



SEPARATION PROCESS FOR FACULTY AND STAFF

Policy Title: Separation Process for Faculty and Staff

Policy Type: Administrative

Policy Number: 10-17 (2026)

Approval Date: XX-XX-XXXX

Responsible Office: Human Resources

Responsible Executive: Vice President and Chief of Staff

Applies to: Faculty and Staff

POLICY STATEMENT

This policy is to ensure the timely notification and processing of faculty and staff separations from employment from Norfolk State University (NSU). The policy provides specific procedures to ensure removal from secure system access; accurate computation of compensation; facilitate final pay actions; protect and account for university property; and provide faculty and staff with opportunities to exercise appropriate benefit options upon separation.

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DEFINITIONS:

Cardinal System– A web-based system designed to enable employees to submit hours worked and leave information electronically, eliminating the paper submission of time slips, time and attendance forms, leave activity forms, and leave reports.

Classified Employee - A salaried employee whose terms and conditions of employment are subject to the Virginia Personnel Act, Code of Virginia Section 2.2-2900 et seq., as amended, and who is employed in a classified position.

Hiring Supervisor - The management level with the authority to hire, assign work, manage work schedules, approve leave, evaluate employees, and discipline employees.

Separation - Cessation of employment with Norfolk State University. Types of separation include, but are not limited to, voluntary resignation, retirement, discharge, involuntary termination, layoff, transfer to another State agency, or death while in service.

University Property – Land, facilities, equipment, computing devices, keys, other devices that are purchased with University or Foundation funds, and other materials that are owned or controlled by NSU via leases or other formal contractual arrangement.

Workday HCM - The term used to reference the Human Capital Management (HCM) system utilized for personnel functions. Workday is an administrative software platform used to manage human resources and administrative functions at NSU.

CONTACT(S):

The Office of Human Resources officially interprets this policy. The Vice President and Chief of Staff is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Human Resources.

STAKEHOLDER(S):

University community (Administrators, Faculty, and Staff).

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This policy provides specific procedures to be followed to ensure the timely processing of separations as follows:

- Ensure access to information technology systems have been terminated;
- ensure accurate computation of compensation and disbursement;



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- facilitate final pay actions;
- protect and account for University property; and
- provide faculty and staff with an opportunity to exercise appropriate benefit options upon separation from the University.

University hiring supervisors are responsible for immediately notifying the Office of Human Resources of any faculty or staff member's pending separation. Notification to the Office of Human Resources must occur no later than one workday upon the hiring supervisor's receipt of this information.

An employee is responsible for providing advance notice and written notification of their intent to resign to their hiring supervisor and the Office of Human Resources as soon as the decision has been made to separate from University employment. The written notification should provide an explanation for the separation and must state the effective date of separation—the last day the employee will work.

Reasonable advance notice of separation for classified employees is at least two weeks or longer for professional level positions. As contractual employees, faculty members should make every effort to give the administration adequate time to find a replacement when they desire to leave Norfolk State University.

Upon being notified of an employee's intention to resign or leave, the hiring supervisor shall request a written resignation letter. If an employee wishes to rescind their resignation, the employee shall send a written request to withdraw the separation notification to their direct supervisor and the Office of Human Resources. The hiring supervisor shall forward the request to withdraw to the supervisor's division vice president. The vice president shall determine whether to approve the request to withdraw the resignation. The vice president shall notify the employee, hiring supervisor, and the Office of Human Resources if the withdrawal request is approved or denied.

The Office of Human Resources will provide the hiring supervisor with an email confirming receipt of the notice or resignation within five (5) business days. The supervisor shall enter the information in the electronic [HR Clearance Form](#) located on the Office of Human Resources website. The Office of Human Resources will enter the separation record in Workday and Cardinal on or before the separation date, or immediately upon receipt, if the separation date is on or prior to receipt of notification of employee's separation by the supervisor. This will initiate the Employee Separation Workflow that terminates system access within twenty-four hours of the date of separation.

The hiring supervisor will receive a Separation Checklist for Clients (located on HR website) and notice to ensure that the hiring supervisor's responsibilities for the separation process



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are communicated and completed on or before the separation date and *no later than two business days after the separation date*.

The checklist will indicate that supervisors are responsible for and must take the following actions:

- Certify that all leave activity has been submitted to the Payroll Office;
- Collect any university property that the employee has;
- Collect keys and ID cards;
- Refer departing faculty and staff to the Office of Human Resources for benefits information including retirement;
- If applicable, ensure that contractual obligations are fulfilled by the separating faculty member or reassigned as appropriate;
- Maintain all departmental personnel and timekeeping records* in a safe and confidential manner;
- If the separating employee is a faculty member working on projects funded through grants, they must contact the grant manager before his/her last day of work; and
- If the employee is transferring to another Virginia state agency and DID NOT state this in their resignation letter, please contact the Office of Human Resources right away.

Also, the separating employee will receive an email message to inform the employee about their responsibilities in completing the separation process. The Office of Human Resources is responsible for inactivating the employee's pay status in the Cardinal/Workday Human Capital Management System upon notification of an employee's separation. The Office of Human Resources is also responsible for providing timely notification to the Payroll Office of separating employees and terminating employee records in the Cardinal/Workday Systems.

The Payroll Office is responsible for processing final salary payments, processing final leave pay-outs, and terminating direct deposits.

Please note the following:

- If an employee does not provide formal communication or document noting their intent to resign, effective resignation date, or intent to retire from the university, failure to do so can impact their retirement status or their final pay-out may be held or delayed.

EDUCATION AND COMPLIANCE

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the responsible Office will make every effort to:



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- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate SharePoint Site and/or website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 08/01/2028
- Approval by, date: Cabinet, MM/DD/YYYY
- Revision History: New Policy
- Supersedes: New Policy

RELATED DOCUMENTS

[Fixed Asset Policy](#)

FORMS

- HR [Clearance Form](#)
- [Workday Link](#)