Exit Checklist for Employees
University Transfer

I’ve accepted a new position within Harvard, but outside HUIT – 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?

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

- 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 HUIT 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

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.
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

Service Now Requests, Admin Ops
May Woo-Mok, Department Administrator, Admin Ops – (617) 496-2610

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
Karen Pemstein, Associate Director of Human Resources – (617) 495-0372
  Architecture & Engineering, Collaboration and Communication Services, Infrastructure, IT Security, and Library Technology Services
Patty St. Amand, Associate Director of Human Resources – (617) 495-7995
  Academic Technology Services, Administration & Finance, Administrative Technology Services, and Strategy and Planning
Dick McGinnis, Associate Director of Human Resources – (617) 496-2296
  Data Management Services
Nicole Breen, Director of Human Resources – (617) 495-0826