

## **Policy 1314**

### **Transfer, Job Ended, or Separation from Employment**

**Date of Current Revision: May 2021**

**Responsible Officer: Director of Human Resources**

**Secondary Officers: Assistant Vice President for Information Technology and CIO,  
Director of Financial Aid, Director of Payroll**

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#### **1. PURPOSE**

This policy protects the university's interests by establishing procedures for supervisors, Human Resources (HR), Student Employment, Information Technology (IT), Payroll Services, and other departments to use in ensuring that university-owned property is retrieved and that proper security is maintained when an employee transfers, ends a job, or separates entirely from university employment.

#### **2. AUTHORITY**

The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia § 23.1-1600; § 23.1-1301. The Board has delegated the authority to manage the university to the president.

#### **3. DEFINITIONS**

##### **Classified Employee**

At JMU, a non-faculty, full-time employee who is covered by the [Virginia Personnel Act](#).

##### **ePAR - Electronic Personnel Action Request**

Electronic form used for personnel actions such as Hires (includes hires, rehires, and transfers), Job Changes, and Status Changes.

- The Hire form encompasses the hire, rehire, or transfer personnel action requests, the pay action worksheet (PAW), and the onboard form and hours reporting (when part-time account codes are entered).
- The Job Change form is used to make changes to current jobs. (working title, supervisor, job code, salary)
- The Status Change form is used to terminate a job or put an employee on leave.

The ePAR will route to approvers based on routing rules set up by department. At any point in the routing of an ePAR, the initiator can check the status of the ePAR by going to View an ePAR and searching on the eForm #.

Those initiating ePARs must complete IT Training's HRMS: ePAR training.

##### **Employee**

Any person employed by JMU in any capacity.

##### **PAR - Paper Personnel Action Request**

Paper document used to affect any personnel action related to employment status or salary. Personnel actions and status changes are generally processed by submitting a completed and approved paper PAR form to the Office of Human Resources. See [PAR Procedure](#).

## **Separation**

Severance of an employment relationship.

## **Student Employee**

A student hired by the university to perform regular employee duties. Student employees may be paid either under Federal Work-Study or Institutional Employment, policies. A student employee is not serving in an internship, an assistantship, or a fellowship, and is not paid on a stipend, scholarship, grant, fellowship, or other award to obtain training or work experience necessary for the completion of a degree.

## **Transfer**

An action that results in an employee of the university moving from one position to another, either voluntarily or involuntarily.

## **4. APPLICABILITY**

This policy applies to all university employees.

## **5. POLICY**

Immediate action must be taken by the department when an employee moves from one position to another, ends a job other than the employee's primary job, or separates from the university to ensure that the transfer/separation process protects the university's property and security. It is very difficult to retrieve property and information after an employee is no longer in a department; therefore, supervisors are responsible for ensuring compliance with this policy.

## **6. PROCEDURES**

### **6.1 Transfer procedures – department employee is transferring into:**

6.1.1 The hiring department submits an ePAR/PAR to transfer the employee into his or her department and out of the former department.

6.1.2 The department the employee is transferring into requests access to core systems, as needed, for the employee's new position. The department also requests access to department-specific resources, as needed, for the employee's new position.

### **6.2 Transfer procedures - Human Resources (HR):**

6.2.1 Forward the transfer ePAR/PAR submitted by the hiring department to Payroll Services after processing through HR.

6.2.2 Run a daily query and send an email to notify supervisors of their responsibility to complete and retain the Checklist for Supervisors of Transferring Employees.

6.2.3 Run a daily Transfer Clearance Notification query for all transfers (student employees and employees) and send an email to notify the following departments:

- Accounts Payable
- Advancement Business Applications
- Ask EVA (Procurement)
- Audit Services
- Budget Management Office

- Card Services
- Facilities Management Lock Shop
- HR Benefits
- HR
- Information Technology
- Jobs at JMU
- Mail Services
- Residence Life Business Operations
- Risk Management
- Signatory Specialist (Finance)
- Sponsored Programs Accounting
- Student Employment
- Telecommunications
- University Business Operations

### **6.3 Transfer procedures - department from which the employee is transferring:**

6.3.1 Collect university property from the transferring employee. The transferring employee keeps his or her JACard and parking permit when transferring into another university position.

- See [HR's Checklist for Supervisors of Transferring Employees](#). See [Student Employment's Checklist for Supervisors of Transferring or Separating Student Employees](#).
- Checklists are retained in the department's files for five years and may be audited by the Auditor of Public Accounts or JMU Audit and Management Services.

6.3.2 If, after six (6) months into the performance cycle, a classified employee transfers, is promoted or demoted into a new position with a different supervisor, within an agency or between state agencies, then an interim evaluation should be completed. The interim evaluation should be completed by the supervisor prior to the classified employee's departure. For transfers to another agency, the interim performance evaluation will be completed on the original form and sent with the personnel file to the new agency for retention by the new supervisor. ([DHRM Policy 1.40](#))

### **6.4 Transfer procedures - Student Employment:**

6.4.1 Forward the transfer ePAR/PAR submitted by the hiring department to Payroll Services after processing through Student Employment.

6.4.2 Run a daily query and send an email to notify supervisors of their responsibility to complete and retain Student Employment's Checklist for Supervisors of Transferring or Separating Student Employees.

### **6.5 Transfer procedures - departments receiving Transfer Clearance Notifications:**

6.5.1 Departments receiving transfer notifications from HR are responsible for taking necessary actions before the employee transfers.

### **6.6 Separation procedures - department from which the employee is separating:**

6.6.1 Submit an ePAR/PAR to Human Resources or Student Employment as soon as the supervisor becomes aware of the employee's/student employee's separation.

6.6.2 Collect university property from the employee, as appropriate:

- See [HR's Checklist for Supervisors](#).

- See [Student Employment's Checklist for Supervisors of Transferring or Separating Student Employees](#).
- Checklists are to be retained in the department's files for five years and may be audited by the Auditor of Public Accounts or JMU Audit and Management Services.

## **6.7 Separation procedures - Human Resources - upon receipt of an employee's separation ePAR/PAR:**

6.7.1 Forward the ePAR/PAR to Payroll Services after processing through HR.

6.7.2 Run a daily query and send an email to notify supervisors of their responsibility to complete and retain HR's Checklist for Supervisors.

6.7.3 Run a daily Exit Clearance Notification query of employee's completely separating from the university and send an email to notify the following departments:

- Accounts Payable
- Advancement Business Applications
- Ask EVA (Procurement)
- Audit Services
- Budget Management Office
- Business Services (Computer Loan Program)
- Card Services
- Facilities Management Lock Shop
- HR Benefits
- HR
- IS Security
- IT Security
- Jobs at JMU
- JMU Talent Development
- Libraries & Educational Technologies
- Mail Services
- Parking Services
- Residence Life Business Operations
- Signatory Specialist (Finance)
- Sponsored Programs Accounting
- Student Employment
- Telecommunications
- University Business Office

6.7.4 Send a Benefits Information for Exiting Employees memorandum to separating full-time employees with the following information:

- Health insurance and COBRA information
- Life insurance, long-term disability, and tax-deferred annuities

6.7.5 Send separating employees an email with the following information:

- Only full-time employees with health benefits through the university – A reminder to schedule an exit session with a benefits representative.
- Only part-time employees – An offer to schedule an exit session with an HR consultant.
- A request to complete on online exit survey.
- A reminder to return university property.

## **6.8 Separation procedures - Student Employment - upon receipt of a student employee's separation ePAR/PAR:**

6.8.1 Forward the separation ePAR/PAR to Payroll Services after processing through Student Employment.

6.8.2 Run a daily query and send an email to notify supervisors of their responsibility to complete and retain the Checklist for Supervisors of Transferring or Separating Student Employees.

## **6.9 Separation procedures - departments receiving Exit Clearance Notifications:**

6.9.1 Departments receiving Exit Clearance Notifications from HR are responsible for taking necessary actions before the employee leaves the university.

## **7. RESPONSIBILITIES**

Supervisors have primary responsibility for adherence to this policy by closely and quickly overseeing the process of their employee's transfer, job ending other than the employee's primary job, or separation. Supervisors are responsible for initiating ePARS/PARs in a timely manner.

Supervisors are responsible for collecting university property, attending to checklist details, and completing and retaining the transfer/separation checklist when an employee transfers, ends a job other than the employee's primary job, or separates from employment. Ideally the checklists are completed on or before, but no later two weeks after, the action's effective date.

Supervisors are responsible for completing an interim performance evaluation for their classified employee in accordance with this policy when a classified employee transfers out of a department.

Supervisors are responsible for requesting access to core systems and access to department-specific resources, as needed, for the transferring employee's new position.

HR and Student Employment will process the transfer/separation ePAR/PAR upon receipt and forward it to Payroll Services for further processing to facilitate the transfer or the timely distribution of termination pay, when applicable.

HR and Student Employment will contact the managers of supervisors who fail to initiate ePARs/PARs in a timely manner.

HR and Student Employment will email supervisor notifications to complete respective checklists.

HR will email supervisor notifications to request systems accesses, as needed, when an employee transfers into a department.

HR will email Transfer and Exit Clearance Notifications to departments who may have processes impacted by an employee's transfer, job ending other than the employee's primary job, or separation.

Departments receiving Transfer and Exit Clearance notifications are responsible for taking necessary actions on or before the employee's transfer, job ending other than the employee's primary job, or separation date.

HR will notify separating full-time employees by email to schedule an exit session with a benefits specialist and will notify part-time and full-time employees to complete an online exit survey and remind them to return university property.

Information Technology is responsible for removing the employee's access to central systems access (e.g., Student, HRMS and Finance), departmental network file systems, shared mailboxes, shared calendars, Advancement, remote access, VDI, SSLVPN, and elevated account access (i.e. WA accounts) after the notification of a transfer is received from Human Resources. (Grant org to grant org transfers are excluded to minimize the automatic deletion of needed accesses.)

Information Technology is responsible for ensuring that the employee's access to all university technical accounts and data is ended upon the employee's separation from the university.

All departments, offices, and employees that generate, receive, or maintain public records under the terms of this policy are also responsible for compliance with Policy [1109](#) – Records Management.

## **8. SANCTIONS**

Sanctions will be commensurate with the severity and/or frequency of the offense, and may include termination of employment.

## **9. EXCLUSIONS**

Grant org to grant org transfers are excluded from IT's automatic access deactivation when an employee transfers out of a department and into another.

Because the majority of adjunct faculty for whom separation ePARs/PARs are submitted to HR have agreed to return to their part-time assignment the following semester, system access will not be removed until 130 days following the separation date indicated on the ePAR/PAR. This will allow adjunct faculty to retain access to email, course websites, Canvas, and other relevant systems.

Employees may retain access to some or all services because of their continuing status as a student.

The employee's access to the MyMadison and email systems will usually end 30 days after the effective date of separation indicated on the ePAR/PAR. However, all access to university-wide systems may be terminated immediately when an employee is terminated for cause, or when it is otherwise deemed to be in the best interest of the institution to terminate an employee's access. In this case, HR or Student Employment will contact IT for immediate systems termination.

## **10. INTERPRETATION**

Authority to interpret this policy rests with the president but is generally delegated to the director of human resources.

Previous version: September 2017

Approved by the President: January 2009