**MEMORANDUM**

 **TO:** TeamWorks Agency Payroll Officers & Technicians

 **FROM:** State Accounting Office

 **RE:** Beneficiary Wages Form Query

 **DATE:** July 20, 2023

Effective July 1, 2023, the new online Beneficiary Wages Form was established and implemented on the TeamWorks Employee Self-Service (ESS) Portal. The online form allows employees to submit Beneficiary Wages Forms electronically.

The Beneficiary Wages Form allows employees to designate a beneficiary to receive their final wage paycheck in the event of their death. State law (O.C.G.A. § 34-7-4) authorizes state agencies to pay a deceased employee’s outstanding wages, or other monies owed to the employee by the agency, to a beneficiary designated by the employee in writing.

The Beneficiary Wages Form Query was created for HR Administrators to view employee beneficiary selections. The query is accessible from Query Manager within HCM – Human Capital Management PeopleSoft application. The Beneficiary Wages Form Query name is **0HR107\_BEN\_WAGES\_FORM**.

The navigation to the Beneficiary Wages Form Query:

* **Click the NavBar: Navigator**
* **Click Reporting Tools**
* **Click Query**
* **Click Query Manager**

Query can be retrieved by Company or Employee ID.

**Who can employees contact with questions?**

Technical: SAO Customer Service Center (CSC)
 404-657-3956
 888-896-7771
 hcm@sao.ga.gov