Business Continuation FAQs
To accompany the Guidelines for the Notification of an Employee Death

Ensure business operations
- Consider work, meeting or class schedules, etc. that will need to be reassigned or rearranged.
- Provide employees, reporting to this individual, with an interim plan of action and/or reporting structure.
- Contact Human Resources, HR Business Partners for any assistance.

Notify your Employment Center
Your employment center will need the following information:
- Name of the deceased
- Date of death
- Last day actively at work
- Name and extension of the contact person in your office
- Next of kin’s name, phone number and his/her relationship to the deceased

Notify the Benefits and Payroll offices
You or your Employment Center will email employeedeath@purdue.edu which informs both benefits and payroll of the death. Be prepared to provide:
- Name and PERNR of the deceased
- Date of death (if known)
- Name of next of kin, or person to contact for information, and his/her relationship to the deceased

What to do with an employee's personal items
Work area and departmental needs.
- While it may be easy to close and lock an office door for a period of time, it may not be practical to leave personal items in more public areas.
• These items can be packed by you and staff and stored.
• Contact Benefits with any questions regarding dispersal to next of kin.

**Discontinue or redirect the employee's email**

- Contact your local IT support.
- Is an e-mail absence message needed to redirect inquiries to the appropriate department contact?
- Is setting up temporary network access to obtain copies of personal communications necessary?

**Discontinue the employee's access to electronic resources**

- After you have transferred or deleted the e-mail and network files, notify your departmental IT support to terminate access.

**Discontinue all other Purdue services**

Work with your business office to cancel or transfer access to the following, where applicable:

- Cell phone service
- Purdue Travel Card
- Purdue Purchasing Card

**Ensure the return of any Purdue property**

- If applicable, verify the return of these items
  - Cell phones
  - Computers
- Confirm receipt of:
  - Purdue ID card
  - Keys or key cards
  - Parking garage access cards
- Check with your department's property administrator to ensure that all UC equipment was returned.
- Any Purdue property specific to your department.
Update contact information
Remove the employee's name from the following areas, where applicable:
- Emergency contact list
- Internal forms
- Microsoft team channels
- Office security codes, access codes on keypads
- Security alarm lists

Bereavement Leave
Employees are eligible for up to one-half workday of paid leave to attend the funeral of a fellow employee, subject to the staffing needs of the employee's department as determined by the head or director of the department.

Ensure the well-being of yourself and department staff
As necessary, encourage staff to:
- Contact our Behavioral Health Services via SupportLinc at 888-881-5462

Contacts
- Benefits questions – 49-42222
- Human Resources – hr@purdue.edu or https://wwwpurdue.edu/hr/hrhelp.php
- SupportLinc Behavioral Health Services – 888-881-5462