DEATH IN SERVICE – NOTES FOR MANAGERS

We understand that dealing with a death of an employee can be a difficult and emotionally demanding experience. You may be involved in communicating with partners and/or family members during this time and have to deal with queries about pay and entitlements. Our Payroll and Human Resources teams can provide support and advice with these.

To help ensure that our Payroll service and Human Resources are provided with sufficient and accurate information relating to employees who die in service, please check that you have the information listed in the table below. This helps us when notifying the Scottish Public Pensions Agency (SPPA) and enables the efficient administration of death-in-service benefits to surviving partners and dependants.

Please follow the flowchart on page 2 to ensure all appropriate actions are taken.

|  |
| --- |
| **Employee Details** |
| **Employee Name:**  |  |
| **Payroll No:** |  |
| **Job title:** |  |
| **Last working day:** |  |
| **Termination of employment date (if different):** |  |
| **Service:** |  |

|  |  |  |
| --- | --- | --- |
| **Information required** | **YES** | **N/A** |
| Details of employee’s Next of Kin |  |  |
| Details of the lawyer dealing with the estate |  |  |
| Name of employee’s widow/widower or civil partner |  |  |
| Is the employee a member of the NHS Pension Scheme? |  |  |
| Are there any dependant children under the age of 23?  |  |  |

|  |  |  |
| --- | --- | --- |
| **Forms and certificates required** | **YES** | **N/A** |
| NHSGGC Termination form  |  |  |
| AW7 - Death in Service – Application for Lump Sum on Death & Widow(er)’s/Partners Pension |  |  |
| Birth certificate  |  |  |
| Death Certificate |  |  |
| Marriage certificate |  |  |
| AW9 - Application for Award of Dependant’s Allowance |  |  |
| Birth Certificate(s) – Dependent Child(ren) |  |  |

Telephone your Payroll contact and HR Support and Advice Unit (01412782700) to notify the employee’s death, then complete and send a termination form to the Pay Department.

START

If circumstances not covered in this guidance, please contact the HRSAU on 0141 278 2700 or email hr.support@ggc.scot.nhs.uk

no

Download AW7 from sppa.gov.uk and arrange completion. Completed AW7 should be sent to the Pay Department together with relevant documents.

Establish if the employee is survived by a widow(er) or civil partner?

Check with your Payroll contact if the deceased employee is a member of the NHS Pension Scheme?

Establish details of the next of kin and legal representative.

Is the employee a member of the NHS Pension Scheme?

 no

yes

Is there a surviving widow(er) or civil partner? **(Template letter 2)**

yes

Acknowledge service **(Template Letter 3)**

Are there any dependent children under the age of 23? **(Template letter 1)**

Download AW9 from sppa.gov.uk and arrange completion. Completed AW9 should be sent to the Pay Department together with relevant documents.

yes

no

Acknowledge service