



### My position at Harvard is ending – what do I do?

Work with your manager to develop a transition plan for your team.

- Questions to consider:** What work needs to be done before you go? Who will be handling your work and how can you maximize the remainder of your time at Harvard to ensure that they are ready to do so? Where do you keep files and other important information? Who should gain access to those files and how?
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### What do I need to do before my last day?

- Work with your manager and team on the transition plan.
  - Transfer over or provide access to all work-related electronic information to your manager and teammates. Determine what, if anything, should be transferred to a department-wide shared drive.
  - Confirm that all time and absences have been submitted to PeopleSoft and approved by your manager.
  - Confirm your phone number and home address in PeopleSoft to ensure that your W2 is mailed to the right place.
  - Reconcile all outstanding expenses from your Corporate Card or P-Card, if applicable
  - Submit all outstanding reimbursements.
  - Remove all personal information from all University devices, including documents, communications, emails, voicemails and text messages. Make sure to contact the [HUIT Service Desk](#) if you need help.
  - If you have questions about your Benefits, contact the [Benefits Office](#).
  - Please Note:** Your benefits with the University will terminate on your last day worked.
  - Transition any accounts for automatic Harvard payroll deductions, such as parking or external insurance plans
  - If you park in a University parking lot, contact Parking Services prior to your departure.
  - Send this checklist to your personal email address/print it out, so that you can refer to it after your last day
- Before your last day, make sure to return to your manager:
- All Harvard-owned equipment; i.e. computer, software licenses and accessories
  - Any Harvard-owned cell phones
  - All keys to your desk, office, etc.
  - Your HUID Card, and any P-Cards or Corporate Cards
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### After I've left Harvard, what happens?

- Based on the [Payroll Calendar](#), you will receive your last paycheck. This paycheck will include a payout of any Vacation and earned Longer Service time.
  - Please Note:** If your last day worked is before the 15<sup>th</sup> of the month, you will not accrue vacation for that month. However, if your last day worked is on or after the 15<sup>th</sup>, your accrual will be awarded in your final paycheck.
  - If you park in a University parking facility and pay through payroll deductions, you will receive a refund in your last payroll check. If you paid cash or check for your permit, a refund check will be mailed within 30 business days of providing the permit back to the Parking Office.
  - Once Payroll processes your offboarding, you will receive a confirmation statement regarding the status of your employee benefits in the mail.
  - If you move within the next calendar year, contact your HR Coordinator with your current mailing address to ensure that you receive your W-2.
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# Questions?

## Health, Welfare and Voluntary Benefits

[Benefits Office](#) – (617) 496-4001

## COBRA Benefits

[Crosby Benefits Systems](#) – (800) 462-2235

## Retirement Benefits/TDA Accounts

[Harvard University Retirement Center](#) – (800) 527-1398

## Paid Time Off and Time Cards

[Traci McBurnie](#), Payroll Coordinator – (617) 495-9987

## IT Help

[HUIT Service Desk](#) – (617) 495-7777

## Parking

[Parking Services Office](#) – (617) 496-7827

## General HR Questions

[Jessica Whelan](#), HR Assistant – (617) 496-1523

[Dick McGinnis](#), Associate Director of Human Resources – (617) 496-2296

[Nicole Breen](#), Director of Human Resources – (617) 495-0826