Welcome to training on how to manage a death notification.

How Do I Record a Death Notification?

After logging into ESS, navigate to the **Services** menu.

Then select **Death Notice**.

The **Death Notice** screen provides the ability to report an employee's death. Once information is submitted here, the RSA will take further action. Keep in mind, a member's death can only be entered by the employer provided the deceased individual either currently works for the employer or worked for the employer at some point in the past.

Choose how you would like to search for the employee from the **Search By** drop-down menu.

Select from **Social Security Number**, **PID**, or **Last Name** from the drop-down menu.

Enter the search criteria in the field to the left of the **Search** button.

Click **Search**.

Select the correct employee by clicking on the **PID** link.

The **Employee's Information** displays.

Enter the **Date of Death**.

Check the **Job Related** checkbox if the death was job related.

Enter any relevant comments in the **Comments** field.

If needed, click the **Application for Survivor Benefit** link, which opens as a PDF file.

This document may only be used for **Active Members**.

This form is used when the beneficiary on file wants to collect survivor benefits, which can be signed by the beneficiary, certified by the employer, and then mailed to the RSA with the death certificate.

Return to ESS, and scroll down to the **Primary Contact Information** section.

Enter contact information, if known, in the **Primary Contact Information** section. Note: The **Relationship** drop-down menu defaults to employer. If you know the information of the person the RSA can contact with questions about the death, make sure the **Relationship** drop-down menu is accurately changed.

Click **Submit**.

The **Confirmation** screen displays. Click **Continue** to return to the **ESS Home** screen.

How Do I Report the Death of an Active Employee in an Enrollment File?

It is important that an Active Employee's death is accurately reported.

This can be done in the Enrollment record that you submit. When an Employee dies, you must change the Enrollment End Date to be the same as the Date of Death, either in the .ENRL file or using the **Search Demographics** module.

Let's take a look at an example of how you can submit this information to the RSA.

In this example, The Employee is actively employed. You become aware that the Employee's death occurred on Sunday, October 7th. The Enrollment End Date reported should be October 7th.

Please view the **Enrollments Upload File** demonstration video for more information on how you can report an Employee’s death in Employer Self-Service.

For additional information or assistance, please contact an Employer Services Representative (ESR) at 334-517-7005 or employer.services@rsa-al.gov.