

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



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.



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Navigate to the Employment section and select Resign from Employment.

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	Good afternoon	, Lacy Ball			
0 0 0 0 0	Me Sales Help Desk				
	← Show Less Personal Info				
	Change Photo	Contact Info	Document Records	Family and Emergency Contacts	
	B Identification Info	Hy Organization Chart	My Public Info	Personal Details	a
	ල්ලී Share Data Access				
	Employment				
	Additional Assignment Info	Document Delivery Preferences	Bigible Jobs	🖉 Employment Info	
	2/ Resign from Employment				
	Pay	- 10 C			
	Investment Declaration	Investment Proof Submission	🕅 My Payslips	New Starter Declaration	
	Payment Methods	Previous Employment Information	Tax Credit Information	Tax Withholding	

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

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

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Kesign from E	mployment			
	Assignments			
	Housing Investment & Development Officer	Decition		
	Council Hse Oldbury Department SMBC-RGN1110 Housing and Partnership Services	Housing Investment & Development Officer Assignment Status Active - Payroll Eligible		
\$	Job LG Services 20 Business Unit	Assignment Number E14470 Manager		0
	Sandwell Metropolitan Borough Council	Tracy Nevin	^	U



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.

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LB Lacy Ball		Continue Cancel
	Resignation Info	
		0

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.

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Resign from Employment LB Lacy Ball		Submit Cancel
When and Why When is the resignation notification date? Output: 2007 2024 What's the way to submit the resignation? Resignation Why are you resigning? Insigned - Personal Advancement/ Better Prospecty/Pomotop Insigned - Advancement/ Better Prospecty/Pomotop Insigned - Resonal Advancement/ Better Pomotop Insigned - Resonal Advancement/ Better Pomo		
Wint ale you resigning to min Horizon to main standard Matericipatian Biorough Council Housing Investment & Development Officer Show Assignment Details		() ()
 Resignation Info 		
(3) Comments and Attachments		
Seniority Dates	~	
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**..

Resign from Employment				
• When and Why • Resignation Info • Immediate the provide of the provideo of the provide of the provide of the provideo of the p	Resign from Employ	ment		Submit Cancel
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Image: Seniority Dates Need Help? Contact Us.		Resignation Info		
③ Comments and Attachments Seniority Dates Need Help? Contact Us.		Last Work Day [199:08/2024 16] Contrigue Contrigue		9
Seniority Dates ~ Need Help? Contact Us. ~		③ Comments and Attachments		
Need Help? Contact Us.		Seniority Dates	~	
		Need Help? Contact Us.	~	

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

CJ Clarence Jules	Employment	Submit Cancel
	1 When and Why	
	Resignation Info Last Work Day Iz/07/2004 Continue Continue	@
	③ Work Relationship Info	
	Assignment Info	
	Additional Assignment Info	
	Document Records	
	⑦ Comments and Attachments	

08

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

Resign from Employment Lacy Ball		Sub <u>m</u> it <u>C</u> ancel
① When and Why	🖉 Edit	
 Resignation Info 	🖌 Edit	
Comments and Attachments		0
Comments Comments I have secured a new role in a different <u>organization</u> and wish to resign from my role at Sandwell		
Attachments Drag Biss here or click to add attachment v		
Seniority Dates	~	
Need Help? Contact Us.	~	

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.

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🔜 Pen Potrait's - N	aft (1)	03/07/2024 11:34	Microsoft Word Document			-	
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Recordings	Video_Script3_HR027_Review_and_Update_Support_Requests_Apr24_v0.1	03/07/2024 11:28	Microsoft Word Document			_	
Whiteboards	Video_Script2_HR027_Raise_Support_Request_Apr24_v0.1_draft	03/07/2024 11:28	Microsoft Word Document		/ Ec	dit	
Carity Course	Video_Script1_HR027_Knowledge_Base_Apr24_v0.1_draft	03/07/2024 11:28	Microsoft Word Document				
Social Group	Meeting with Neill Loughlan-20240703_105559-Meeting Recording	03/07/2024 11:09	MP4 File				
Cas - South Ayrs	Yesterday (3)						
Communities Of	Core HR Employee Self Service - Video 3	02/07/2024 17:21	M4A File		/ Ec	art	
🕒 This PC	 Last 3 lines minus error 	02/07/2024 17:21	M4A File				
3D Objects	 Viewing payslips and online pay documents 	02/07/2024 14:19	M4A File			-	
Desktop	V Last week (13)						
Documents	Citizen Smith	28/06/2024 15:45	JPG File				(i)
Downloads	Video6_Script_HR011_Manage_Special_Compensation_v2_June24	28/06/2024 10:02	Microsoft Word Document				
Music	Meeting with Neill Loughlan-20240528_094940-Meeting Recording	28/06/2024 09:57	MP4 File				
E Pictures	Meeting with Neill Loughlan-20240528_091648-Meeting Recording	28/06/2024 09:52	MP4 File				
Videos	sample first aid certificate	27/06/2024 15:05	Microsoft Word Document				
20 OS (C:)	Meeting with Neill Loughlan-20240626_145409-Meeting Recording	26/06/2024 15:32	MP4 File				
	Bil LacyBall (1)	26/06/2024 15:09	vCalendar File	~	×		
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File na	Ime: Sample resignation letter	~	Allfiles	Y			
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		Drag files here or click to	add attachment ~ Add File Add Link				
	Seniority Dates				~	/	
	Need Help? Contact	Us.			· · · · · · · · · · · · · · · · · · ·	,	

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The remaining two sections **Seniority Dates** and **Need Help? Contact Us** are view only sections. Use the arrow to expand theses 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.

		Suomit
Seniority Dates		
Sandwell Metropolitan Borough Council Enterprise		
Seniority Rule Name Enterprise Seniority Date - Person Level - Migrate	Length of Service 23 Years 6 Months 1 Days	
Seniority Date 24/07/2000	Seniority Calculation Date 24/01/2024 12:00 AM	
Sandwell Metropolitan Borough Council Legal Employer		
Seniority Rule Name Legal Employer Seniority Date-Work Relationship Level-Migrate	Length of Service 23 Years 6 Months 1 Days	
Seniority Date 24/07/2000	Seniority Calculation Date 24/01/2024 12:00 AM	
Need Help? Contact Lie		
AP HR Representative	sendmail-test-discard@oracle.com	
LS Ladlee Stockton Finance Representative	sendmail-test-discard@oracle.com	

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.

ORACLE				
Resign from	n Employment			Submit Cancel
	① When and Why		🖉 Edit	
	 Resignation Info 		🖌 Edit	
	Comments and Attachments			C
	*Comments I have secured a new role in a different organisation and wish to resign from my role at Sandwell.			
	Attachments	Å		
	Drag files here or click to add attachment 🐱			
	Sample resignation letter.doc: 🛓 Sample resignation letter.doc: (12.87 KB)	Miscellaneous By Lacy Ball on 03/07/2024	×	

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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.

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Resign from Employment Clarence Jules					
Assignments					
Housing Investment & Development Officer Sandwell Metropolitan Borough Council					
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In this example, the resignation notification is still being processed. Select See how it's going.

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Approval in progress See how	r it's going.	
	₿	
	Approval in progress See how	Approval in progress See how it's going.

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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.