

Designation of Beneficiary Electronic Form Process

In accordance with Policy [HR0307 – Benefit in the Event of an Employee Death](#), the University will provide a benefit payment in the event of the death of a regular university employee who dies while in an active pay status, as defined in [Policy HR0105 – Employment Status](#). A new beneficiary designation function has been added to DASH Employee Self-Service (ESS) for all regular employees, which eliminates the need to have a paper form completed as well as witnessed and notarized. Regular employees may use this function to designate a beneficiary to receive payment for university benefits. Depending on eligibility, it may include unpaid payroll, annual and sick leave, and one month’s salary. It will be paid by the university in accordance with HR0307.

To ensure that the beneficiary is up to date, we are asking all regular employees to complete the beneficiary designation in DASH. **For new hire employees, the beneficiary electronic form must be submitted the first week of hire. Employees must have a NetID and Personnel# to complete the steps below.**

To access the **beneficiary electronic form**, log in to the DASH web portal (<https://dash.tennessee.edu/home>) and follow the instructions below:

1. Click the “Employee Self-Service, Finance, Human Resources, Facilities” block on the landing page.
2. Under the “Me” tab, click the “Benefits” block
3. Click “Record a Change”
4. Select “Beneficiary Information Update (Non-Qualifying Event)”
5. Select today’s date
6. Click “Continue” at the top of the page. A Confirmation message will appear.
7. After clicking “Ok” on the Confirmation, a list of People to Designate will appear.
8. If the person you wish to list is already listed in People to Designate, click “Continue”
 - If the person you wish to name is **not listed**, click “Add”
9. Click “Benefit in the Event of an Employee Death”
10. Click “Edit”
11. Click “Edit” again
12. List of People to Designate will appear, enter your desired percentages
13. Click “Continue” and then “Submit”

NOTE: To review your Benefit in the Event of an Employee Death selections:

1. In DASH under the Me tab, Click “Benefits”
2. Click “Your Benefits”
3. Scroll to and click “Benefit in the Event of an Employee Death”
4. Beneficiary Information is listed

Please contact your local Human Resources Office or systemhr@tennessee.edu with any questions.

Please note that changing your university beneficiary DOES NOT change your beneficiary on your life insurance or retirement.

Beneficiaries for these plans must be changed at the links below:

[Tennessee Consolidated Retirement System](#)

[401k/457](#)

[Optional Retirement Program and 403\(b\) Plans](#)

Life Insurance

- [Voluntary Term Life](#)
- Basic Term Life – update in Edison
 - To Access Edison
 - Login to DASH > Employee Self Service
 - Under the Me tab, go to Benefits
 - Click Your Benefits
 - Click the “EDISON PORTAL” link
 - Login with your single sign-on NetID and Password if prompted

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