



My employee has just given notice – what do I do?

- Let your HR Consultant know, passing along a resignation letter with a departure date and a reason for departure. If you do not have one, the HR Coordinator will reach out to request one.

- Let your Department Administrator know so that they can kick off the local offboarding process

- Make sure your employee has received and reviewed their own Exit Checklist

- Come up with a communication plan to alert your staff and business partners to this change, making sure to discuss with the departing employee anyone that they would like to personally inform.

- If your employee has any direct reports, let the HR team know who they will be reporting to in the interim
Develop a transition plan for your team.

- Questions to consider:** What work needs to be done before your employee leaves? Who will be picking up their workload and how can you maximize the remainder of your employee's time at Harvard to ensure that they are ready to do so? Where does the employee keep files and other important information? Who should gain access to those files and how?

Now that everyone has been looped in, what do I need to do before my employee's last day?

- Work with your team on your transition plan

- Work with your employee on transferring over all work-related electronic information to you

- Make sure the departing employee no longer has access to shared departmental accounts, proxy access to others' calendars, online applications or databases that are local to your department, special VPN access and/or administrator accounts or privileges on network drives, devices or servers

- Update any internal directories or forms to reflect your employee's departure

- Confirm that all time and absences have been submitted and approved in PeopleSoft.
Please Note: Your employee's last day cannot be paid time off

- Make sure to collect from your employee:
 - All Harvard-owned equipment; i.e. computer, software licenses and accessories
- Any Harvard-owned cell phones
 - All keys to their desk, office, etc.
 - Their HUID Card, and any P-Cards or Corporate Cards

After my employee has left Harvard, what am I responsible for doing?

- If this is a position that needs replacing, work with your HR Consultant to kick off the [hiring process](#)

- Work with your Department Administrator to provide them with your employee's technical equipment

- Shred your employee's HUID Card, and any P-Cards or Corporate Cards

- Regularly check in with your team on your transition plan, updating them on a hiring timeline, if this position is being replaced, and continuously checking in on workload

Questions?

Health, Welfare and Voluntary Benefits

[Benefits Office](#) – (617) 496-4001

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