

Reminders for Separating Salaried and Wage Employees

Responsibilities of the Department:

1. Promptly enter separation EPAF into Banner and ensure that it is approved **no later than the Deadline to enter/approve PAFS** during the pay period the employee is separating. Please review the [Payroll Deadlines](#).
2. Promptly enter the employee's last Monthly Leave and Work Report no later than 3 days after the separation effective date, if the employee has not already submitted final leave report. Managers should consider the impact of possible leave payments on the department budget. Leave Reports should be submitted using the [Leave and Time Worked Reporting System](#).
3. 9, 10 and 11 month employees will have the choice to either receive a lump sum payment of their defer pay and have health insurance terminate at the end of the last month of their contract period or they may continue to receive pay throughout the summer and have health insurance terminate August 31. The chart below summarizes the options and relevant separation dates.

	Lump Sum Payment		Continued Payment	
Contract Period	Separation Date	Insurance Ends	Separation Date	Insurance Ends
9 month (8/10-5/9)	5/9	5/31	8/9	8/31
10 month (8/10-6/9)	6/9	6/30		
11 month (8/10-7/9)	7/9	7/31		

4. Return the Hokie Passport to the [Hokie Passport Office](#).
5. Obtain keys, magnetic access cards, eTokens and all property/equipment belonging to the university.
6. Immediately contact the Procurement Department (1-8548) to cancel the Procurement Card (if applicable) and the Controller's Office (travelvt@vt.edu) to cancel the Travel Charge Card (if applicable). The card should be destroyed immediately by the department.
7. Direct the employee to transfer essential computer files and software to the appropriate userid and to delete personal files.
8. If there is an immediate need to withdraw computer access please contact 4-help at 231-4357. Human Resources will terminate the employee's access after any final leave payment has been issued. If earlier termination of access is necessary, please notify the [HR Service Center](#).
9. Notify appropriate administrative offices to delete separating employee from signature authority and updated signature authority contacts, if applicable. (Human Resources, Procurement, Accounting)
10. Direct the employee to clean out any laboratory or chemical storage areas and contact [Environmental Health and Safety Services](#) for removal of any hazardous waste or excess chemicals.

Responsibilities of the Employee:

1. Contact the [HR Service Center](#) concerning the continuation of benefits, 540-231-9331.
2. Review University Account Information on [Hokie Spa](#) to settle outstanding fines, loans and other accounts receivable (listed as Account Summary) and ensure direct deposit information is current and accurate (listed as Enroll in Direct Deposit).
3. Submit final report using the [Leave and Time Worked Reporting System](#) and provide final leave report to departmental representative.

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4. 9, 10 and 11 month employees should notify their department whether they want to continue to receive payment through the summer or terminate at the end of their contract. This decision will impact the eligibility to continue health insurance.

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5. The employee is responsible for ensuring that all chemicals under their control are properly labeled. The employee should also schedule a chemical clean out with [Environmental Health and Safety Services](#) before leaving the university.
6. Return the parking permit to [Parking Services Office](#).