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 IRIS and Research Online (for any pending publications). If any of your publications do not appear under your profile please email the Library at researchonline@mq.edu.au and advise of the publication details.

RESEARCH REPORTS
Submit any outstanding Progress and Final reports including those required by Post-Award, Biosafety, Animal and Human Research Committees to the Research Office by emailing 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 Pre-Award and Post-Award teams by emailing research.preaward@mq.edu.au and
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.

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, LAPTOPS, 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.

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
**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**
If you have a yearly or half-yearly parking permit you may be eligible for a refund. For more information contact the Cashier’s Office.

**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.

**PAYMENT SUMMARIES**
You will maintain access to your payment summaries via HR Online for two years after your last day. You will need to access these when completing your next tax return. Please make a note of your OneID and password so you won’t have trouble accessing this in the future.

**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 infomation booklet ‘Your Super when you leave your job’ for more information.

If you are retiring, you may find the information contained in UniSuper’s ‘Your guide to a better 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.oneyid.mq.edu.au/library_patron.

**What is your Macquarie story?**
We would love to hear about your experience at Macquarie University.

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.