

Updating Employee Status to Terminated/Retired

For use with the Total Retirement Center (TRC)

About the Termination/Retirement Notification

Termination and Retirement notifications may be updated through the TRC if this service is included in the Service Agreement with Empower Retirement. Updates should be provided only after the participant's final contribution has been submitted.

How to Change Employee Statuses

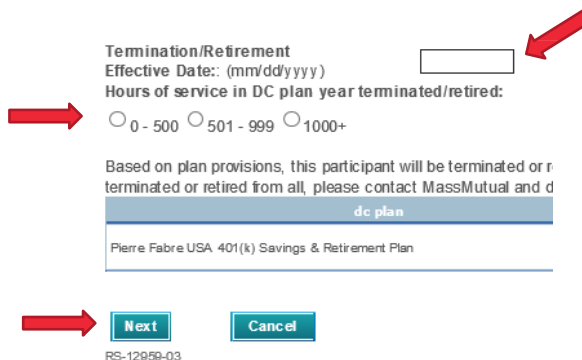
Under the **Plan Management** top line menu, select **Termination/Retirement Notification**.



Once the feature loads, follow the steps listed below:

1. Enter in the **Social Security Number** of the participant that you are changing the status for and select the **Next** button.

2. Most of the information for the employee will be pre-populated. If any information needs to be changed (such as address, date of birth, etc.) you will be able to do so in this screen.
3. Enter the **Termination/Retirement date** and indicate the **number of hours** the employee worked in their terminated/retired year. Once completed, select the **Next** button.

A screenshot of a web form titled "Termination/Retirement". The form contains the following fields and elements:

- A text input field for "Effective Date: (mm/dd/yyyy)" with a red arrow pointing to it from the right.
- A label "Hours of service in DC plan year terminated/retired:" followed by three radio button options: "0 - 500", "501 - 999", and "1000+". A red arrow points to the "0 - 500" option from the left.
- A paragraph of text: "Based on plan provisions, this participant will be terminated or r terminated or retired from all, please contact MassMutual and d".
- A blue button labeled "dc plan".
- A text box containing "Pierre Fabre USA 401(k) Savings & Retirement Plan".
- At the bottom, two buttons: "Next" and "Cancel". A red arrow points to the "Next" button from the left.
- Below the buttons is the text "RS-12959-03".

4. Once the Termination/Retirement date has been submitted, distribution paperwork will be automatically sent to the employee the next business day.