Procedures for processing payment of death benefits

Department Procedures
The Department in which the deceased employee was employed must complete the following steps to initiate the payment of death benefits:

1. End the employee’s job via a PITR (UIC & UIS) or HR Transaction Checklist (UIUC).
2. Complete the DART Separation Form (DART»Admin Transactions tab»Separation).
3. 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 field of the Adjustment Detail block of PZAADJT, indicate the date of the employee’s last day worked and date of death.

Office of Human Resources Procedures
Upon notice of an employee’s death by either the family or the employing Department, the Office of Human Resources sends out a letter to the family at the employee’s permanent address.

The letter indicates all required documentation needed for processing the final payout of wages and/or benefits, which includes:

- 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 can send in the documentation via mail or make an appointment with a Human Resources Representative for review and submittal of the forms using the contact information provided below. Once Human Resources has collected all the necessary documentation, it is forwarded to the campus Payroll Service Center.

Human Resources Contact Information

<table>
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<tr>
<th>Chicago Campus</th>
<th>Springfield Campus</th>
<th>Urbana-Champaign Campus</th>
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<tbody>
<tr>
<td>Human Resources – Benefits Center 715 South Wood Street HRB 305, m/c 524 Chicago, Illinois 60612 Phone: (312) 996-6470 Fax: (312) 996-5733</td>
<td>Human Resources One University Plaza HRB 30 Springfield, Illinois 62703 Phone: (217) 206-7078 Fax: (217) 206-7145</td>
<td>Personnel Services Office ATTN: Angela Reggans 52 East Gregory Room 108, m/c 562 Champaign, Illinois 61820 Phone: (217) 333-3105 Fax: (217) 244-7304</td>
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Payroll Service Center Procedures
The Payroll Office processes the final payout upon receipt of all required documentation, the DART Separation Form, and the Payroll Adjustment (PZAADJT). 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 appropriate Payroll Service Center.

Payroll Service Center Contact Information

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