



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 to VCU Human Resources through ImageNow¹ **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 non-benefited employees, 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** – 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 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.

Additional steps for non-benefited employees 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 IRB form at www.research.vcu.edu/forms/vcuirb.htm. *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 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 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 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 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) **immediately**.
- Contact **Payroll Services** at 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**.
- Notify **VCU Police - Access Control** at 828-9373 to terminate building access.
- Contact each of the **Banner Administrative Systems** (Finance at finsecurity@vcu.edu, Human Resources at hrsecurity@vcu.edu and Student at stusecurity@vcu.edu) to cancel Banner system access, as applicable.
- Complete a HelpDesk remedy ticket at www.ts.vcu.edu/ to cancel **Telecommunications** long-distance user code and access to the VCU email system (**Lotus Notes** or **Google appsforVCU**, as applicable).

¹ See instructions for ImageNow emailing at www.hr.vcu.edu/pdf_docs/ImageNow_Email_Instructions.pdf and for faxing at www.hr.vcu.edu/pdf_docs/ImageNow_Fax_Instructions.pdf.

Home Department Responsibility Checklist cont'd.

- Use the applicable **Procurement Services'** email below to **immediately** cancel access to:
 - Purchase card (pcard) and travel card – email corpcard@vcu.edu.
 - eVA – email 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 non-benefited employees are researchers or receive extramural funding:

- If the separating non-benefited 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 (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 non-benefited 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 to discontinue access to DAR facilities, as appropriate.
- Contact **VCUeRA (VCU electronic Research Administration)** at 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 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** by the employee, manager and personnel administrator below; and **returned** to VCU Human Resources through ImageNow¹ **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.**

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

¹ See instructions for ImageNow emailing at www.hr.vcu.edu/pdf_docs/ImageNow_Email_Instructions.pdf and for faxing at www.hr.vcu.edu/pdf_docs/ImageNow_Fax_Instructions.pdf.