



I've accepted a new position within Harvard, but outside FAD – what do I do?

- Let your Manager know with a resignation letter, including a departure date and a reason for departure.
 - Let your team know and alert your manager when everyone you'd like to tell personally have been made aware.
- 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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Now that everyone has been looped in, what do I need to do before my last day in FAD?

- 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.
 - Review any special online access, such as shared departmental documents, access to others' calendars, administrator access or privileges on network drives, devices or servers or specific VPN access to make sure they are all revoked before your transfer date.
 - Confirm that all time and absences have been submitted to PeopleSoft and approved by your manager.
 - Reconcile all outstanding expenses from your Corporate Card or P-Card, if applicable
 - Submit all outstanding reimbursements.
 - Remove all personal information from all FAD 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](#).
 - Schedule an exit interview with your HR Consultant.
- 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.
 - Any P-Cards or Corporate Cards
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After I've left HUIT, what happens?

- Your personnel file will be transferred to your new school/department
 - Your active ePerformance documents will be cancelled and new ones will be created for you by your new school/dept.
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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](#), Human Resources Coordinator – (617) 495-5314

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

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