



# Guidelines for Separating Faculty and Staff

Departments must separate employees in a timely and expeditious manner\* to ensure (1) proper internal controls and (2) good business operations as part of [VCU's Enterprise Risk Management Program](#), [VCU's Code of Conduct](#) and the [state's Agency Risk Management and Internal Control Standards \(ARMICS\)](#). Use the checklist below to document separation actions.

**IMPORTANT!** To comply with state and university policies and procedures, this checklist **must** be completed; signed by the employee, manager and personnel administrator; and returned **with the final timesheet** to VCU Human Resources through ImageNow<sup>1</sup> **within the pay period** in which the employee separates employment. **If this form is not completed and returned within the specified timeframe, the department will be charged \$200.**

## **Departing Employee Responsibility Checklist**, as applicable.

### For ALL faculty and staff, as applicable:

- Employee Health Services** – contact to resolve any outstanding health issues (e.g., needle sticks, hepatitis treatments, etc.).
- Finance Offices** – contact to reconcile any outstanding accounts.
- Human Resources** – visit [www.hr.vcu.edu/benefits.html](http://www.hr.vcu.edu/benefits.html) for benefits information. To keep your password current, update your mailing address or access your W-2 electronically (eW2) after separation, log onto **eServices/VCU Self Service** through the [myVCU portal](#).
- Student Accounting** – email [stuacctg@vcu.edu](mailto:stuacctg@vcu.edu) if currently enrolled and/or enrolled for a future semester and using a faculty/staff tuition waiver to pay account.
- VCU Libraries** – contact to reconcile any outstanding accounts or to return library materials.<sup>2</sup>

### Additional steps for faculty and staff who are principal investigators or research staff:

- Institutional Review Board (IRB)** – **at least one month before departure**, submit for study closure or change in investigator (i.e., Principal Investigator (PI), medically responsible investigator) for each open protocol. For each open study, complete the appropriate activity in RAMS-IRB (for current electronic studies) at <https://irb.research.vcu.edu>, or complete the appropriate paper IRB form (for studies not yet converted to RAMS-IRB) at [research.vcu.edu/forms/index.htm#irb\\_forms](http://research.vcu.edu/forms/index.htm#irb_forms). *NOTE: A lapse in PI means that no research may occur until a new PI is approved.*
- Institutional Animal Care and Use Committee (IACUC)** – (1) **at least one month before departure**, submit for study closure or change in Principal Investigator (PI) for each open protocol. Email [IACUC@vcu.edu](mailto:IACUC@vcu.edu) for guidance. *NOTE: A lapse in PI means that no research may occur until a new PI is approved;* and (2) Departing investigators and research staff, as applicable, should contact the **Division of Animal Resources (DAR)** at [DAR@vcu.edu](mailto:DAR@vcu.edu) to discontinue access to DAR facilities, as appropriate.
- Office of Sponsored Programs (OSP)** – **at least one month before departure**, contact OSP to begin activities related to grant or contract transfer or closeout. Complete the OSP form at [www.research.vcu.edu/forms/GrantTransferForm.pdf](http://www.research.vcu.edu/forms/GrantTransferForm.pdf) for each currently active sponsored project to be transferred or closed in addition to any relinquishing requirements required by the project's sponsor.
- Effort Reporting** – **at least one month before departure**, email [effortreport@vcu.edu](mailto:effortreport@vcu.edu) to update coordinator and/or resolve any outstanding certifications for separating employees or awards for research associates.

## **Home Department Responsibility Checklist** includes, but may not be limited to, the following actions:

- Refer departing employee to his/her responsibilities listed at top of page.
- Initiate a termination ePAF (NOAEPAF) in Banner **as soon as** the last work day is known (see [PAF Reference Guide](#) for instructions):
  - If the employee will be working in another department/unit/office at VCU, initiate a **TERMJ** ePAF (NOAEPAF) as the employee is not leaving employment with the university.
  - If the employee will be leaving employment with the university, initiate a **TERME** ePAF (NOAEPAF) and submit the [Final Timesheet](#) to [hrdocs@vcu.edu](mailto:hrdocs@vcu.edu) **immediately**.
  - If the employee will be leaving employment with the university and is going to work at another state agency, initiate a **TERME** ePAF (NOAEPAF) and submit the [Final Timesheet](#) to [hrdocs@vcu.edu](mailto:hrdocs@vcu.edu) **immediately** to ensure that correct leave balances are transferred to the other state agency.
- Enter **employment termination date** in HireRight.
- Contact **Payroll Services** at [payroll@vcu.edu](mailto:payroll@vcu.edu) or 828-0740 **as soon as** the last work day is known.  Collect institutional **property** (e.g., keys, computer, cell phone, beeper, uniforms, etc.) and promptly return the employee's identification card to the **VCUCard Office** and parking decal, as applicable, to the **Parking Office**.<sup>2</sup>
- Submit a service desk ticket at <https://servicedesk.vcu.edu/> to Campus Card Services to terminate building access.
- Ensure that contractual obligations are fulfilled by the separating faculty member or reassigned, as appropriate.

## **Home Department Responsibility Checklist cont'd.**

<sup>1</sup> ImageNow instructions: email - [www.hr.vcu.edu/media/hr/documents/ImageNow\\_Email\\_Instructions.pdf](http://www.hr.vcu.edu/media/hr/documents/ImageNow_Email_Instructions.pdf); fax - [www.hr.vcu.edu/media/hr/documents/ImageNow\\_Fax\\_Instructions.pdf](http://www.hr.vcu.edu/media/hr/documents/ImageNow_Fax_Instructions.pdf).

<sup>2</sup> If the department wishes to grant retired faculty continued access to certain VCU services and systems, such as email, VCUCard ID, library privileges, parking, etc., the department must enter the employee into the affiliate database as a Retiree (RET) Faculty Affiliate to obtain a Retired Faculty ID, which is not subject to the annual affiliate renewal process. See [Affiliate User Guide](#) for instructions.

- Contact each of the **Banner Administrative Systems** (Finance at [finsecurity@vcu.edu](mailto:finsecurity@vcu.edu), Human Resources at [hrsecurity@vcu.edu](mailto:hrsecurity@vcu.edu) and Student at [stusecurity@vcu.edu](mailto:stusecurity@vcu.edu)) to cancel Banner system access, as applicable.
- If this employee was a supervisor, complete supervisor update ePAF in Banner for each of his/her direct reports. Refer to Instructions for Updating Supervisor in Banner at <http://www.hr.vcu.edu/media/hr/documents/SupervisorEPAF.pdf>
- Complete a VCU Technology Service Desk (LANDesk) request at <https://servicedesk.vcu.edu/> to cancel **Telecommunications** long-distance user code and access to the VCU email system (**Lotus Notes** or **Google appsforVCU**, as applicable).
- Use the applicable **Procurement Services**' email below to **immediately** cancel access to:
  - Purchase card (pcard) and travel card – email [corpcard@vcu.edu](mailto:corpcard@vcu.edu).
  - eVA – email [evapurch@vcu.edu](mailto:evapurch@vcu.edu).
- Contact the **Office of Environmental Health and Safety (OEHS)** to resolve any outstanding safety issues (e.g., identification and disposal of radioactive materials/hazardous chemicals/biological agents, film badge return). *NOTE: If outstanding issues are not resolved, the home department assumes all financial responsibility for cleanup and disposal of hazardous materials.*
- Maintain all **records** (e.g., payroll, purchasing, etc.) in accordance with applicable record retention policies and procedures. *NOTE: All personnel and timekeeping records must be kept in a safe and confidential manner for five years.*

**For departments whose separating faculty are researchers or receive extramural funding:**

- If the separating employee serves as the Principal Investigator (PI) on a funded sponsored project, ensure that he/she has completed the **Office of Sponsored Programs (OSP)** form at [www.research.vcu.edu/forms/GrantTransferForm.pdf](http://www.research.vcu.edu/forms/GrantTransferForm.pdf) (as indicated in “Departing Employee Responsibilities” above). If the sponsored project under the separating PI’s leadership will be assumed by another VCU employee, contact OSP **immediately** to coordinate a change of PI. No funded sponsored project may remain active without a sponsor-approved PI leading the project. *NOTE: If such matters are not resolved, the home department assumes all financial responsibility for sponsor-imposed disallowances or penalties.*
- Ensure that the separating employee has (1) closed his/her **IRB/IACUC** research studies or transferred any investigator designations and responsibilities to another individual - **these changes must be approved by either the IRB or IACUC prior to departure** (*NOTE: No research may occur during a lapse of principal investigator*); and (2) contacted the **Division of Animal Resources (DAR)** at [DAR@vcu.edu](mailto:DAR@vcu.edu) to discontinue access to DAR facilities, as appropriate.
- Contact **VCUeRA (VCU electronic Research Administration)** at [erahelp@vcu.edu](mailto:erahelp@vcu.edu) to cancel VCUeRA system access (grant proposals and contracts, IRB protocols and IACUC protocols), as applicable.
- Contact **Effort Reporting** at [effortreport@vcu.edu](mailto:effortreport@vcu.edu) to remove coordinator access, as applicable, and/or to resolve outstanding reports.

**\*Active Status / No Recent Payroll Activity**

Following is VCU’s employment separation practice for the employee categories below who appear in the Banner system as “active” employees but who have had no payroll activity *within a specified period*.

Personnel Administrators must separate these employees in a timely manner by initiating either a TERME or TERMJ ePAF. Although employees with no payroll activity will be separated automatically in accordance with the timeframes shown below, **reliance on this automated process is not acceptable university payroll practice.**

The employment status will change from “active” to “terminated” for:

- Adjuncts who teach in summer session only and Elderhostel adjunct faculty – after 12 months.
- All other adjunct faculty – after 9 months.
- Hourly, student and work-study employees; and graduate teaching/research assistants – after 4 months.
- Post-doctorate fellows – after 2 months.

*NOTE: The employment status will change from “active” to “terminated” for hourly, student and work-study employees who have no payroll activity within 30 days of being hired or rehired.*

**Required Signatures REMINDER:** To comply with state and university policies and procedures, this checklist **must** be completed above; **signed** below by the employee, manager and personnel administrator; **and returned with the final timesheet** to VCU Human Resources through ImageNow<sup>1</sup> **within the pay period** in which the employee separates employment. **If this form is not completed and returned within the specified timeframe, the department will be charged \$200.**

<b>Employee:</b> _____ <small>(Print Name)</small>	_____ <small>(Sign)</small>	_____ <small>(Date)</small>
<b>Employee V-ID#:</b> _____		
<b>Manager:</b> _____ <small>(Print Name)</small>	_____ <small>(Sign)</small>	_____ <small>(Date)</small>
<b>Personnel Administrator:</b> _____ <small>(Print Name)</small>	_____ <small>(Sign)</small>	_____ <small>(Date)</small>

<sup>1</sup> ImageNow instructions: email - [www.hr.vcu.edu/media/hr/documents/ImageNow\\_Email\\_Instructions.pdf](http://www.hr.vcu.edu/media/hr/documents/ImageNow_Email_Instructions.pdf); fax - [www.hr.vcu.edu/media/hr/documents/ImageNow\\_Fax\\_Instructions.pdf](http://www.hr.vcu.edu/media/hr/documents/ImageNow_Fax_Instructions.pdf).

<sup>2</sup> If the department wishes to grant retired faculty continued access to certain VCU services and systems, such as email, VCUCard ID, library privileges, parking, etc., the department must enter the employee into the affiliate database as a Retiree (RET) Faculty Affiliate to obtain a Retired Faculty ID, which is not subject to the annual affiliate renewal process. See [Affiliate User Guide](#) for instructions.