



County of San Bernardino DECEASED EMPLOYEE

When the death of an employee occurs, there are certain benefits and entitlements that the surviving spouse or family may be entitled to receive.

GENERAL INFORMATION

Payroll specialists should contact EBSD-Employee Health and Productivity (EHaP), EMACS-Payroll, and the San Bernardino County Employees' Retirement Association (SBCERA) immediately to notify them that the employee is deceased and provide date of death.

Notify Risk Management if the employee was out on a Workers' Compensation illness/injury.

The family should be contacted through the deceased employee's supervisor and provided with the Deceased Employee – Guidelines for Survivor(s).

Note: The Separation Report must be prepared and submitted to EMACS-HR immediately. Failure to do so will result in a delay of payment of benefits to the survivor. *Refer to Termination procedure*

Departments may use the Deceased Employee – Guidelines for Payroll Specialists if they do not have internal procedures.

Pay warrants are issued to the survivor in one of two ways:

- ◆ **Beneficiary for Last Paycheck (Last Warrant Designation)** – The Last Warrant Designation form that was completed by the deceased employee will be used to determine who is eligible to receive the final pay warrants for time worked and/or payment of leave balances. Only designations that are on file at EMACS-Payroll will be acceptable for release of final warrants and in some instances a valid department copy may be accepted.
- ◆ **Deceased Employee Survivor Statement** – If there is no Last Warrant Designation form on file, refer the survivor to EMACS-Payroll who will provide the survivor with the Deceased Employee Survivor Statement.

Refer to department guidelines for individual procedures

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Ensure that surviving spouse/family has received the Deceased Employee – Guidelines for Survivor(s)
- ◆ Complete Termination JAR packet
- ◆ Retain copies for department file
- ◆ Forward JAR packet to EMACS-HR
- ◆ Verify that EMACS has been updated to reflect the requested action

RELATED FORMS/PROCEDURES

Deceased Employee – Guidelines for Payroll Specialist
Deceased Employee – Guidelines for Survivor(s)
Beneficiary for Last Paycheck (Last Warrant Designation)
Termination