

Processing Employees Who Leave the Y



Administering the Plans – Quick Reference

If an employee leaves your YMCA, you must terminate them in YERDI by navigating to the blue menu bar and hovering over the **Employee Center** and choosing **View/Update Employee** from drop-down menu.

Search for the employee you wish to terminate and click “select” next to their name. Once you have selected the correct employee, scroll to the bottom of the page and choose “Terminate Employment” button. Be sure to submit the transmittal reporting the employee’s final compensation **prior to** terminating them in YERDI. **NOTE:** If an employee is enrolled in the 403(b) Savings Plan, you must terminate their Tax-Deferred for Roth Account Contract **first, before** you can terminate their employment.

On the next screen, verify the employee’s personal details, choose a termination date and reason, and finally, click the “Save” button. Once the employee is terminated in YERDI, they will receive a letter from Y Retirement outlining their options.

Military Leave

Employees called to qualified military service have the right to re-employment when they return to work for a Y. If that employee was not previously enrolled in 401(a) Retirement Plan, their months spent in military service count toward their eligibility for enrollment.

If the employee was previously enrolled in the 401(a) Retirement and/or 403(b) Savings Plan, you must terminate their employment in YERDI with the reason ‘Military’. Your Y must pay contributions for a military leave after the employee has returned. **Keep in mind:**

- Contributions are based on the employee’s average gross compensation in the 12 months before leave began.
- If your Y has a YMCA/Employee Shared agreement, returning veterans are responsible for making their Participant contributions. However, they have up to three times the length of their military service (to a maximum of five years) to make those contributions. Your Y must submit all of its contributions within one year after the Participant’s contributions are made.
- At a Fully Paid by Y agreement, your Y must make the Participant’s contributions within 90 days of the Participant’s return
- Any required contributions are credited to the participant’s year(s) of military service and not the year when the contributions were made.
- No interest is due for either the employee’s or employer’s USERRA-related contributions.

What about other types of leave?

Employees who are entitled to these specific types of leave under the law have a right to re-employment on return. Your Y’s legal counsel can help you establish what benefits may also be required. Do not terminate their account in YERDI.

Still have a few questions?

Connect with someone on our team by calling 800-738-9622 or by emailing us at yrelations@ymcaret.org.

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