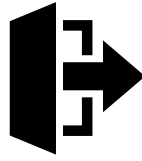


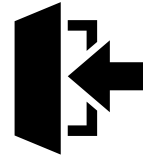
The steps for how to submit and then withdraw a resignation are detailed in this guide.



1. Navigate resign from employment



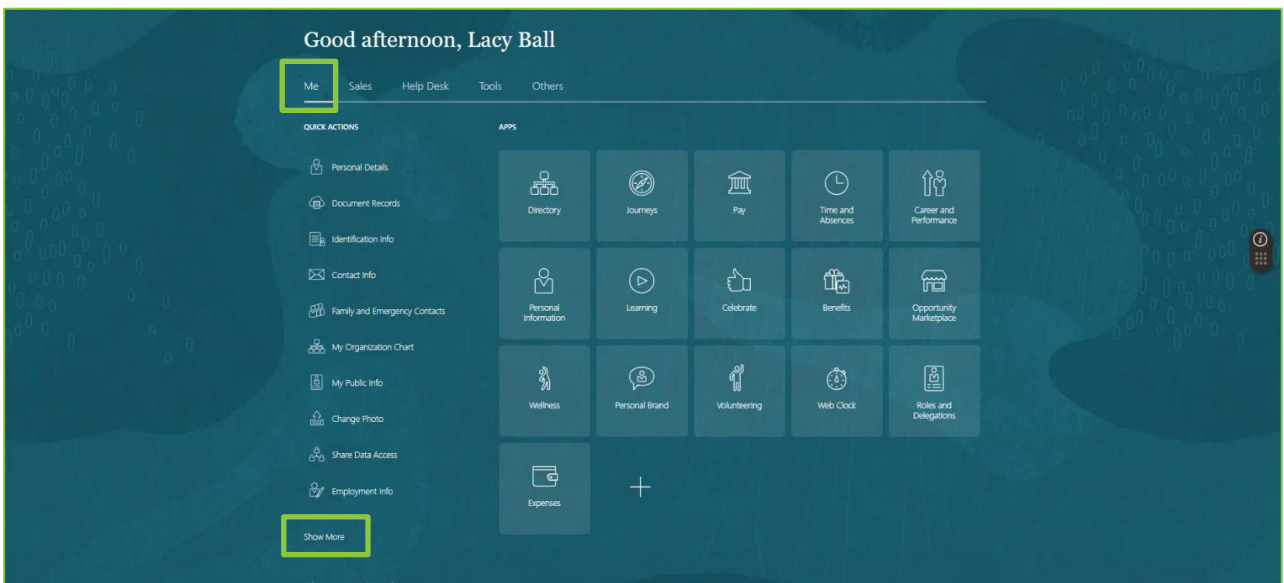
2. Process resignation



3. Withdraw resignation

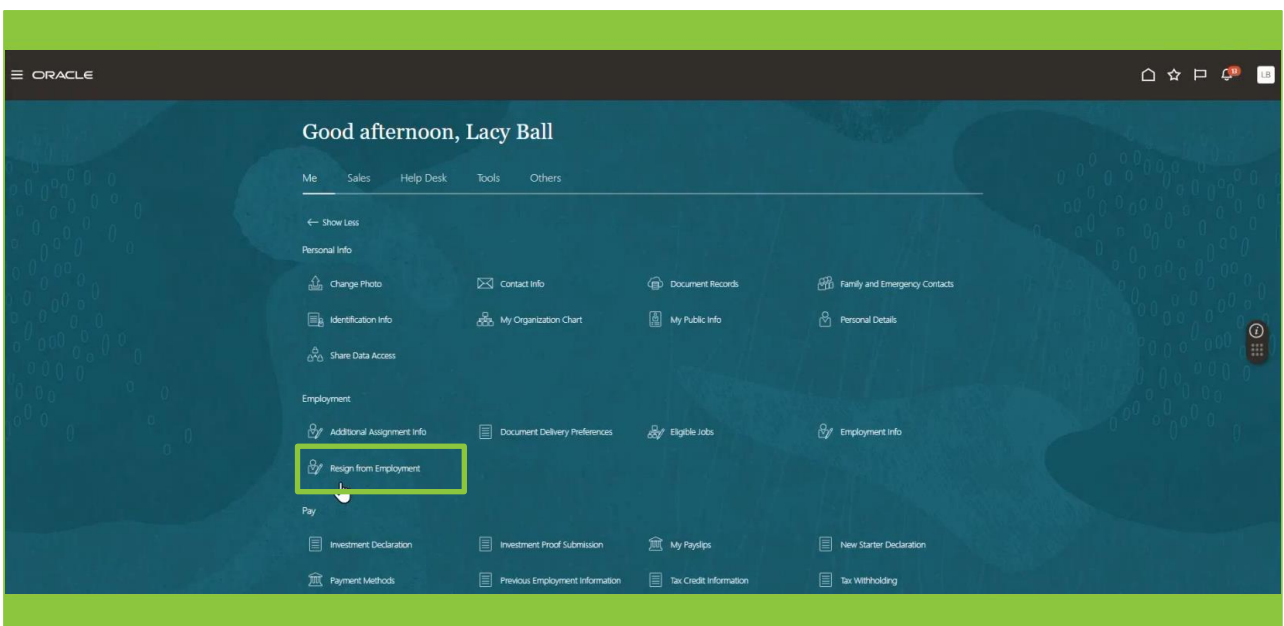
01

Employees can provide notice of their resignation within Oracle Fusion. To process a resignation, navigate to the **Me** tab on the homepage and select the **Show More** link.



02

Navigate to the **Employment** section and select **Resign from Employment**.

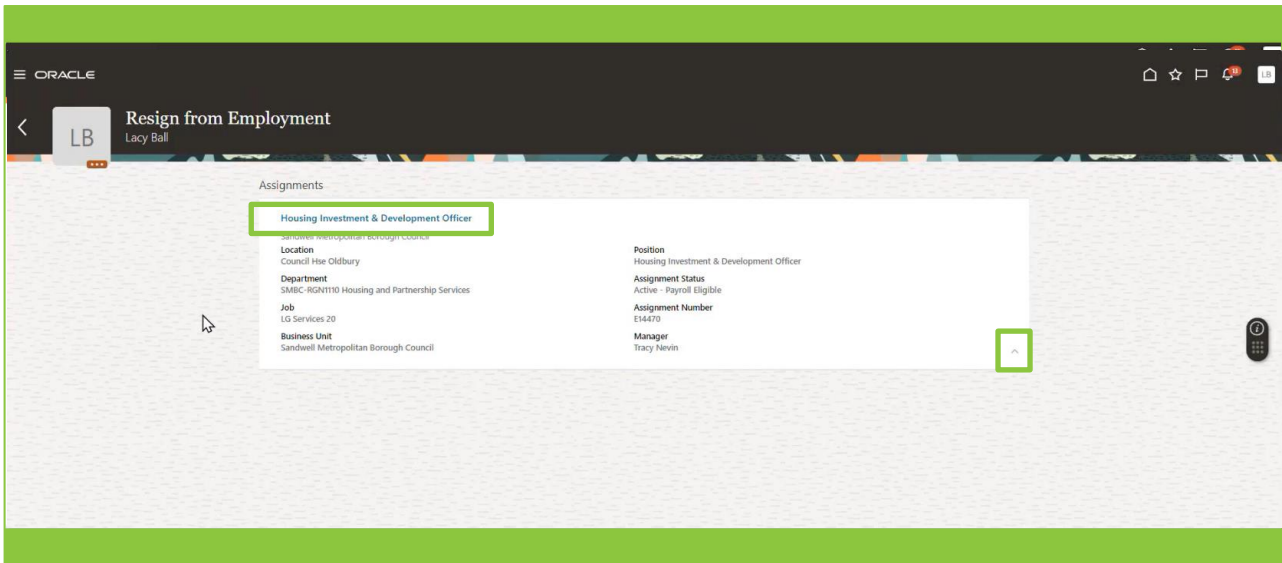


03

The **Resign from Employment** page will now be displayed. This page lists all current assignments. It is possible to resign from one or more assignments. In this case the user only has a single assignment.

Selecting the **Arrow** opens more details about the assignment.

Select the name of the assignment that you wish to resign from.

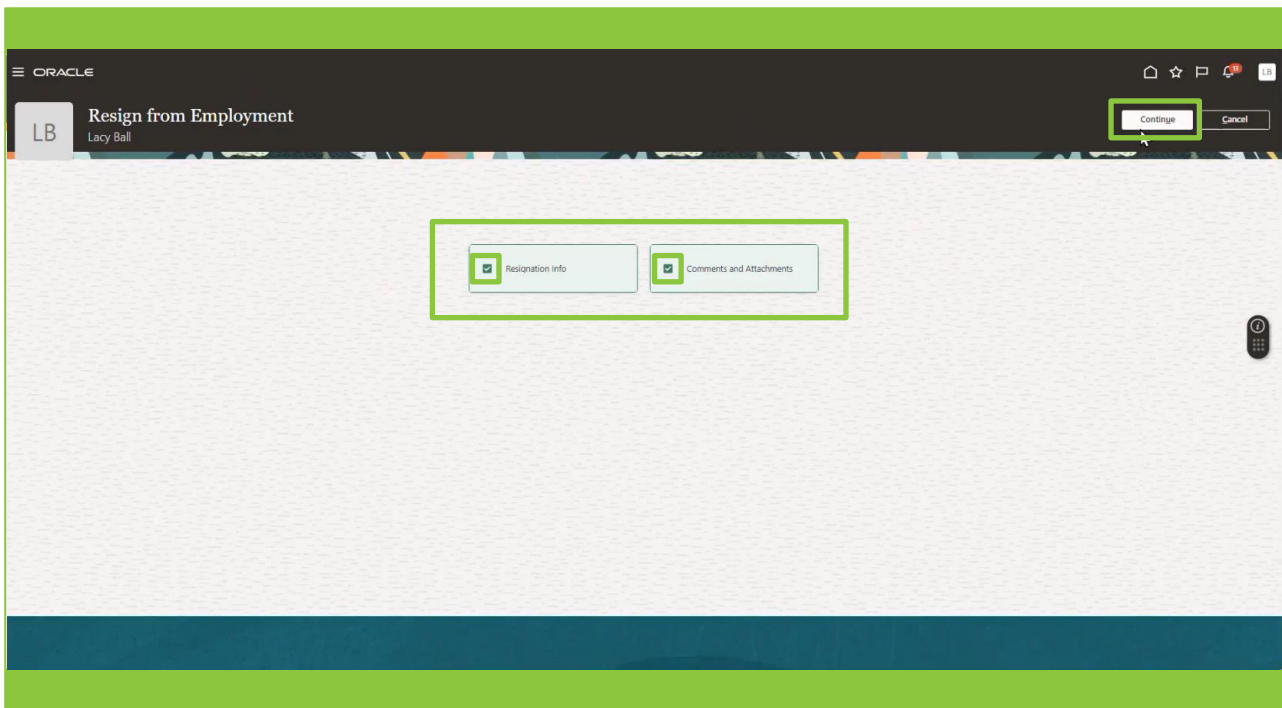


If you have more than one assignment and you wish to resign from your primary assignment, then you will need to contact HR before being able to process your notice to resign in Oracle Fusion.

04

Tick the checkboxes in the **Assignment Info** and **Comments and Attachments** tiles.

Select the **Continue** button.



# 05

Several sections are now displayed. We will look at each of these in turn. Firstly, it is **When and Why**.

Here you will input a resignation date – the date that you will leave the Organisation. You will then select the type of resignation submission (for example retirement or resignation) from the drop-down list. Next choose a reason for resigning from the drop-down list. Finally, select the assignment(s) that you are resigning from.

When the section is complete, select the **Continue** button.

The screenshot shows the Oracle HR system interface for 'Resign from Employment'. The user is Lacy Ball. The form is titled '1 When and Why'. It contains several fields: 'When is the resignation notification date?' (03/07/2024), 'When is the resignation date?' (09/08/2024), 'What's the way to submit the resignation?' (Resignation), 'Why are you resigning?' (Signed - Personal Advancement/ Better Prospects/ Promotion), and 'What are you resigning from?' (All Assignments in Sanchwell Metropolitan Borough Council). A 'Continue' button is highlighted with a green box. Below the main form are sections for '2 Resignation Info', '3 Comments and Attachments', 'Seniority Dates', and 'Need Help? Contact Us.'.

# 06

Section two is the **Resignation Info** section. Here you simply input the date of your last working day in the **Last Work Day** field, then select **Continue**.

The screenshot shows the Oracle HR system interface for 'Resign from Employment'. The user is Lacy Ball. The form is titled '2 Resignation Info'. It contains a 'Last Work Day' field with the date 09/08/2024. A 'Continue' button is highlighted with a green box. Below the main form are sections for '3 Comments and Attachments', 'Seniority Dates', and 'Need Help? Contact Us.'.

07

Section two is the **Resignation Info** section. Here you simply input a date in the **Last Work Day** field, then select **Continue**.

The screenshot shows the 'Resign from Employment' form for user Clarence Jules. The form is divided into seven sections: 1. When and Why, 2. Resignation Info, 3. Work Relationship Info, 4. Assignment Info, 5. Additional Assignment Info, 6. Document Records, and 7. Comments and Attachments. In the 'Resignation Info' section, the 'Last Work Day' field is highlighted with a green box and contains the date '12/07/2024'. A tooltip above the field reads 'Enter a date between 24/07/2000 and 12/07/2024.' Below the field, a green 'Continue' button is also highlighted with a green box. The 'Submit' and 'Cancel' buttons are visible in the top right corner.

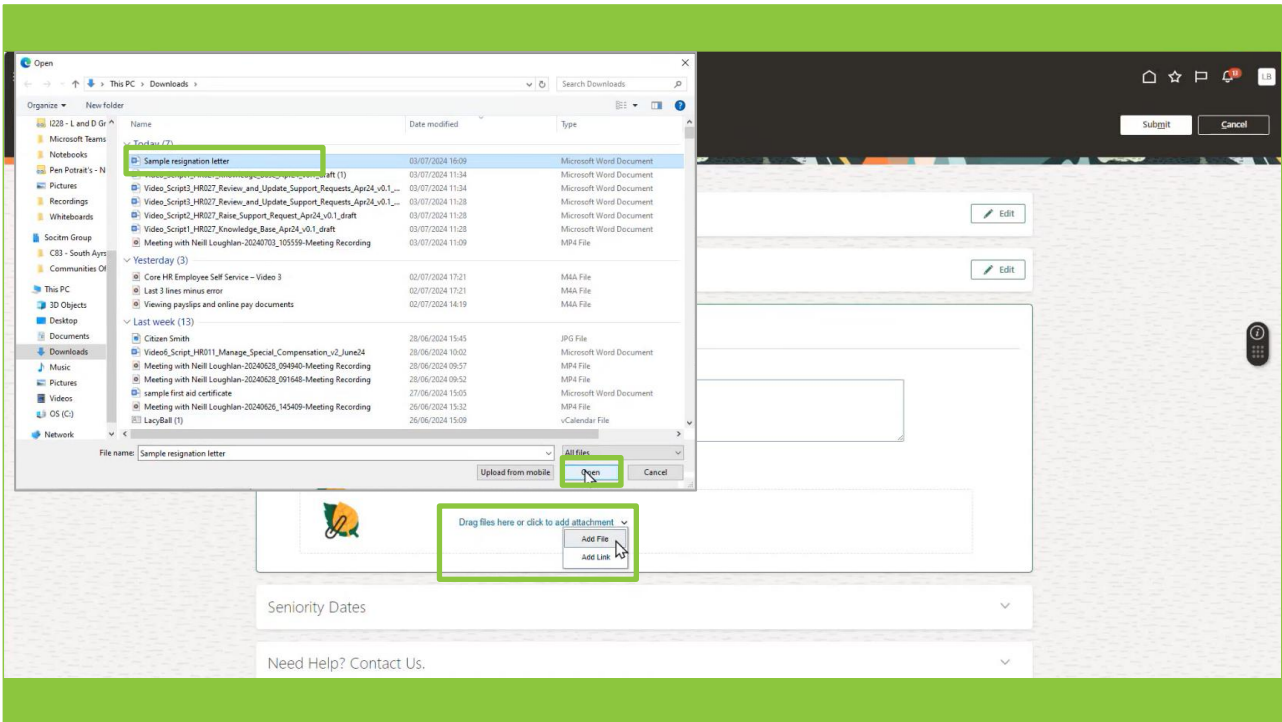
08

Section three is **Comments and Attachments**. You can enter a free format note in the Comments box.

The screenshot shows the 'Resign from Employment' form for user Lacy Ball. The form is divided into seven sections: 1. When and Why, 2. Resignation Info, 3. Comments and Attachments, 4. Seniority Dates, and 5. Need Help? Contact Us. In the 'Comments and Attachments' section, the 'Comments' field is highlighted with a green box and contains the text: 'I have secured a new role in a different organization and wish to resign from my role at Sandwell.' Below the comments field is an 'Attachments' section with a drag-and-drop area and a button that says 'Drag files here or click to add attachment'. The 'Submit' and 'Cancel' buttons are visible in the top right corner.

At this stage, you will need to add a copy of your resignation letter to the notification. Select the blue **add attachment** text and then select **Add File** from the drop-down options.

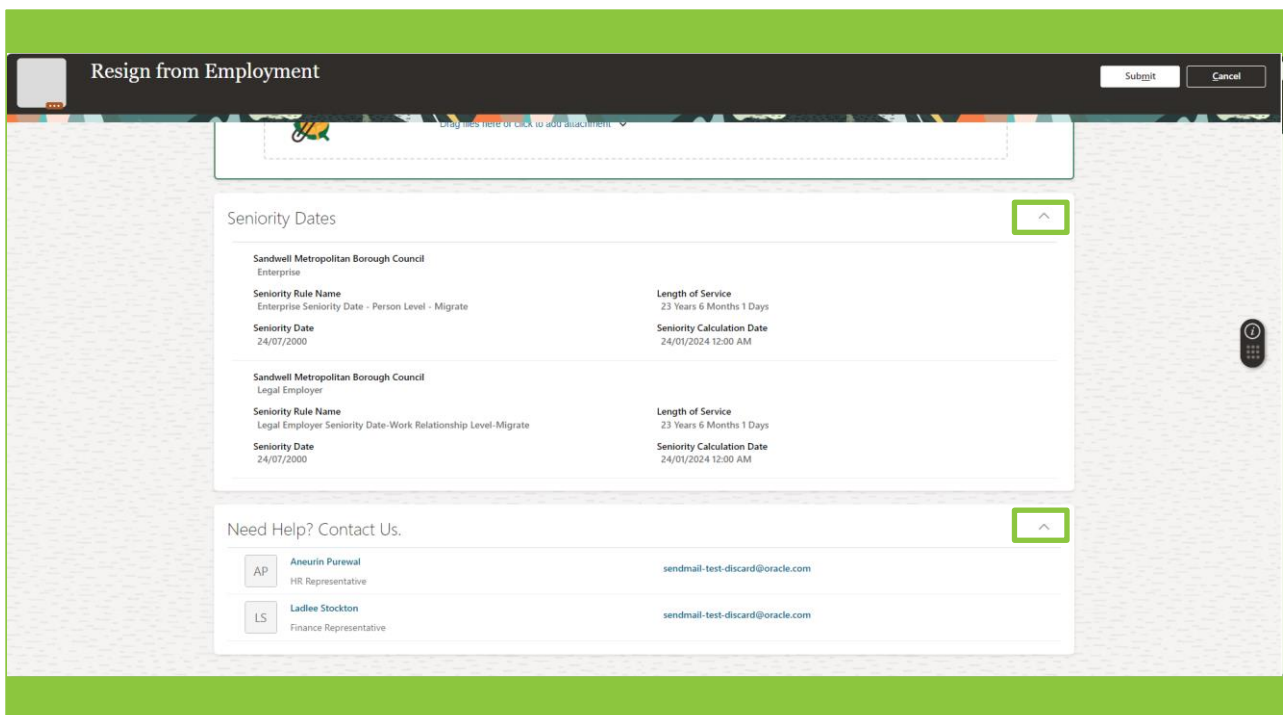
A file explore window opens. Navigate to your resignation letter and select it. Next select **Open**. The resignation letter has now been added to the notification.



The remaining two sections **Seniority Dates** and **Need Help? Contact Us** are view only sections. Use the arrow to expand these sections and to reveal the information contained within.

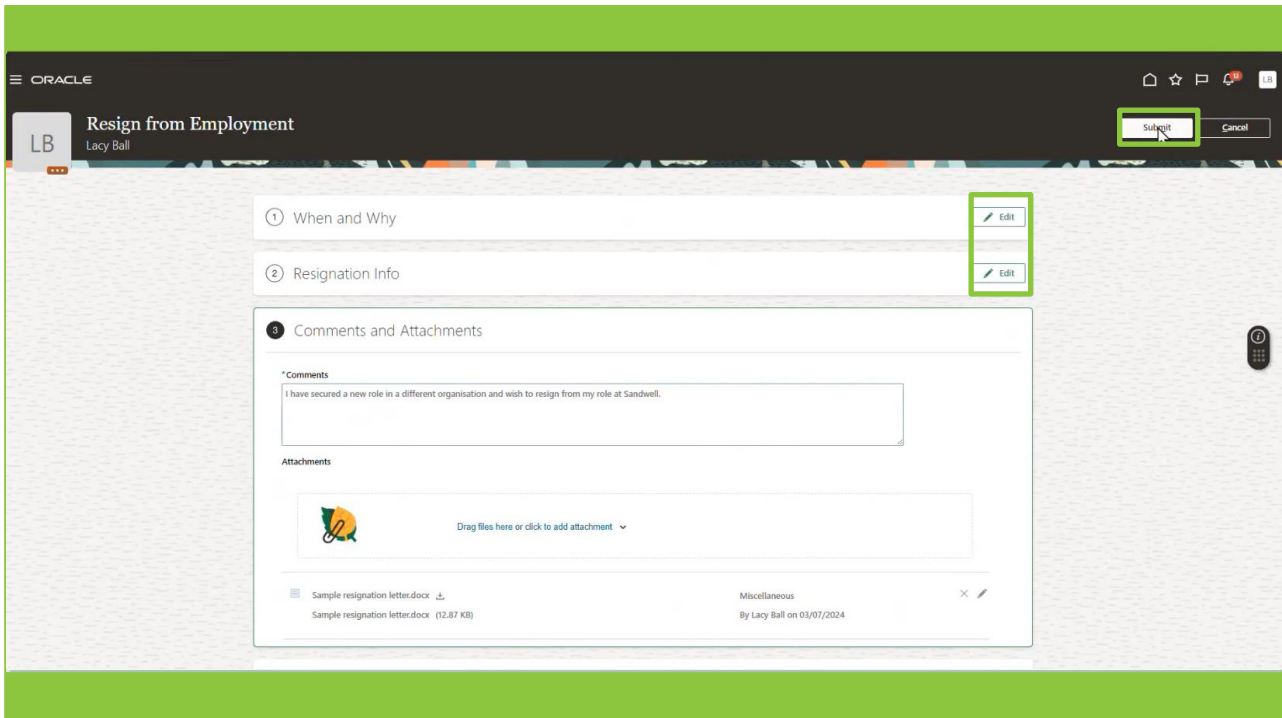
The **Seniority Dates** section provide details of your length of service for each assignment.

The **Need Help? Contact Us** section provides details of your HR representative who will be able to provide you with help and advice relating to your resignation should you require it.



# 11

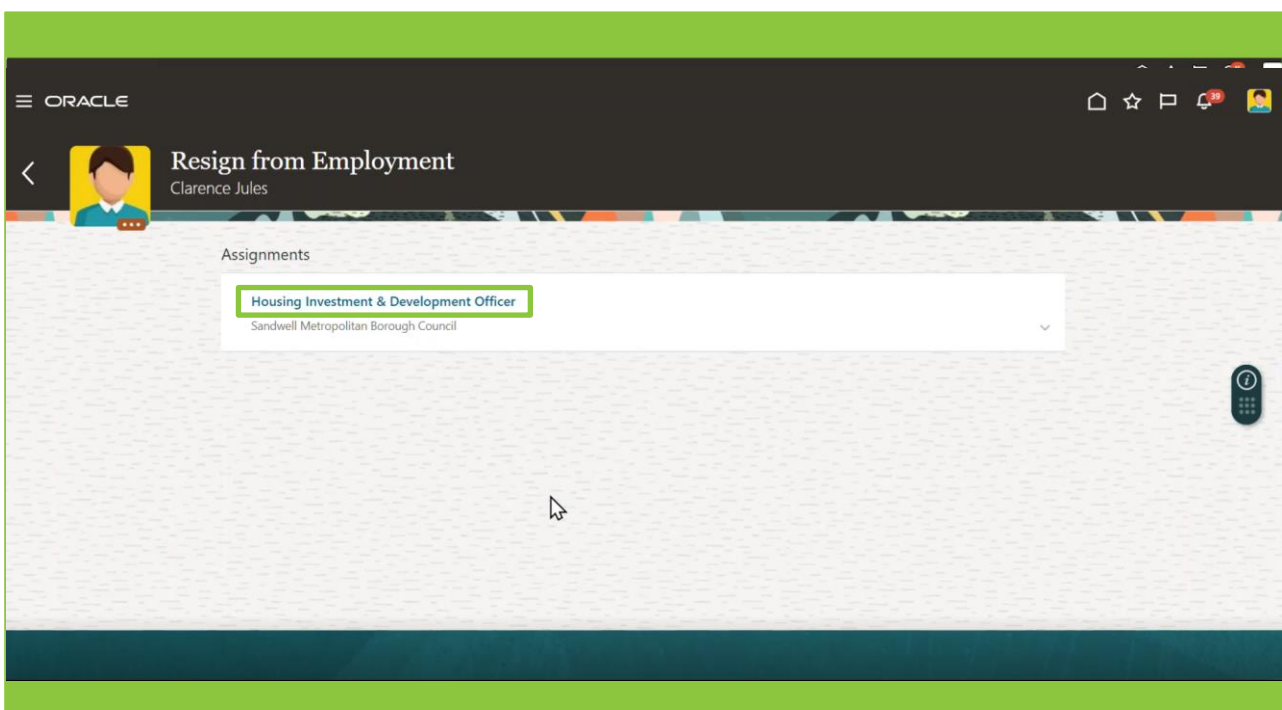
You can edit the details you have input into any of the sections by selecting the relevant **Edit** button. Once you are satisfied that you have provided all the necessary information, select the **Submit** button and your resignation notification will be forwarded to your manager for approval and then onto the HR team for processing.



# 12

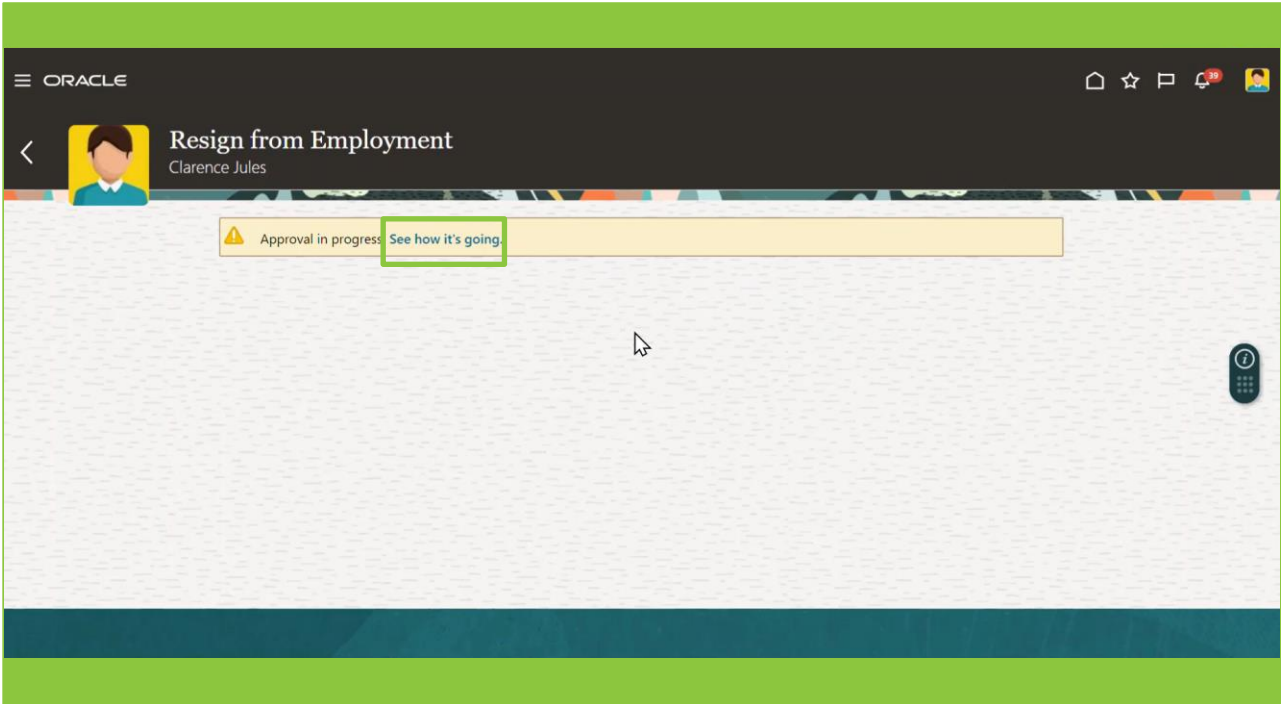
If your circumstances change, or if you change your mind after submitting your resignation, you may be able to withdraw your request to resign.

To do this, firstly return to the **Resign from Employment** screen by following steps one and two in this guide. On this screen, select the name of the assignment that you have resigned from.



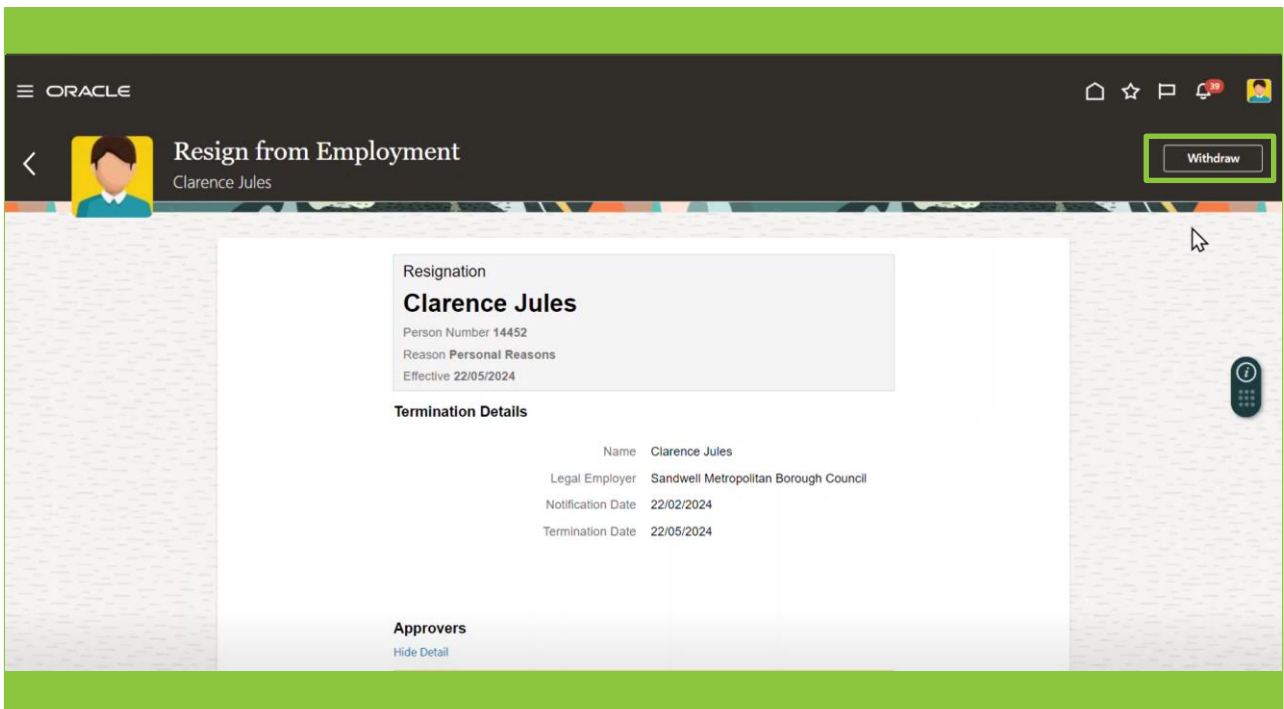
13

In this example, the resignation notification is still being processed. Select **See how it's going**.



14

Details of the resignation notice are now displayed. Selecting the **Withdraw** button with request withdrawal of the resignation submission. The request will be forwarded to your manager and HR for consideration.



That brings this Quick Reference Guide to an end.