

Procedure in the Event of Death of an Employee

1. All notifications of death of an employee shall be made to the appropriate [campus HR Office](#).
2. The HR Office shall immediately contact the UH Payroll Office at (808) 956-7444 to report the death of the employee, if applicable.
3. The UH Payroll Office shall, if applicable:
 - a. Remove the payroll record of the deceased employee.
 - b. Retrieve the Employee's Designation of Beneficiary, Form D-90 to determine the beneficiary.
 - c. Coordinate with UH Disbursing Office to create a vendor code for the designated beneficiary(ies).
 - d. Upon receipt of the vendor code(s) for the designated beneficiary(ies), notify the designated Fiscal Administrator to generate a Disbursement Voucher (DV) in the University financial management information system.
4. For a work-related accident, the HR Office or designee shall work with the supervisor in filing a workers' compensation claim. Refer to [Administrative Procedure A9.720](#) Workers' Compensation for procedures.
5. The HR Office shall refer the supervisor to the "Supervisor's Guide for Handling Employee Death." (Attachment D)
6. If applicable, the HR Office shall use the "Checklist - Death of Employee for Campus/School and HR Representatives" (Attachment E) as a guide to complete the required forms, to notify the applicable organizations, agencies and/or companies, and to assist the family of the deceased.
7. The HR Office, supervisor or designee shall serve as the primary point of contact with the immediate family. Provide the family the handout "Information for Beneficiaries and Family Members Upon Death of Employee", as appropriate. (Attachment F)
8. Designated beneficiary(ies) shall be paid all earned and unpaid wages due and all accumulated vacation pay (if applicable).
9. For an APT or civil service employee, as the death certificate will not be immediately available, the University shall initially pay up to the last work day preceding the employee's death. Upon receipt of a copy of the death certificate, the HR rep shall make the necessary adjustments for appropriate payment up to the time of death reported on the death certificate.

Example 1: Work schedule is Monday – Friday, 7:45 a.m. – 4:30 p.m. The employee dies on a Wednesday at approximately 9:15 a.m. The beneficiary(ies) shall be initially paid up to the close of business Tuesday. When the family provides the death certificate that indicates time of death at 9:18 a.m., the HR representative shall correct the PNF to pay the beneficiary(ies) for Wednesday to 9:18 a.m. (time of death).

Example 2: Same work schedule as above. The employee dies on a Wednesday at approximately 6:15 a.m. The beneficiary(ies) shall be initially paid up to the close of business Tuesday. A copy of the death certificate is provided that confirms the date and time of death as Wednesday, 6:15 a.m. No correction is necessary to the payroll document.

10. Executive/Managerial (EM) employees and faculty shall be paid up to the day of death (if scheduled work day).

Example: EM employee/faculty dies November 2 at 7:30 a.m. Since this is a work day/instructional day during the on-duty period, the EM/faculty shall be paid for November 2nd. The HR rep shall determine if any pro-rata summer pay is due to the beneficiary(ies).

11. For a 9-month APT/faculty member that worked the entire on-duty period but died during the off-duty period, the beneficiary(ies) would be paid the full pro-rata summer pay that they earned. If the 9-month APT/faculty member had died during the on-duty period, the HR representative shall [calculate](#) the pro-rata summer pay due to the employee. In some situations, EM employee/faculty who may have previously been a 9-month faculty member may have pro-rata summer pay that needs to be paid out.

Example: 9-month APT/faculty dies July 1 (off-duty period). Since the APT/faculty worked the entire on-duty period, he/she shall be paid the full pro-rata summer pay. The effective date on the payroll notification form (PNF) is the date of death and the amount of pro-rata summer pay owed is indicated in the remarks section.

12. For civil service employees, the System Office of Human Resources (OHR) shall:
- a. Prepare and process the payroll notification form (PNF) for the deceased employee. The PNF will initially reflect payment up to the last full-work day preceding the date of death.
 - b. Upon receiving a copy of the death certificate, the System OHR shall make any necessary adjustments/corrections for payment to the beneficiary(ies).