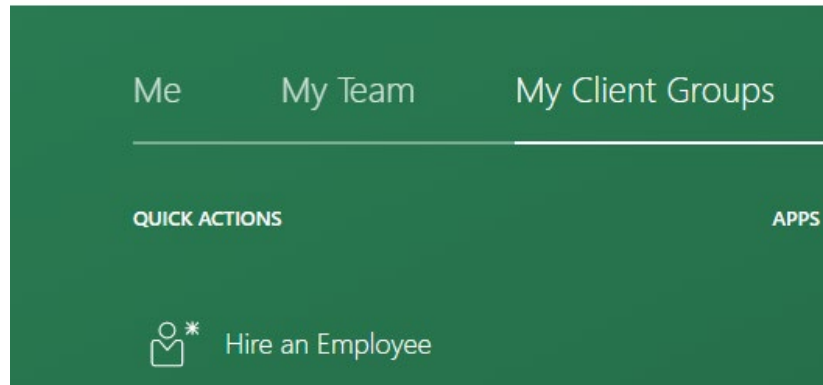


How To Enter Your Resignation or Retirement

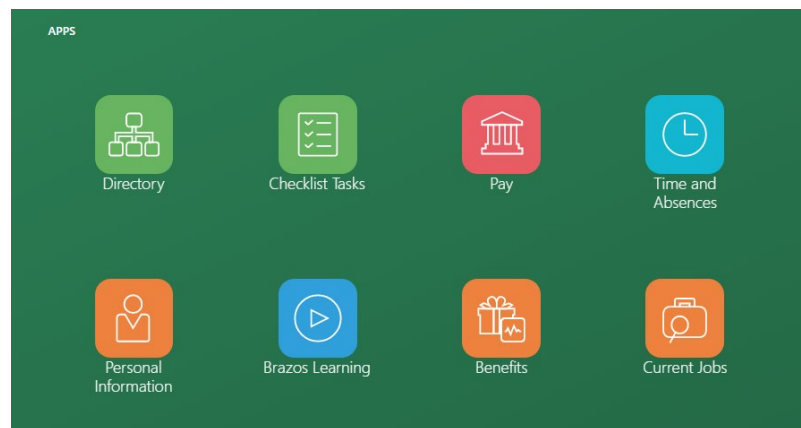
1. Log In to Oracle



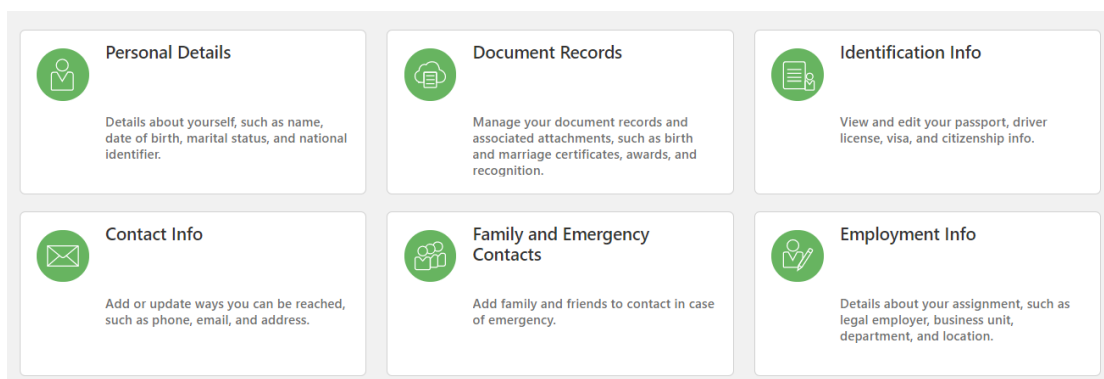
2. Select the **Me** tab



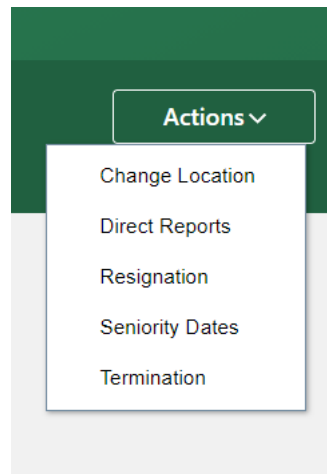
3. Select **Personal Information**



4. Select **Employment Info**



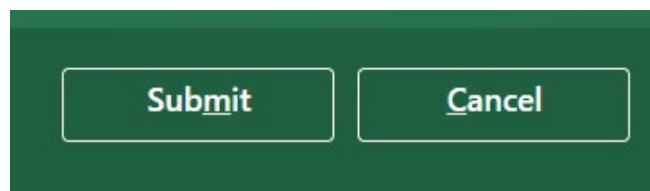
5. Select the **Actions** drop down box, then select **Resignation**



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

A screenshot of a resignation form. The first section, '1 When and Why', contains two fields: 'When is the resignation notification date?' with the value '4/20/2021' and '*When is the resignation date?' with the value '4/20/2021'. To the right, a dropdown menu for '*What's the way to submit the resignation?' is open, showing options: 'Resignation' (selected), 'Action', 'Retirement', 'Terminate Placement', and 'Termination'. A green 'Continue' button is visible below the fields. Below this section are two more sections: '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