

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				
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	B. Identification Info	Ky Organization Chart	My Public Info	Personal Details	
	ල්රු Share Data Access				
	Employment				
	Additional Assignment Info	Document Delivery Preferences	😽 Eligible Jobs	🖅 Employment Info	
	Presign from Employment				
	Pay				
	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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Resign from Employment	
Assignments	
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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.

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

Select the **Continue** button.

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LB Resign from Employment		Continue
	Resignation Info	

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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 Will When it to solve a s	is the resignation date? 2024 To to voir resigning from? testignments in Sandwell Metropolitan Borough Council sing Investment & Development Officer grammet Details Signation Info proments and Attachments	*What's the way to submit the resignation? Resignation Why are your resigning? Inspired - Personal Advancement/ Better Prospect/ Promotion		Ĩ
	ty Dates		~	
Need F	Help? Contact Us.		· .	

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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**..

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LB Resign from Employ	nent		Submit Cancel
	① When and Why	🖉 Edit	
	Resignation Info		
	Last Work Day 09;08/2024 6		Ø
	Continue		•
	③ Comments and Attachments		
	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 Inst Work Day Inter a date between 2407/2000 and 1207/2024. Iz2/07/2024 Continue Continue	Ø
	Work Relationship Info Assignment Info	
	Additional Assignment Info	
	Document Records Comments and Attachments	

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

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Resign from Employment Lacy Ball		Sub <u>m</u> it <u>Cancel</u>
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 Bies 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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Organize - New folder	r		BE • 🔲	0		
55 1228 - L and D Gr ^	Name	Date modified	Туре	^		Submit Cancel
Microsoft Teams	× Today (7)					
Notebooks	Sample resignation letter	03/07/2024 16:09	Microsoft Word Document			
🔜 Pen Potrait's - N	ample resignation retter	03/07/2024 11:34	Microsoft Word Document			
E Pictures	Video_Script3_HR027_Review_and_Update_Support_Requests_Apr24_v0.1	03/07/2024 11:34	Microsoft Word Document			
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		/ Edit	
	Video_Script1_HR027_Knowledge_Base_Apr24_v0.1_draft	03/07/2024 11:28	Microsoft Word Document			
Socitm Group	Meeting with Neill Loughlan-20240703_105559-Meeting Recording	03/07/2024 11:09	MP4 File			
C83 - South Ayrs	Yesterday (3)					
Communities Of	Core HR Employee Self Service - Video 3	02/07/2024 17:21	M4A File		/ Edit	
🕒 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			
	V Last week (13)					
Documents	Citizen Smith	28/06/2024 15:45	JPG File			0
Downloads	 Citizen Smith Video6_Script_HR011_Manage_Special_Compensation_v2_June24 	28/06/2024 15:45	Microsoft Word Document			
Music	Meeting with Neill Loughlan-20240528_094940-Meeting Recording	28/06/2024 09:57	MP4 File			
Pictures	 Meeting with Neill Loughlan-20240628_091648-Meeting Recording Meeting with Neill Loughlan-20240628_091648-Meeting Recording 	28/06/2024 09:52	MP4 File			
	sample first aid certificate	27/06/2024 15:05	Microsoft Word Document			
Videos	 Meeting with Neill Loughlan-20240626_145409-Meeting Recording 	26/06/2024 15:32	MP4 File			
🔱 OS (C:)	El LacyBall (1)	26/06/2024 15:09	vCalendar File	~		
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File na	me: Sample resignation letter	~	All files	¥		
		Upload from mobile	Quen Cano	el		
	2	Drag files here or click to	Add attachment ~			
	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.

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	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 Us.		
	Aneurin Purewal		
	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.

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B Lacy Ball	I Employment		
•••	① When and Why	✓ Edit	
	 Resignation Info 	🖉 Edit	
	Comments and Attachments		(C
	*Comments Thave secured a new role in a different organisation and wish to resign from my role at Sandwell.		
	Attachments		
	Drag files here or click to add attachment 🐱		
		llaneous × 🖋	

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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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R CI	esign from Employment arence Jules	
	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.