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| VCU_HR_horiz_k | **Guidelines for Separating Due to Death in Service** |

Departments must make separation actions 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!**  When an employee dies while in service and the death…

* ***is*** work related, contact Employee Relations **immediately** – do not use this checklist.
* is ***not*** work related, use the checklist below:

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

**For ALL employees, as applicable:**

[ ]  Initiate a **TERME** **ePAF (NOAEPAF)** in Banner **immediately** using the last date of employment and termination code 5T77 (Death) (see PAF Reference Guide under forms at hr.vcu.edu for instructions).

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

[ ]  Contact **Payroll Services** at payroll@vcu.edu or 828-0740 **immediately** with the last employment date and to request the Banner name be changed to “The Estate of [Employee Name].”

[ ]  Submit Final Timesheet to HRIS through ImageNow **as soon as possible** to ensure that correct leave balances are reported.

[ ]  Notify **VCU Police - Access Control** at 828-9373 to terminate building access.

[ ]  If this employee was a supervisor, complete supervisor update ePAF in Banner for each of his/her direct reports.

[ ]  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 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.

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

 [ ]  Refer the deceased’s representative to **Payroll Services** (payroll@vcu.edu or 828-0740) for instructions regarding how the Estate may obtain the deceased employee’s final pay.

[ ]  Request from the deceased’s representative the return of all 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**.

[ ]  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.*

[ ]  Reasonably accommodate requests from the deceased’s representative for the retrieval of personal effects from the workplace.

**Additional steps for deceased employees who are faculty and staff:**

[ ]  Notify **Benefits** at benefits@vcu.edu or 827-1723 **as soon as possible** so that a Notice of Claim can be filed on the employee’s group life insurance coverage through VCU.

[ ]  Refer the deceased’s representative to **Benefits** at benefits@vcu.edu or 827-1723 for information regarding retirement accounts and health benefits for surviving covered dependents.

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

[ ]  If the deceased employee served as the Principal Investigator (PI) on a funded sponsored project, contact the **Office of Sponsored Programs (OSP)** for instructions. If the sponsored project under the deceased 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.*

[ ]  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.

[ ]  Check to see if a current approved IRB or IACUC study(ies) exists. If either study is ongoing, notify OSP **immediately and *either*** (1) submit a change in IRB research form to name a new PI or an amendment to the protocol to name a new PI; ***or*** (2) close the study.

[ ]  Contact **Effort Reporting** at effortreport@vcu.edu to remove coordinator access, as applicable, and/or to resolve outstanding reports.

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

[ ]  If the deceased employee had access to any systems and/or resources managed by VCU Health Systems, submit a VCU HS systems access termination request*.*

***Required Signatures* IMPORTANT!**  To comply with state and university policies and procedures, this checklist **must** be completed above; **signed** below by the manager and personnel administrator; **and returned with the final timesheet** to VCU Human Resources through ImageNow**[[1]](#footnote-1) within the pay period** in which the employee dies while in service. If this form is not completed and returned within the specified timeframe, the department will be charged **$200**.

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| **Manager:** |  |  |  |  |  |
|  | (Print Name) |  | (Sign) |  | (Date) |
| **Personnel Administrator:** |  |  |  |  |  |
|  | (Print Name) |  | (Sign) |  | (Date) |

1. **1** ImageNow instructions: see instructions for email or fax at hr.vcu.edu under guides for managers. [↑](#footnote-ref-1)