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| VCU_HR_horiz_k | **Guidelines for Separating Non-Benefited Employees** |

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](http://www.president.vcu.edu/erm/), [VCU’s Code of Conduct](http://www.president.vcu.edu/conduct/) and the [state’s Agency Risk Management and Internal Control Standards (ARMICS)](http://www.policy.vcu.edu/sites/default/files/Agency%20Risk%20Management%20%26%20Internal%20Control%20Standards.pdf). 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 ImageNow**[[1]](#footnote-1)** **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](https://login.vcu.edu/cas/login?service=https%3A%2F%2Fportal.vcu.edu%2Fc%2Fportal%2Flogin).

[ ]  **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-benefitted 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](http://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](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 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 at hr.vcu.edu 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**.

[ ]  Enter **employment termination date** in HireRight.

[ ]  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**.

[ ]  Submit a service desk ticket to Campus Card Services to terminate building access at <https://servicedesk.vcu.edu/>.

[ ]  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, 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.

[ ]  Submit a service desk ticket <https://servicedesk.vcu.edu/> to VCU Technology Services to cancel **Telecommunications** long-distance user code.

***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.

[ ]  RealSource – submit “User Request System Access Form” within RealSource.

[ ]  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.*

[ ]  Remove access from system 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 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](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 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.eduto 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.

**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*.*

***\*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:

1. Adjuncts who teach in summer session only and Elderhostel adjunct faculty – after 12 months.
2. All other adjunct faculty – after 9 months.
3. Hourly and graduate teaching/research assistants – after 4 months.
4. Student and work-study employees – after 140 days.
5. 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 ImageNow**1** **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:** |  |  |  |  |  |
|  | (Print Name) |  | (Sign) |  | (Date) |
| **Employee V-ID#:**  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Manager:** |  |  |  |  |  |
|  | (Print Name) |  | (Sign) |  | (Date) |
|  |  |  |  |  |  |
| **Personnel Administrator:** |  |  |  |  |  |
|  |  (Print Name) |  | (Sign) |  | (Date) |

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 See ImageNow instructions - email and fax instructions at hr.vcu.edu under guides for managers.

1. See ImageNow instructions - email and fax instructions at hr.vcu.edu under guides for managers. [↑](#footnote-ref-1)