



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

Faculty Separation Form

Directions –HR Liaisons/supervisors please attach resignation letter, indicate eligibility for annual leave payout or summer health election (where applicable), obtain signatures, and forward to HR & Payroll as soon as notice is received. See Important Notes on page 3 for additional information. An Employee Separation Property Clearance Checklist should be completed for all separating employees, see page 2.

I. Employee Information

G#:	Name (Last, First, MI):	Department:
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II. Employee Class (check all appropriate boxes)

NOT Eligible for Annual Leave Payout:

- 12-mo Instructional/Research (FI, PI, FR, PR)
- 9-mo Instructional/Research (F9, PG, FG, PG)
- If separating May 24th, does employee want summer health?
 - Yes (insurance ends Aug 31st) No (insurance ends May 31st)

Health insurance coverage will continue until Aug 31st, unless HR & Payroll is notified by May 24th.

Eligible for Annual Leave Payout:

- Administrative/Professional Faculty (FA, PA)
- Is the employee eligible for annual leave payout? Yes No (if no, attach supporting documentation)

III. Job Information

Position #:	Termination date (Last day paid):	Termination Reason:
Comment:		

If separating employee is a Principle Investigator or Senior Personnel on active grant funding, please notify OSP.

Approvals Required	Name	Signature	Date
Principal Investigator or Department Authorization			
Unit Authorization			
Appropriate VP or Provost (or designee) Authorization			

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

V. Data Entry <input type="checkbox"/> PEAESCH or <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PMIS (Do not enter if employee is retiring or transferring to another state agency in PMIS)	Received by _____ Date _____
VI. Benefits <input type="checkbox"/> Check log <input type="checkbox"/> EXIT Packet sent on _____ <input type="checkbox"/> Payroll Adjustment for benefits deductions sent to Payroll – Date _____	Received by _____ Date _____
V. Payroll <input type="checkbox"/> Total of Annual Leave hours to be paid, if eligible: _____ <input type="checkbox"/> Annual Leave Payout Amount _____ Initials _____ Date _____ <input type="checkbox"/> Leave payout processed on PHAADJT <input type="checkbox"/> Deferred payroll balances zeroed <input type="checkbox"/> GXADIRD audit <input type="checkbox"/> Leave balances zeroed on PEALEAV <input type="checkbox"/> Deferred payroll balances paid out <input type="checkbox"/> PDAEDN audit	Received by _____ Date _____



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

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Employee Signature	Date of Receipt
Signature of Official Receiving Items	Date of Receipt
Printed Name & Title	

IMPORTANT NOTES

Reminder

Please have separating employees visit Patriot Web self-service to update permanent address information.

Separation Dates

9-month instructional faculty separating at the end of the *fall semester* will have a separation date of **January 9th**.
9-month instructional faculty separating at the end of the *spring semester* will have a separation date of **May 24th**.
Please notify HR & Payroll as soon as notice is received.

Deferred Pay Balances

9-month faculty paid over 12-months will have any deferred pay balance paid out on the last paycheck (typically on February 1st or June 1st).

Summer Health Insurance Information (separating at end of spring semester only)

9-month faculty paid over 12 months – Health Insurance will end Aug 31st. Premiums for June, July, and August will be deducted from their final check, if summer health has been elected. If the employee does not wish to continue health insurance coverage beyond May 31st, HR & Payroll must be notified before May 24th.

9-month faculty paid over 9 months – Health Insurance will end Aug 31st. Deductions for summer health coverage automatically begin with the February 25th pay period (paycheck dated March 16th). If the faculty member elects to discontinue health insurance coverage effective May 31st, any additional premiums previously deducted will be refunded to the faculty member. HR & Payroll must be notified before May 24th.

Leave Upon Separation

Administrative/Professional Faculty may be eligible for an [annual leave](#) payout. Employees are not eligible if: 1) the employment contract stipulates their ineligibility 2) they have not submitted a timesheet for any six-month period, and/or 3) they have not recorded use of leave for a year or more during employment.

There are no payouts for unused sick and/or family/personal leave.

Administrative/Professional Faculty enrolled in VSDP, who have unused disability credits, may convert those credits into additional VRS service credits at separation. Employees should contact a benefits administrator in HR & Payroll for more information.