

Process Definition – HCM

Process	PAYMENTS FOR DECEASED EMPLOYEE
Process Number	PAY1002 Revised 12/07/07

Description of Process

This processis used for payments upon the death of an employee

Replaces

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Input to Process

Notification to Personnel of the death of an employee

Output of Process

Payment to the beneficiary or to the estate of the deceased and if needed a 1099Misc

Service Level Agreement Required? (if yes, provide a brief description)

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PeopleSoft Panel Groups being Used

Window/Function	Panel Group/Mode
Workforce Administer Workforce - Job Information – Job Data	Job Data
Payroll for North America – Employee Pay Data – Update Payroll Options	Payroll Data
Payroll for North America – Payroll Processing – Update Pay sheet – By Pay Sheet	Pay Sheet

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1. The Personnel Dept. receives notification that an employee has died.	Company
Step 2. Personnel terminates the employee effective with the date of the death and with an action/reason of death. The date of death also must be entered on the Personal Information – Modify a person panel.	Company
Step 3. Personnel notifies the Payroll Dept. of the death of the employee. Both departments decide how much to pay and whether to pay a beneficiary, the estate of the deceased or a surviving spouse.	Company
Step 4. The Payroll Dept. issues a check, changing the paycheck name on the Payroll Options- Payroll Data 2 panel to the name of the beneficiary, estate, or surviving spouse.	Company/ Notify HCM Central Support to change the name on the paycheck.
Step 5. If it is determined that any wages that have been paid and recorded by payroll should be reported on a 1099 MISC rather than a W-2, an adjustment will need to be made to the employee record.	Company
Step 6. Add a paysheet to the appropriate off-cycle calendar and process like a manual check (Business Process PAY0606).	Company
Step 7. Do not enter any Total Gross or Net Pay. In the other earnings code section enter earnings code DEC. In the amount field, enter as a <u>negative amount</u> the total that Federal and State Taxable Gross Wages should be reduced. On the Paysheet One Time Deduction panel select None in Deductions Taken. Save.	Company
Step 8. Calculate the Off-Cycle check and review results. The calculated check should not have any net pay, and the only effect should be a reduction in Federal and State Taxable Gross Wages.	Company
Step 9. The payroll department notifies the Financials Accounts Payable office prior to their cutoff deadline for the year, to produce a 1099MISC to the payee for the same amount that Federal and State Taxable Gross Wage was reduced.	Company

Forms Used with Process (#)

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Process Flow Diagram (if appropriate):



Process Signoff

Tested By
Date Tested