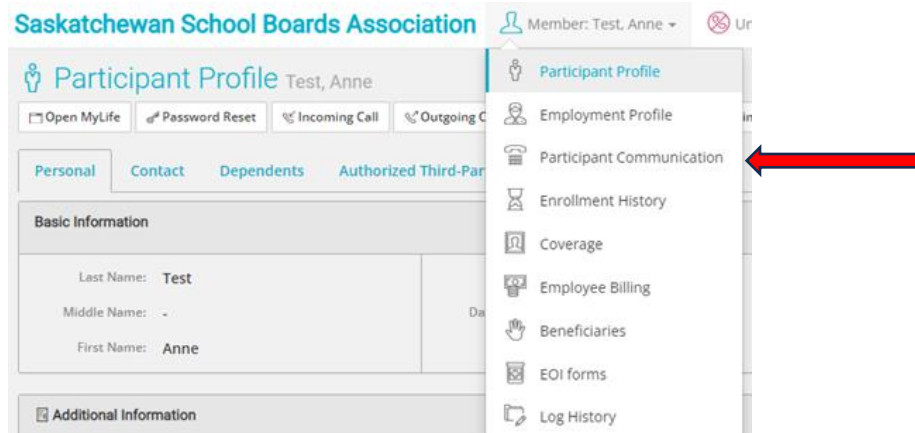


Retroactive Terminations: Check for Claims Paid after Date of Termination – Cheat Sheet

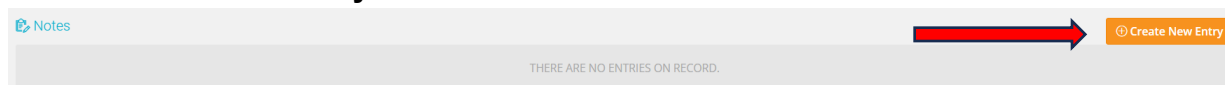
If you are processing an employee termination in Ariel with a retroactive termination date:

1. For retroactive terminations greater than 7 days, you must verify with Manulife whether there have been any claims paid after date of termination. If the termination date falls in the current month, this check does not need to be done. Check for claims paid by calling the Manulife Benefit Administrator line at 1-866-318-2727. You will need to provide the plan contract number (83400 or 106994) and the Manulife division number and certificate number (ID number) of the employee.
2. If claims paid after the termination date total more than \$50, the employee needs to be terminated effective the date of the last claim paid. If claims paid after the termination date total less than \$50, the employee needs to be terminated on their last day of employment.
3. If the termination date is to be altered due to claims paid, please note the last day of employment in the Notes section.

a. Select Participant Communication



b. Select Create New Entry



c. Enter the details and click **Save**

Notes Entry Information ×

Description: *	Benefit:
<input type="text" value="Actual Last Day Worked - June 28, 2023"/>	<input type="text"/>
Note Type:	Plan:
<input type="text"/>	<input type="text"/>
Date Updated:	Option:
-	<input type="text"/>

Notes:

Due to claims paid after termination, the termination date for benefit purposes is October 1, 2022. Actual last day worked is June 28, 2023. PA Name