

Terminating an Employee's Benefits after the End of Employment

Overview

This checklist provides an overview of the steps to terminate an employee's (clergy or lay) benefits offered through The Church Pension Fund (CPF) and its affiliates (collectively referred to as "the Church Pension Group" or "CPG") after the end of employment due to termination by the employer or resignation. For information on termination of benefits due to retirement, see [Terminating an Employee's Benefits upon Retirement](#).

Note: Access a step-by-step interactive guide for the [Termination of Employment and Benefits](#).

Before you Begin

Complete the following steps:

Provide relevant benefits information to the employee.	<ul style="list-style-type: none">• Communicate that CPG Client Services will send information for optional extensions (at the former employee's expense) of the following benefits:<ul style="list-style-type: none">○ Group Medical/Dental○ Group Life/Supplemental Life (if available)• Use the "Benefits Quick Guide" to assist in sharing information with the terminated employee:<ul style="list-style-type: none">○ Quick Guide to Clergy Benefits after the End of Employment○ Quick Guide to Lay Employee Benefits after the End of Employment
Confirm retirement contribution payments.	<ul style="list-style-type: none">• Check to verify payment of the following (as applicable):<ul style="list-style-type: none">○ All assessments to the Clergy Pension Plan (paid to CPF).○ All assessments to the Lay Employees' Retirement Plan ("Lay Defined Benefit Plan" or "Lay DB Plan") for lay employees (paid to CPF).○ All contributions to the Retirement Savings Plan (RSVP) for clergy and lay employees (paid to Fidelity).○ All contributions to the Lay Employees Defined Contribution Retirement Plan (Lay DC Plan) for lay employees (paid to Fidelity).• If payments have <u>not</u> been made, then complete payments as soon as possible. Contact CPG's Client Services at (855) 215-5990 if you need additional assistance.
Confirm you have access to My Admin Portal (MAP).	<ul style="list-style-type: none">• Log into MAP at https://cpg.org/map• If you cannot access MAP, request access from your Institution Administrator or your institution's Diocesan Administrator. If you do not know who that person is, call CPG's Client Services at (855) 215-5990.
Gather necessary information about the former employee.	<ul style="list-style-type: none">• Current mailing address• Date of the last day of work

Terminate Employment and Benefits

Institution and Diocese Administrators can change the employee's employment status to terminated, which will automatically end active enrollment in any retirement plan and group health, life, and disability coverage.

After the termination of employment and benefits is submitted through MAP, nothing more needs to be done by a benefits administrator. CPG Client Services will contact the former employee regarding possible extension of benefits, if applicable.

<p>Change the former employee's employment status in MAP.</p>	<ul style="list-style-type: none">• Log into MAP at https://cpg.org/map• From the MAP main landing page, click on the “People” tab.• From the People landing page, click on the “Terminate Employee” quick action button.• If you are responsible for multiple institutions, select the employing institution from the “Select an institution” screen, and then select the employee from the “Employees” screen.• Click the “Remove” link to the right of the person’s name to open the “Termination Information” screen.• On the “Termination Information” screen:<ul style="list-style-type: none">○ Select the employment termination type of “Employment.”○ Enter the date of the last day worked.○ Select “No” for “Is this person retiring?”○ Select the “Submit” button.• Refer to the “Support and Guidance” links onscreen for assistance and additional information.
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