

Beneficiary Payments

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I. Purpose

To establish policies and procedures for beneficiary payments as it relates to the payment of employee wages to an executor or legal representative.

II. Definitions

- *Estate legal personal representative:* a person appointed by a court to administer the estate of another person, also known as an executor.
- *Executor:* Someone who is responsible for executing, or following through on, an assigned task or duty.

III. Policy

- A. The University of Kentucky will issue beneficiary payments for payroll wages of deceased University employees to the identified estate legal personal representative or executor.

IV. Procedures

- A. Each department must refer inquiries involving beneficiary payments of a deceased employee's payroll wages to Payroll Services located in Room 340 Peterson Service Building or contact them by phone at (859) 257-9519.
- B. Deceased Retiree or Retiree Spouse beneficiary payment inquiries should be directed to the Human Resources Front Desk located in 115 Scovell Hall or contact them by phone at (859) 257-9519.
- C. The estate personal legal representative must submit court issued executor documentation to Payroll Services.
- D. Payroll Services will submit a payment request made payable to the estate of the deceased employee.
- E. Release of payment will be to the legal personal representative identified in the court issued executor documentation.
- F. Questions involving employee benefits such as life insurance or retirement should be directed to the Human Resources Benefits Office located at 115 Scovell Hall or contact them by phone at (859) 257-9519.