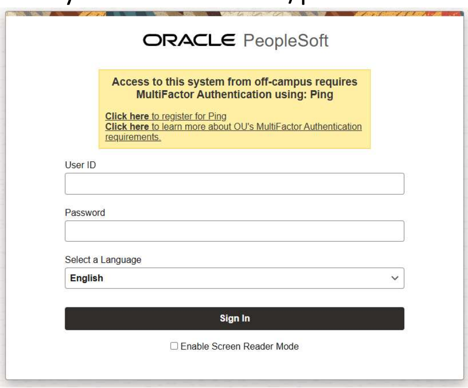
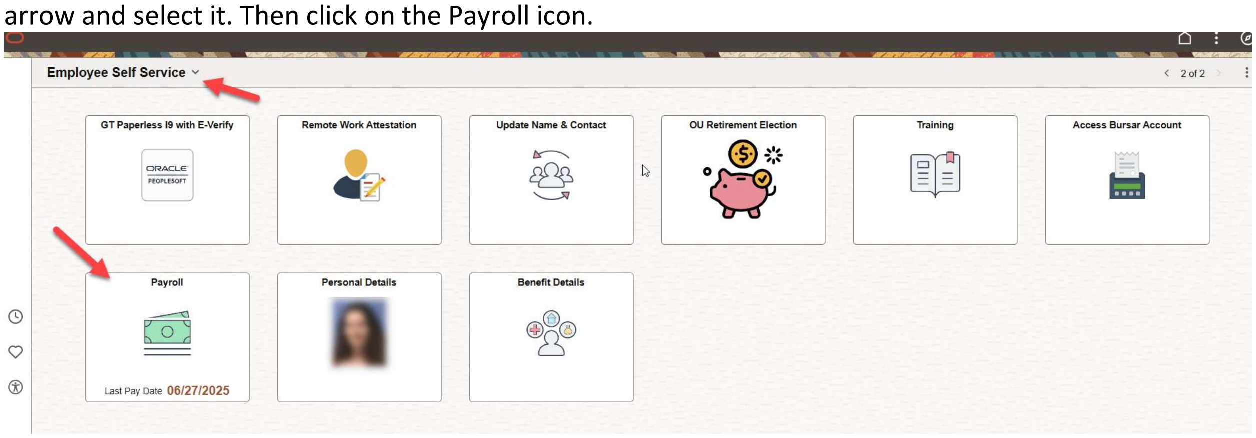
The UNIVERSITY of OKLAHOMA

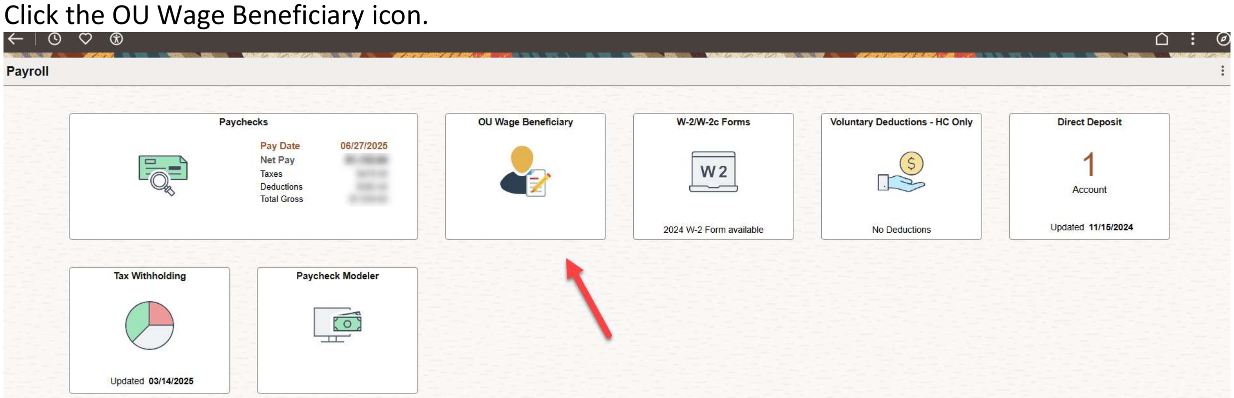
<table>
<tr><th colspan="2">What is a Wage Beneficiary?</th></tr>
<tr><td colspan="2">A wage beneficiary is the individual(s) designated to receive an employee’s earned wages in the event of their death. Keeping this information updated ensures wages are distributed as intended by the employee.</td></tr>
<tr><th>Step</th><th>How to add a wage beneficiary</th></tr>
<tr><td>1</td><td>Go to Employee Self Service System login page.
Enter your OU username/password that you use to login to your University computer.



</td></tr>
<tr><td>2</td><td>Ensure sure you’re in the Employee Self Service section in the top left corner. If not, click the down arrow and select it. Then click on the Payroll icon.



</td></tr>
<tr><td>3</td><td>Click the OU Wage Beneficiary icon.



</td></tr>
</table>

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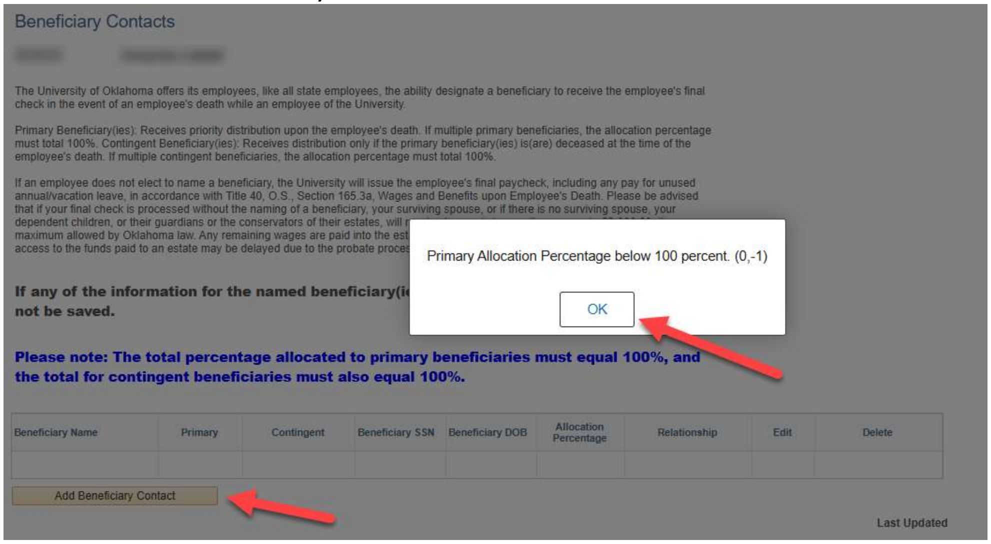
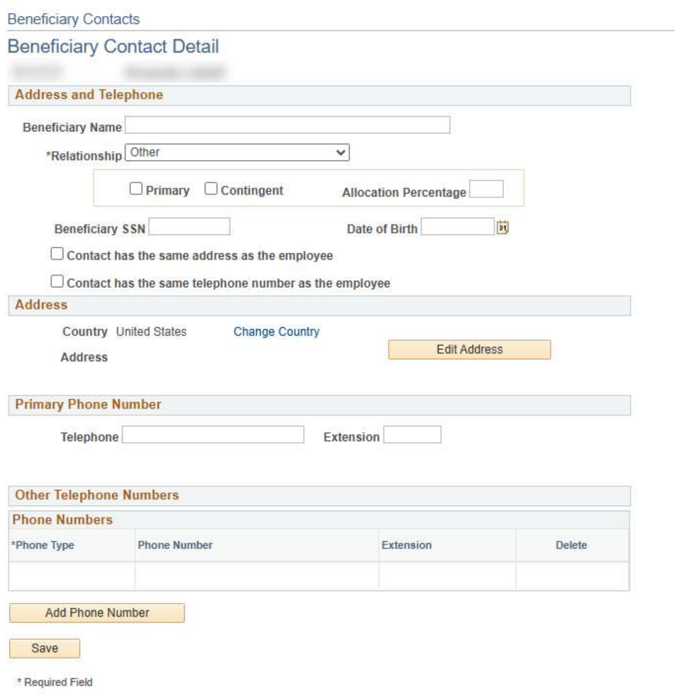
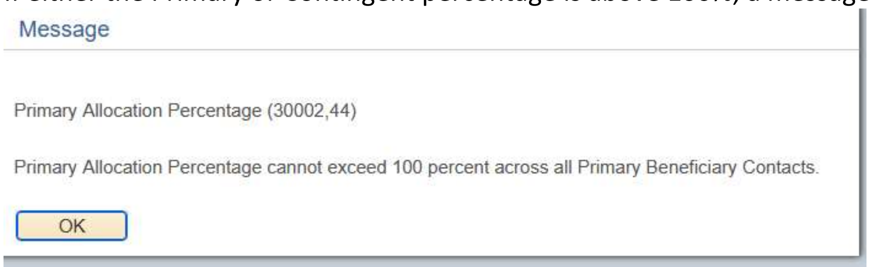
4	A box will appear stating the primary allocation percentage is below 100%. Click "OK". Another box will appear stating the contingent allocation percentage is below 100%. Click "OK" Then click "Add Beneficiary Contact"  📌 Note: Primary vs. Contingent Beneficiaries • Primary Beneficiary – The first person or persons designated to receive your wages in the event of your death. They have first rights to the benefit. • Contingent Beneficiary – The backup person or persons who receive your wages if all the primary beneficiaries are no longer alive.
5	Enter required information  Click "Save" when done.

6

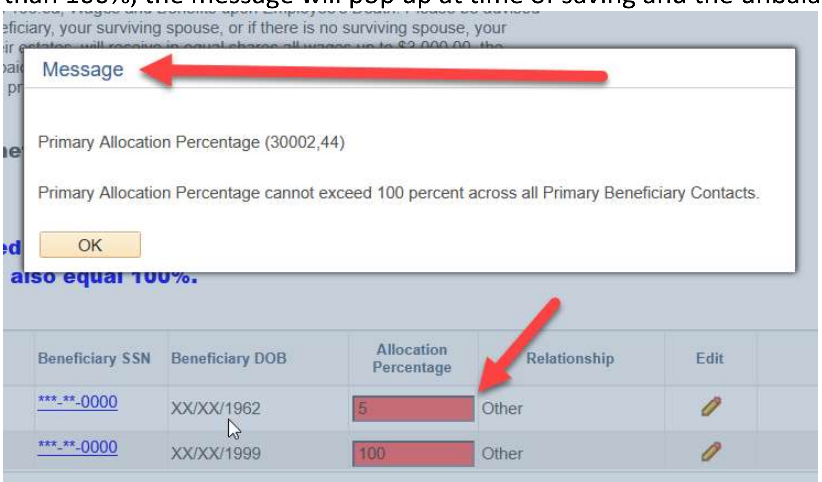
📌 Note: Allocation Percentages

- If either the Primary or Contingent percentage is above 100%, a message will appear.



Click OK to continue.

- When adjusting percentages on the page, if the primary or contingent percentages equal more than 100%, the message will pop up at time of saving and the unbalanced boxes will turn red.



Click OK to continue.

Please note: The total percentage allocated to primary beneficiaries must equal 100%, and the total for contingent beneficiaries must also equal 100%.

7

Tips & Reminders

- Review beneficiary information after major life events (marriage, divorce, new child, etc.).
- Double-check spelling and contact information.
- Contact payroll@ou.edu (for Norman employees) or payroll-services@ouhsc.edu (for Health Campus employees) for assistance.