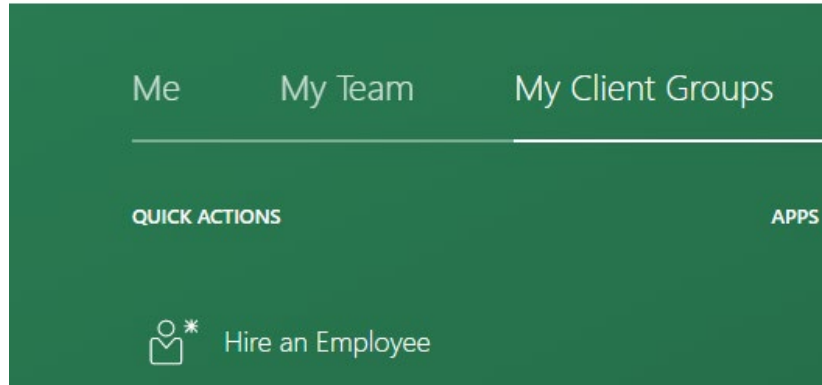


# How To Enter Your Resignation or Retirement

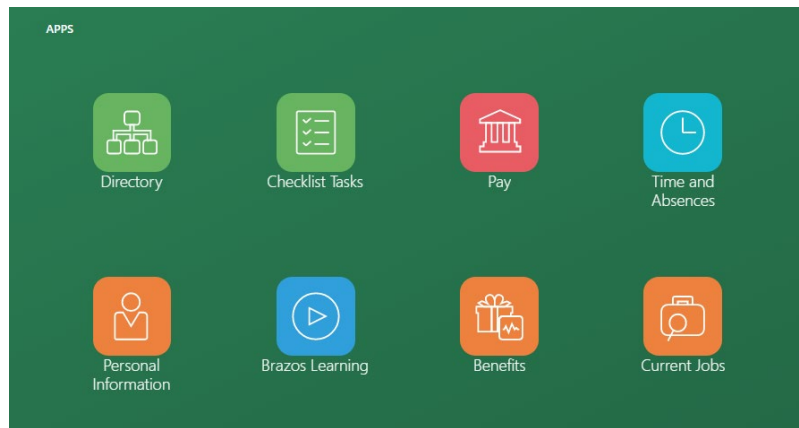
1. Log In to Oracle



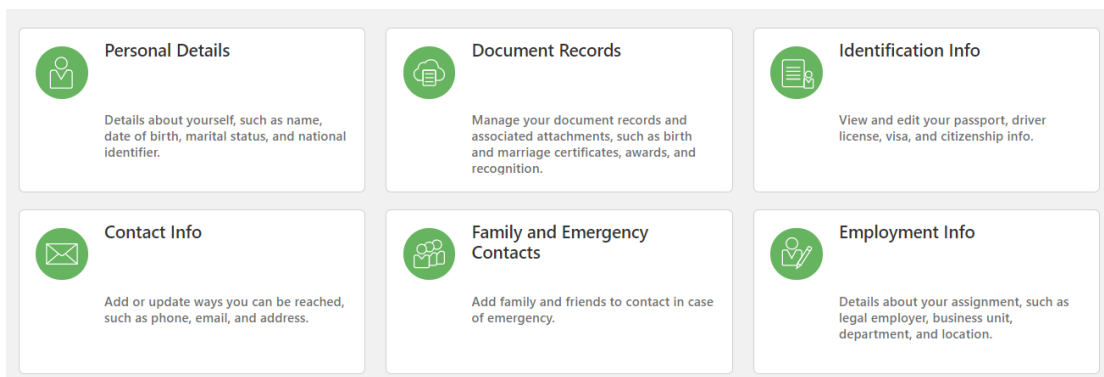
2. Select the **Me** tab



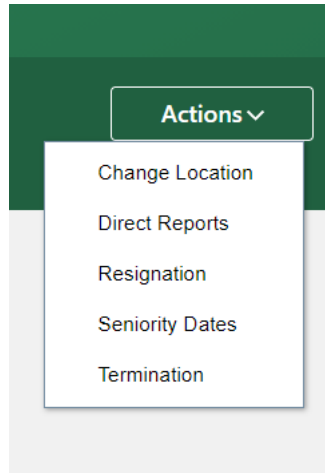
3. Select **Personal Information**



4. Select **Employment Info**



5. Select the **Actions** drop down box, then select **Resignation**



6. Fill out the **Resignation Date** and select the appropriate **Way to Submit the Resignation** (Resignation, Retirement, etc).

A screenshot of a web form titled '1 When and Why'. The form has two main sections. The first section is for the resignation date, with a label 'When is the resignation notification date?' and a date input field containing '4/20/2021'. Below this is another label '\*When is the resignation date?' with a date input field also containing '4/20/2021'. The second section is for the way to submit the resignation, with a label '\*What's the way to submit the resignation?' and a dropdown menu. The dropdown menu is open, showing options: 'Resignation', 'Action', 'Retirement', 'Terminate Placement', and 'Termination'. The 'Resignation' option is selected and highlighted in blue. A green 'Continue' button is visible below the date fields. Below the form are three numbered steps: '1 When and Why', '2 Enter Resignation Info', and '3 Comments and Attachments'.

7. Click **Submit**. This will send your Separation to your Line Manager.



**Be sure to submit your timecard!**

**HR cannot approve your separation until your timecard is submitted and approved**