**Death of Employee--Human Resources Procedures Checklist**

* Contact EAP (1-888-275-1205) for on-site grievance counseling if appropriate
	+ Provide Grief Loss at Work, Grief Loss Coworkers & Grief Loss Managers as appropriate
	+ Check in regularly with supervisor and leadership team
* As soon as reasonably possible, notify KPERS (296-6166)
	+ Social Security Number
	+ Name
	+ Date of death
	+ Contact person for family if available and their contact information
* Complete KPERS form K61 (<http://www.kpers.org/forms/k61.pdf>) , scan & e-mail to kpers@kpers.org
	+ Calculate final compensation payout for vacation and comp time
	+ Copy form to Personnel file
* Enter into SHaRP as soon as possible
	+ Action/Reason = TER/DEA
	+ Effective date is day after death
	+ Process final timesheet
	+ SHARP Entry notifies Benefits & ING
* Prepare HR letter to spouse/beneficiary:
	+ Determine when final pay will be disbursed
	+ Identify contact person at KPERS
	+ Identify contact person at ING
	+ Run past supervisor for appropriateness of tone and information
	+ If employee received check instead of direct deposit, obtain Affidavit of Heirship form from Joyce Dickerson in A&R (6-3979 or joyce.dickerson@da.ks.gov) and modify pay distribution instructions as appropriate
	+ If employee carried dependents on policy:
		- Calculate end coverage date
		- Update other information as necessary
* Check with agency head to see if they would like to have a condolence letter or note prepared
* Contact appropriate levels of management to advise on reporting funeral leave
* Attend funeral