

Policy 705.16 –Decedent’s Warrant

Date Adopted: 8/19/09

Issuing Office: Administration & Finance

Date Revised:

Approved By:

References: 2-18-412 M.C.A.

I. POLICY

The University of Montana Western requires each new employee to designate a person to receive the final payment by state warrant for any wages or benefit due the employee by the University at the time of the employee's death.

II. PURPOSE

The employee is thereby assured that warrants for payment due will be promptly forwarded to the designated person without resorting to procedures ordinarily required for the administration of a decedent's estate.

III. PROCEDURE

A. Beneficiary Designation

The form designating a person to receive the payment is available from the Human Resource Services Office and must be completed at the time of employee’s initial employment. In the event of a death of the designee or change in marital or parental status of the employee, employees may wish to alter their designation of the person entitled to receive payment for wages and benefits. All beneficiary changes should be made with the Human Resource Services Office and are kept in the employee's personnel file.

B. Release of Funds

Electronic payroll deposits end upon notification of an employee's death, thereby allowing disbursement of funds according to this procedure. The University of Montana Human Resources Office issues a warrant to the listed designee. Without a decedent's warrant form on file at the time of death, an employee's wages and benefits are released only with proper legal notification to the University.

IV. AUTHORITY

2-18-412 M.C.A.

V. RESPONSIBILITY

Vice Chancellor for Administration & Finance/Student Affairs, Associate Director of Human Resource Services