



What is a Wage Beneficiary?

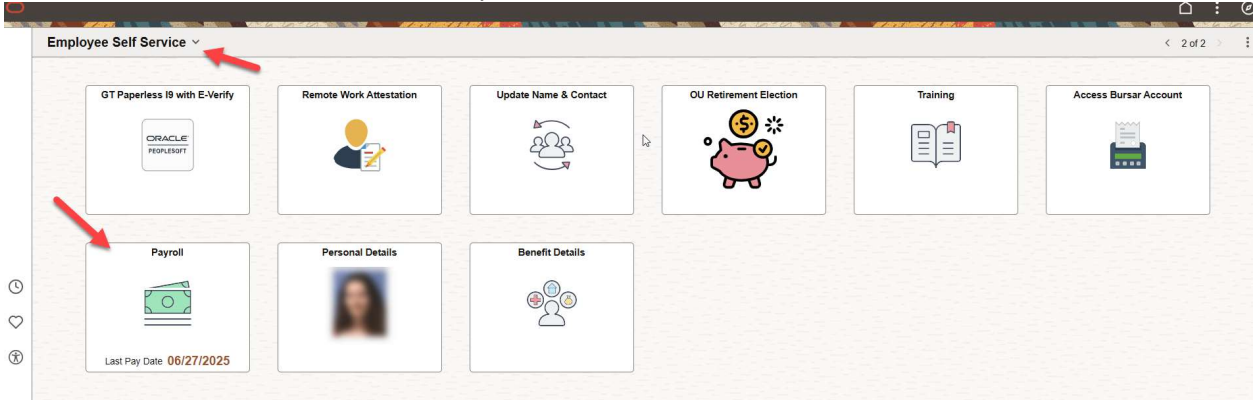
A wage beneficiary is the individual(s) designated to receive an employee's earned wages in the event of their death. Keeping this information updated ensures wages are distributed as intended by the employee.

Step How to add a wage beneficiary

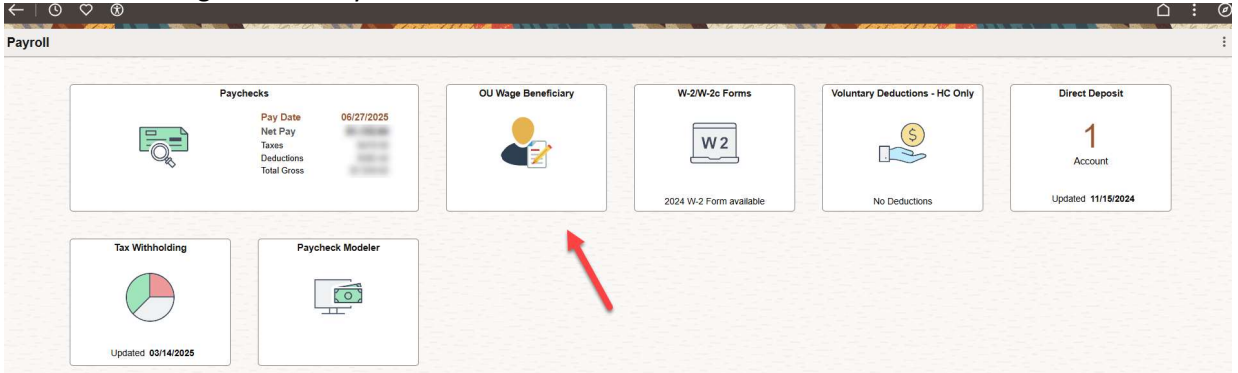
- 1 Go to [Employee Self Service System](#) login page.
Enter your OU username/password that you use to login to your University computer.

A screenshot of the Oracle PeopleSoft login page. It features a white background with a yellow banner at the top stating 'Access to this system from off-campus requires MultiFactor Authentication using: Ping'. Below the banner are fields for 'User ID', 'Password', and a 'Select a Language' dropdown menu set to 'English'. A 'Sign In' button is at the bottom, with a checkbox for 'Enable Screen Reader Mode' below it.

- 2 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.



- 3 Click the OU Wage Beneficiary icon.





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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”

Beneficiary Contacts

The University of Oklahoma offers its employees, like all state employees, the ability designate a beneficiary to receive the employee's final check in the event of an employee's death while an employee of the University.

Primary Beneficiary(ies): Receives priority distribution upon the employee's death. If multiple primary beneficiaries, the allocation percentage must total 100%. Contingent Beneficiary(ies): Receives distribution only if the primary beneficiary(ies) is(are) deceased at the time of the employee's death. If multiple contingent beneficiaries, the allocation percentage must total 100%.

If an employee does not elect to name a beneficiary, the University will issue the employee's final paycheck, including any pay for unused annual/vacation leave, in accordance with Title 40, O.S., Section 165.3a, Wages and Benefits upon Employee's Death. Please be advised that if your final check is processed without the naming of a beneficiary, your surviving spouse, or if there is no surviving spouse, your dependent children, or their guardians or the conservators of their estates, will receive the employee's wages and benefits, up to the maximum allowed by Oklahoma law. Any remaining wages are paid into the estate of the employee. If there is no surviving spouse, dependent children, or their guardians or the conservators of their estates, access to the funds paid to an estate may be delayed due to the probate process.

If any of the information for the named beneficiary is incorrect, it will not be saved.

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

Beneficiary Name	Primary	Contingent	Beneficiary SSN	Beneficiary DOB	Allocation Percentage	Relationship	Edit	Delete

Add Beneficiary Contact

Primary Allocation Percentage below 100 percent. (0,-1)

OK

Last Updated

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.

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Enter required information

[Beneficiary Contacts](#)

Beneficiary Contact Detail

Address and Telephone

Beneficiary Name

*Relationship

☐ Primary ☐ Contingent Allocation Percentage

Beneficiary SSN Date of Birth

☐ Contact has the same address as the employee

☐ Contact has the same telephone number as the employee

Address

Country [Change Country](#)

Address **Edit Address**

Primary Phone Number

Telephone Extension

Other Telephone Numbers

*Phone Type	Phone Number	Extension	Delete

Add Phone Number

Save

* Required Field
[Return to Beneficiary Contacts](#)

Click “Save” when done.



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Note: Allocation Percentages

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

Message

Primary Allocation Percentage (30002,44)

Primary Allocation Percentage cannot exceed 100 percent across all Primary Beneficiary Contacts.

OK

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.

The screenshot shows a warning message box titled "Message" with the text: "Primary Allocation Percentage (30002,44). Primary Allocation Percentage cannot exceed 100 percent across all Primary Beneficiary Contacts." Below the message is an "OK" button. A red arrow points to the message box. Below the message box is a table of beneficiaries. The table has columns: Beneficiary SSN, Beneficiary DOB, Allocation Percentage, Relationship, and Edit. The first row shows a beneficiary with SSN ***-**-0000, DOB XX/XX/1962, and an Allocation Percentage of 5. The second row shows a beneficiary with SSN ***-**-0000, DOB XX/XX/1999, and an Allocation Percentage of 100. A red arrow points to the "100" in the Allocation Percentage column of the second row.

Beneficiary SSN	Beneficiary DOB	Allocation Percentage	Relationship	Edit
***-**-0000	XX/XX/1962	5	Other	
***-**-0000	XX/XX/1999	100	Other	

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%.

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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.