

## Departmental Procedures for Deceased Employee

The Department for which the deceased employee was employed must end the job via PITR (UIC & UIS) or HR Transaction Checklist (UIUC). Then the Department must update PEALEAV, complete the **DART Separation Form** and submit a **Payroll Adjustment** (PZAADJT) for the final pay period (if hours worked were not captured on an Original Pay Event) and any terminal benefits due to the employee. In the comments section of PZAADJT, the Department must indicate the date of the employee's last day paid and date of death. Earn codes to be used on the PZAADJT are:

**For Deaths in the Current Year (see below):**

- SB1 – Sick
- SB2 – Vacation
- SB3 – Regular Pay

**For Deaths in a Prior Year (see below):**

- SB4 – Sick
- SB5 – Vacation
- SB6 – Regular Pay

**Current Year** – Death and payout occur in current tax year

**Prior Year** – Death in one tax year, payout occurs in the next tax year

All payments after the date of death must be made to the employee's estate. If the death occurs upon a pay calculation, please email [payinq@uillinois.edu](mailto:payinq@uillinois.edu) in order to stop the pay. An ANA current pay period adjustment or pay stop should be processed as well.

Upon notice of an employee's death by either the family or the employing department, the campus representative (listed below) will send a letter to the family at the employee's permanent address. The letter will indicate all required documentation needed for processing the final payout of wages and/or benefits, which includes:

### Required Documents:

- Small Estate Affidavit or Copy of Will
- W-9 form completed by Beneficiary
- A certified copy of the Original Death Certificate
- A copy of the Beneficiary's government issued photo identification
  - Driver's License, State ID, Passport, Employment ID

The beneficiary may choose to send in the documentation via mail or make an appointment with the appropriate campus representative for review and submittal of the forms using the contact information provided below. Once the campus representative has collected all the necessary documentation, they will forward the information to the campus Payroll Service Center.

Chicago Campus	Springfield Campus	Urbana-Champaign Campus
Benefits Center 715 South Wood Street HRB 305, m/c 524 Chicago, Illinois 60612 Phone: (312) 996-6470 Fax: (312) 996-5733	Human Resources One University Plaza HRB 30 Springfield, Illinois 62703 Phone: (217) 206-7078 Fax: (217) 206-7145	Human Resources ATTN: Angela Reggans 52 East Gregory Room 108, m/c 562 Champaign, Illinois 61820 Phone: (217) 333-3105 Fax: (217) 244-7304

The Payroll Office will process the final payout upon receipt of all required documentation, the DART Separation Form and the Payroll Adjustment. All checks will be made out to the estate of the deceased and mailed to the address indicated on the W-9 form. For questions regarding the status of the decedent's payout, please contact the Payroll Service Center.

Chicago Campus	Springfield Campus	Urbana-Champaign Campus
Payroll Services MAB - Room 118, M/C 547 809 South Marshfield Avenue Chicago, Illinois 60612 Phone: (866) 476-3586 Fax: (312) 996-1932	Payroll Services BSB 105 One University Plaza Springfield, Illinois 62703 Phone: (866) 476-3586 Fax: (217) 206-7010	Payroll Services HAB – Room 100A, M/C 318 508 South Wright Street Urbana, Illinois 61801 Phone: (217) 265-6363 Fax: (217) 244-1908