you have an employee who is terminating after being on medical leave, please check and see if the employee has an arrears balance.

If an employee terminates, before returning for long enough for the arrears debt to be recollected, a check needs to be submitted by the employee to clear the debt.

Here is the current process for clearing the arrears debt from the system.

1. Check the arrears balance.
 - a. Go into the individual employee's record.
 - b. Choose the "Pay" category.
 - c. Click the magnifying glass on the "Pay Result" column ahead of the employee's last paycheck.
 - d. Click "Pay Accumulations/Balances".
 - e. Scroll down to "Outstanding Arrears Balances"
 - f. Look at the "Ending Arrears Balance" column on the right.
 - a. If they have a Health Spending Account, it will be listed here as well.

Make sure not to add the Health Spending Account amount into the insurance collection total.
2. Send the employee a letter or email requesting the payoff amount for their insurance premiums.
 - a. Checks are to be written to the State of Iowa.
3. Fill out the [Arrears Payoff For A Terminated Employee slip](#) to put with the check. It is located under the Billing Adjustment Forms section on the Insurance Billings web page.)
4. Submit the form with the check or money order to DAS-SAE 3rd Floor Hoover.
5. Once the money is deposited by SAE, HRE will do the data entry to clear the debt from the system.