

Death Checklist Manager Checklist

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This checklist outlines the steps that a manager should apply upon notification of deceased employee.

DEATH CHECKLIST Manager Checklist		
Upon Notification of deceased individual, complete the checklist		
EMPLOYEE DEATH		
Notification	<ul style="list-style-type: none"> ○ Notify the Human Resource Service Centre (HRSC) with the employee's name and date of death. (E-Mail: hrsc@gov.sk.ca or Phone 798-0000 or 1-877-852-5808) 	<input type="checkbox"/>
Timecards	<ul style="list-style-type: none"> ○ Ensure all timecards have been entered by having the timekeeper run the Timekeeper Warning Report. If all timecards have not been entered, complete the timecards on behalf of the employee. ○ HRSC processes Termination. ○ HRPS contacts ministry/agency Timekeeper to complete the entry of the final timecard within 24 hours and no later than the day prior to the applicable payroll run. ○ Once the transfer of the timecards are completed run the Employee Entitlement Details Report. ○ If there are any future dated timecards please have Timekeeper delete them. 	<input type="checkbox"/>
Outstanding Debts	<ul style="list-style-type: none"> ○ Check with Financial Branch to verify if there are any outstanding debts: <ul style="list-style-type: none"> • Accountable Advance • Education Advance • Petty Cash Advance • Relocation Expense • Travel Advance <p><i>* Indicate debt details on the Termination Notification Form.</i></p>	<input type="checkbox"/>
Termination Form	<ul style="list-style-type: none"> ○ Complete Termination Notification Form and send to the HRSC. 	<input type="checkbox"/>
Life Insurance Benefit	<ul style="list-style-type: none"> ○ The HRSC will confirm enrolment in the life insurance plan and then send a letter to the beneficiary/beneficiaries of the employee's life insurance to obtain the information required to process the group life insurance claim. E.g. Original or Certified copy of the Funeral Director's Statement of Death OR the Death Certificate obtained from Vital Statistics (Information Services Corp). 	<input type="checkbox"/>
Personal Property	<ul style="list-style-type: none"> ○ Gather personal belongings of deceased employee and arrange delivery/pick-up with the family. 	<input type="checkbox"/>
Government Property	<ul style="list-style-type: none"> ○ Collection of government property: <ul style="list-style-type: none"> • Security / Access Card • Change security door access code • Cell Phone / Blackberry / Pager • Credit Card(s) / Purchasing Card* • Transit Pass (Regina only) / Parking Pass • Calling Card(s) • ID Card • Keys / Uniform • Computer / Office Equipment * If the deceased employee was an authorized purchaser, contact suppliers and vendors to remove deceased employee as an authorized purchaser. ○ Forward Transit Pass to HRSC. 	<input type="checkbox"/>
Government Access	<ul style="list-style-type: none"> ○ Complete Service Request form and send to ITO to request system access bed is connected. ○ Send request to remove MIDAS access to your MIDAS ministry approver prior to the employee's last day of employment: <ul style="list-style-type: none"> ○ MIDAS Financials Access to your Financial/Corporate Services Branch ○ MIDAS HR/Payroll to your Business Partner Team ○ MIDAS Timekeeping Administrator to PSCMIDAS-MHD@gov.sk.ca ○ If deceased employee was entered as a Supervisor in MIDAS, send an email to the HRSC to have the supervisor's name removed from MIDAS and a listing of the names of the employees that were supervised by the employee. Once a new supervisor is in place send an email to the HRSC advising the name of the supervisor and the employees he/she would be supervising. (This information is necessary for HR & Benefit alerts). ○ Provide updates as appropriate: <ul style="list-style-type: none"> • Distribution Lists (internal) • Telephone Records / Government (Corporate Services) • Organization Charts (Business Partner team) • System access • E-mail Groups (admin support) • Signing Authorities (Financial/Corp Directory Services) • Scheduling Lists (internal) 	<input type="checkbox"/>
SPOUSAL or DEPENDANT DEATH		
Notification	<ul style="list-style-type: none"> ○ Notify the HRSC with the employee's name and provide as much detail as possible of the deceased individual: <ul style="list-style-type: none"> • Date of death • Name of the deceased • Relationship to the employee <p>(E-Mail: hrsc@gov.sk.ca or Phone 798-0000 or 1-877-852-5808)</p>	<input type="checkbox"/>
Life Insurance Benefit	<ul style="list-style-type: none"> ○ Upon confirming enrolment of the employee in the life insurance plan and eligibility of the dependent, the HRSC will send a letter to the employee requesting the information required to process the group life insurance claim. 	<input type="checkbox"/>