

## Flexible Spending Accounts When Terminating an Employee in IowaBenefits

1. When an employee terminates and you are changing the person's employment status in IowaBenefits, open the employee's record and select "Manage employee" and then "Terminate Employee".

Back to employees

Search for employee -- Go

Manage employee ▾

- View in Member Role
- Update Login Information
- Change Categories
- Terminate Employee

Overview

Personal

Work

JENNIFER has 0 pending tasks

2. Enter the person's termination date, select the termination reason in the drop-down box, and click Next.

## Terminate Employment

Step 1 of 2

Dates

Employment Termination Date\*



Login

Yes

Do you wish to disable the employee's login?\*

No


Termination Reason

Employee termination due to gross misconduct?



3. You will see a screen of all benefits the person had elected. If the person has a flexible spending account, please review the cancellation date. You have the ability to change this date, if needed. This date should be the last calendar day of the month in which the person makes the last flexible spending account deduction. For most, this will be the person's final paycheck. This may not be true if someone does not have enough pay in the final check to cover the deduction or if the person prepays for health flex. (see examples below)

#### Cancel Current Elections

2018 Flexible Spending Offer	
Election	Cancellation
Health FSA : 2018 Health FSA	09/30/2018 

4. **DO NOT CHANGE THE CANCELLATION DATE FOR ANY INSURANCE BENEFITS.**

5. Click on



6. Examples:

- Jane Doe terminates on 9/24/18 with a final warrant on 10/12/18. She has enough pay in her last warrant to make her normal deduction. Her coverage ends 10/31/2018.
- James Doe terminates employment on 5/3/2018 with a final warrant on 5/11/18. He has enough pay in his last warrant to make his normal deduction. His coverage ends 5/31/18.
- John Doe terminates on 4/30/18 but has been on leave without pay since 2/5/18 with the last deduction made on 2/16/2018. His last check was made on 5/11/18 and he does not have enough pay in his last warrant to make his normal deduction. His coverage ends 2/28/2018.
- Jill Doe has health flex and retires on 6/28/18. She chooses to prepay her health flex coverage for the rest of the year. Even though her last deduction is made on 7/6/18, she has prepaid for the rest of the year, so her coverage ends 12/31/18.

If you have questions, please call or email Jennifer Sandusky at 515-281-0569 or [Jennifer.sandusky@iowa.gov](mailto:Jennifer.sandusky@iowa.gov).