



Human Resources & Payroll
 4400 University Drive, MS 3C3, Fairfax, Virginia 22030
 Phone: 703-993-2600; Fax: 703-993-2601

Classified Separation Form

Directions – To be used for all classified staff separating from Mason. Please complete the form, attach resignation letter, and forward to HR & Payroll as soon **as notice is received**. The “termination effective date” is the last date paid. **Reminder** – Please have separating employees visit Patriot Web self-service to update permanent address information. An Employee Separation Property Clearance checklist should be completed for all separating employees, see page 2.

I. Employee Information

G#	FIRST NAME	MIDDLE INT	LAST NAME

Employee Class:

- CE FT Exempt CN FT Non-Exempt CB FT Biweekly Exempt NC FT Biweekly Non-Exempt
- PE PT Exempt CP PT Non-Exempt CD PT Biweekly Exempt CW PT Biweekly Non-Exempt
- LE FT Law Enforcement Officers

II. Job Information

POSITION #/ SUFFIX #	TERMINATION EFFECTIVE DATE	DEPARTMENT
/		

Termination Reason:
 Resign: -

Comments:

After completing Sections I & II, please send to HR at MSN 3C3, along with resignation letter/other document (if applicable).

Approvals Required

Signature

Date

Supervisor (Type/Print Name)		
Sponsored Programs (if funded by grant)		

Sections III, IV, V to be completed by HR & Payroll Enter into Termination Log Received by _____ Date _____

III. Data Entry	PEAESCH or NBAJOBS PMIS (Do not enter if employee is retiring or transferring to another state agency)	Received by _____ Date _____
IV. Benefits	Check Log Exit Packet sent on _____ Payroll Adjustment for benefits deductions sent to Payroll – Date _____	Received by _____ Date _____
V. Payroll	Received by _____ Date _____	
Annual _____	Hours @ _____	Per Hour = \$ _____
Comp _____	Hours @ _____	Per Hour = \$ _____
OT _____	Hours @ _____	Per Hour = \$ _____
Trad Sick/DC _____/4_____	Hours @ _____	Per Hour = \$ _____
Leave payout processed on PHAADJT Leave balances zeroed on PEALEAV GXADIRD audit PDAEDN		



EMPLOYEE SEPARATION PROPERTY CLEARANCE CHECKLIST

All University property must be returned on or before the last day of work. The immediate supervisor or Department HR Liaison must initiate this form and collect the University property returned by the employee. Upon completion, this form must be signed by both the employee and official receiving the listed items. **A copy of the form should be given to the employee for their records and the original kept in the department for 3 years.**

STATEMENT OF RECEIPT

I. Employee Information

G#:	Name (Last, First, MI):	Department:
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II. Notify departments and return equipment

- Notify Departmental liaison to terminate Banner access
- Notify Telecommunications to deactivate voice-mail
- Office/Building Keys (return to Key Control)
- Collect any special ID, etc. granting access to restricted areas
- Notify GMU Police to end building access
- Cancel Purchase Card: See [Purchase Card Maintenance form](#)
- Travel Card (return to Travel Office)
- Calling card (return to Telecom)
- Gas Cards (return to Motorpool)
- Uniforms
- University-owned computers, cellular phones, tools and other property (attach an itemized list of all returned property)
- Other (please explain in detail and itemize)

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III. Signatures and Dates

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Employee Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date of Receipt
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Official Receiving Items	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Printed Name & Title
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date of Receipt	