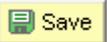


Terminate an Employee Due to Death

If applicable, review the Base Benefits CBT for data entry needs for benefits program participation, KPERs retirement and Group Term Life/Long Term Disability. See K.A.R. 1-11-3.

How To: Enter an employee termination that is due to death.

STEP 1:	Select the menu items in the following order: Workforce Administration > Job Information > Job Data
Expected Results:	Job Data search page displays.
STEP 2:	Enter the Employee ID in the EmplID field. Click 
Expected Results:	Work Location page displays.
STEP 3:	Click  to add a row.
Expected Results:	A new Job Data row is added with the current date in the Effective Date field.
STEP 4:	Change the Effective Date to the date of the employee termination (the first day the employee does not return to work or does not have leave scheduled).
Expected Results:	The field updates after tabbing out or clicking on another field.
STEP 5:	Select Termination from the drop down list in the Action field.
Expected Results:	Termination displays in the Action field and the Reason field becomes blank. HR Status and Payroll Status change to Inactive.
STEP 6:	Select Death from the drop down list next to the Reason field.
Expected Results:	Reason Code displays. Benefits Employee Status changes to Deceased on the Benefits Program Participation page.
STEP 7:	Click 
Expected Results:	The date immediately before the Effective Date automatically populates in the Last Date Worked and Termination fields on Employment Data and the Date of Death field on the Biographical Details page in Personal Information.