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Terminating an Employee

How do I terminate employment?

From the MAP landing page go to the "People" tab, and then select the "Terminate Employee" Quick Actions button. Choose the institution, which will take you to "Employees." Find the employee on the list and click on the "Remove" link to terminate employment. Note that this will **not** automatically terminate group health, life, and disability ("GHL") coverages.

How do I terminate GHL coverages?

From the MAP landing page go to the "Benefits Groups and Billing" tab, and then select the "View Participants" Quick Actions button. Choose your benefits group and then the account number of the institution, which will take you to "Participants." Select the employee, which will bring you to their "Personal Information." Use the dropdown menu on the right to select "Coverage," where you can manage such tasks as terminating employee coverages and making mid-year plan changes.

Managing Employee Information

How do I manage demographic and employment information, as I used to in ER?

From the MAP landing page go to the "People" tab, and then "View Employees." Select your institution, which will take you to "Employees." Select the employee from the list, which will take you to their "Personal Information." Use the dropdown on the right to manage the employee's data, including pension enrollment.

How do I manage group health, life and disability plans, as I used to in MLPS?

From the MAP landing page, go to the "Benefits Groups and Billing" tab to enroll in and terminate coverages, and to make mid-year plan changes.

Administrator Roles

What are the different administrator roles, and how do they function?

There are three different types of administrators: Diocesan Administrators, Institution Administrators, and Group Administrators. The type of administrator access that you have been assigned is based on the institution and what access you had in the previous systems.

- **Diocesan Administrators** work at dioceses and need access to employment, pension, and GHL coverage information. These administrators have access to all institutions under their diocese's authority. They can assign access to Institution Administrators at their dioceses or at any institution under their authority.

- **Institution Administrators** work in institutions under the authority of a diocese, at the diocese itself, or at an institution that is not under the diocese's authority. They have access to employment and pension information and tasks. If the institution has GHL coverages that are separate from the diocese, Institution Administrators can also manage those coverages. They can assign other Institution Administrators at their own institution.
- **Group Administrators** manage GHL benefits but not employment. They have access to GHL information and tasks. Group Administrators cannot assign access to any other administrators.

Why are the tabs I see different from the tabs my colleague sees?

The tabs you see are based on your access. All administrators can see Resources and Reports.

- **Diocesan Administrators** can see "People," "Institutions," and "Benefits Groups and Billing."
- **Institution Administrators** can see "People" and "Institutions." If the institution has GHL coverages that are separate from the diocese, Institution Administrators can also see "Benefits Groups and Billing."
- **Group Administrators** can see "Benefits Groups and Billing."

Managing Administrator Access

How do I manage Institution Administrator access?

- **Diocesan and Institution Administrators** can add or remove Institution Administrators in any institution to which they have access. From the MAP landing page, go to the "People" tab, then the "View Institution Administrators" Quick Actions button. From there, choose the "Add Administrator" button to add a new Institution Administrator, or the "Remove" link next to the person's name to remove their access.
- **Group Administrators** are unable to change any access. If you are a Group Administrator and need to add or remove access, please contact your *IBAMS Account Specialist*.

How do I manage Diocesan and Group Administrator access?

Diocesan and Group Administrators can be added or removed only by CPG. Please contact your *IBAMS Account Specialist*.