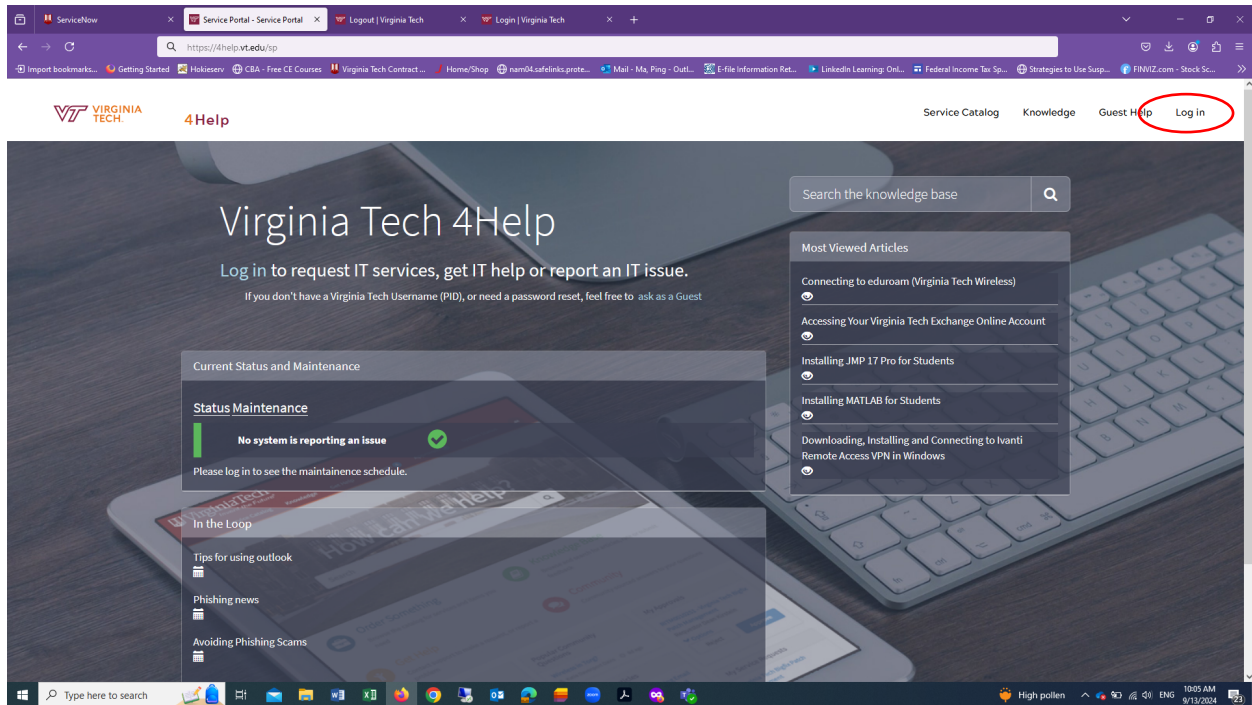
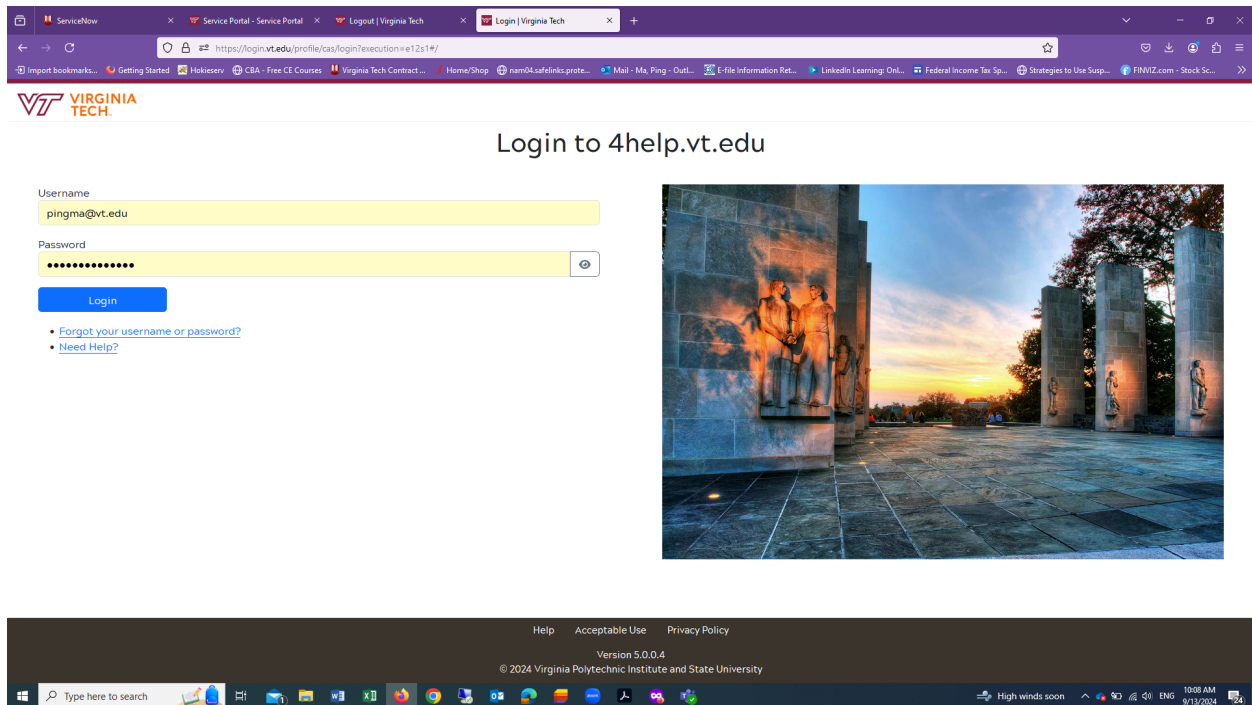


# Facilities HR Service Portal user navigation instructions

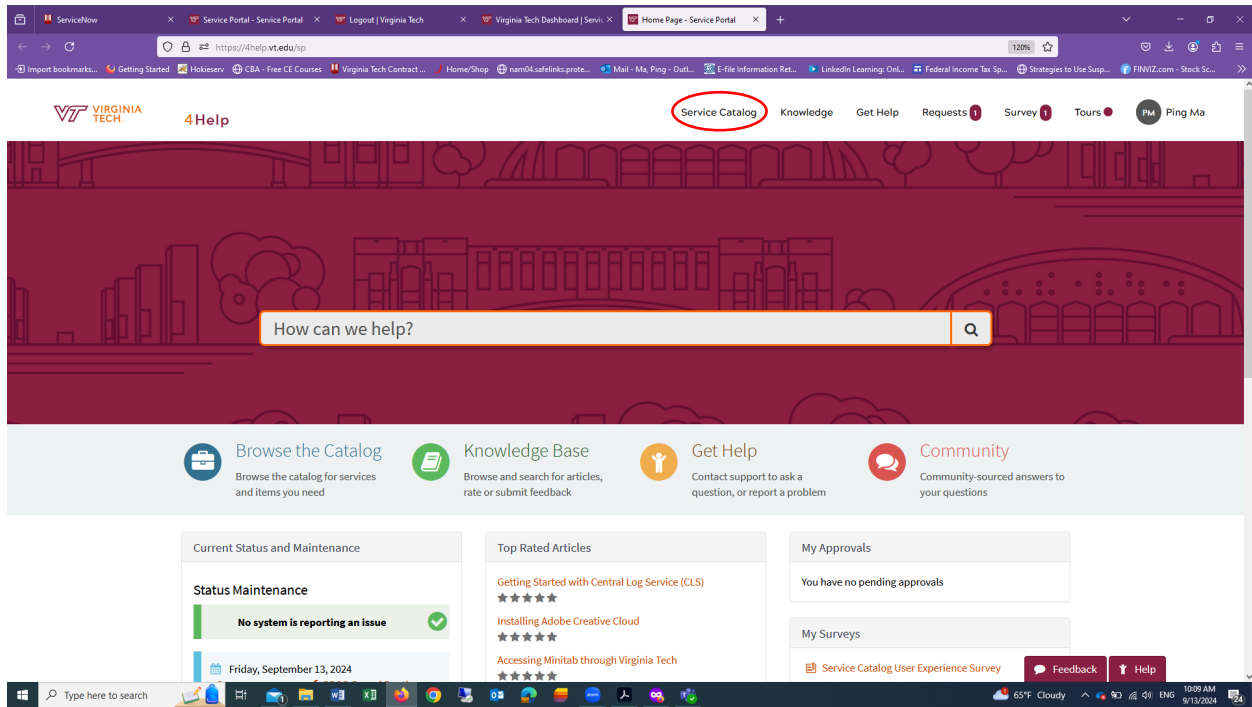
Login to Facilities HR Service Portal - <https://4help.vt.edu/sp>



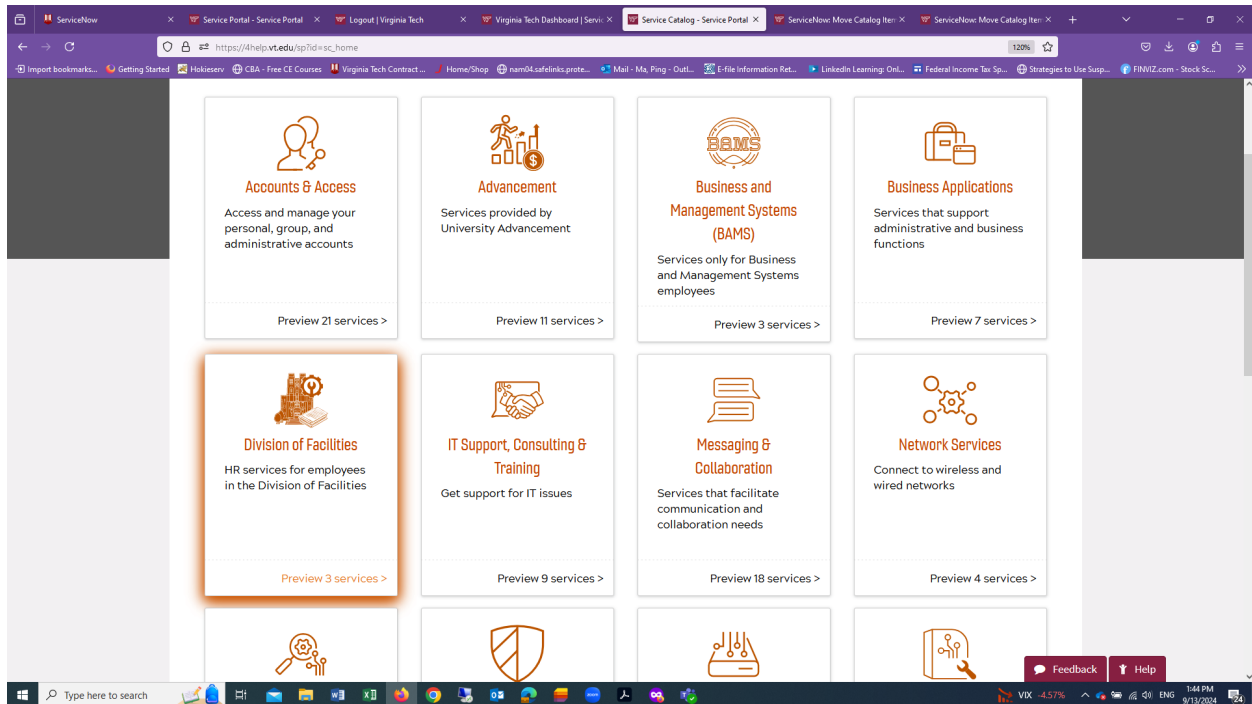
## Enter your PID



# Click "Service Catalog"



# Click "Division of Facilities"



## Select the form

This is the development instance of 4Help (DEV)

VIRGINIA TECH 4Help

Service Catalog Knowledge Get Help Requests 4 Survey 1 Ping Ma

Home > Service Catalog > Division of Facilities

Search

### Division of Facilities

**Categories**

- Accounts & Access 22
- Advancement 11
- Business and Management Systems (BAMS) 4
- Business Applications 7
- Division of Facilities 3
- Enterprise Applications 27
- Executive Vice President and Chief Operating Officer 1
- Finance IT Standard Changes 1
- IT Support, Consulting & Training 10

**Facilities Employee Separation**

Use this form to notify the Facilities HR team to offboard a separating employee

**Facilities Recruiting and Onboarding**

Use this form to get the Facilities HR team's assistance with your department's hiring process

**Facilities Supervisor Change**

Use this form to change the supervisor for a Facilities employee in the university's HR systems

Feedback Help

1:29 PM 8/16/2024

## Click "Request this service"

This is the development instance of 4Help (DEV)

VIRGINIA TECH 4Help

Service Catalog Knowledge Get Help Requests 4 Survey 1 Ping Ma

Home > IT Service Catalog > Division of Facilities > Facilities Employee Separation

Search

### Facilities Employee Separation

Use this form to notify the Facilities HR team to offboard a separating employee

**Categories**

- Accounts & Access 22
- Advancement 11
- Business and Management Systems (BAMS) 4
- Business Applications 7
- Division of Facilities 3
- Enterprise Applications 27
- Executive Vice President and Chief Operating Officer 1
- Finance IT Standard Changes 1
- IT Support, Consulting & Training 10

Supervisor should use this form to notify the Division of Facilities HR team of employee separating from the division and (or) Virginia Tech and to ensure a timely off-boarding process in the university's Banner HR system.

Information

**What are the features and benefits?**

- Let your HR team know about a separating employee ahead of time, providing them with the information needed for off-boarding.

**Who can use it?**

- Facilities employee with the supervisor role.

**How do you get it?**

- Log in, and click **Request this Service**.

**How much does it cost?**

**Request this service**

**Recently Viewed**

- Facilities Recruiting and Onboarding
- Facilities Employee Separation
- Facilities Supervisor Change
- ServiceNow: Move Catalog Item to Production
- Creating and Editing Service Catalog Items

Feedback Help

2:09 PM 8/16/2024

Fill out the form and click "Submit"

Facilities Employee Separation  
Use this form to notify the Facilities HR team to offboard a separating employee

Requester: Ping Ma  
Phone: 5402310235  
Department: Analytics & Accountability  
PID: pingma

1. Separating employee name  
Enter the first and last name or the VT Username (PID) of the separating employee

2. Employee's VT Username (PID)

3. Department name

4. Supervisor name

5. Employment end date  
MM-DD-YYYY

6. Employee is:  
 Leaving VT  
 Transferring to another state agency  
 Transferring to another department within the university

7. Reason of separation (click "Add attachments" in the bottom to upload Resignation Letter or applicable document)

Submit

Required Information  
1. Separating employee name  
2. Employment end date  
7. Reason of separation (click "Add attachments" in the bottom to upload Resignation Letter or applicable document)

Use the links below to go to the ticket forms directly on the portal:

- [Facilities HR Service Portal](#)
- [Recruiting and Onboarding](#)
- [Employee Separation](#)
- [Supervisor Change](#)
- [Facilities HR Service Inquiry](#)

You may see these error messages when you click the direct links above if you are not logged in the portal first. Click "Log in" and enter your VT PID.

