Termination (including Retirements) in the Benefits Administration System

When a worker terminates his/her employment for any reason, including retirement or transfer to another employer, use the Termination of Employment event to report the change within 30 days of the worker’s termination. Late reporting (beyond 30 days from the last day worked) may require payment to the Concordia Health Plan beyond the worker’s employment change date. You, as the current employer, will be billed through the end of the month in which the employee’s last day worked occurs (e.g., transferring or terminating full-time April 1, billed through April 30).

Concordia Retirement Savings Plan (CRSP) 403(b) contributions are not stopped automatically when a worker terminates employment. Automatically reoccurring CRSP contributions must be stopped directly through 90 Degree Benefits (formerly EBSO) at https://crsp403b-90db.com.

Please do not use this event if your active worker has passed away. To report the death of an active worker, please call Concordia Plans at 888-927-7526 or complete the Online Death Notification Form.

Entering a Termination:

1. Event Type = Employer – Termination of Employment.
2. Event Date = Last day worked.
3. Click Save.
4. Change Employment status to Term (even for retirees).
5. Termination Date = Last day worked.
6. Click Initiate.
7. Your termination event is now complete.
   • The employee will receive a letter informing him/her of benefit end dates.
   • If the employee is eligible for extended CHP coverage (limited or retiree), he/she will receive a letter with additional details.
   • If you wish to pay for extended CHP coverage for your employee, please contact CPS.