

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 Financial, Operational, and Administrative Practices Framework and the State's Agency Risk Management and Internal Control Standards (ARMICS).^{*} Use the checklist below to document separation actions.

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/ for benefits information. To keep your password current, update your mailing address, or access your W2 electronically after separation, log onto **Self Service Banner** at <https://login.vcu.edu/cas/login?service=https%3A%2F%2Fportal.vcu.edu%2Fc%2Fportal%2Flogin>.
- Student Accounting** – contact 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 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 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. E-mail IACUC@vcu.edu for guidance. *NOTE: A lapse in PI means that no research may occur until a new PI is approved.* **(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.

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 last work day is known.
- 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 to the **Parking Office**.
- Notify **VCU Police, Access Control**, at 828-9373 to terminate building access.
- Ensure that **contractual obligations** are fulfilled by the separating faculty member or reassigned, as appropriate.
- 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 **Lotus Notes** access.

- Contact **Procurement and Payment *immediately*** to cancel travel cards, purchase cards, eVA access, and Banner access, as applicable.
- 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 (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.

***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 an 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.