Managing Terminations and Transfers Overview

This Job Aid provides information and step-by-step instructions for Agency Benefits Administrators (BAs) to manage termination and transfer Benefit Events.

When an employee is terminated from their Agency, a “TER” Benefit Event is automatically created in Cardinal. This “TER” Benefit Event will automatically be processed and finalized by the Benefit Administration process that runs each evening. If the Benefit Event needs to be manually processed prior to the evening run of the Benefits Administration process, complete the steps documented in the Manually Processing a Termination Benefit Event (TER) section of this Job Aid.

When an employee transfers out of their Agency, an “XFO” Benefit Event is created in Cardinal. The Sending Agency BA should process and finalize the “XFO” Benefit Event right away because this Benefit Event must be Finalized/Enrolled before the receiving Agency BA can process the “XFR” Benefit Event. The steps used to process this Benefit Event are documented in the Processing a Transfer Out Benefit Event – Sending Agency section of this Job Aid.

When an Inter-Agency transfer is processed for an employee, their Health, Imputed Life, Premium Rewards, and Flex Spending Plan enrollments are not stopped or changed in any way. All other retirement enrollments are terminated once the Sending Agency processes the “XFO” Benefit Event. The steps used to process this Benefit Event are documented in the Processing a Transfer In Benefit Event – Receiving Agency section of this Job Aid.

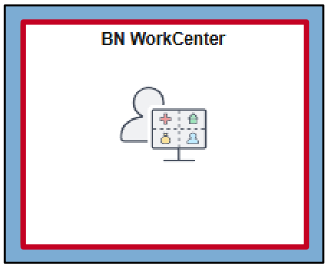
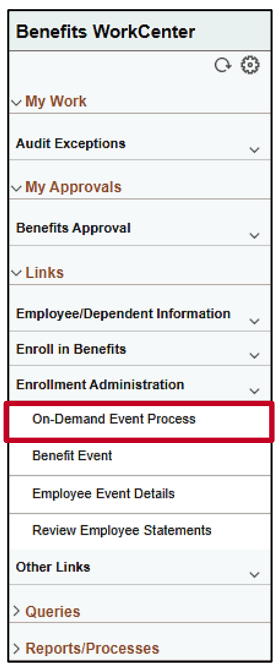
Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

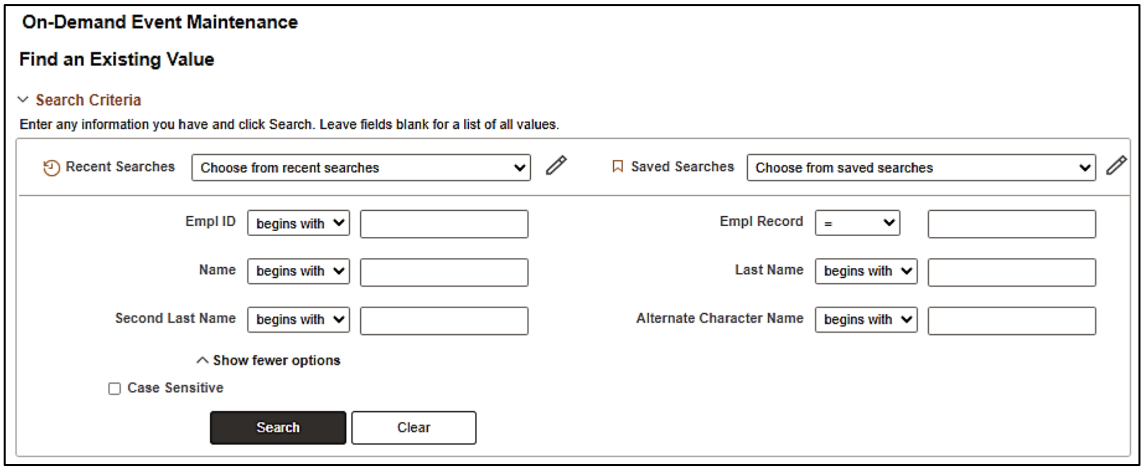
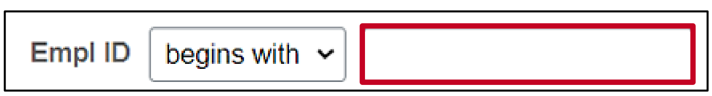
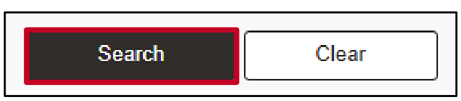
Table of Contents

Revision History

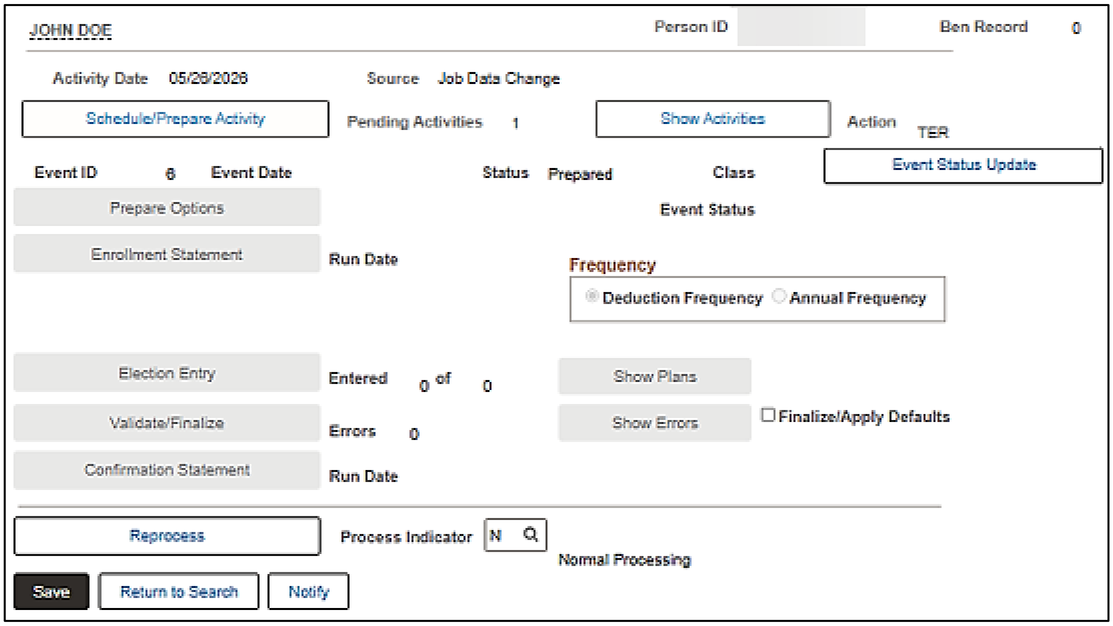
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
12/8/2025	Notes added in all sections to provide additional information regarding the Schedule/Prepare Activity button.
3/1/2025	Updated the screenshots of the Search pages. Added reference information to the **Overview of the Cardinal HCM Search Pages** Job Aid.

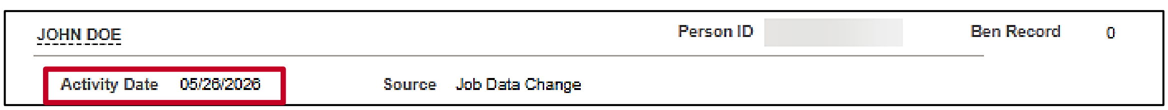
Manually Processing a Termination Benefit Event (TER)

Step	Action
1.	Once the employee’s Job Record has been terminated in Cardinal by an Agency Human Resources Administrator, navigate to the **On-Demand Event Process** page by clicking the **BN WorkCenter** tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled **Overview of the Cardinal HCM WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation path in the WorkCenter: **Links > Enrollment Administration > On-Demand Event Process** **Note**: WorkCenter sections, folders, and pages may vary based on the user’s Security roles. 
	Users can also access the **On-Demand Event Process** page using the following path: **NavBar > Menu > Benefits > Manage Automated Enrollment > Events > On-Demand Event Process**

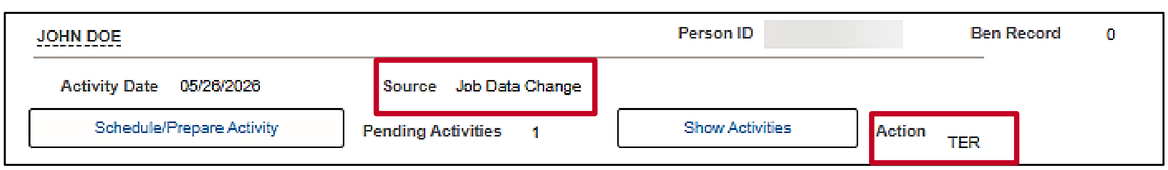
Step	Action
The **On-Demand Event Maintenance Find an Existing Value Search** page displays. 	
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
3.	Enter the employee's Employee ID in the **Empl ID** field. **Note**: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. 
4.	Click the **Search** button. 

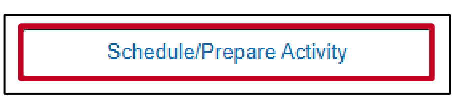
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The On-Demand Event Process page displays for the applicable employee.


</td></tr>
<tr><td>5.</td><td>Review the Activity Date field. For Termination Events, this date auto-populates based on the effective date of the Termination transaction processed by HR. Ensure that this date is accurate.


</td></tr>
<tr><td></td><td>The Source field will be “Job Data Change”.

The Action field will default to “TER” (Termination).


</td></tr>
<tr><td>6.</td><td>Click the Schedule/Prepare Activity button to manually run the Benefits Administration process for this Benefit Event.

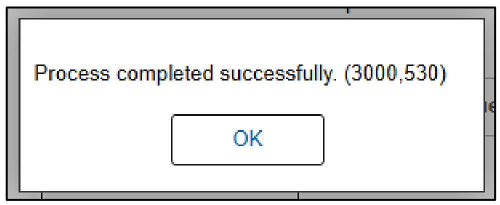

</td></tr>
</table>

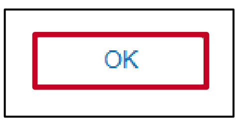
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7.</td><td>If the Benefits Administration process has already run, the Schedule/Prepare Activity button will be disabled, and the Pending Activities field will display a “0”. In this case, proceed to Step 8.

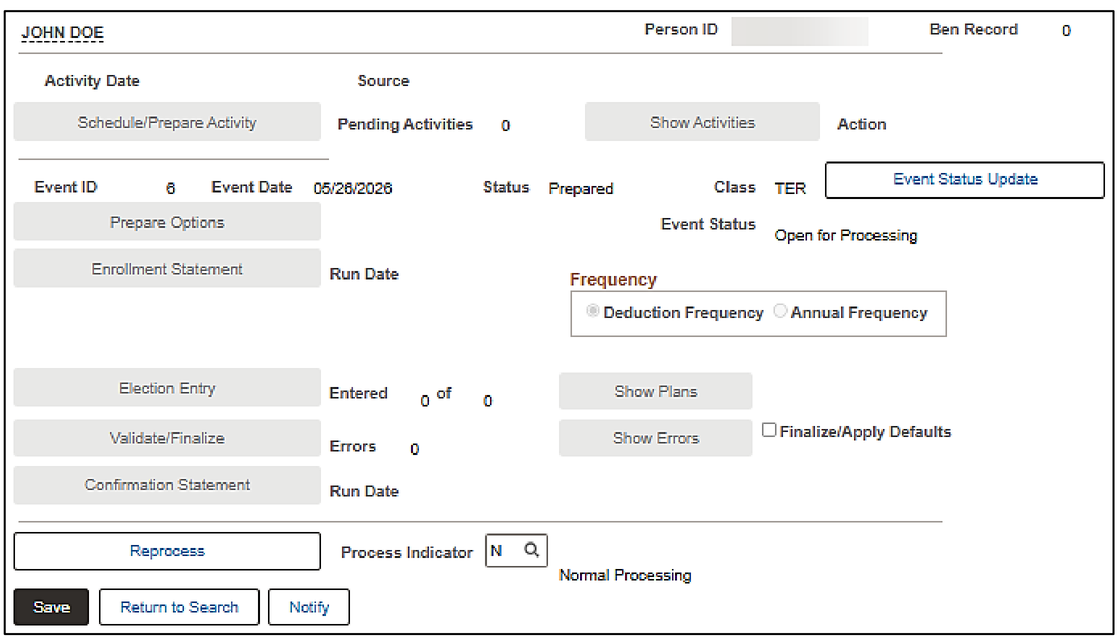
If the Pending Activities field displays a “1”, click the Schedule/Prepare Activity button.

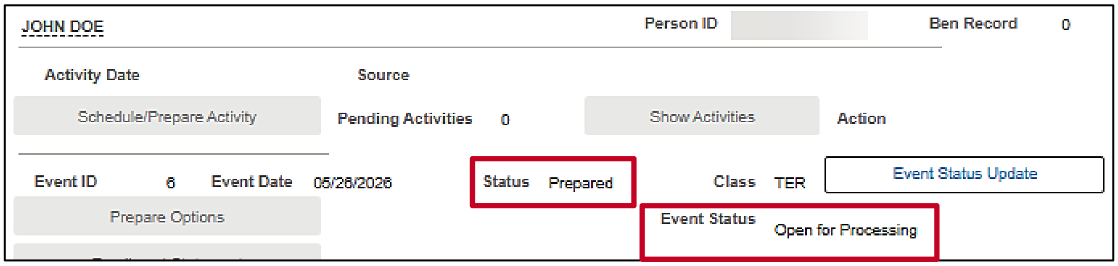
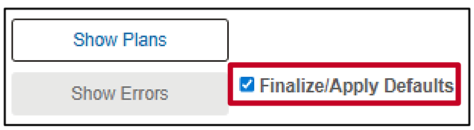
Note: Clicking the Schedule/Prepare Activity button will launch an automated program that schedules and prepares the activity.

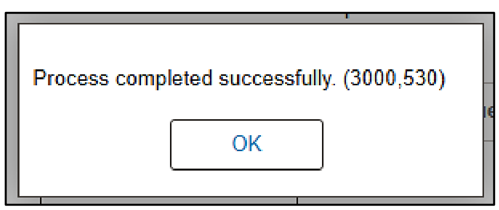
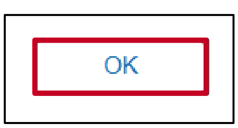

</td></tr>
<tr><td colspan="2">A Confirmation message displays in a pop-up window to acknowledge that the manual Benefits Administration process has been completed successfully.


</td></tr>
<tr><td>8.</td><td>Click the OK button to close the message.


</td></tr>
<tr><td colspan="2">The On-Demand Event Process page redisplays.

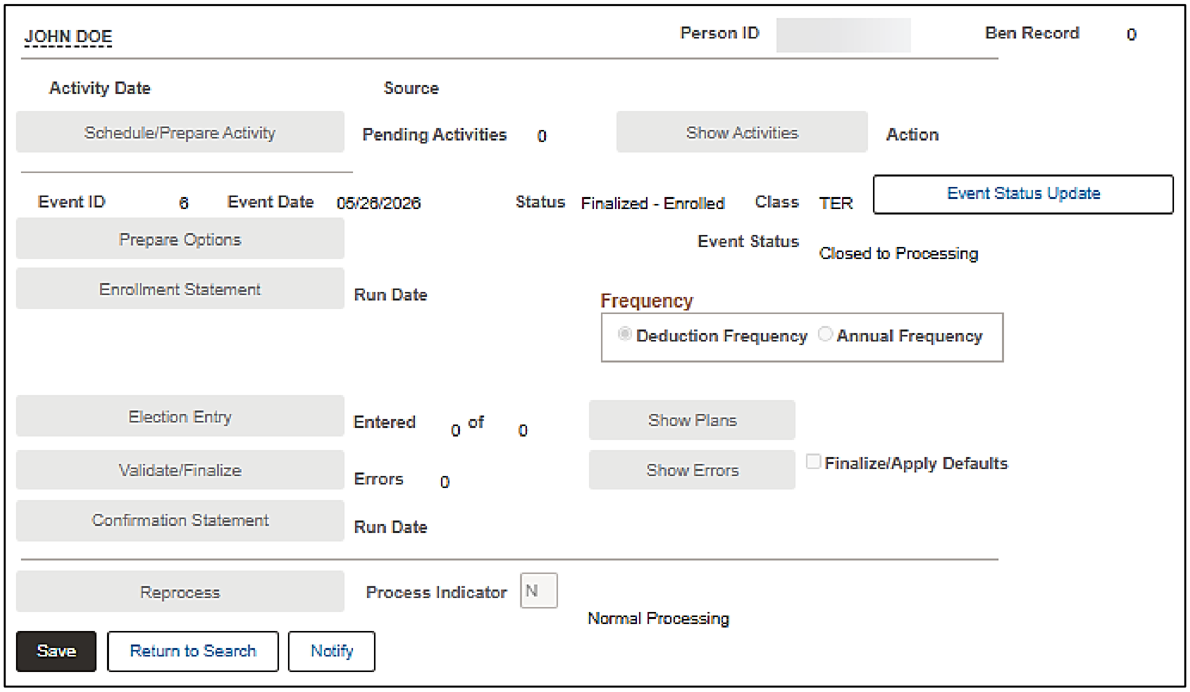

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9.</td><td>Confirm that the Status field displays as “Prepared” and the Event Status field displays as “Open for Processing”.

</td></tr>
<tr><td></td><td>If these statuses do not display as indicated, please submit a VCCC Ticket with “Cardinal Benefits” in the Subject line.</td></tr>
<tr><td>10.</td><td>Select the Finalize/Apply Defaults checkbox option.

</td></tr>
<tr><td>11.</td><td>Click the Validate/Finalize button.

</td></tr>
<tr><td></td><td>All benefits will be terminated for the employee once the Validate/Finalize button has been clicked.</td></tr>
<tr><td colspan="2">A Confirmation message displays in a pop-up window to acknowledge that the manual Benefits Administration process has been completed successfully.

</td></tr>
<tr><td>12.</td><td>Click the OK button to close the message.

</td></tr>
</table>

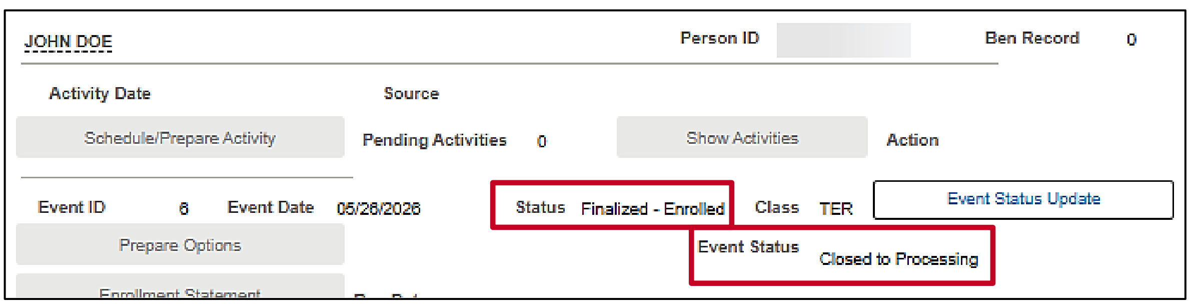
Step	Action

The **On-Demand Event Process** page redisplays.

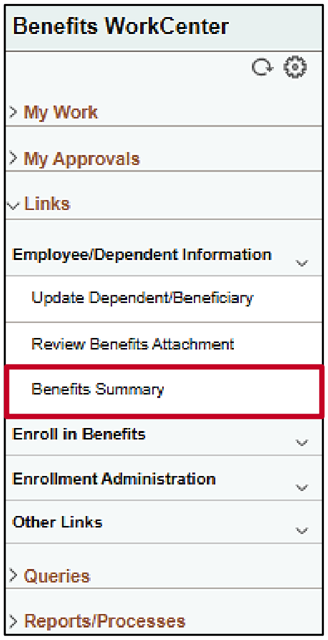


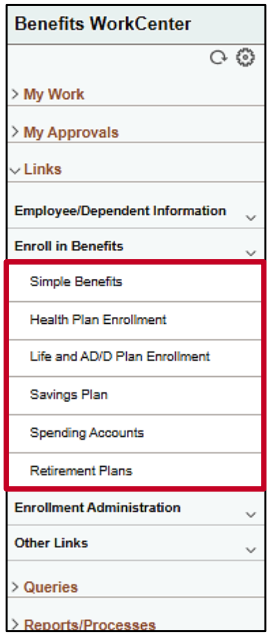
The **Status** field will now display as "Finalized - Enrolled".

The **Event Status** field will still display as "Closed to Processing".

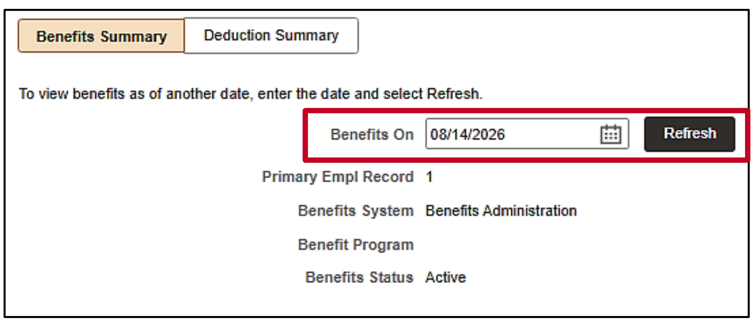


To review the employee's benefits and confirm that they have been terminated, navigate to the employee's **Benefits Summary** page from the **BN WorkCenter**, or review the employee's individual benefit pages (see navigations below).





Note: If the benefits termination date is in the future, users will need to change the date in the **Benefits On** field on the **Benefits Summary** page and click the **Refresh** button.



Users can also access the **Benefits Summary** page using the following navigation path:
NavBar > Menu > Benefits > Review Employee Benefits > Benefits Summary

Individual Benefit Pages

Simple Benefits: **NavBar > Menu > Benefits > Enroll In Benefits > Simple Benefits**

Health Plan Enrollment: **NavBar > Menu > Benefits > Enroll In Benefits > Health Plan Enrollment**

Imputed Life: **NavBar > Menu > Benefits > Enroll In Benefits > Life and AD/D Benefits**

Savings Plan: **NavBar > Menu > Benefits > Enroll In Benefits > Savings Plan**

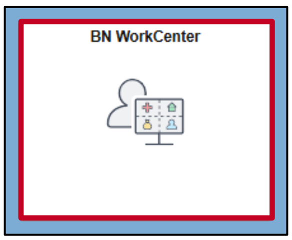
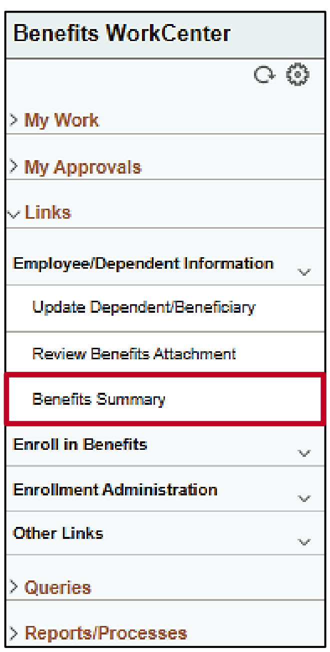
FSA Benefits: **NavBar > Menu > Benefits > Enroll In Benefits > Spending Accounts**

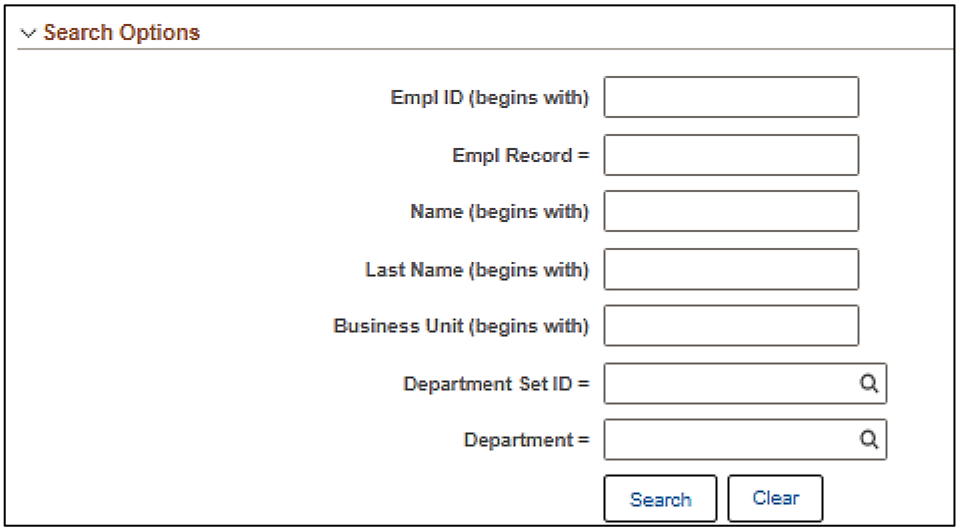
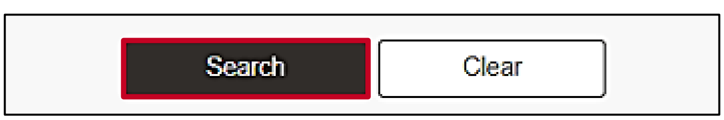
Retirement Plans: **NavBar > Menu > Benefits > Enroll In Benefits > Retirement Plans**

Processing a Transfer Out Benefit Event – Sending Agency

When an Inter-Agency transfer is processed for an employee, their Health, Imputed Life, Premium Rewards, and Flex Spending Plan enrollments are not stopped or changed in any way. All other retirement and Savings Plans enrollments are terminated once the Sending Agency processes the “XFO” Benefit Event.

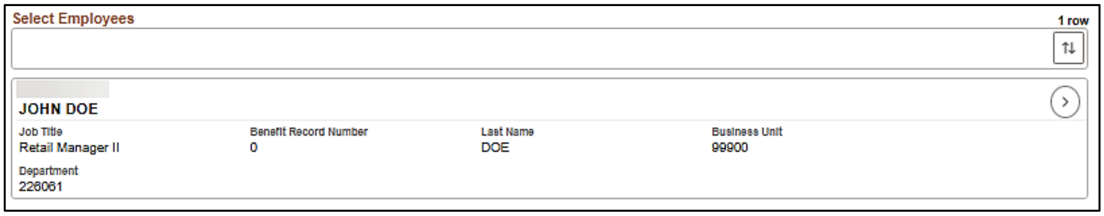
The first portion of this section demonstrates the steps for optionally reviewing the employee’s current enrollments prior to processing the “XFO” Benefit Event. To proceed without reviewing the employee’s current enrollments, skip to **Step 6**.

Step	Action
1.	Navigate to the **Benefits Summary** page by clicking the **BN WorkCenter** tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled **Overview of the Cardinal HCM WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation path in the WorkCenter: **Links > Employee/Dependent Information > Benefits Summary** **Note**: WorkCenter sections, folders, and pages may vary based on the user’s Security roles. 

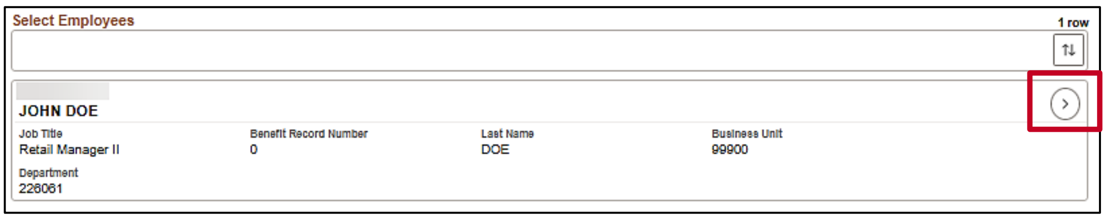
Step	Action
	Users can also access the **Benefits Summary** page using the following path: **NavBar > Menu > Benefits > Review Employee Benefits > Benefits Summary**
The **Benefits Summary Search** page displays.	
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
3.	Enter the employee's Employee ID in the **Empl ID** field. **Note**: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. 
4.	Click the **Search** button. 

Step	Action

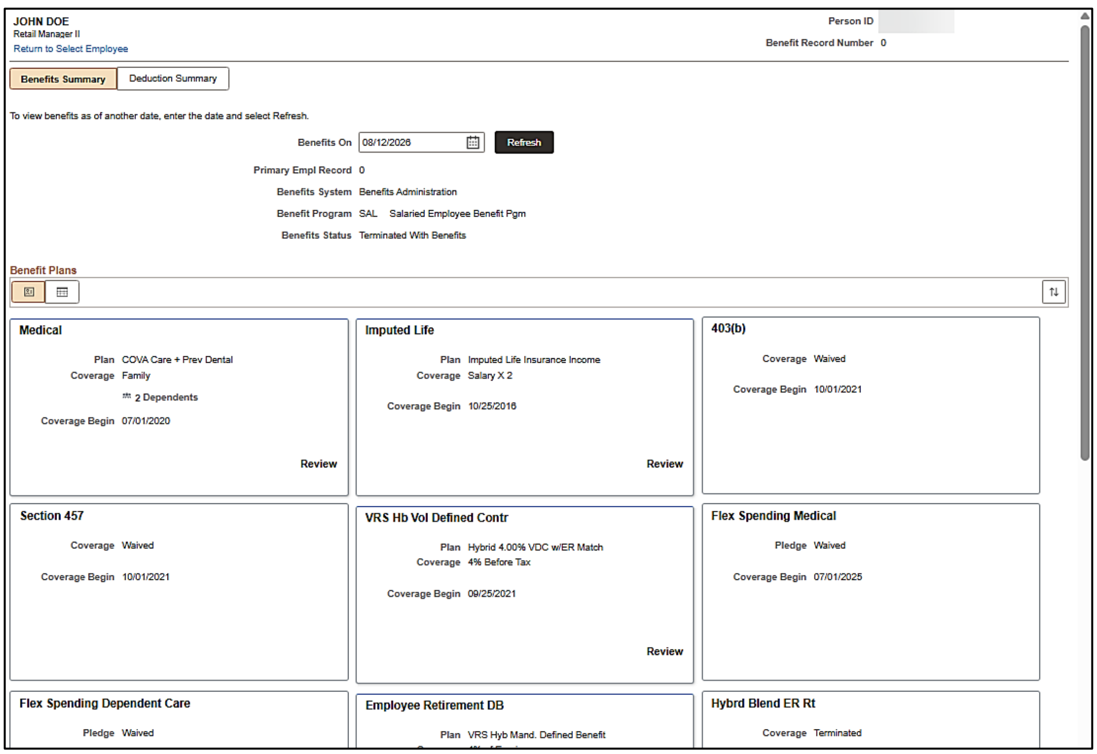
The Search Results display for the applicable employee.



Step	Action
5.	Click the **Select** button at the end of the applicable row.

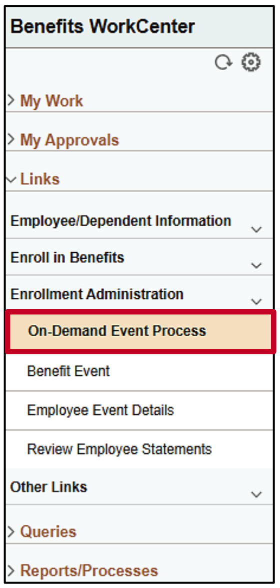


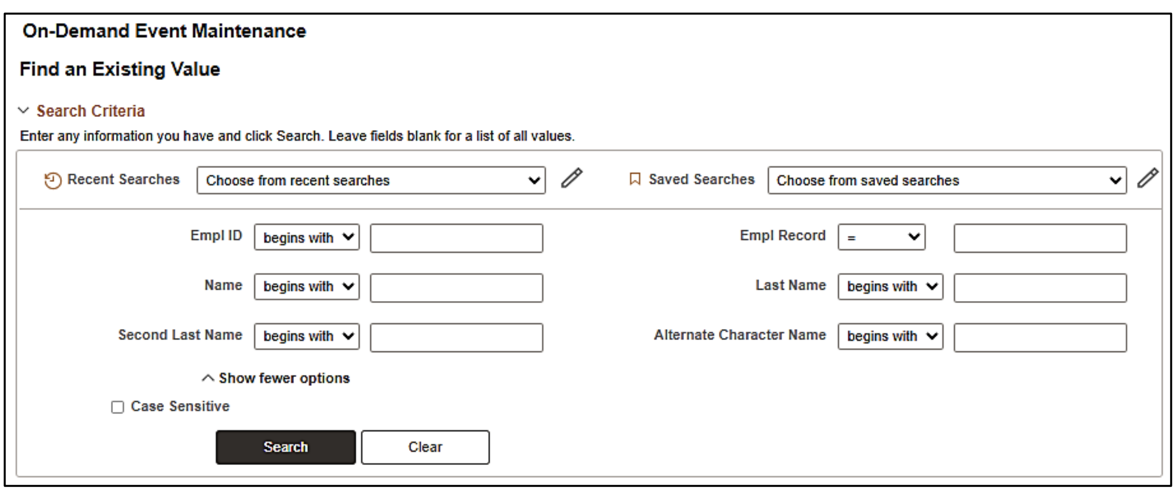
The **Benefits Summary** page displays for the applicable employee.

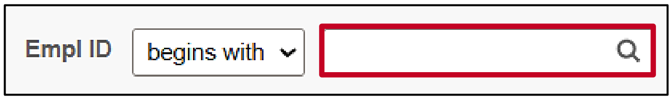
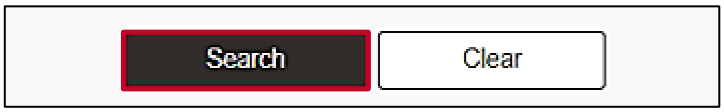


Step	Action
	When the "XFO" Benefit Event is processed, the Health, Imputed Life, Premium Rewards, and Flex Spending Plan enrollments will not be terminated. They will carry forward with the employee to their new Agency. All other enrollments will be terminated, and the employee will need to re-enroll in these plans at their new Agency.

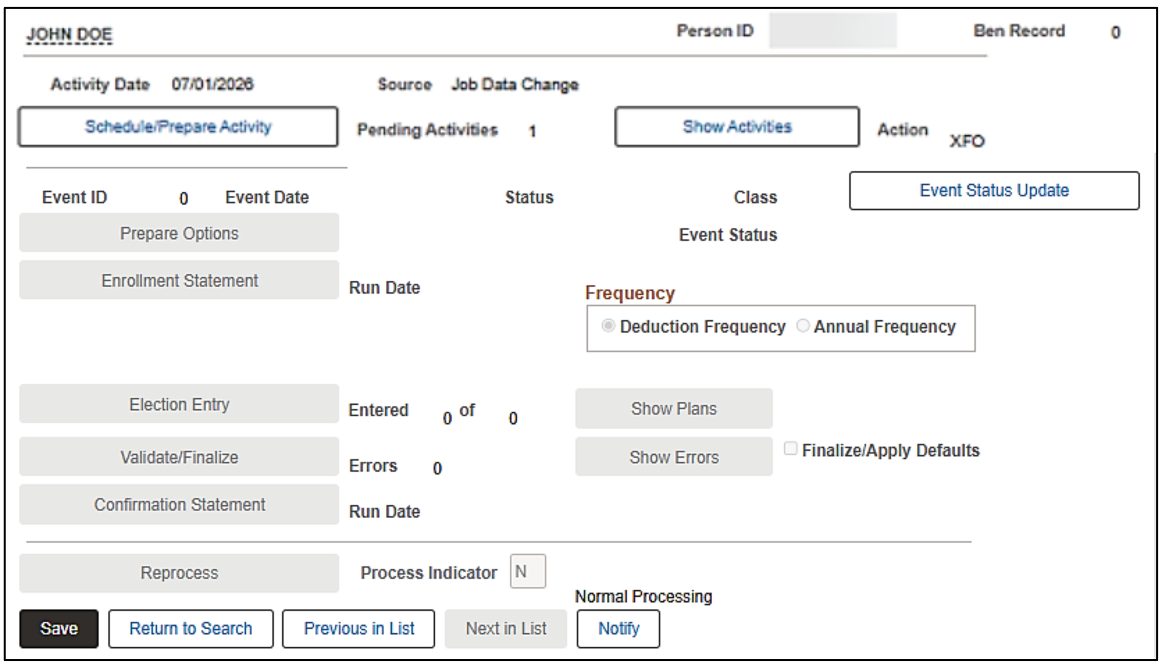
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>The next portion of this section demonstrates the steps used to manually process the “XFO” Benefit Event. The Sending Agency BA should process and finalize the “XFO” Benefit Event right away because this Benefit Event must be Finalized/Enrolled before the receiving Agency BA can process the “XFR” Benefit Event.</td></tr>
<tr><td>6.</td><td>Use the following navigation path in the WorkCenter: Links > Enrollment Administration > On-Demand Event Process

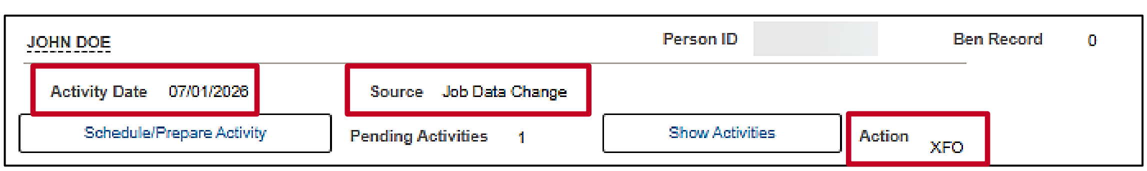

</td></tr>
<tr><td></td><td>Users can also navigate to the On-Demand Event Process page using the following path:
NavBar > Menu > Benefits > Manage Automated Enrollment > Events > On-Demand Event Process</td></tr>
<tr><td colspan="2">The On-Demand Event Maintenance Find an Existing Value Search page displays.


</td></tr>
</table>

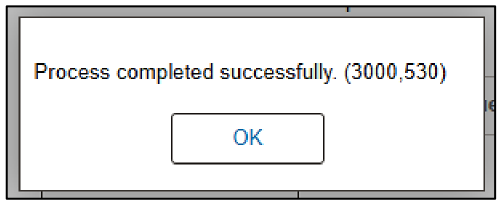
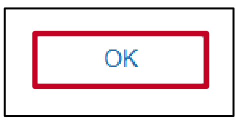
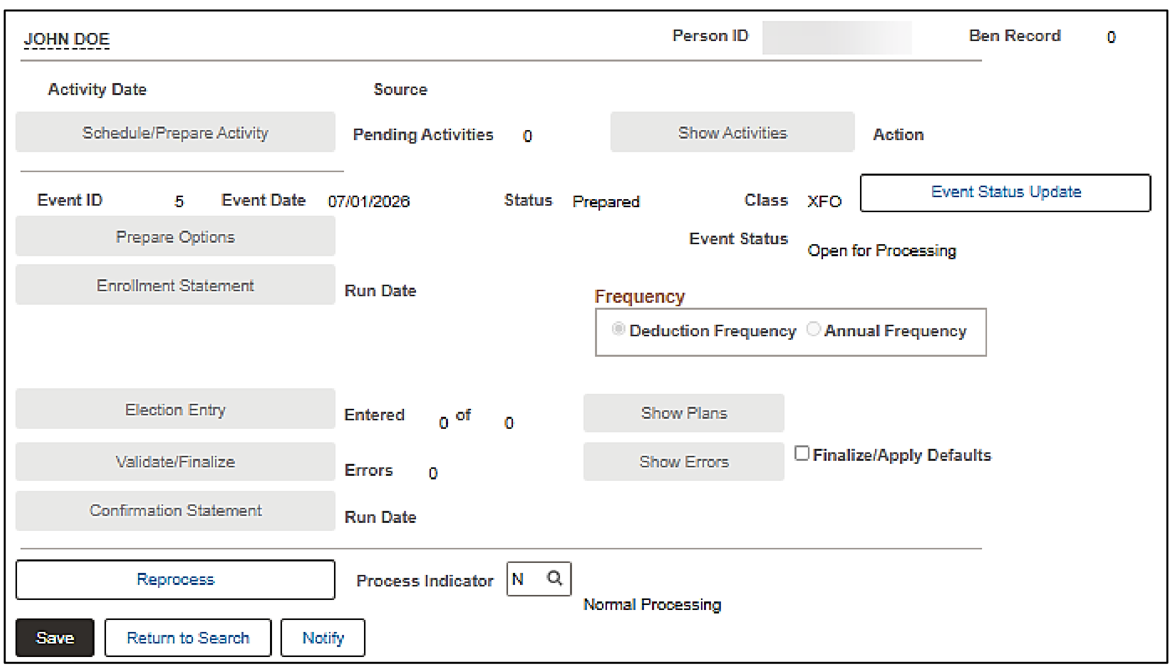
Step	Action
7.	Enter the employee's Employee ID in the **Empl ID** field. **Note**: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. 
8.	Click the **Search** button. 

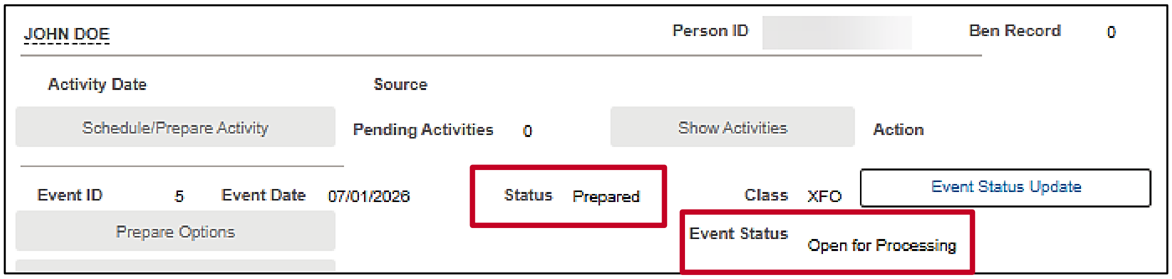
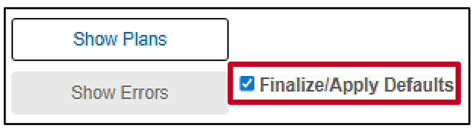
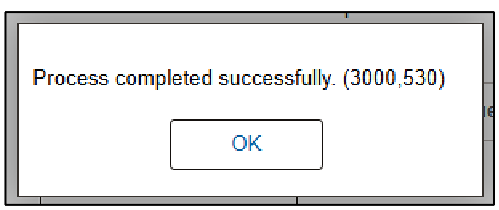
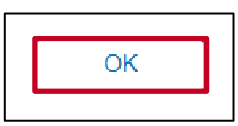
The **On-Demand Event Process** page displays for the applicable employee.



Step	Action
9.	Review the **Activity Date** field. For Transfer Events, this date auto-populates based on the effective date of the Transfer transaction processed by HR. Ensure that this date is accurate. **Note**: The **Source** field will be "Job Data Change" and the **Action** field will default to "XFO" (Transfer Out). 

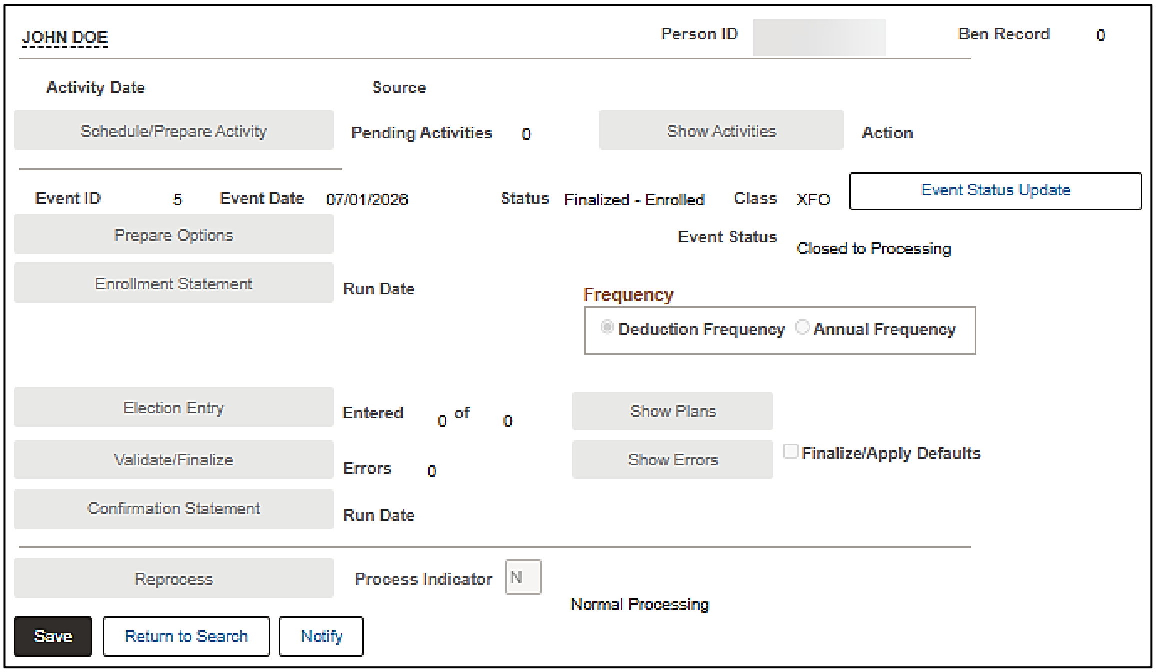
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10.</td><td>Click the Schedule/Prepare Activity button.

</td></tr>
<tr><td colspan="2">A Confirmation message displays in a pop-up window to acknowledge that the manual Benefits Administration process has been completed successfully.

</td></tr>
<tr><td>11.</td><td>Click the OK button to close the message.

</td></tr>
<tr><td colspan="2">The On-Demand Event Process page redisplays.

</td></tr>
</table>

Step	Action
12.	Confirm that the **Status** field displays as “Prepared” and the **Event Status** field displays as “Open for Processing”. 
	If these statuses do not display as indicated, please submit a VCCC Ticket with “Cardinal Benefits” in the Subject line.
13.	Select the **Finalize/Apply Defaults** checkbox option. 
14.	Click the **Validate/Finalize** button. 
	A **Confirmation** message displays in a pop-up window to acknowledge that the manual Benefits Administration process has been completed successfully. 
15.	Click the **OK** button to close the message. 

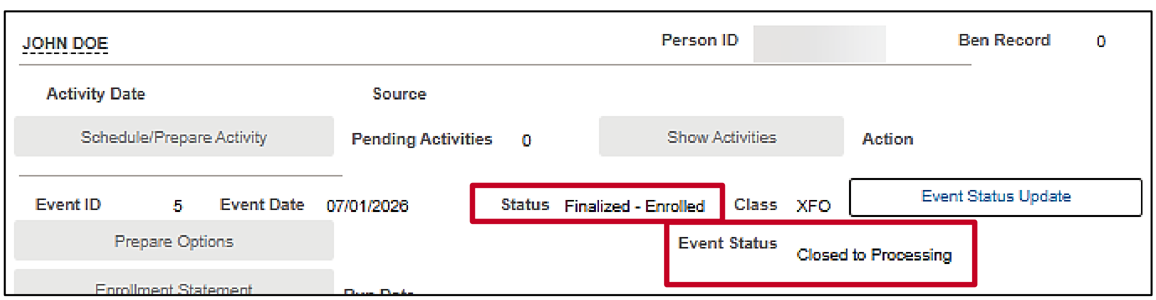
Step	Action

The **On-Demand Event Process** page redisplays.

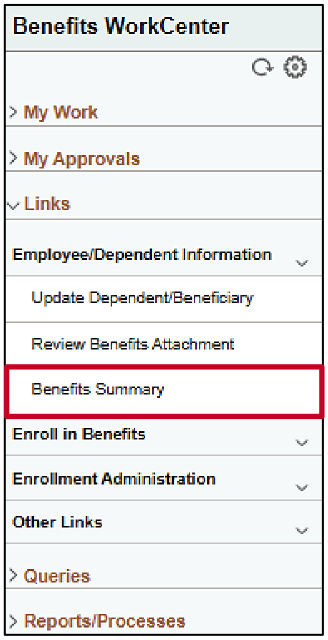


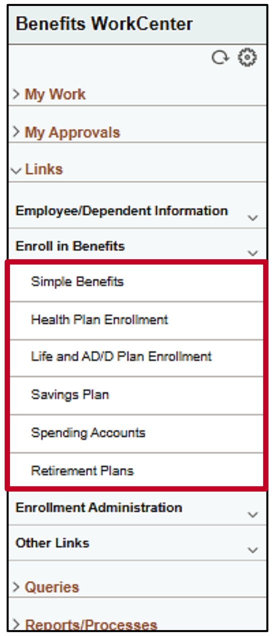
The **Status** field will now display as “Finalized - Enrolled”.

The **Event Status** field will still display as “Closed to Processing”.

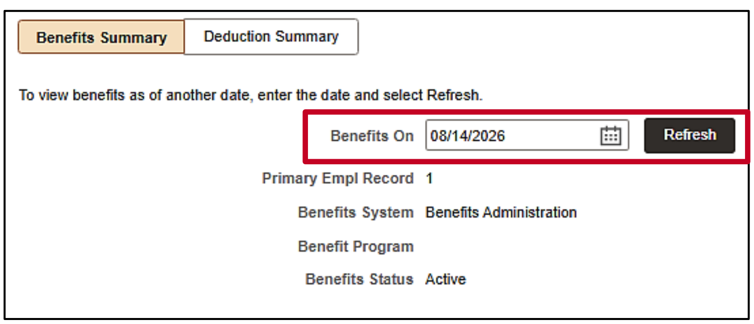


To review the employee's benefits and confirm that they have been terminated, navigate to the employee's **Benefits Summary** page from the **BN WorkCenter**, or review the employee's individual benefit pages (see navigations below).





Note: If the benefits termination date is in the future, users will need to change the date in the **Benefits On** field on the **Benefits Summary** page and click the **Refresh** button.



Users can also access the **Benefits Summar**y page using the following navigation path:
NavBar > Menu > Benefits > Review Employee Benefits > Benefits Summary

<u>Individual Benefit Pages</u>

Simple Benefits: **NavBar > Menu > Benefits > Enroll In Benefits > Simple Benefits**

Health Plan Enrollment: **NavBar > Menu > Benefits > Enroll In Benefits > Health Plan Enrollment**

Imputed Life: **NavBar > Menu > Benefits > Enroll In Benefits > Life and AD/D Benefits**

Savings Plan: **NavBar > Menu > Benefits > Enroll In Benefits > Savings Plan**

FSA Benefits: **NavBar > Menu > Benefits > Enroll In Benefits > Spending Accounts**

Retirement Plans: **NavBar > Menu > Benefits > Enroll In Benefits > Retirement Plans**

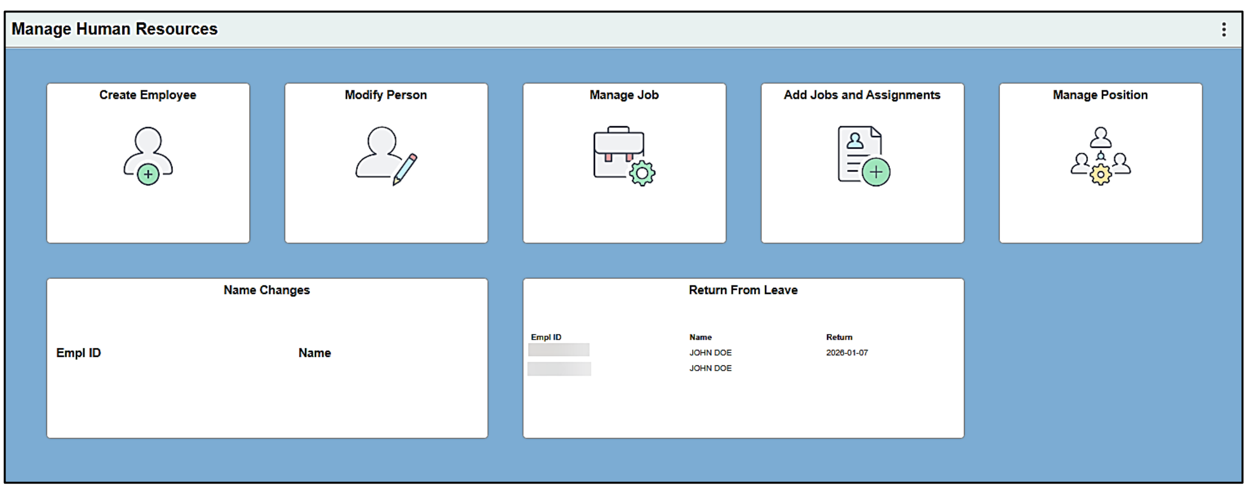
Processing a Transfer In Benefit Event – Receiving Agency

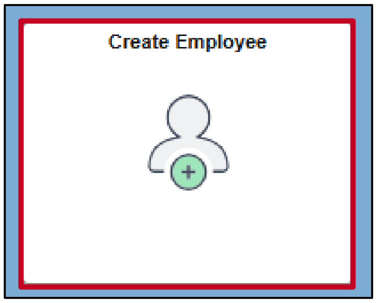
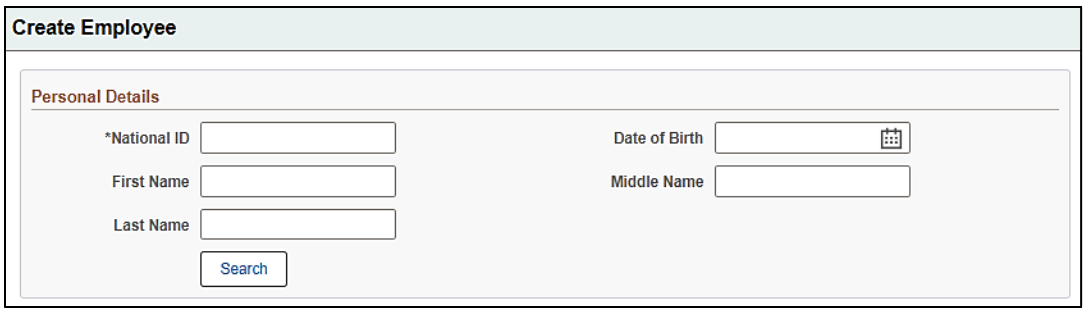
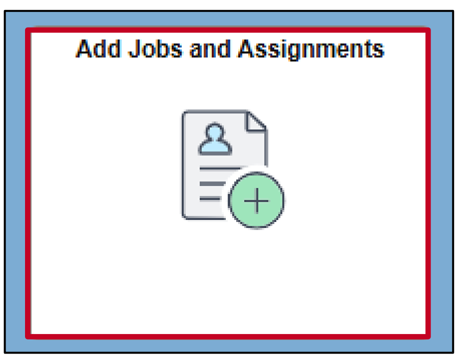
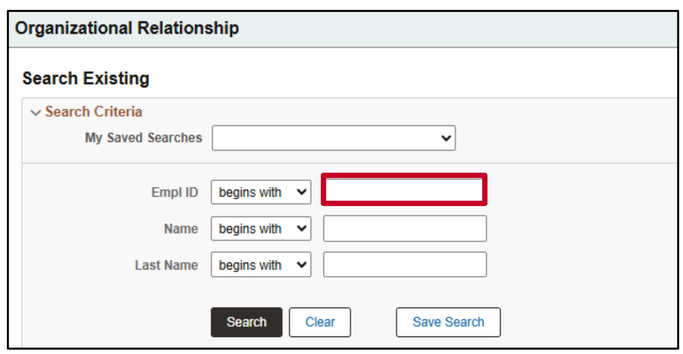
When an Inter-Agency transfer is processed for an employee, their Health, Imputed Life, Premium Rewards, and Flex Spending Plan enrollments are not stopped or changed in any way. All other retirement enrollments are terminated once the Sending Agency processes the “XFO” Benefit Event.

The first portion of this section demonstrates the steps that must be performed by the Receiving Agency in order to confirm that the Sending Agency HR processed the Transfer Out Job Data transaction and verify the transfer date. Additionally, this process is used to confirm that the “XFO” Benefit Event has been processed.

The Receiving Agency HR Administrator cannot process the Transfer In transaction until this is confirmed and the same effective date or the day after must be used for the Transfer In Job Data transaction to avoid a break in service for the employee.

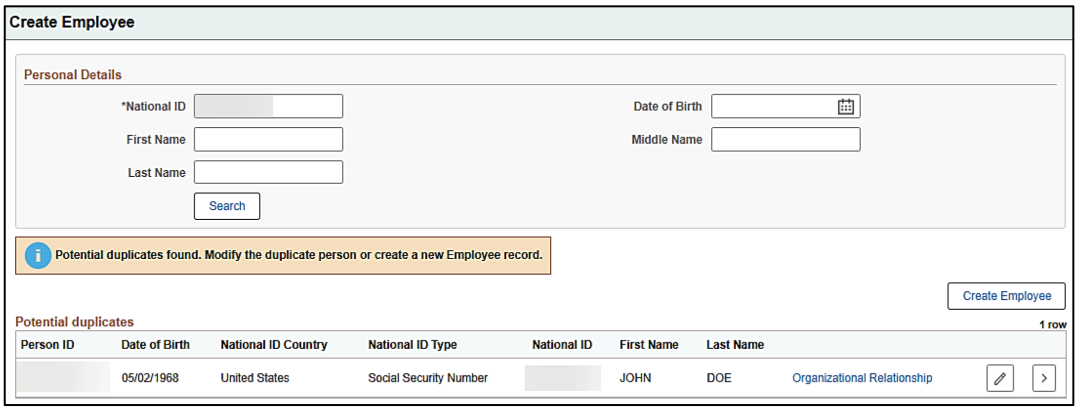
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Organizational Relationship page by clicking the Manage Human Resources tile on the Cardinal HCM Homepage.

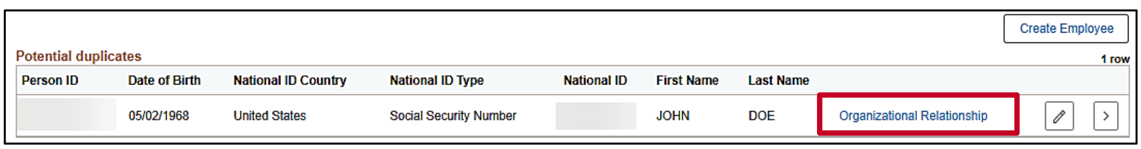
</td></tr>
<tr><td colspan="2">The Manage Human Resources page displays.

</td></tr>
</table>

Step	Action
2.	Click the **Create Employee** tile. 
The **Create Employee Search** page displays. 	
	Users can also search from the **Add Jobs and Assignments** tile, and entering the employee's Employee ID.   For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
3.	Enter the employee's SSN in the **National ID** field. 

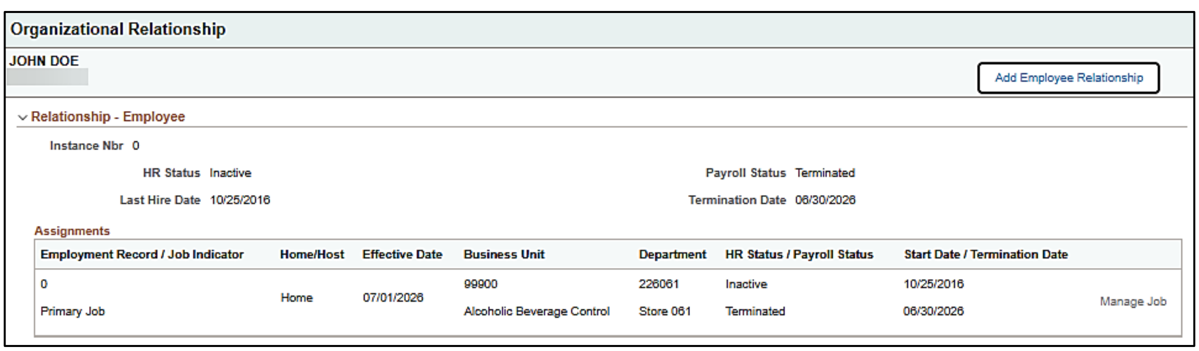
Step	Action
4.	Click the **Search** button. 

The **Create Employee** page redisplays with an Information Message and the **Potential duplicates** section displayed.



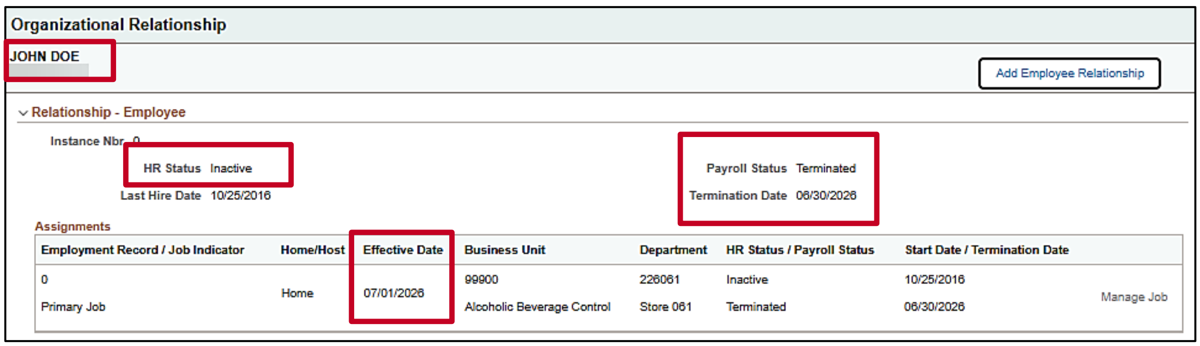
Step	Action
5.	Click the **Organizational Relationship** link. 

The **Organizational Relationship** page displays.



ℹ	All active and inactive assignments for the employee will display on this page.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>
Review the information and validate that it is consistent with the information obtained from the Sending Agency. If the information is not consistent, contact the Sending Agency and/or employee. At a minimum, the following information should be reviewed:
<ol type="a">
Name and Employee ID fields: The Name and Employee ID are displayed at the top of the page. Confirm this is the correct information.
HR Status field: Should be “Inactive”. If it is “Active”, contact the Sending Agency and/or employee to coordinate the timing (date) for the termination and new hire/rehire transaction.
Payroll Status field: Should be “Terminated”. If the status is not “Terminated”, contact the Sending Agency and/or employee to coordinate the timing (date) for the termination and new hire/rehire transaction.
Effective Date field: Should match the agreed upon effective date.

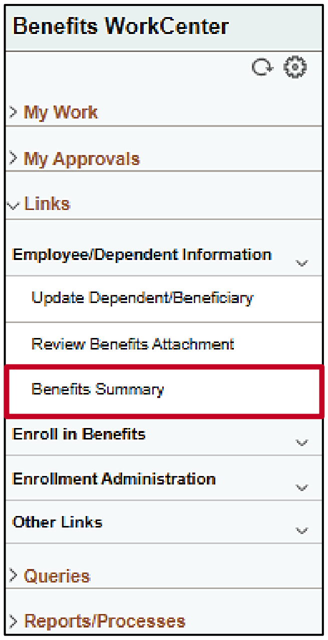


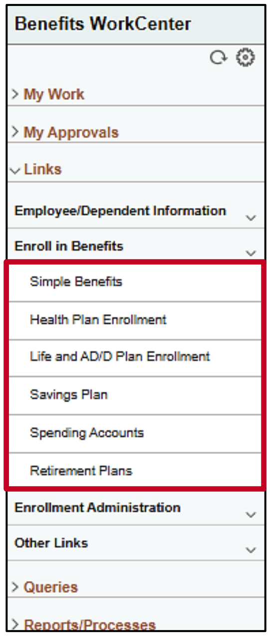
</td></tr>
<tr><td></td><td>
At this point, the Receiving Agency HR must complete the Hire/Transfer In Job Data transaction using the same effective date that the Sending Agency used for the Termination: Transfer Out Job Data transaction. After this transaction is completed by HR, review the employee’s enrollments to verify the following:

Health, Premium Reward, FSA Plans, FSA Fee, and Imputed Life <u>have not</u> been terminated by the Sending Agency
Retirement and Savings Accounts all show as “Terminated” as of the 1st of the month following the transfer

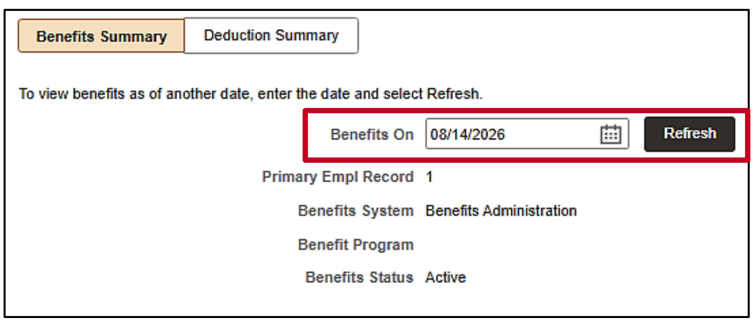
</td></tr>
</table>

To review the employee's benefits and confirm that they have been terminated, navigate to the employee's **Benefits Summary** page from the **BN WorkCenter**, or review the employee's individual benefit pages (see navigations below).





Note: If the benefits termination date is in the future, users will need to change the date in the **Benefits On** field on the **Benefits Summary** page and click the **Refresh** button.



Users can also access the **Benefits Summar**y page using the following navigation path: **NavBar > Menu > Benefits > Review Employee Benefits > Benefits Summary**

<u>Individual Benefit Pages</u>

Simple Benefits: **NavBar > Menu > Benefits > Enroll In Benefits > Simple Benefits**

Health Plan Enrollment: **NavBar > Menu > Benefits > Enroll In Benefits > Health Plan Enrollment**

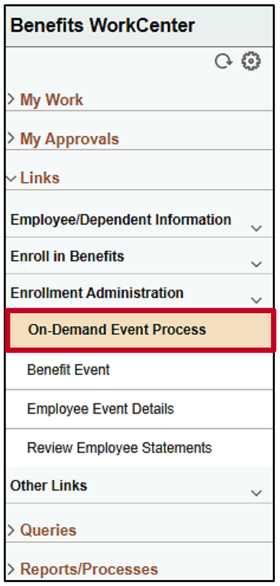
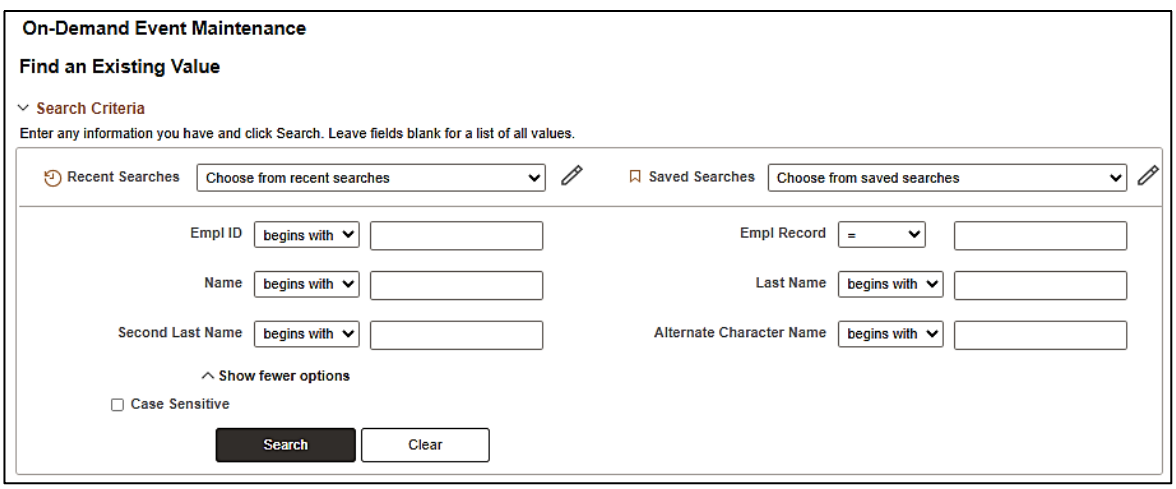
Imputed Life: **NavBar > Menu > Benefits > Enroll In Benefits > Life and AD/D Benefits**

Savings Plan: **NavBar > Menu > Benefits > Enroll In Benefits > Savings Plan**

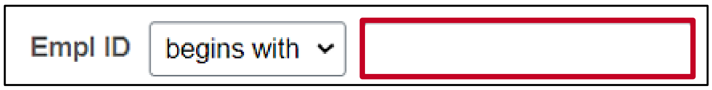
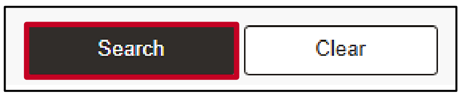
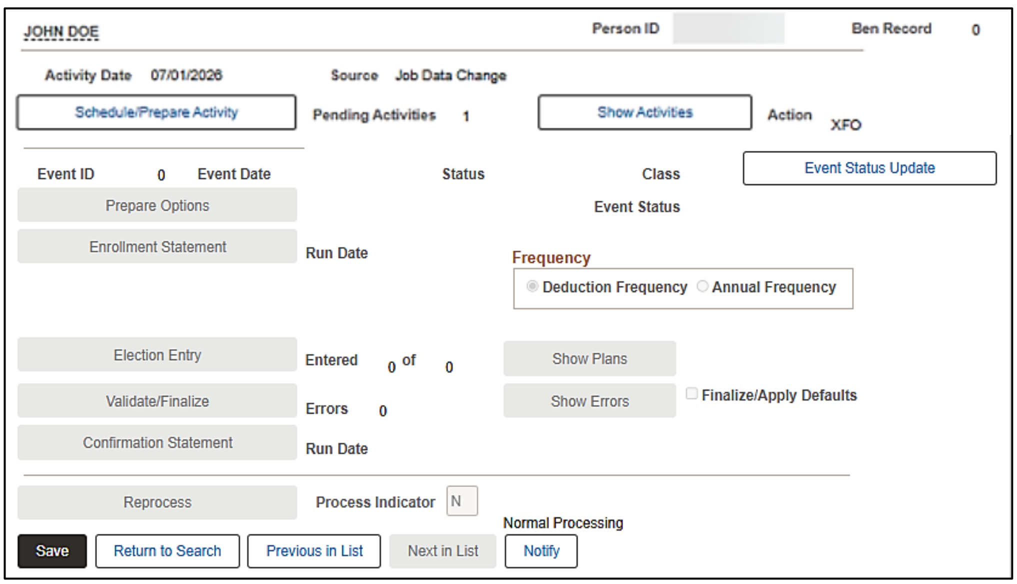
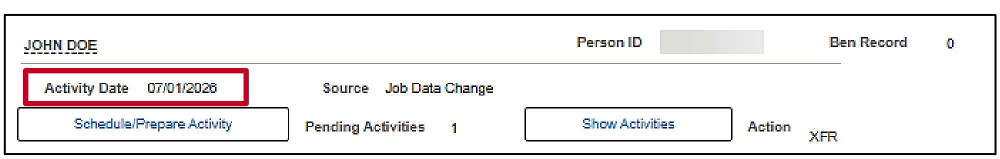
FSA Benefits: **NavBar > Menu > Benefits > Enroll In Benefits > Spending Accounts**

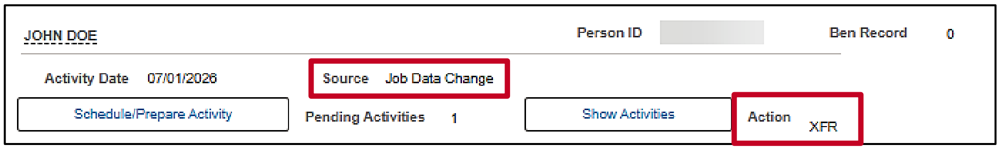
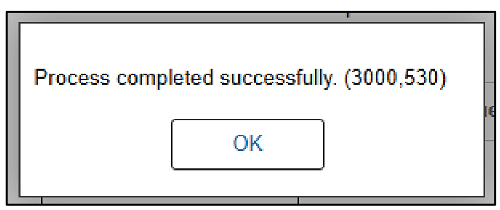
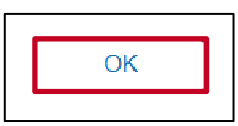
Retirement Plans: **NavBar > Menu > Benefits > Enroll In Benefits > Retirement Plans**

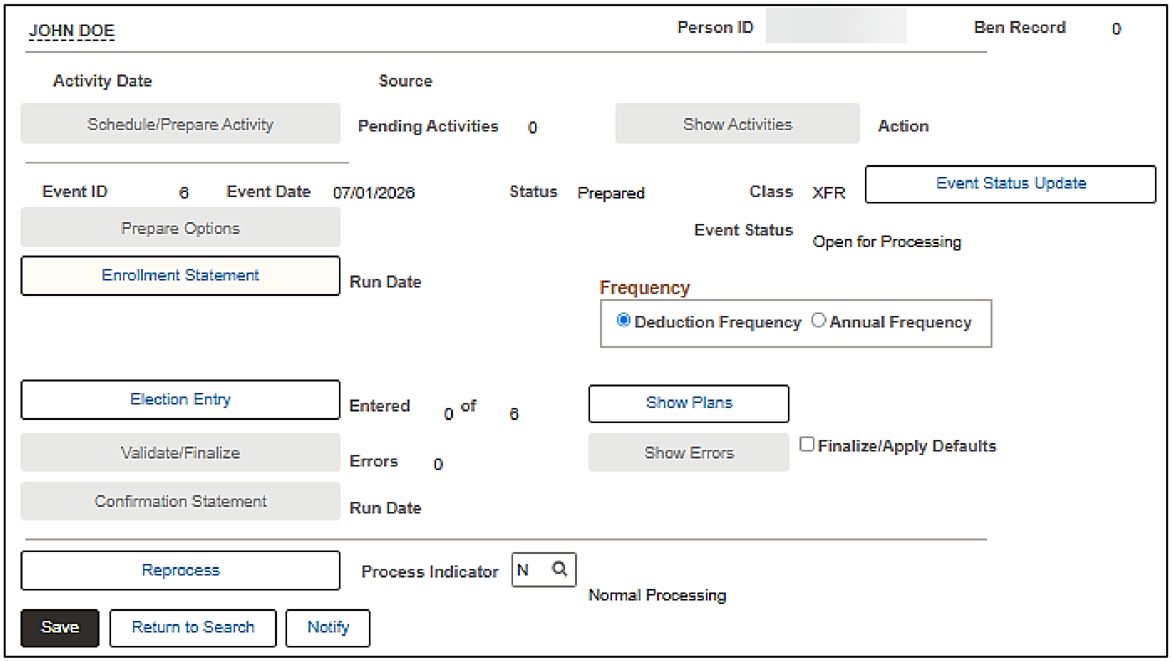
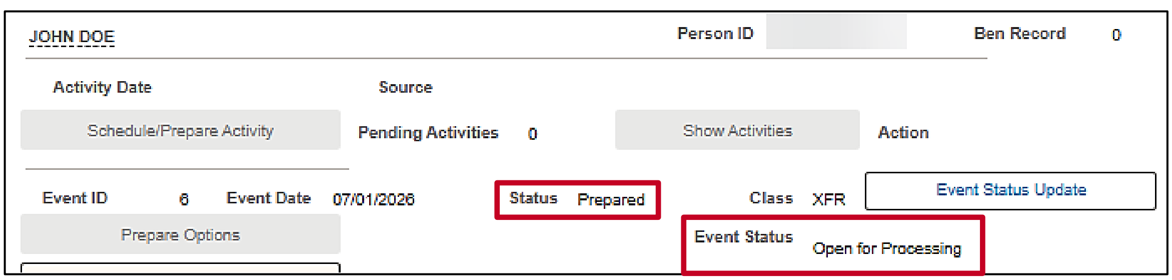
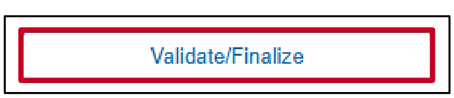
Step	Action
7.	Review the employee’s benefit enrollments (navigations above) to ensure that only the retirement and Savings Plans enrollments have a coverage election of “Terminate”. Keep the following in mind: • During review of the employee’s health plan enrollment, take note if the employee is enrolled in a regional HMO plan (Kaiser or Optima). Employees are eligible to enroll in a regional HMO plan based on a live or work policy meaning that the employee must either live or work in that coverage region in order to enroll in the regional HMO plan. If the employee is enrolled in a regional HMO plan and as part of this Agency transfer, the employee will no longer live or work in that coverage region, the “XFR” Benefit Event (covered subsequently in this Job Aid) must be used to enroll the employee in the new health plan that they elect. • If all the employee’s benefit enrollments have been terminated, this indicates that the Sending Agency HR Administrator used the incorrect Action/Reason codes when entering the Termination/Transfer Out Job Data transaction. In these cases, submit a VCCC Ticket to the Cardinal Post Production Support (PPS) Team with “Cardinal Benefits” in the Subject line as the Cardinal PPS Team will need to resolve this issue. • If none of the employee’s benefit enrollments have been terminated, this indicates that either the Sending Agency HR has not completed the Termination/Transfer Out Job Data transaction or it was completed after the Receiving Agency’s HR completed the Hire/Transfer In Job Data transaction. In these cases, submit a VCCC Ticket to the Cardinal Post Production Support (PPS) Team with “Cardinal Benefits” in the Subject line as the Cardinal PPS Team will need to resolve this issue.
i	When the Receiving Agency HR completes the Hire/Transfer In Job Data transaction, an “XFR” (Transfer In) Benefit Event is automatically created. The next portion of this section demonstrates the steps used to manually process the “XFR” Benefit Event. The receiving Agency BA should process and finalize the “XFR” Benefit Event immediately unless the employee is making a health plan enrollment change based on moving in or out of a regional HMO plan coverage region. If the employee is making a health plan change for this reason, the “XFR” Benefit Event must be completed within 29 days (the “XFR” Benefit Event will systematically close after 29 days). The proceeding steps of this section are used to manually finalize the “XFR” Benefit Event.

Step	Action
8.	The “XFR” Benefit Event must be processed. Use the following navigation path in the WorkCenter: **Links > Enrollment Administration > On-Demand Event Process** 
	Users can also navigate to the **On-Demand Event Process** page using the following path: **NavBar > Menu > Benefits > Manage Automated Enrollment > Events > On-Demand Event Process**
The **On-Demand Event Maintenance Find an Existing Value Search** page displays. 	
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9.</td><td>Enter the retiring employee's Employee ID in the Empl ID field.

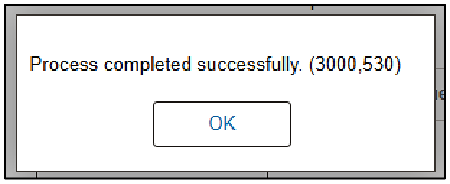
Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID.

</td></tr>
<tr><td>10.</td><td>Click the Search button.

</td></tr>
<tr><td colspan="2">The On-Demand Event Process page displays for the applicable employee.

</td></tr>
<tr><td>11.</td><td>Review the Activity Date field. For Transfer Events, this date auto-populates based on the effective date of the Hire/Transfer In transaction processed by HR. Ensure that this date is accurate.

</td></tr>
</table>

Step	Action
ℹ	The **Source** field will be “Job Data Change”. The **Action** field will default to “XFR” (Transfer In). 
12.	Click the **Schedule/Prepare Activity** button. 
13.	If the Benefits Administration process has already run, the **Schedule/Prepare Activity** button will be disabled, and the **Pending Activities** field will display a “0”. In this case, proceed to **Step 14**. If the **Pending Activities** field displays a “1”, click the **Schedule/Prepare Activity** button. **Note**: Clicking the **Schedule/Prepare Activity** button will launch an automated program that schedules and prepares the activity. 
A **Confirmation** message displays in a pop-up window to acknowledge that the manual Benefits Administration process has been completed successfully.  	
14.	Click the **OK** button to close the message. 

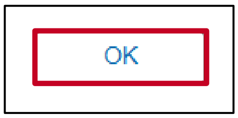
Step	Action
	The **On-Demand Event Maintenance** page redisplays. 
15.	Confirm that the **Status** field displays as "Prepared" and the **Event Status** field displays as "Open for Processing". 
	If these statuses do not display as indicated, please submit a VCCC Ticket with "Cardinal Benefits" in the Subject line.
16.	Select the **Finalize/Apply Defaults** checkbox option. 
17.	Click the **Validate/Finalize** button. 

Step	Action

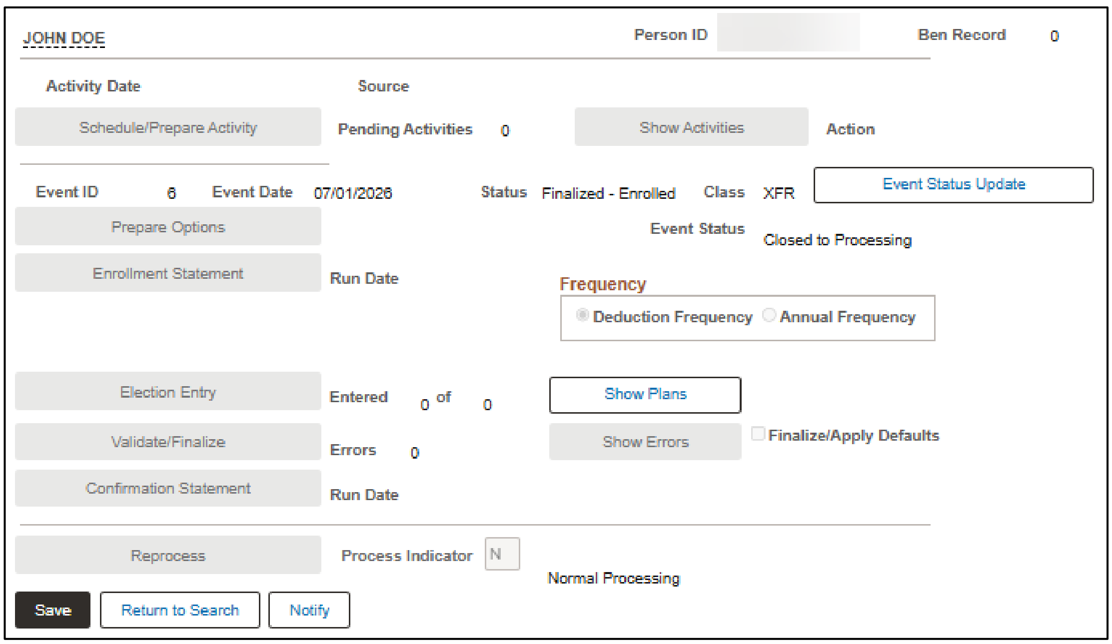
A **Confirmation** message displays in a pop-up window to acknowledge that the manual Benefits Administration process has been completed successfully.



18. Click the **OK** button to close the message.

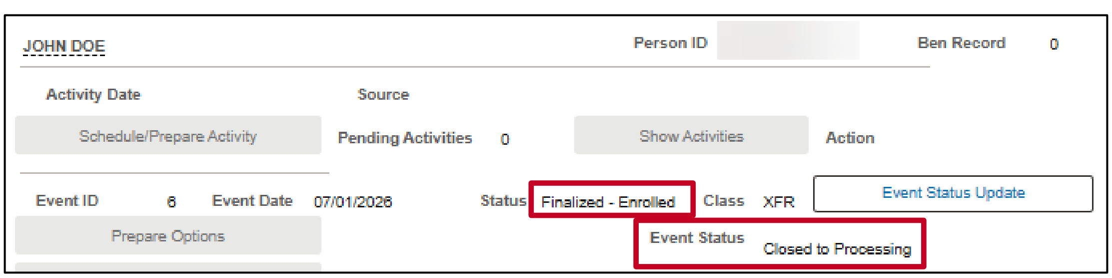


The **On-Demand Event Process** page redisplays.

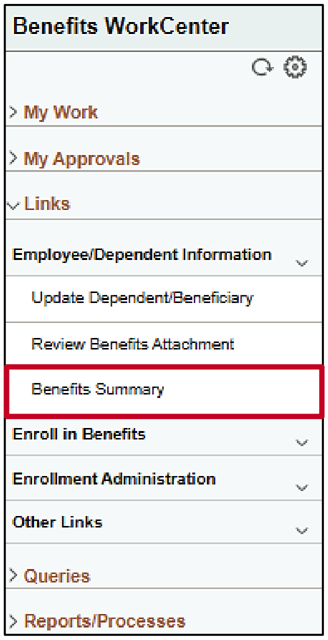


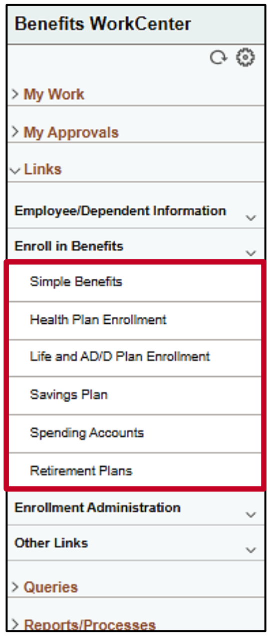
The **Status** field will now display as “Finalized - Enrolled”.

The **Event Status** field will still display as “Closed to Processing”.

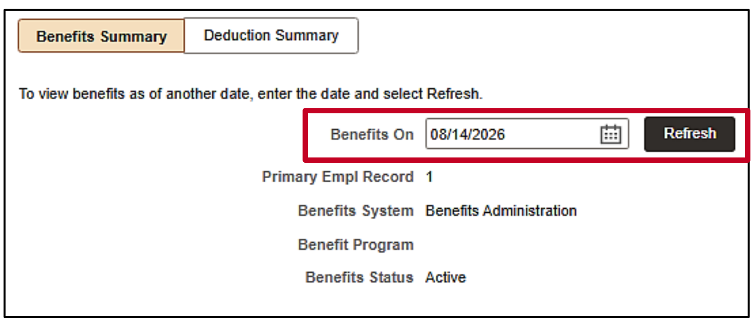


At this point, users can optionally review the employee's benefits and confirm that they have been terminated, navigate to the employee's **Benefits Summary** page from the **BN WorkCenter**, or review the employee's individual benefit pages (see navigations below).





Note: If the benefits termination date is in the future, users will need to change the date in the **Benefits On** field on the **Benefits Summary** page and click the **Refresh** button.



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FSA Benefits: **NavBar > Menu > Benefits > Enroll In Benefits > Spending Accounts**

Retirement Plans: **NavBar > Menu > Benefits > Enroll In Benefits > Retirement Plans**

Step	Action
ⓘ	Assist the employee as needed to ensure that any retirement or Savings Plans enrollments are reestablished based on the following guidelines: • Ensure that the employee's VNAV Record is established in a timely manner by monitoring the VNAV Cancel Records Report daily and having HR manually load the job information into VNAV if necessary • Inform the employee they will need to reenroll in the Annuity/Deferred Compensation plans (it is the employee's responsibility to do so)