

**Treasury Documentation**

**Subject:** Death Transactions, Employee, Employee's Spouse or Insured  
Dependent, Supervisor's Responsibilities

**For:** EMPLOYEE HANDBOOK  
SUPERVISOR HANDBOOK

**Also See:**

**Identification** PT-03058  
Procedure  
**Effective Date** 5-1-2012  
**Replaces** PT-03058 (8-1-2008)

Page 1 of 2

Supervisor

**WHEN: On Learning of Employee's Death**

1. Contacts Office of Human Resources (HR) to ensure they have received notice of employee's death.
2. If employee is still on payroll, instructs Timekeeper to prepare updated time and attendance report for that employee.
3. Refers any questions from deceased employee's family concerning insurance, beneficiaries, entitlements, etc., to HR.
4. Communicates directly with deceased employee's family on other matters of a personal nature, as appropriate.

Timekeeper

5. Prepares updated time and attendance report.
6. Notifies HR, advising time and attendance will be submitted on DCDS (Data Collection Distribution System).

HR

7. Obtains information, prepares letter of condolence and processes various transactions relating to employee's disposition of employment-related assets.
  - A. Accesses the Action List (checklist) on the "Death Benefits for State Employees" page by clicking on the following fields on the Civil Service Web page:
    - (1) Employee Benefits
    - (2) Death Benefits
    - (3) Action Checklist.

Supervisor

**WHEN: Within 30 Days of Dependent's Death**

8. Contacts HR to ensure they have received notice of employee's dependent's death.

HR

9. Advises employee of actions to be taken.
10. Prepares and sends letter of condolence, along with any necessary documents.

**Subject:** Death Transactions, Employee, Employee's Spouse or Insured  
Dependent, Supervisor's Responsibilities

**Identification** PT-03058  
**Effective Date** 5-1-2012  
Page 2 of 2

---

Employee

11. Contacts the MI HR Service Center by telephone at 1-877-766-6447 to update the insurance benefits.

**End**