

STATE OF NORTH DAKOTA

CAMPUS COMMUNITY
DECEDENT DATA
TRAINING MANUAL

VERSION 8.0

Disclaimer

Written by MAXIMUS-ERP Solutions Group, May 2004.

This training manual is considered to be proprietary and confidential and may not be reproduced for any reason other than stated below without prior written consent of MAXIMUS-ERP Solutions Group.

Exclusion

This training manual has been prepared exclusively for the State of North Dakota PeopleSoft Project. Information contained within this document may be used by the State of North Dakota for the sole purpose of personnel training. Additional manuals may be reproduced and edited as needed for training. All other uses are prohibited without prior written consent from MAXIMUS-ERP Solutions Group.

Copyright © 2004 MAXIMUS-ERP Solutions Group, Inc. All Rights Reserved.

TABLE OF CONTENTS

DECEDENT DATA	1
Overview	1
Objectives	2
Apply Decedent Data Business Process Flow	3
Walkthrough – Decedent Data Entry	4

DECEDENT DATA

OVERVIEW

When an individual dies, you should apply the deceased label to all pages about that individual. Then, when users encounter a page with the word DECEASED at the top, they can determine whether to continue or suspend their department's transactions for that individual.

You can apply the label using either of the following methods. In both methods, when you save the individual's page, the system displays the word DECEASED at the top of the pages in place of the usual negative or positive service indicator button.

To display the deceased label and not enter any other decedent data (place of death, death certificate number), assign your institution's deceased service indicator to the decedent. The service indicator sets the deceased label to display. You can use this method whether or not you know the individual's date of death.

If you know the individual's date of death, you can enter that date on the Decedent Data page along with other decedent data, and save the page. You can use this method to apply the deceased label only if you know the date of death.

For example, you might receive confirmation that Gloria is deceased. You want to apply the deceased label to all pages about her as soon as possible to alert users. However, you have not received a copy of the death certificate or official confirmation of her date of death. Since you do not know when she died, you could assign her your institution's deceased service indicator, which is the one set to display the deceased label.

You can verify that the label is applied by accessing any page about the decedent. The word DECEASED appears at

the top right of the page.

All of the decedent's data remains in your database unless or until your system administrator deletes the decedent's ID.

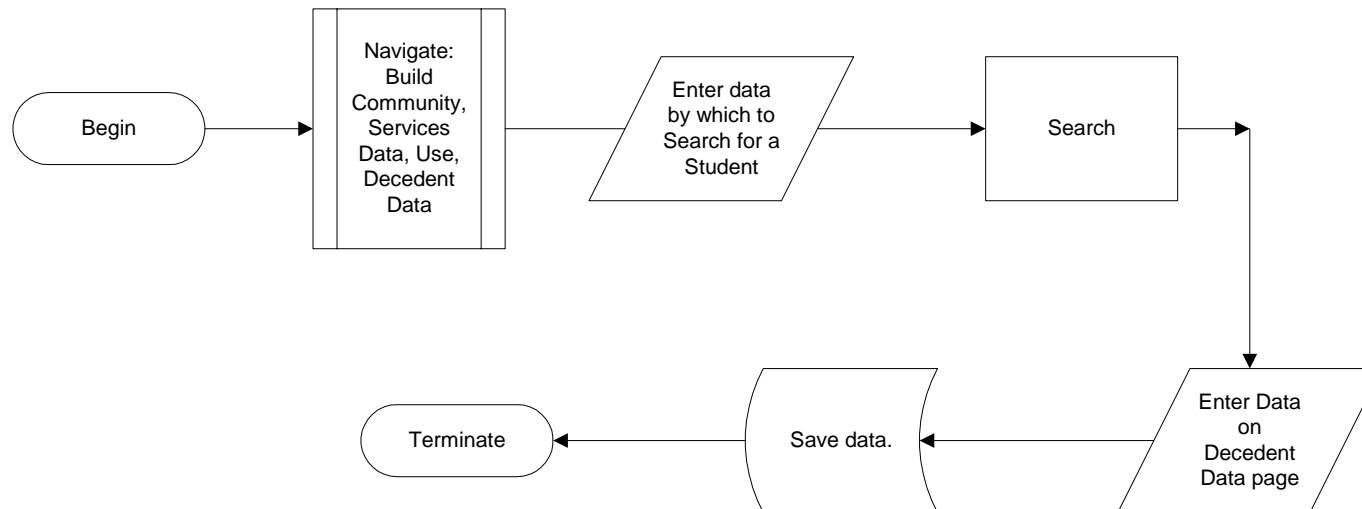
OBJECTIVES

After completing this section, you will be able to:

1. Enter the date of death and other data about the decedent

APPLY DECEDENT DATA BUSINESS PROCESS FLOW

This business process .is used to enter decedent data on a Student/Employee Record



WALKTHROUGH – DECEDENT DATA ENTRY

Enter the date of death and other data about the decedent. Only the date of death is required to display the deceased label.

1. **Navigation:** Home > Build Community > Services Data (Student) > Use > Decedent Data

2. **Find an Existing Value**

- a. Enter the values by which you would like to search. ID, Last Name, First Name, or National ID (SSN).
- b. Click **Search**. A list of values that meet your search criteria will be displayed.
- c. Click on the student you wish to update.
- d. The **Decedent Data** page is displayed.

3. **Date of Death:** Enter the individual's date of death. You can enter the official date death or the date when your institution was notified of the death. It is up to your institution.

When you enter a date and save the page, the system displays the word *DECEASED* at the top of pages about this individual throughout your system. If you do not enter a date, the deceased label will not appear.

After you enter a date of death and save the Decedent Data page, if you decide that you do not want the deceased label to appear on pages for this individual, return to the Decedent Data page, highlight and delete the date, and save the page with an empty Date of Death field. The deceased label will no longer appear.

4. **Place of Death:** Enter the place (city, state, county, or country) where the individual expired.
5. **Death Certificate Nbr:** Enter the number from the official certificate of death. The death certificate number may be required for financial aid reconciliation if the individual is a student, for beneficiary pay out if the individual is an employee, or to receive funds if the individual donated a trust to your institution. Consult your institution's administration.