

Welcome to Terminating an Employee on the WEBT Online Portal System!

This guide will walk you through the steps necessary to Terminate an Employee.

To begin, please log into the WEBT Online Portal:

Welcome to Your WEBT Benefit Plans Portal

Username

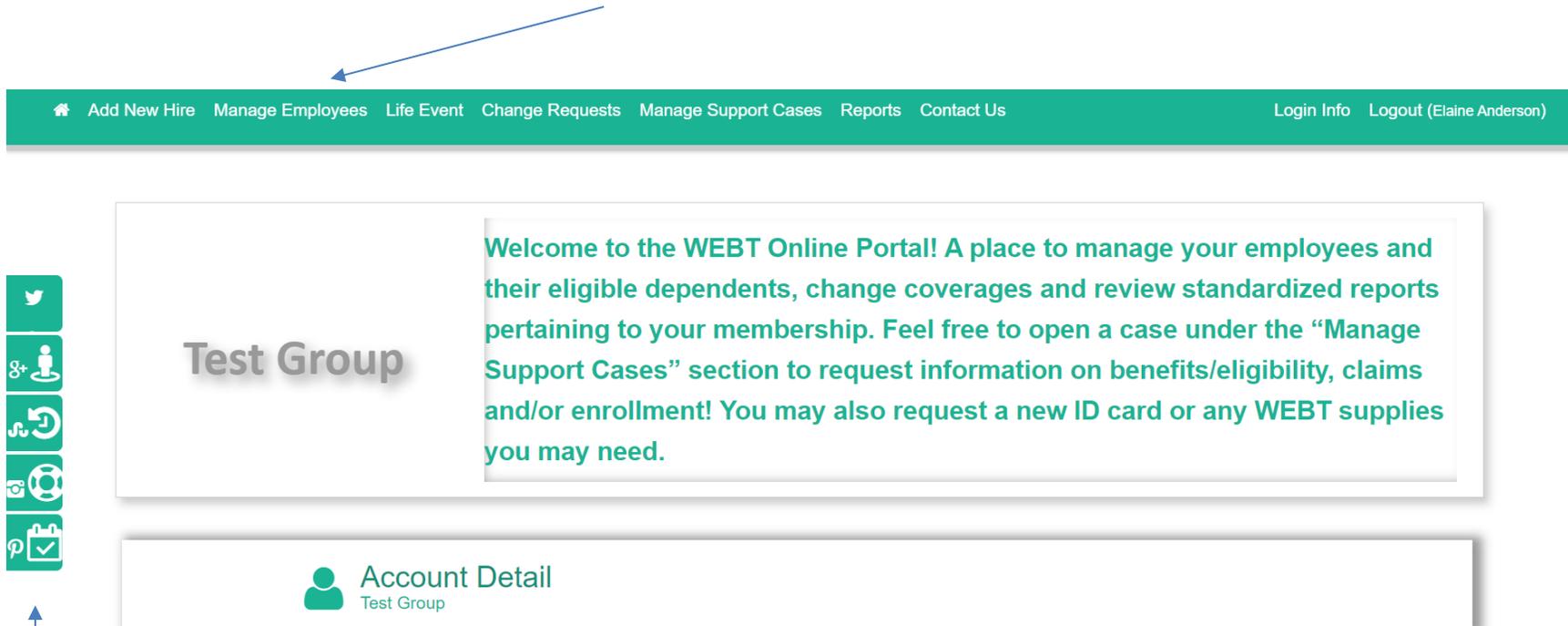
Password

Login

[Forgot Your Password?](#)

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Once you log into the portal, you will utilize the Manage Employees link to begin.



Please Note: You may also choose to utilize the icons that run down the left-hand side of the page to navigate your way through the online portal.

Please enter the name of the employee you are wishing to terminate and hit the search button.



Manage Employees

Employee Search

Search For



Search

Number of records

10 ▾

Member Name	Employee	Type	SSN	Birthdate	Enrollee Status	Action
Bottle, Water		Subscriber	xxx-xx-1111	5/6/1977	Active	View Edit

Please click the view button on the employee you are wanting to terminate. This will redirect you to the Employee Detail screen where you may terminate the employee.

Once you land on the Employee Detail screen, please click the Terminate button.

This will redirect you to the Employee Termination screen where you may terminate the employee.



[Back](#)

Edit

ID Card

Terminate

Personal Information

Member Name	Water Bottle	Middle Initial	
Age	43	SSN	xxx-xx-1111
Date Of Birth	5/6/1977	Gender	Male
Email	kim.rigsbee@willistowerswatson.com	Phone	3334443333
Username		Enrollee Status	Active

Once you land on the Employee Termination page, please enter the employee's last date of employment. Please Note: The employee will be automatically be terminated from coverages at the end of the month of their last date of employment.



Employee Termination

Water Bottle

[Back](#)

Save

Cancel

Employee Information

Last Date of Employment (MM/DD/YYYY)

Enter Last Date of Employment

Termination Reason

--None--



Save

Cancel

Once you enter the last date of employment, please select the Termination Reason

The screenshot shows a web browser window with the URL `full-webt-production.cs124.force.com/webt/employee_edit?id=0033J00000FRXnSQAX&isTerminate=true`. The browser's address bar and tabs are visible. The page header includes navigation links like 'Add New Hire', 'Manage Employees', and 'Life Event'. The main content area is titled 'Employee Termination' and features a 'Water Bottle' icon. Below this, there is a 'Save' button and a 'Cancel' button. The 'Employee Information' section contains a 'Last Date of Employment' field with a placeholder 'Enter Last Date of Employment' and a dropdown menu for 'Termination Reason'. The dropdown menu is open, showing a list of options: '--None--', 'Left Employment - No longer eligible for coverage', 'Transfer (group to group)', 'Military Service', 'Deceased', 'Divorce', 'Medicare', 'Retired - Eligible for Group Coverage', 'Gross Misconduct', 'Retired - Not Eligible for Group Coverage', 'Requested by EE - Still eligible for Coverage' (highlighted in blue), 'Void', 'Change to different Carrier', and 'Left Employment - No longer eligible for coverage'. A 'Back' link is also visible in the top right corner of the form area. The Windows taskbar at the bottom shows the time as 5:26 AM on 1/9/2021.

When complete, hit the save button

Once you hit the Save button, it will be sent to WEBT for approval.

The screenshot shows a web browser window with the following elements:

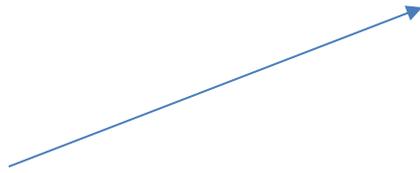
- Browser Tab:** Employee Termination
- Address Bar:** full-webt-production.cs124.force.com/webt/employee_edit?id=0033J00000FRXnSQAX&isTerminate=true
- Navigation Bar:** Home, Add New Hire, Manage Employees, Life Event, Change Requests, Manage Support Cases, Reports, Contact Us, Login Info, Logout (Elaine Anderson)
- Modal Dialog:**
 - Title:** Successful
 - Message:** The request to terminate this employee has been sent for review.
 - Action:** Ok
- Form Fields:** Employee Information, Last Date of Employment (with input field "Enter Last Date of Employment"), Coverage (dropdown menu)
- Buttons:** Save, Cancel
- Footer:** © 2020 WEBT. All rights reserved, WillisTowersWatson
- Taskbar:** Windows taskbar with icons for Office, Chrome, and other applications. System tray shows 5:28 AM, 1/9/2021, and 20 notifications.

Once your termination request has been reviewed and approved by WEBT, you will receive an email indicating the termination was completed, and/or if it was rejected.

Hi Dorothy Kouba,

Your request to terminate Mountain Dew has been approved. Please [click here](#) to review.

Thank you,
WEBT



You may utilize the “click here” link to return to the employee’s information. This will verify the employee has been terminated in the WEBT Portal the end of the month of the qualifying event.

Mountain Dew

- Edit
- Reset Password
- ID Card
- Terminate

Personal Information

Member Name	Mountain Dew	Middle Initial	
Age	38	SSN	xxx-xx-3333
Date Of Birth	9/2/1982	Gender	Male
Email	kim.rigsbee@willistowerswatson.com	Phone	5556667777
Username	mtndew1@willistowerswatson.com	Enrollee Status	Active
Mailing Address	123 Main St, Cheyenne, WY 80001	Original Effective Date	
BCBSWY Member No	45678	Delta Dental ID	
Last Date of Employment	1/13/2021	Coverage Termination Date	1/31/2021
Termination Reason	Left Employment - No longer eligible for coverage		

→ Last Date of Employment

← Coverage Termination Date

Coverage End Date

Mountain Dew

COVERAGES

Life Event Coverage

Update Beneficiaries

Coverage

Current Coverages ▾

Medical Dental Life

Summarize Coverages

Start Date	1/1/2021	End Date	1/31/2021
Plan Name	\$1,000 Deductible - Active	Coverage Tier	Single
Update By	Mountain Dew	Update Date	12/18/2020 5:13 AM

Benefit Summary

Office Visit Co-pay	\$35	RX Max Out of Pocket (per person)	\$1,500
Individual Deductible	\$1,000	Family Deductible	\$2,000
Individual Co-Insurance	\$1,500	Family Co-Insurance	\$3,000
Individual Medical Max Out of Pocket	\$2,500	Family Medical Max Out of Pocket	\$5,000

At any time, before or after completing your request, you may utilize the home button at the top of your screen to return to your Employer Group Page.



[Add New Hire](#) [Manage Employees](#) [Life Event](#) [Change Requests](#) [Manage Support Cases](#) [Reports](#) [Contact Us](#)

Please feel free to contact your Account Manager via email or contact the WEBT/Willis Towers Watson office at (307) 634-5566 should you need assistance with your employer portal site.