

## SEPARATION/TRANSFER NOTICE

**Purpose:** To ensure timely reporting of employee separations/transfers from Radford University or between RU departments. PR4, Part A, is completed and routed to HR as soon as a separation/transfer is known. PR4, Part B, Departmental Checklist, is completed to ensure required security, fiscal, and administrative actions are completed and documented by the supervisor/department in conjunction with the separation/transfer. The list of departmental checklist items is not all inclusive and the department may have additional separation/transfer requirements specific to the department.

Banner ID Number		Employee Name		Last	First	Middle Initial
Position Number	Title	Department Name:			Home Org Code (Required):	
Effective Date/Time <input type="checkbox"/> AM <input type="checkbox"/> PM		Budget Information: FOAP:				
Mailing Address (for tax withholding statements)		Work Schedule (If other than M-F/ 8-5)		FOAP for Post-Separation Benefits (Grant Funded Positions only). Unemployment Insurance Benefits Allowed by Grant: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, provide FOAP to be charged: Leave payouts allowed by Grant <input type="checkbox"/> Yes <input type="checkbox"/> No If no, provide FOAP to be charged:		

Attach letter of resignation or termination to the original Separation Notice and forward to Human Resources, Box 6889.

<b>RESIGNATION</b>	<b>RETIREMENT</b>	<b>CLASSIFIED/WAGE TERMINATION</b>
<input type="checkbox"/> Better Job	<input type="checkbox"/> Service Retirement	<input type="checkbox"/> Separation/Layoff
<input type="checkbox"/> Resigned During Probationary Period	<input type="checkbox"/> Disability Retirement	<input type="checkbox"/> Unsatisfactory Probationary Period
<input type="checkbox"/> Leaving Area		<input type="checkbox"/> Disciplinary Action
<input type="checkbox"/> Family Responsibilities	<b>TRANSFER</b>	<input type="checkbox"/> Performance Evaluation Process
<input type="checkbox"/> Education	<input type="checkbox"/> To other Virginia State Agency	
<input type="checkbox"/> Personal Reasons	<input type="checkbox"/> To other RU Department	<b>FACULTY TERMINATIONS</b>
<input type="checkbox"/> Ill Health	Agency/Dept Name:	<input type="checkbox"/> End of temporary appointment
<input type="checkbox"/> Dissatisfied (Explain in Comments Section)	<input type="checkbox"/> To VSDP Long Term Disability	<input type="checkbox"/> Did Not Receive Tenure
<input type="checkbox"/> Military (Attach copy of official military orders)		<input type="checkbox"/> Non-Reappointment
<input type="checkbox"/> Other (Explain in Comments Section)	<input type="checkbox"/> Death	<input type="checkbox"/> Termination for Cause
<b>Comments:</b>		

**Department/Supervisor Responsibilities:**

1. Complete PR4 Part B, Departmental Checklist, form must be maintained in departmental files.
2. Include a valid mailing address on the *Separation Notice. Payroll uses this address for mailing W-2 Income Tax forms.*
3. Complete the employee's last *Leave Report* no later than 3 days after the separation effective date.

☐ **Final Leave Report Submitted** **NOTE: TEACHING FACULTY Do you request contract pay out?** ☐ Yes ☐ No

**Comments:**

**Human Resources Use Only**

\_\_\_\_\_ **Annual** \_\_\_\_\_

\_\_\_\_\_ **Sick** \_\_\_\_\_

\_\_\_\_\_ **Compensatory** \_\_\_\_\_

☐ **PLEASE DEDUCT ALL APPLICABLE HEALTH PREMIUMS.**

- ☐ Department recommends this employee to be considered for re-employment.
- ☐ Department does not recommend this employee for re-employment.

Department/Dean/Director/VP Signature (required)

\_\_\_\_\_

Date

Sponsored Programs Signature (only if grant funded)

\_\_\_\_\_

Date

Budget Signature (only if grant funded)

\_\_\_\_\_

Date

Human Resources Signature

\_\_\_\_\_

Date

## SEPARATION/TRANSFER NOTICE Departmental Checklist

Name of Separating Employee: \_\_\_\_\_ Home Org: \_\_\_\_\_  
Effective Date/Time of Separation: \_\_\_\_\_ am pm Position Number: \_\_\_\_\_

The supervisor must complete the following checklist items, if applicable, not later than the employee's effective date of separation. The supervisor's and employee's signatures are required. The department should retain the document in the employee's departmental file in accordance with Library of Virginia Records Maintenance requirements.

1. ☐ PR4 Part A must be submitted to HR with appropriate signatures as soon as possible to prevent overpayment to employee. Department is to complete Part B and maintain in departmental files.
2. ☐ Retrieve and return RU Identification Card and Parking Permit to the *ID/Parking Office*.  
*Note: Retirees may retain their RU ID cards.*  
*Note: Refer the retiree to ID/Parking to update ID card and parking information.*
3. ☐ Obtain office and building keys and/or access cards.
4. ☐ Return the *Travel Charge Card* to *Accounts Payable*.
5. ☐ Return the *Small Purchase Charge Card* and/or *Voyager Card* to *Purchasing*.
6. ☐ Ensure digital files& software are made available to the appropriate department person.  
*Note: Contact IT- Academic Technologies to make arrangements to return the computer.*
7. ☐ Ensure all computer access is deleted for internal computer systems. Supervisors should ensure the security and integrity of departmental databases and software programs by removing employee's access to sensitive and personal data.
8. ☐ Notify appropriate offices to **delete signature authority**, if applicable (i.e. *Purchasing, Accounting, Payroll, Budget, and Telephone Services*).
9. ☐ Notify Telephone Services to terminate business and personal telephone authorizations/codes.  
*Note: May be beneficial to the department for the employee to update "out of office" telephone & email notifications pending termination of those services. Retirees and alumni retain email privileges.*
10. ☐ Direct the employee to remove personal items from the work area.
11. ☐ Turn in any university owned property (provide employee receipts for turned-in equipment as necessary).
12. ☐ Remind employee to contact any departments, i.e., Accounting Services, R.U. Express, Library to settle outstanding fines, loans, or other accounts receivable issues.
13. ☐ Final paycheck and any other payments due the employee will be deposited electronically
14. ☐ Update Supervisor changes for subordinates using PR40, Personnel Action form.  
*Note: Supervisor changes must be made prior to separation of the outgoing supervisor in order to ensure no interruption of Banner Leave Report approval.*
15. ☐ Update PeopleAdmin Position Description to reflect supervisor change/user access.  
*Note: Ensure new supervisor has been granted access to PeopleAdmin. If access has not been granted refer to PeopleAdmin Instructions listed on myRU or the HR website.*
16. ☐ Determine whether interim performance evaluations are required for employees supervised by the separating employee.
17. ☐ Remind employee to submit final leave report no later than last work day.

Comments or additional departmental items.

Signature below acknowledges the items checked above have been completed.

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Supervisor Date