

In the event of the death of an employee, the department should contact their Payroll Specialist as well as their Benefits Representative immediately. It will be necessary to remove any payroll certifications your department approved for the employee if a payroll is currently being processed, or if a payday is imminent. USF cannot make wage payments to employees after death; all payments to be made after the date of death must be made to the appropriate beneficiary.

Eligibility for Payments

Final payment for a deceased employee can only be made to a designated beneficiary. A Benefits Representative must complete the appropriate forms with the assistance of a family representative. Payment will be processed by a Payroll Specialist upon receipt of the completed forms from the Benefits Representative.

Method of Certification

A death certificate must be supplied to the Benefits Representative. The Benefits Representative will provide a *Statement of Beneficiary Affidavit* to the beneficiary for completion. This form must be notarized.

Additionally, the following documents must be submitted to Payroll by the deceased employee's department:

A *Payroll Certification Adjustment Form (PCAF)* for regular hours worked. The department must complete a PCAF and submit it to Payroll before payment can be made. Note in the Comments section that these are wages paid for the employee's regular hours worked during that pay period.

All eligible leave balances will be paid by Payroll after receipt of the Beneficiary Affidavit. Refer to the *Leave Payout Operating Procedures for Terminating Employees* for more information.

Method of Payment

Once Payroll receives all completed forms from the department and the Benefits Representative, final payment will be issued. After auditing the payment for accuracy, Payroll will process the payment as a paper check which will be mailed to the appropriate beneficiary.

Deductions

The following deductions are made as applicable:

Social Security and Medicare taxes – as applicable based on the FICA status of the deceased, and taxed at the current percentages. In some cases, no FICA taxes are withheld if the payment is made in the calendar year following the employee's death.

Withholding Tax – withholding tax will not be deducted from the final payment of the deceased.

Insurance Deductions – insurance deductions will not be made unless the premium is necessary for any benefits (i.e., hospital coverage or death benefits) to be received by the beneficiary.