## **Final Wages Process Steps**

If a completed *Outstanding Wages Designation Form* is on file:

Locate beneficiary on "Outstanding Wages Designation Form." Note that beneficiary information on this form is applicable only to employee final wages.

If there is no beneficiary on the form, check for information on surviving spouse. If no surviving spouse is listed in the form, check for duly qualified guardian of the employee's minor child or children.

Schedule meeting with employee's beneficiary or other recipient if possible. When verifying identity of beneficiary or other recipient, state-issued ID should be sufficient.

Ensure prompt payment of outstanding wages. Treat accrued but unused annual leave, comp time, etc. in accordance with applicable Rule/agency policies. Questions about any taxes applied to employee final wages should be directed to agency payroll departments. If there is no designated beneficiary in writing and there is no surviving spouse or children, note the following:

