

Terminating Deceased Retirees and Survivors

INTRODUCTION	
Deceased Retirees and Survivors	Alight sends the date of death and it is loaded in Personal Data. Institutions will terminate the Retirees/Survivors in Job Data.
Description	This process describes the steps necessary to enter a Termination for deceased Retirees and Survivors in Job Data into OneUSG Connect.
Conditions	Date of death is loaded in Personal Data into OneUSG Connect.
Source Documents	OneUSG Connect Retiree HRID file
Output Information	Deceased Retirees and Survivors terminated in OneUSG Connect.

PROCEDURES	
SECTION I	Verify Date of Death in Personal Data
PATH	Workforce Administration > Personal Information > Biographical > Modify a Person
Important	Date of Death field must be populated in Personal Data.
STEP 1.1	Select Employee
	Find employee by Empl ID. If employee has multiple records make certain you are choosing the correct job record for your institution.
STEP 1.2	Verify Date of Death is populated
	This is populated when the HRID file is loaded from Alight.



SECTION 2	Enter Termination in Job Data
PATH	Workforce Administration > Job Information > Job Data
STEP 2.1	Select Employee
	Find employee by Empl ID. If employee has multiple records make certain you are choosing the correct job record for your institution.
STEP 2.2	Insert New Row
	Enter the following data: <ul style="list-style-type: none"> ▪ Effective Date: Use the day after the date of death for the Retiree/Survivor ▪ Action: Termination ▪ Reason: Death ▪ Save
SECTION 3	Enter Survivor Data
STEP 3.1	Enter Survivor in Job Data (if applicable)
	Alight has been notified of the Retiree death. They will gather the appropriate information and send the data to USG on the HRID file which is then loaded in Job Data into OneUSG Connect.

