Resign from Employment

Sandwell
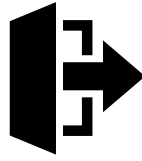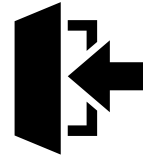Metropolitan Borough Council

The steps for how to submit and then withdraw a resignation are detailed in this guide.
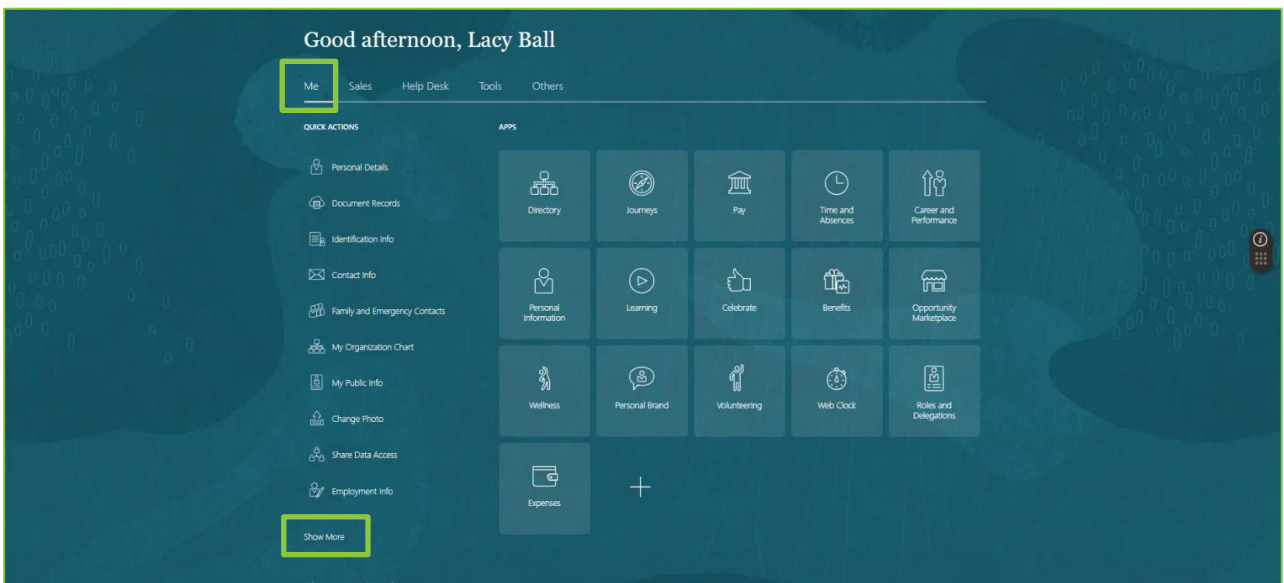
1. Navigate resign from employment > **2. Process resignation** > **3. Withdraw resignation**
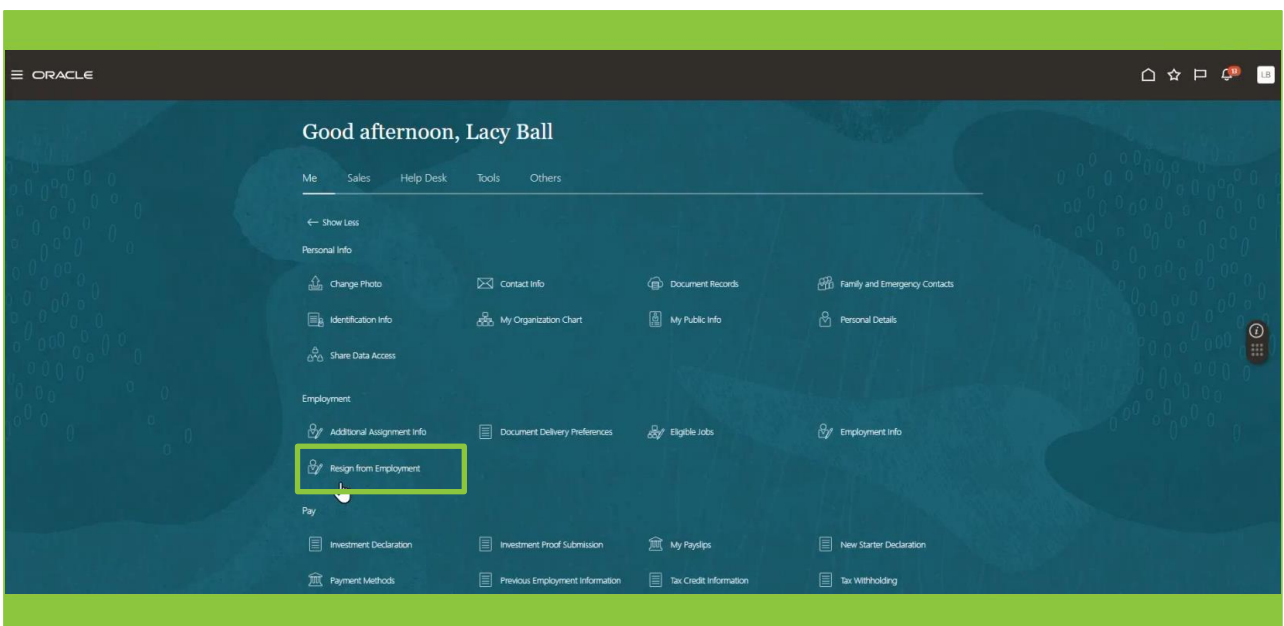
---

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.
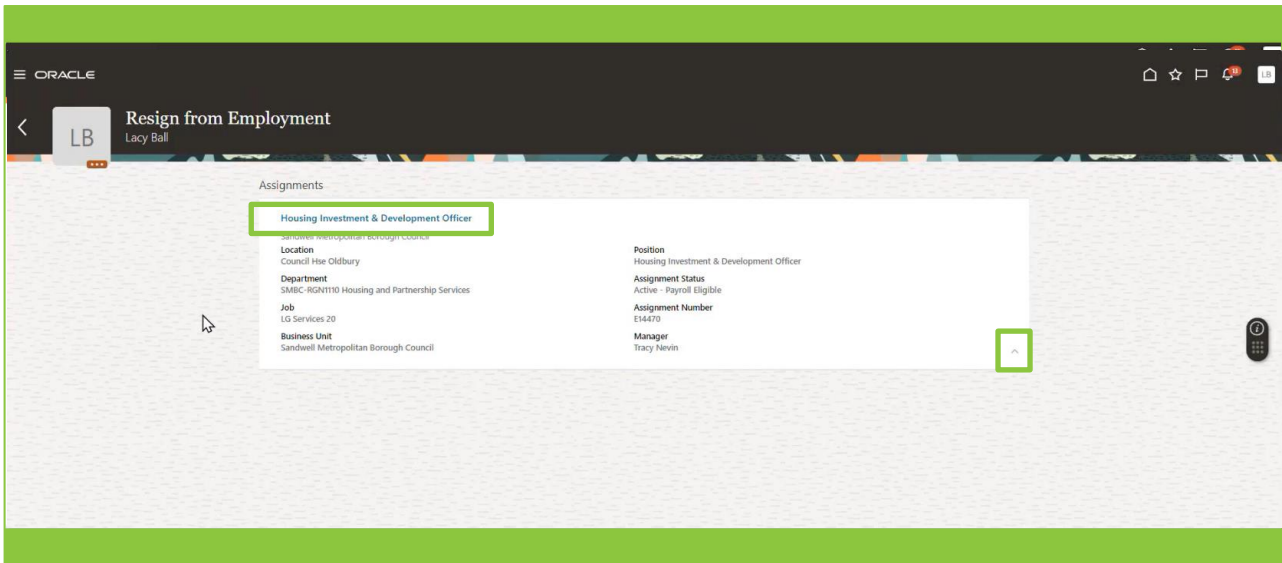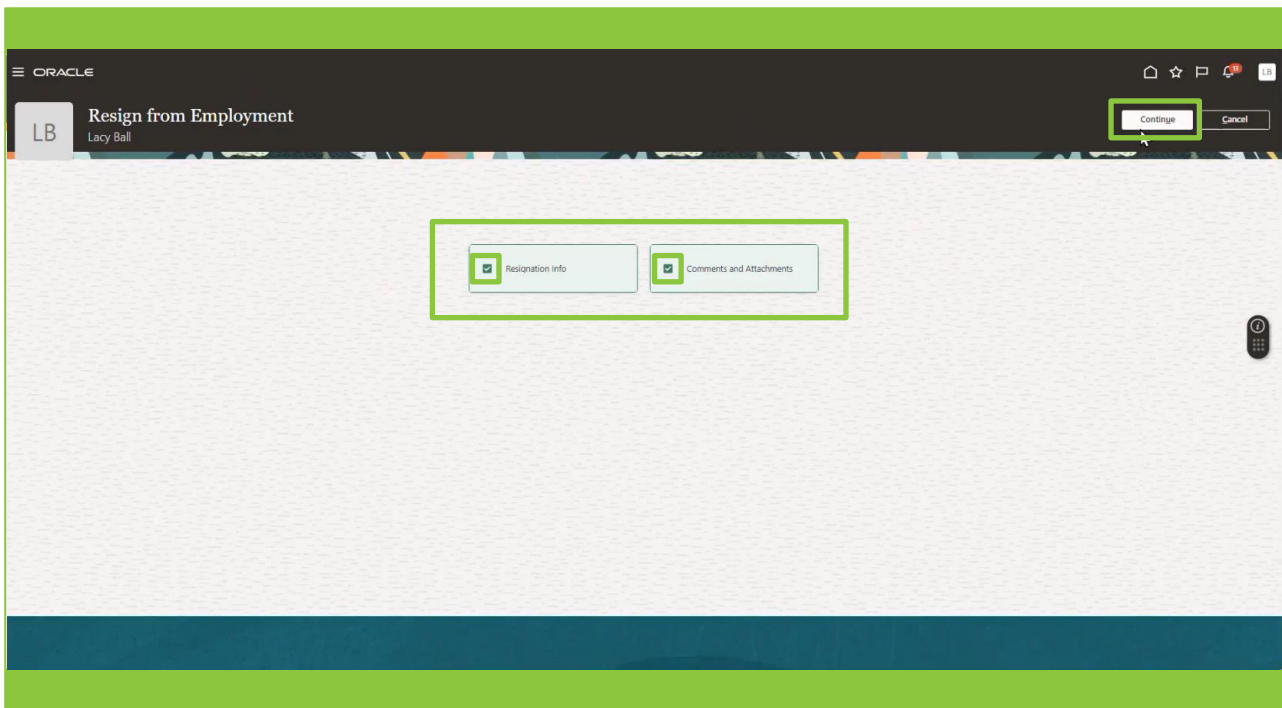

⚠	If you have more than one assignment and you wish to resign from your primary assignment, then you will need to contact HR before being able to process your notice to resign in Oracle Fusion.

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.

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**..

07

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

08

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

09

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.

10
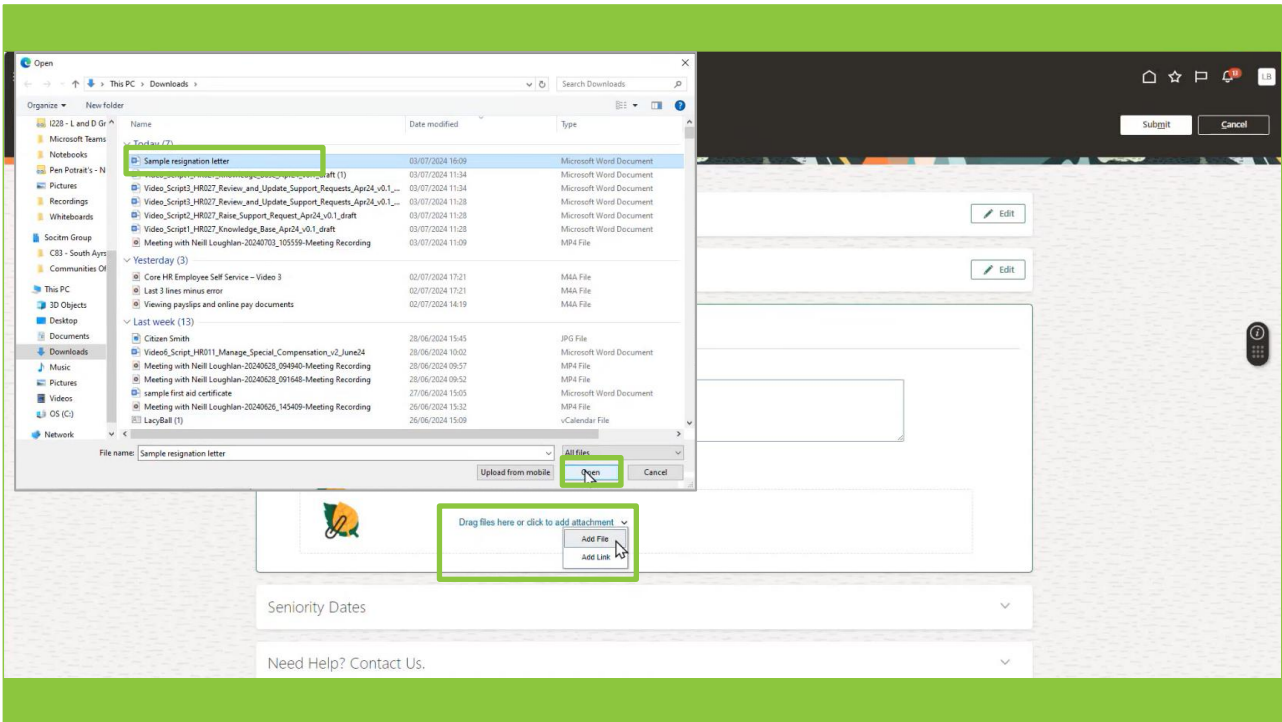
The remaining two sections **Seniority Dates** and **Need Help? Contact Us** are view only sections. Use the arrow to expand theses sections and to reveal the information contained within.

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.
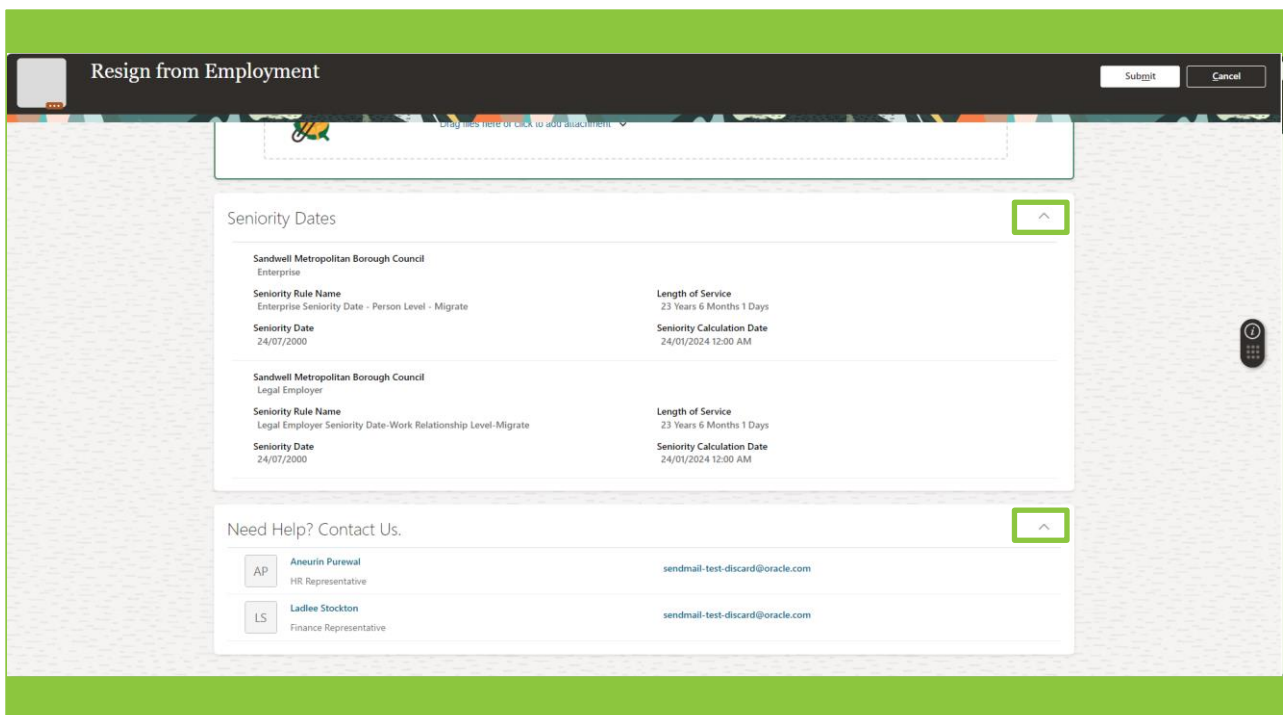
11

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.
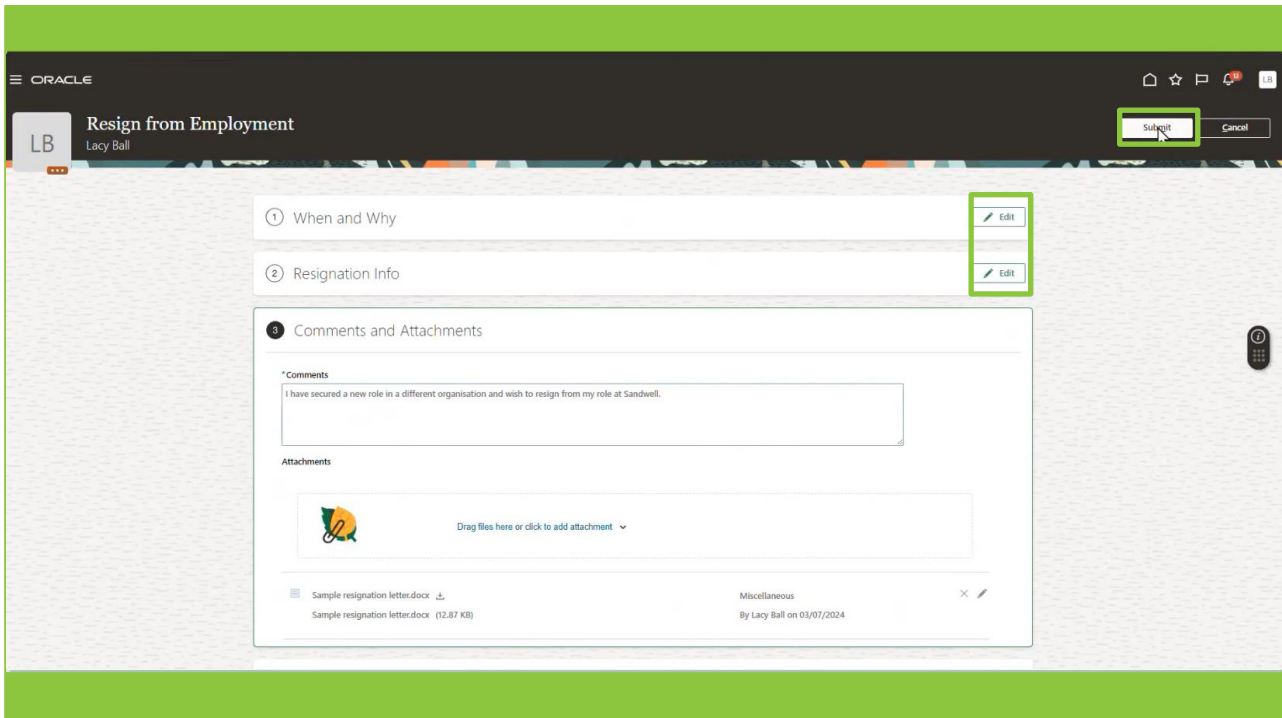

12

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.
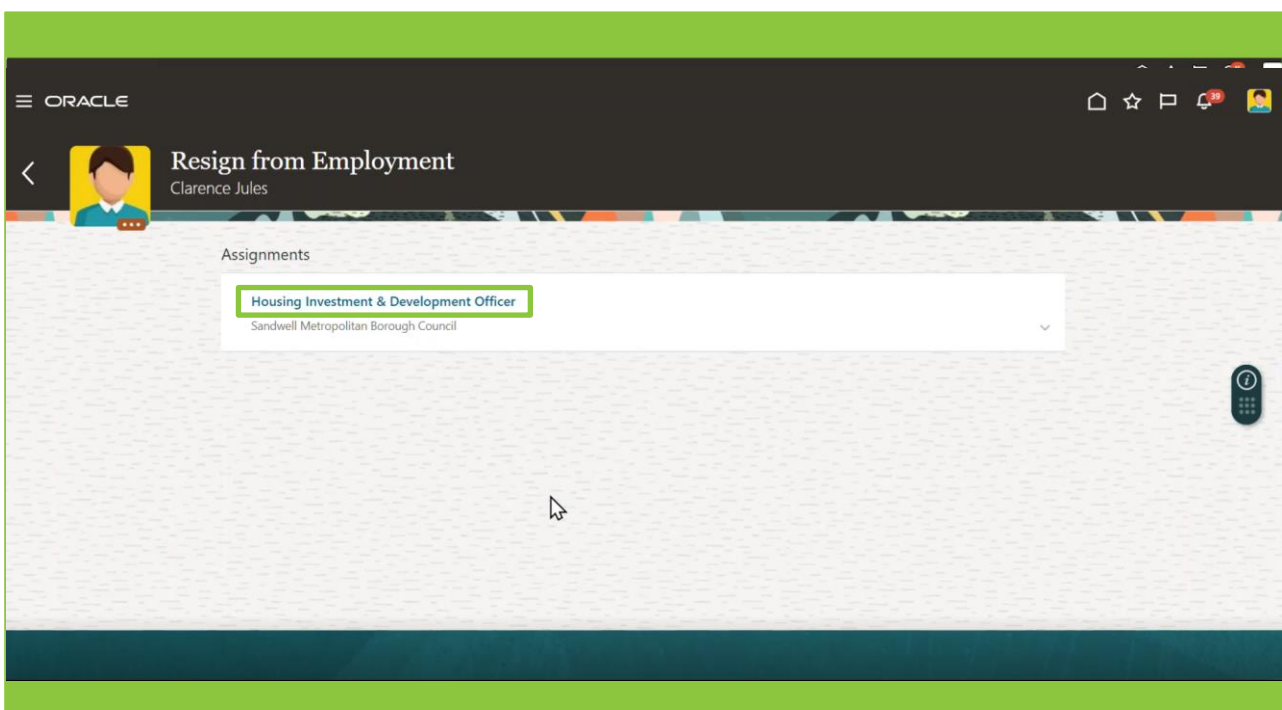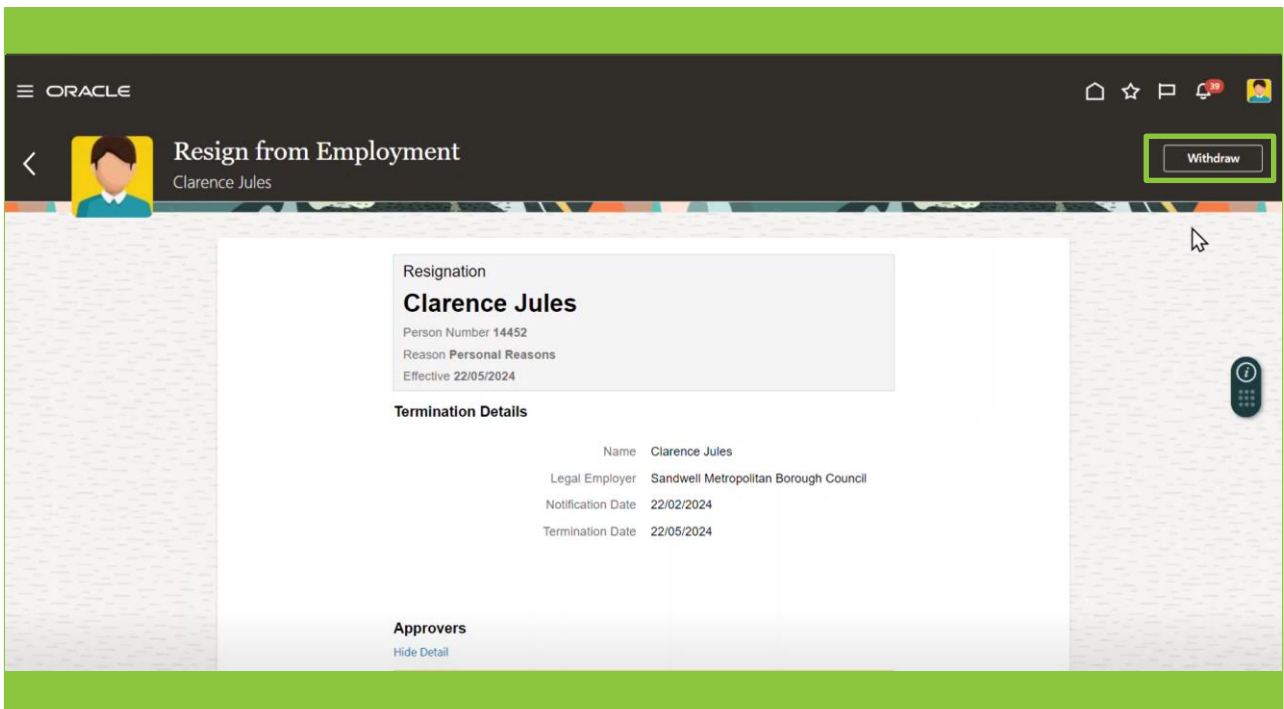
13

In this example, the resignation notification is still being processed. Select **See how it's going**.
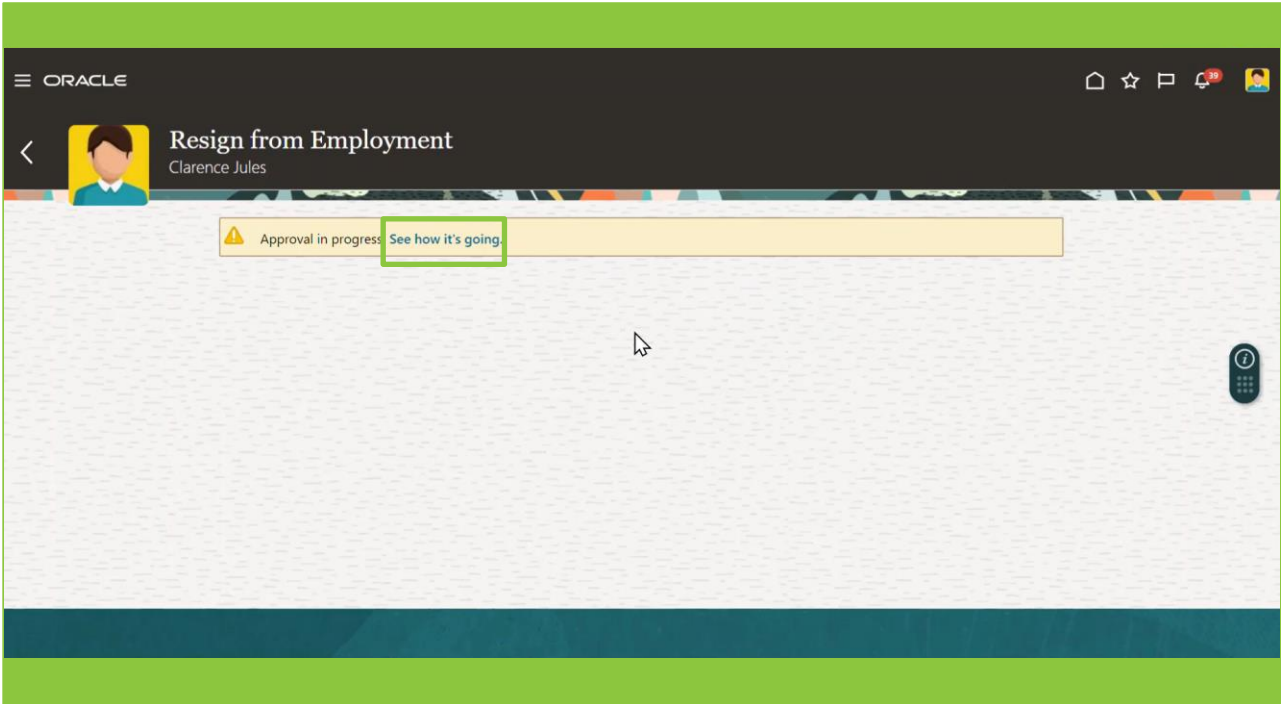
14

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.