



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:
Vice President for Human Resources
Responsible Office: University
Human Resources
Last Revised Date: April 10, 2006

EMPLOYEE RECORD TERMINATION

Policy Statement

It is the policy of the university to promptly terminate the records of faculty, staff and student employees for whom no hours have been reported and no pay has been issued for a defined period of time. Supervisors must consult with Benefits Administration, Equal Employment Opportunity, Faculty Personnel, and/or Risk Management as appropriate before terminating the record of an employee who has received no pay as the result of long term or temporary disability, military duty leave, family or other medical leave, or worker’s compensation.

Reason for Policy

The university must promptly document termination of employment to comply with government regulations regarding notification to employees about benefits and privileges upon termination. In addition, the university must accurately capture and report workforce statistics for external reporting. Termination of employee records in a timely manner is also a cost savings measure that reduces liability and risk associated with delays in notification and official documentation of terminations.

Who is Governed by this Policy

Faculty, staff and student employees

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Policy

Termination of Non-Faculty Employees (including Research professionals)

A [Change in Status Form](#) must be completed immediately when a non-faculty employee notifies his or her supervisor of their intent to leave the university’s employment, or when a supervisor is authorized to involuntarily terminate employment. Supervisors should consult with their HR client partners for instructions regarding the voluntary and [involuntary](#) terminations. Individuals employed in regular non-faculty positions, including research professionals (e.g. Research Assistants, Associates, Scientists), must be actively performing duties or receiving paid time off (such as annual or sick leave) or unpaid leave authorized by Benefits Administration , Equal Employment Opportunity , or Risk Management. The records of employees not actively performing duties, receiving paid time off, or authorized for unpaid leave as previously listed must be terminated promptly - within two business days of the last day worked or within two business days of the last day of an approved leave.

Faculty

A [Change in Status Form](#) must be completed immediately when a faculty member notifies his or her department chair or other appropriate individual of his or her intent to leave the university’s employ or upon authorization to involuntarily terminate employment.

In recognition of the frequency and schedule of appointments, part-time faculty records may remain active during periods of non-payment for a period not to exceed two academic years.

Student Employees

A [Change in Status Form](#) must be initiated immediately when a student employee notifies his or her supervisor of their intent to leave the university's employ or upon authorization to involuntarily terminate employment.

In recognition of the intermittent nature of student employment, student employees' records may remain active during periods of non-payment for a period not to exceed four months.

To terminate a student employee, a [Change in Status Form](#) must be completed. Instructions regarding termination of a student employee are contained in the Online Guide for Supervisors at GW.

Further information regarding Human Resource issues and functions, such as recruiting and hiring, compensation, operating within the university, and leaving the university, are set forth in the Online Guide for Supervisors at GW.

Definition

Termination of Employee Record: The entry of an end date and termination status for an employee's job/assignment(s) and, where applicable, the entry of end dates and termination status for benefit/payroll deductions and enrollment.

Form

[Change in Status Form](#)

Related Information

[University Human Resources](#)

[Office of the Provost](#)

[Center for Career Services](#)

[Office of the Vice President for Research](#)

Online Guide for Supervisors at GW

Contacts

Contact	Telephone	Email
HR Information Systems	571-553-3679	hris@gwu.edu
Faculty Personnel	202-994-6510	
Center for Career Services	202-994-6495	gwcareercenter@gwu.edu

Document History

- **Last Reviewed Date:** July 6, 2018
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 - **Policy Origination Date:** Not Available
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Who Approved This Policy

Steve Lerman, Provosts and Executive Vice President for Academic Affairs

Louis H. Katz, Executive Vice President and Treasurer

Beth Nolan, Senior Vice President and General Counsel

This policy, as well as all [university policies](#), are located on the [Office of Compliance's](#) home page.