**Separating faculty and staff**

Departments must separate employees in a timely and efficient 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.

**Home department HRA completes:**

☐ Refer departing employee to his/her responsibilities **listed on next page**.

☐ Invite departing employee to complete online Exit Survey as soon as possible (ideally before departure). Emphasize importance of completing survey before employee’s last day and confidentiality of survey responses.

* *Staff exit survey available at* <https://vcu-staff-exit-survey.questionpro.com>
* *Faculty exit survey available at*[*https://vcuportal.questionpro.com/facultyexit*](https://vcuportal.questionpro.com/facultyexit)

☐ Initiate a termination ePAF (NOAEPAF) in Banner as soon as the last work day is known (see PAF Reference Guide at hr.vcu.edu for instructions):

☐ If the employee will be working in another department/unit/office at VCU, initiate a TERMJ ePAF (NOAEPAF).

☐ If the employee will be leaving employment with the university, initiate a TERME ePAF (NOAEPAF) and submit the final timesheet to HRIS through ImageNow immediately, and notify HR Operations if the employee is going to another state agency.

☐ Contact Payroll Services at payroll@vcu.edu or 828-0740 as soon as the last work day is known.

☐ Enter employment termination date on I-9 form in HireRight.

☐ Notify Technology Services at zoom@vcu.edu that the employee’s Zoom account can be closed.

☐ Check to see if employee received a sign-on bonus. HRA should remind employee that individuals leaving prior to 1-year of service must repay. Inform payroll if repayment is required.

☐ 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.

☐ Review Google Workspace account. All documents in Google Drive that are collaboration documents with the department must be moved to a departmental shared drive or ownership changed. If not, documents become read only and eventually deleted. Confirm that no secondary calendars have been created that a department is using. Email and Drive data no longer useful should be deleted to free up storage space. Review [this document](https://docs.google.com/document/d/1LkV7nkY51Bw1LGLJkzhprE0BZj9V3pDcpBdDIA1Dd84/edit?tab=t.0#heading=h.wifr1r587pib) for additional details. Refer employee to drgee@vcu.edu for assistance.

☐ Submit a support ticket https://go.vcu.edu/itsupport to VCU Technology Services to cancel Telecommunications long-distance user code.

☐ Submit a support ticket to Campus Card Services to terminate building access at https://go.vcu.edu/itsupport

☐ 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.

☐ If this employee was a supervisor/manager, complete supervisor update ePAF in Banner for each of his/her direct reports. Refer to Instructions for Updating Supervisor in Banner at hr.vcu.edu.

☐ Use the applicable Procurement Services’ process below to immediately cancel access to:

☐ Purchase card (P-Card) and travel card – email corpcard@vcu.edu.

☐ Email realsource@vcu.edu or submit the “RealSource User Request Form” within RealSource.

☐ Remove access from systems that do not use VCU's eID (e.g. local databases, department systems users log into using non-eID user name and password, etc).

**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 (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 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.

☐ Environmental Health and Safety – at least one month before departure, email srm@vcu.edu to notify of lab closure and clean out requirements. All outstanding safety issues (e.g., identification and disposal of radioactive materials/hazardous chemicals/biological agents, film badge return) must be resolved.  NOTE:  If outstanding issues are not resolved, the home department assumes all financial responsibility for cleanup and disposal of hazardous materials.

**For departments whose separating employees have access to VCU Health Systems resources:**

☐ If the separating employee has access to any systems and/or resources managed by VCU Health Systems, submit a VCU HS systems access termination request*.*

**Required signatures:**

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 ImageNowwithin 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: |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | (Print Name) |  | (Sign) |  | (Date) |
| Employee V-ID#:  |  |  |  |  |  |
|  |  |  |  |  |  |
| Manager: |  |  |  |  |  |
|  | (Print Name) |  | (Sign) |  | (Date) |
| Personnel Administrator: |  |  |  |  |  |
|  | (Print Name) |  | (Sign) |  | (Date) |

**Departing employee completes:**

**For all faculty and staff, as applicable:**

☐ Return any and all VCU property

☐ Complete the Exit Survey

* *Staff exit survey available at* <https://vcu-staff-exit-survey.questionpro.com>
* *Faculty exit survey available at* <https://redcap.vcu.edu/surveys/?s=9F7NRJTH7N>

☐ Human Resources – visit hr.vcu.edu 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](http://my.vcu.edu/).

☐ VCU Libraries – contact to reconcile any outstanding accounts or to return library materials.

☐ Finance Offices – contact to reconcile any outstanding accounts.

☐ Employee Health Services – contact to resolve any outstanding health issues (e.g., needle sticks, hepatitis treatments, etc.).

☐ 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.

**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 irb.research.vcu.edu, or complete the appropriate paper IRB form (for studies not yet converted to RAMS-IRB) at research.vcu.edu. 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/ 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.

☐ Environmental Health and Safety – at least one month before departure, email srm@vcu.edu to notify of lab closure and clean out requirements. All outstanding safety issues (e.g., identification and disposal of radioactive materials/hazardous chemicals/biological agents, film badge return) must be resolved.  NOTE:  If outstanding issues are not resolved, the home department assumes all financial responsibility for cleanup and disposal of hazardous materials.