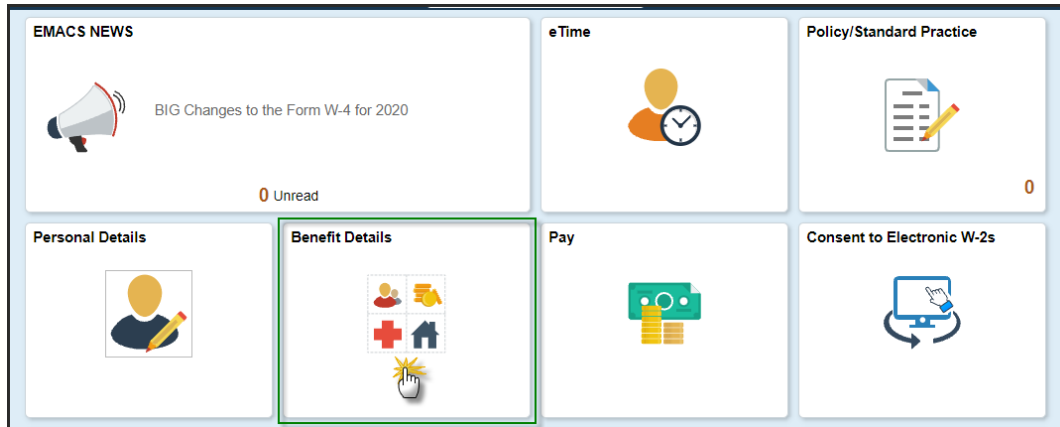


Overview

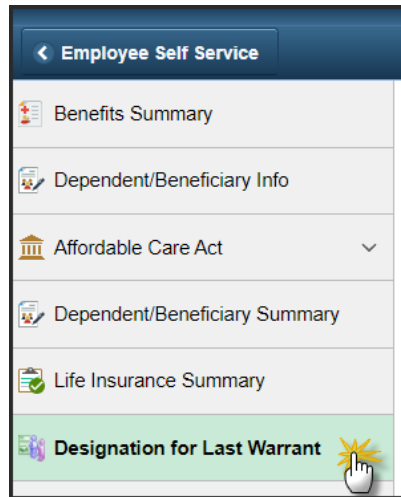
Employees can now submit their Beneficiary Designation for Last Warrant through an online form in EMACS. Employees must complete the Last Warrant Designation form to designate an individual to receive their final pay for time worked and payment of leave balances in the event of the employee’s death.

Form Instructions

1. Complete a new submission or review past submissions by clicking on the **Benefits Detail** tile on the **Employee Self Service EMACS** homepage.



2. Navigating to the **Designation for Last Warrant** tab in the left menu bar.

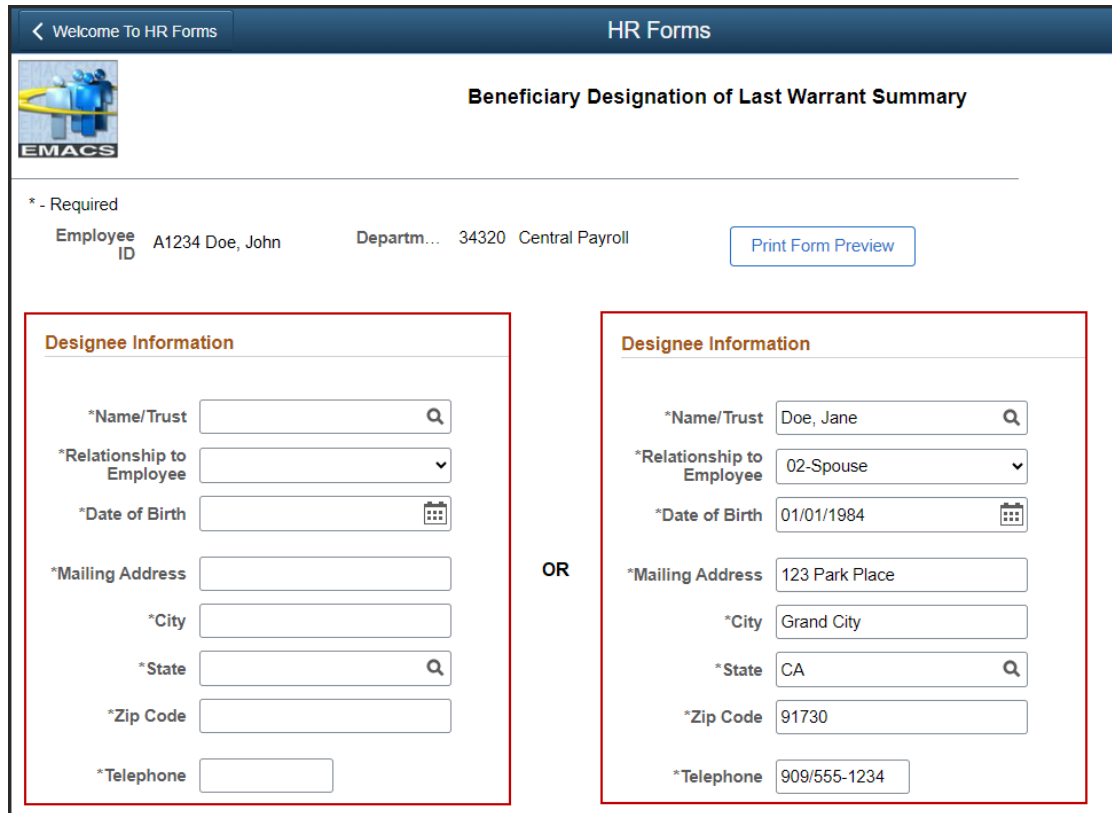


3. From this page you can make an update to your Last Warrant Designation by clicking the + button to start a new submission. You can review the history of your Last Warrant submissions processed through Employee Self Service by clicking anywhere on an existing row.

Eff Date	Eff Seq	Status	Dep/Benef	Designee	Relationship	Birthdate	Updated on
10/18/2021	1	Pending		New Person	01-Spouse	10/18/1961	10/18/2021 2:36:32PM

Completing the Last Warrant Designation Form

1. If your status is single, the page will populate your Employee ID and Department and leave the rest of the form blank. If your status is married or registered domestic partnership (RDP), the form will populate your Employee ID, Department, and Designee Information with the most current information on file. **Note:** All fields in this section are required and must be completed.



Welcome To HR Forms HR Forms

Beneficiary Designation of Last Warrant Summary

EMACS

* - Required

Employee ID: A1234 Doe, John Departm...: 34320 Central Payroll [Print Form Preview](#)

Designee Information

*Name/Trust

*Relationship to Employee

*Date of Birth

*Mailing Address

*City

*State

*Zip Code

*Telephone

OR

Designee Information

*Name/Trust

*Relationship to Employee

*Date of Birth

*Mailing Address

*City

*State

*Zip Code

*Telephone

2. If the field is blank, you may select from your list of dependents by clicking on the magnifying glass in the ***Name/Trust** field. If no dependents are in the system or if you want to designate someone other than a dependent, you must manually enter all fields in the **Designee Information** section.
3. If the **Designee Information** is prepopulated and you would like to override the default and select a different beneficiary, click on the magnifying glass in the ***Name/Trust** field. If no dependents are in the system, you must manually enter all fields in the **Designee Information** section.
4. If you would like to designate a trust, you will have to select Trust under ***Relationship to Employee** and only fill out the ***Name/Trust** field.

Note: When selecting “Trust” as ***Relationship to Employee** the ***Date of Birth** field name will change to ***Date of Request**. The Value will default to the date the form is being submitted, however this field can be overridden.


Designee Information

*Name/Trust

*Relationship to Employee

*Date of Request

- Once completed, you can preview your form by clicking on the **Print Form Preview** button. A new tab in the browser window will open.



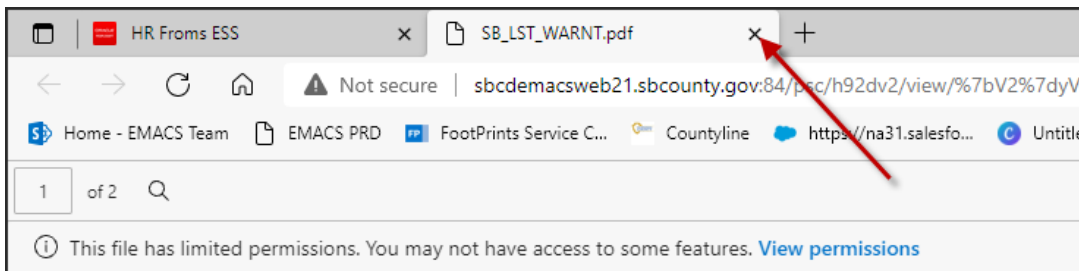
Beneficiary Designation of Last Warrant Summary

* - Required

Employee ID A12345 Test, Employee Department 12345 Test Department

[Print Form Preview](#)

- If you need to change any information, close the tab by clicking on the **X**, and repeat steps 2 and 3.



- After the changes are complete, scroll to the bottom of the page and click on the **Submit** button.

5. Changes to Designation

- If you wish to make any changes to your designation, such as, name change, new designee, new designee mailing address, etc., you must complete and submit a new form.

6. If your marital status changes, you may consider updating your designee as the person designated will receive you last warrants if a new designation was not filed.

7. The County will make a reasonable effort to contact the designee by the mailing address listed on the Beneficiary Designation for Last Warrant form. It is recommended that the employee notify their designee of their status so that records can be updated as appropriate.

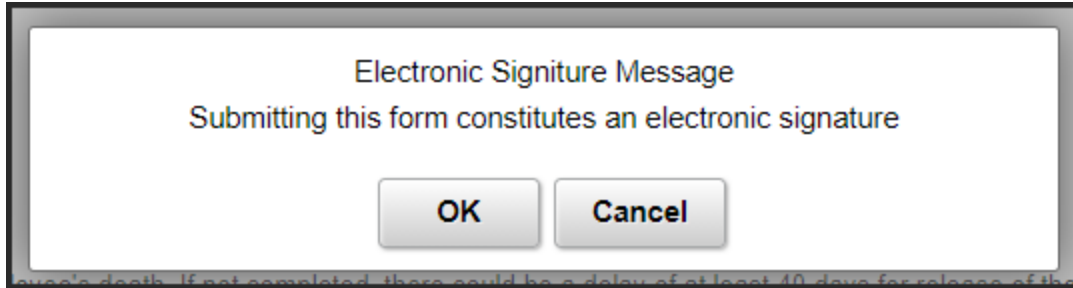
By signing below, I certify that the above is a complete, true and correct statement of marital status, designee information, and if applicable, consent of spouse/registered domestic partner.

[Submit](#)




**EMACS – Employee Management & Compensation System Development Team
Last Warrant Form – Employee Instructions**

8. Click **OK** on the pop-up alerting you that this form will be signed electronically.



9. You may now click **Print Completed Form** at the top of the page to Print/Save your document for your records.

	Beneficiary Designation of Last Warrant Summary
* - Required	
Employee ID A12345 Test, Employee	Department 12345 Test Department
	<input type="button" value="Print Completed Form"/>

Note: All communication will be sent to the email address listed in **EMACS**, please review your contact information via the **Personal Details** tile to ensure communication is sent to the correct email address.