

## My position at Centenary 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.
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- 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.
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- Confirm that all time and absences have been submitted to eSelfServe and approved by your manager.
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- Confirm your phone number and home address in eSelfServe to ensure that your W2 is mailed to the right place.
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- Reconcile all outstanding expenses from your college credit card in Certify, if applicable
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- Submit all outstanding reimbursements.
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- Pack your personal items and leave workstation as lean as possible.  
- Clear voicemail and telephone access  
- Return files and/or documents to the department designee
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- If you have questions about your Benefits, contact the HR Office. I  
**Please Note:** Your benefits with the University will terminate on your last day worked.
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- Send this checklist to your personal email address/print it out, so that you can refer to it after your last day
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- Before your last day, make sure to return:
- All college-owned equipment; i.e. computer, software licenses and accessories
  - All keys to your desk, office, etc.
  - Your credit Card, where applicable
  - Your college ID badge
  - Clear voicemail and telephone access
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## After I've left, what happens?

- You will receive your last paycheck based on the Payroll Calendar.

**Please Note:** Any unused vacation up to the maximum allowance, based on current college policy will be paid out within 15 days following the last paycheck the employee received for regular wages. This allows the department sufficient time to verify that no overpayment has occurred, that all leave balances are accurate, and that all college property has been returned prior to a leave payout.

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## QUESTIONS:

### [Human Resources](#)

Patricia Netherton, Director of Human Resources 318-869-5191

Benefits at Termination, click [here](#) to learn more

### [IT Help Desk](#)

Click link above to login with your Centenary username and password; do not use your full email address. Then, click the "Need help? Report it" box to create your request.

### [Payroll](#)

Linda Montgomery, Administrative Assistant II to Vice President for Finance & Administration 318-869-5127