

Procedures for Deceased Employees

Upon the death of an employee, there are procedures that the *Home Unit, University Human Resources and University Payroll & Benefits* must follow in order to process the separation and payout of any compensable leave and regular pay due the employee. The information below describes the procedure.

Departmental Procedures for Academic, Civil Service, and Graduate Assistants

- Units are to call or email the appropriate University Human Resources representative (indicated below) of the employee's death as soon as the unit becomes aware. This notification is separate from the HRFE transaction processing. Units are encouraged to send a letter to the family offering their condolences.

Urbana-Champaign	<p>Academic Employees (including Graduate Students)</p> <p><i>Academic Human Resources</i> IUB 420 807 S. Wright St. M/C 310 Champaign, IL 61820 Phone: (217) 333-0033 Fax: (217) 333-4019 ahr@illinois.edu</p>	<p>Civil Service Employees</p> <p><i>Staff Human Resources</i> 52 East Gregory M/C 562 Champaign, IL 61820 Phone: (217) 333-3105 Fax: (217) 244-7304 shr@illinois.edu</p>
Chicago	<p>Academic Employees (including Graduate Students)</p> <p><i>Human Resource Service Center</i> 715 South Wood St HRB 401, M/C 900 Chicago, IL 60612 Phone: (312) 413-3490 Fax: (312) 996-1803 UICHRServiceCenter@uillinois.edu</p>	<p>Civil Service Employees</p> <p><i>Human Resource Service Center</i> 715 South Wood St HRB 401, M/C 900 Chicago, IL 60612 Phone: (312) 413-3490 Fax: (312) 996-1803 UICHRSCivilService@uillinois.edu</p>
Springfield	<p>All Employees</p> <p><i>Human Resources</i> One University Plaza HRB 30 Springfield, IL 62703 Phone: (217) 206-7078 Fax: (217) 206-7145</p>	
System Office	<p>All Employees</p> <p>System HR Service Center IUB 440 807 S. Wright St. M/C 312 Champaign, IL 61820 Phone: (217) 333-2600 Fax: (217) 239-6706</p> <p>922 Marshfield Avenue Building 809 S. Marshfield Ave. Chicago, IL 60612 312-996-5130</p>	

- Process a Separation Transaction in the **HR Front End (HRFE)** reflecting the day of death to end the job and update the **Employee Leave Balances Form (PEALEAV)** in **Banner via direct entry or reporting portal for academic leave eligible employees**. Leave balances for civil service employees should be updated via an ANA leave balance adjustment, if needed.

- If the death occurred prior to the start of a payroll calc, no additional action is needed to ensure proper payment of regular salary.
 - If the death occurred during the payroll calc but prior to the calc completion, submit a Payroll Adjustment Request Interface System (**PARIS**) Current Pay Adjustment to zero out the earnings.
 - If the death occurred after a payroll calc, submit an Adjustment Notification Application (**ANA**) Pay Stop to initiate the pay stop. Then email paying@uillinois.edu notifying of the need for a pay stop. Pay stops can be submitted up to three (3) days prior to payday.
 - If the death occurred after a payroll calc and the paycheck has been issued, process an **ANA** to reflect the overpayment. UPB will then take the appropriate action(s).
3. Submit a Prior Underpayment Adjustment (PUA) in **PARIS** to pay out any compensable benefits or regular pay due to an employee. All payments after the date of death must be made to the employee's estate. (**Note:** UIS HR and System HR initiates the PUA in PARIS)

See the OBFS [PARIS Resource Page](#) for job aids and tutorials for processing transactions in **PARIS**.

See the [OBFS Job Aids & Training Materials](#) for job aids on processing overpayments in **ANA**.

4. An authorized unit representative should go through the employee's office and laboratory to identify any University property and handle accordingly. Unit then contacts the Estate Representative to make arrangements for any personal belongings to be transferred to the Estate Representative (mail or pickup).

Departmental Procedures for Academic/Graduate Hourly, Extra Help and Undergraduate Student Employees

- Units are to call or email the appropriate University Human Resources representative (indicated below) of the employee's death as soon as the unit becomes aware. This notification is separate from the HRFE transaction processing. Units are encouraged to send a letter to the family offering their condolences.

Urbana-Champaign	<p>Academic/Graduate Hourly</p> <p>Academic Human Resources IUB 420 807 S. Wright St. M/C 310 Champaign, IL 61820 Phone: (217) 333-0033 Fax: (217) 333-4019</p>	<p>Extra Help Employees</p> <p>Staff Human Resources Extra Help Services 52 East Gregory M/C 562 Champaign, IL 61820 Phone: (217) 333-4752 Fax: (217) 244-7304</p>	<p>Undergraduate Student Employees</p> <p>Office of Student Financial Aid Student Services Arcade 620 E. John St. MC-303 Champaign, Illinois 61820 Phone: (217) 333-0600 Fax: (217) 244-6589 studentemploy@illinois.edu</p>
Chicago	<p>Academic/Graduate Hourly Employees</p> <p>Human Resource Service Center 715 South Wood St HRB 401, M/C 900 Chicago, IL 60612 Phone: (312) 413-3490 Fax: (312) 996-1803 UICHRServiceCenter@uillinois.edu</p>	<p>Extra Help Employees</p> <p>Temporary Services/Extra Help 715 South Wood St. HRB 109 M/C 862 Chicago, IL 60612 Phone: (312)996-0840 Fax: (312)413-1190 uichrextrehelpadmin@uillinois.edu</p>	<p>Undergraduate Student Employees</p> <p>UIC Student Employment Office 1200 W. Harrison, Suite 2100 SSB, M/C 335 Phone: (312)996-3130 Fax: (312)413-7944 studentjobs@uic.edu</p>
Springfield	<p>All Employees</p> <p>Human Resources One University Plaza HRB 30 Springfield, IL 62703 Phone: (217) 206-7078 Fax: (217) 206-7145</p>		
System Office	<p>All Employees</p> <p>System HR Service Center IUB 440 807 S. Wright St. M/C 312 Champaign, IL 61820 Phone: (217) 333-2600 Fax: (217) 239-6706</p> <p>922 Marshfield Avenue Building 809 S. Marshfield Ave. Chicago, IL 60612 312-996-5130</p>		

- Process a Separation Transaction in the **HR Front End (HRFE)** reflecting the day of death to end the job.
 - Unit needs to ensure that all hours worked prior to the death are submitted.
- Submit a Prior Underpayment Adjustment (PUA) in **PARIS** to pay out any regular pay due to an employee. All payments after the date of death must be made to the employee's estate. (**Note:** UIS HR and System HR initiates the PUA in PARIS).

4. An authorized unit representative should go through the employee's office and laboratory to identify any University property and handle accordingly. Unit then contacts the Estate Representative to make arrangements for any personal belongings to be transferred to the Estate Representative (mail or pickup).

See the OBFS [PARIS Resource Page](#) for job aids and tutorials for processing transactions in **PARIS**.

Contacting the Family/Estate

1. When the University designated representative receives notice of an employee's death, the family at the employee's permanent address will be contacted via U.S. postal mail to express condolences and to identify a point of contact in the University.
2. The University designated representative will request documentation needed to finalize the employment/benefit processes (listed below). The person representing the estate may choose to send the documentation via mail or make an appointment with the appropriate campus HR representative for review and submission of the documentation.

NOTE: For the University of Illinois at Chicago and the System Office, the outreach to the family will be done by the University Payroll and Benefits Office. For the University of Illinois at Urbana-Champaign and the University of Illinois at Springfield, the outreach to the family will be initiated by the University HR offices.

Required Documents:

- A certified copy of the Original Death Certificate
- A copy of the will or small estate affidavit or Judge's Letter of Administration/Office
- A copy of the government issued photo identification (ex: Driver's License, State ID, Passport) of the person representing the estate
- Vendor Information Form (to be completed and submitted online or hand delivered)

These documents are required in order to process final payments and issue tax statements (Form 1099) to the beneficiary of the estate.

3. Employees with insurance coverage under the PPACA Plan– the Estate Representative will need to contact Mercer directly by calling the Mercer Health & Benefits Call Center at 1-888-201-2204.

Non-student employees holding a J-1 visa are required to carry repatriation coverage as part of their insurance. Other internationals may also have repatriation coverage in their insurance plan. The employee's insurance company will need to be contacted by the family regarding any possible coverage/payments.

4. Student Employees – if the student had the UIUC Student Health Insurance and the death was accidental then their designated beneficiary would be entitled to the \$5,000 accidental death and dismemberment benefit listed in the Student Health Insurance handbook. The beneficiary will need to reach out to UnitedHealthCare (888-224-4883).

If the student had the UIC Student Health Insurance (CampusCare) and the death was accidental then their designated beneficiary would be entitled to the \$2,500 Accidental Death and Dismemberment benefit as well as a \$2,500 Term Life benefit. This information is listed in the CampusCare Certificate of Coverage under the Section: Covered Services, Vision Dental and AD&D Program, through a third party vendor: United Health Programs (UHP). The beneficiary will need to reach out to United Health Programs (UHP) at 800-290-7602 to receive this benefit.

For UIS students holding the Student Health Insurance including the Academic Emergency Services benefits, the designated beneficiary would be entitled to \$25,000 accidental death and dismemberment benefit. The beneficiary will need to reach out the Academic Emergency Services at 888-873-3555 or assistance@ahpcare.com.

Chicago	Springfield	Urbana-Champaign
CampusCare https://campuscare.uic.edu/benefits-offered-through-reliance-standard-life-insurance-company/	Academic Emergency Services Phone: 888-873-3555 Email: assistance@ahpcare.com	Student Health Insurance Office Phone: 217-333-0165 Email: insure@illinois.edu

For UIUC students, there is a benefit available for repatriation if the student has the UIUC Student Health Insurance plan. Information is listed within the plan brochure at si.illinois.edu click on “Links and Forms.” Under “Global Emergency Services” All services must be arranged and provided by UnitedHealthcare Global; any services not arranged by UnitedHealthcare Global will not be considered for payment.

For UIC students CampusCare does not have a benefit for repatriation at this time.

For UIS students, there is a benefit available for repatriation if the student has the Student Health Insurance including the Academic Emergency Services benefits. Information is available through the Academic Emergency Services portal at: aes.myahpcare.com

Students holding a J-1 visa and their J-2 dependents are required to carry repatriation coverage as part of their insurance. The Student Health Insurance plan (for UIUC) has unlimited repatriation (and medical evacuation) and all arrangements and payments must be made by Global Assist.

5. Once the University designated representative has collected all the necessary documentation, they will forward or scan the documents into the employee’s electronic personnel file (**BDM**) for processing of final payment to the estate.

University Payroll & Benefits Procedures

1. The University Payroll & Benefits Office will process the final payout after reviewing all required documentation from BXS, the **HRFE** Separation, the **Prior Underpayment Adjustment (PUA)** in **PARIS** and/or the **Adjustment Notification Application (ANA)**.
2. All checks will be made out to the estate or beneficiary of the deceased and mailed to the address indicated on the **Vendor Information Form**. For questions regarding the status of the decedent’s payout, please contact the appropriate campus Payroll Service Center.
3. Update the website with the date of death for those holding a 403b. For Deferred Comp 457 holders, submit date of death on the CMS website. Provide estate representative with telephone numbers to those vendors.

Chicago	Springfield	Urbana-Champaign
Payroll Services MAB - Room 118, M/C 547 809 South Marshfield Avenue Chicago, Illinois 60612 Phone: (312) 996-7200 Fax: (312) 996-1932	Payroll Services HRB18 One University Plaza Springfield, Illinois 62703 Phone: (217) 206-7211 Fax: (217) 206-7010	Payroll Services HAB – Room 177, M/C 318 508 South Wright Street Urbana, Illinois 61801 Phone: (217) 265-6363 Fax: (217) 244-1908

Final University Human Resources Procedures

After any payout of leave and regular pay has been made and the Last Paid Date has been assigned to the HRFE Separation Transaction by University Payroll & Benefits, University HR will finalize the HRFE Separation Transaction and send information to SURS, if applicable.

For employees covered under the ACA Plan - once the separation process is finalized, AITS pulls the separation information and sends it to Mercer on the weekly termination file.