

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Separation	Section: IX
	Subject: C
SUBJECT: Death	Effective: 01/01/06
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DEATH

Upon the death of an active South Carolina State University employee, the supervisor should notify the Office of Human Resource Management as soon as possible. The Office of Human Resource Management will assist in the completion of all matters concerning retirement and benefits, and ensure contact with other offices as necessary.