**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](mailto: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](mailto: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