YOUR LAST FEW WEEKS

It is important to meet with your manager a few weeks before your last day to clarify what tasks you will need to complete before your last day and what you may need to handover. It is also important to ensure that any administrative tasks are finalised before you leave.

Teaching and Research

**RESEARCH PUBLICATIONS**
- Review your research publications in PURE and the Research Portal.
- Please see the wiki guides for assistance with creating a CV or adding/exporting publications in PURE. For any issues or help with these processes, please log a OneHelp ticket.

**RESEARCH REPORTS**
- If you are an investigator on a research project holding animal ethics, human ethics or biosafety approval, please ask the Chief Investigator to remove you from the project in the ethics, biosafety and other applications system.
- You’ll also need to submit any outstanding reports to Research Services by emailing the relevant teams:
  - research.postaward@mq.edu.au
  - ethics.secretariat@mq.edu.au
  - animal.ethics@mq.edu.au
  - biosafety@mq.edu.au

**RESEARCH PROJECTS**
- If you have any funded or pending research projects which you would like to transfer from MQ to your new institution please advise the Research Post Award teams by emailing research.postaward@mq.edu.au

**TEACHING MATERIALS & INTELLECTUAL PROPERTY**
- Please return any Intellectual Property (IP) e.g. teaching materials, inventions, data etc. to your manager or to the Office of Commercialisation and Innovation.

Under the Intellectual Property Policy, IP that you created during your employment is owned by the University unless assigned by formal agreement.

Future improvements to innovations you created while at the University will not be University IP, however you may need a licence or formal agreement for IP owned by Macquarie. Please contact the Office of Commercialisation and Innovation for more info: innovation@mq.edu.au

Administration

**CREDIT CARD & EXPENSES**
- If you have a corporate credit card:
  - reconcile any outstanding credit card expenses
  - submit your final expense report
  - cancel any direct debits and return the card to your manager
  - forward any unreconciled or outstanding receipts/tax invoices to your manager

If you have any other reimbursable expenses:
- reconcile any outstanding expenses
- submit your final expense report

**RESTRICTED ACCESS**
- If you have access to generic login accounts, email accounts, network drives or other information storage, arrange for this access to be given to someone else where appropriate.

**APPROVALS**
- If you regularly approve transactions in any University systems (e.g. invoices, credit card statements, leave applications) please check to ensure there are no transactions pending your approval.

** KEYS, LAPTOS, PHONES ETC**
- Please return any keys, uniforms, cars and petrol cards, computers (and laptops), mobile phones, SIM cards and data cards, library resources and any other items belonging to the University to your manager.

We heard you were moving on. We wish you all the best for your future.

**Why use this guide?**
This guide will give you important information that you will need to know when leaving the University. It will also help you and your manager ensure that any loose ends are tied up before your last day.
SOFTWARE
If you have purchased any software with University funds, please ensure you provide the software license details and key to the IT Help at help@mq.edu.au or by calling x4357.

CAMPUS CARD
Please return your campus card to your manager on your last day. Your building access will cease after your last day.

OUT OF OFFICE
It is a good idea to put an ‘out of office’ message in place letting people know who they can contact in your absence.

MOBILE PHONE NUMBER
If you have a University mobile phone, you can apply to take your phone number with you. For further information, please contact IT Help. Please keep in mind it can take up to two weeks to transfer the number.

UPDATE YOUR CONTACT DETAILS
If your contact details are changing, please update them in HR Online so we can stay in touch in the future.

PARKING
You can manage your parking permit arrangement through vPermit. For more information contact parking@mq.edu.au

And don’t forget to…

TAKE TIME TO SAY GOODBYE
You will have established great friendships in your time at Macquarie. We encourage you to take time to catch up with your colleagues, say goodbye and exchange contact details so you can stay in touch in the future.

AFTER YOUR LAST DAY
After your last day your access to university resources may change, however you will retain access to others.

INCOME STATEMENTS
Your Income Statement (previously known as a Payment Summary) is provided from the ATO directly through your MyGov account or directly from the ATO. For further information on accessing your Income Statement from the ATO, view the ATO’s information.

UNISUPER
On leaving Macquarie your superannuation status will change. There are important decisions you need to make in regard to your Defined Benefit (if applicable) and insurance.

What’s best for you depends on your personal circumstances, financial needs, and goals. Please take a look at UniSuper’s information booklet ‘Your Super when you leave your job’ for more information.

If you are retiring, you may find the information contained in UniSuper’s ‘In Retirement’ useful as well.

Our UniSuper On-Campus Consultant is available to provide free general advice, help you with your paperwork or answer questions about your super. To book an appointment you can use the UniSuper online booking system.

Don’t forget to check out the Macquarie University UniSuper Webpage for other information including upcoming seminars and webinars.

EMAIL ACCESS
You will maintain access to your Macquarie University email account 3 months after your last day. After three months you will not be able to access your Macquarie email account.

LIBRARY
Your current access to library resources will cease if you will not have an ongoing relationship with the University (e.g. honorary academic or student).

As a former staff member you are eligible for a free membership to Macquarie University Library which will allow you to retain borrowing rights (16 week loans) and access to online databases whilst on campus. To apply for this membership please visit the following link: https://sponsor.oneid.mq.edu.au/library_patron

What is your Macquarie story?
To tell us your story complete our Employee Exit Survey. The survey is anonymous and takes approximately 10 minutes to complete.

Alternatively, get in touch with your HR Team to arrange a confidential discussion.

Your stories will inform strategies to improve the Macquarie experience for current and future staff.