

Oracle Fusion

Employee Guide - How to submit your resignation

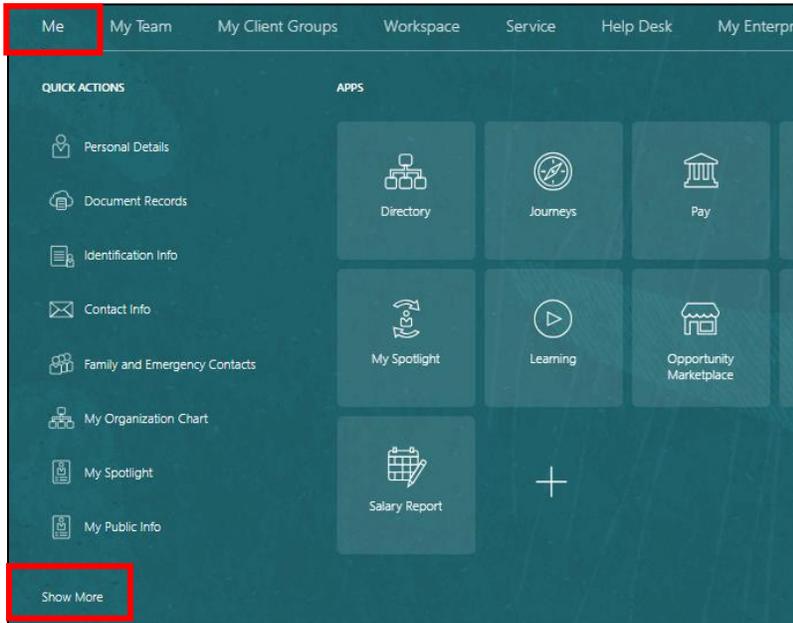
Local Government Employees



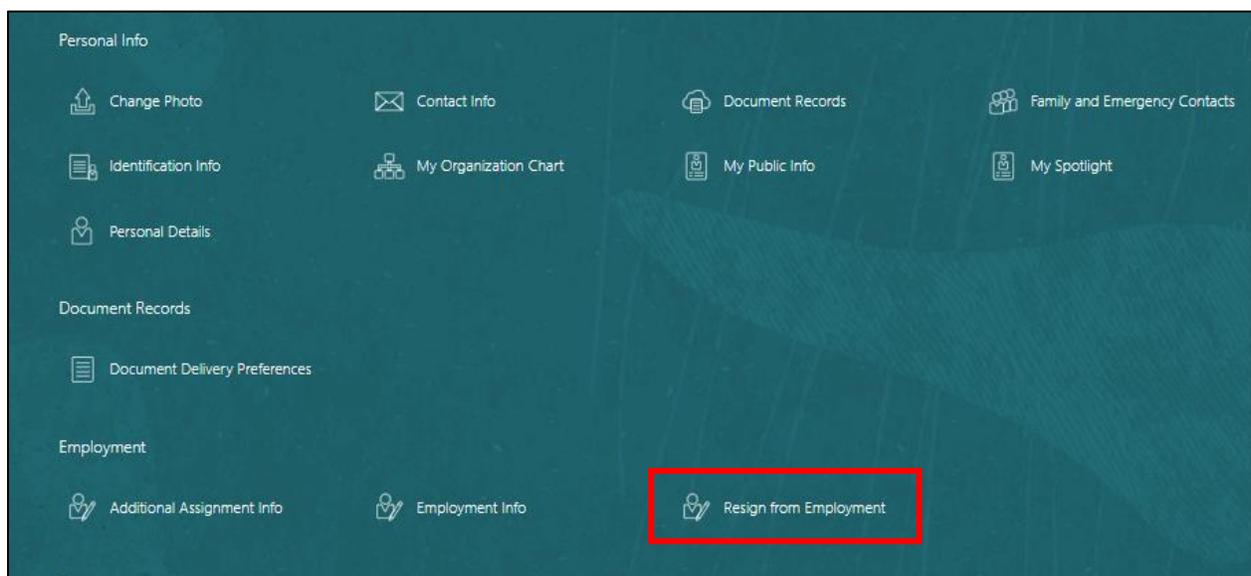
Before submitting your resignation, make sure any annual leave has been submitted to your line manager via Oracle Fusion up until your resignation date. Further guidance is available on how to do this.

TEACHERS PLEASE NOTE: Please refer to the “How to Submit Your Resignation – Teachers” guidance.

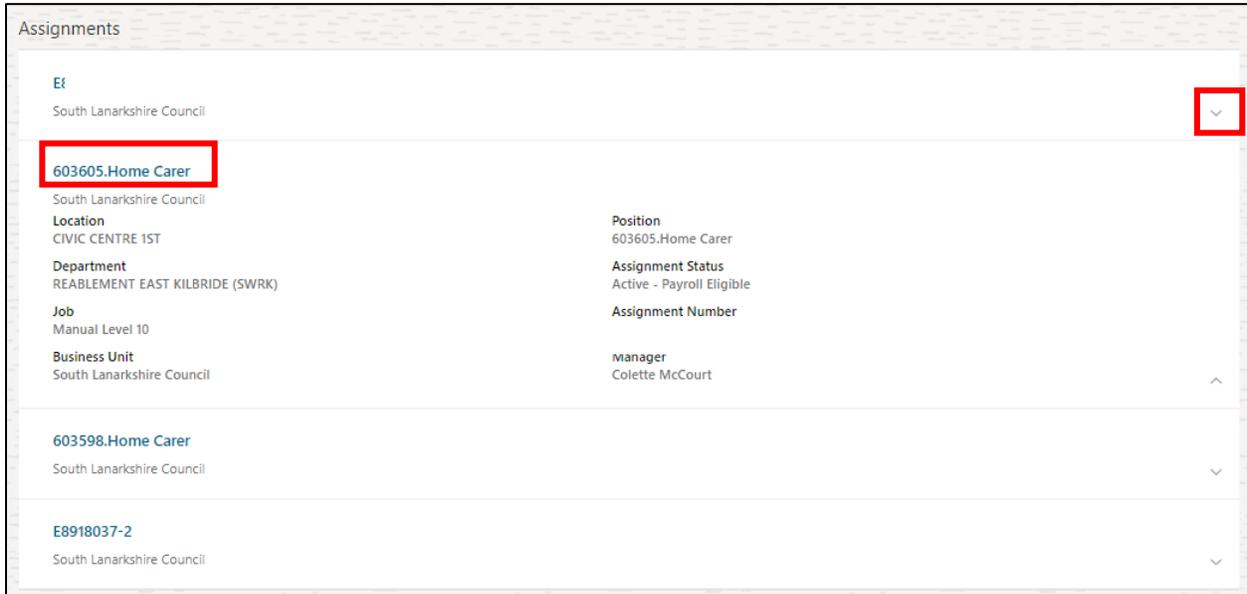
Once you are ready to submit your resignation, click on the “Me” tab and then “Show More.”



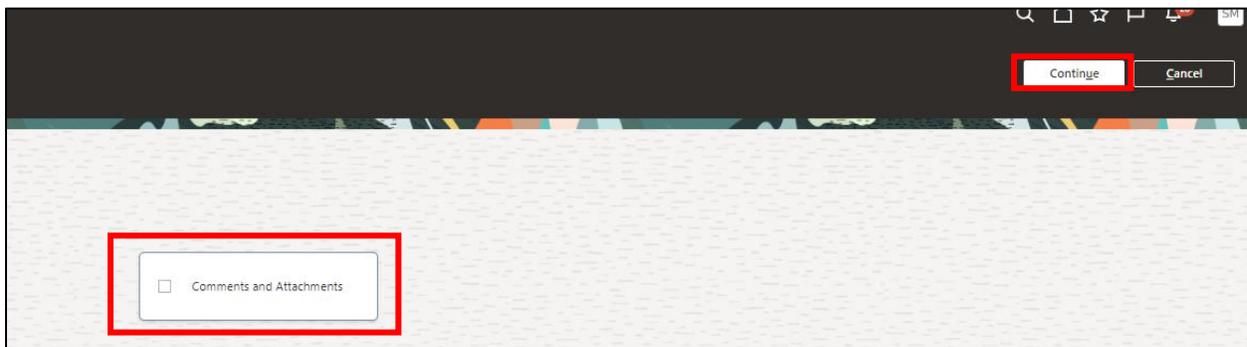
Click on “Resign from Employment” from the Employment section.



This shows all active assignments you have. You can see the details of the assignment numbers by clicking on the down arrow. Once you have chosen the assignment you wish to resign from click on the blue hyperlink.



Tick the "Comments and Attachments" box then click "Continue."



On the When and Why section you are required to: -

1. Select the date of your resignation.
2. Ensure that you have only selected the correct assignment number you wish to resign from.
3. Select the reason for your resignation.

You can view the selected assignment details by clicking on "Show assignment details."

You can select "All Assignments in South Lanarkshire Council" if you are leaving SLC completely. In this instance the resignation will go to your primary manager to approve.

Click "Continue."

1 When and Why

When is the resignation notification date?
25-Jun-2024

*When is the resignation date?
26-Jul-2024

What are you resigning from?

E8918037-2
 All Assignments in South Lanarkshire Council
 603605.Home Carer
 603605.000000

E8918037

Show Assignment Details

*What's the way to submit the resignation?
End Assignment (Employee Use Only)

*Why are you resigning?
Further Education

Hide Assignment Details

E8918037-2	
Location	COUNCIL HQ - 3RD
Department	PERSONNEL RESOURCING (CORP)
Job	Clerical
Business Unit	South Lanarkshire Council
Position	601928.Clerical Assistant
Assignment Status	Active - Payroll Eligible
Assignment Number	E8918037-3
Manager	Elle McKay

Continue

You can add any comments to your manager and any attachments you wish to add.

Click "Submit."

1 When and Why Edit

2 Comments and Attachments

Comments

Further to our discussion please see my resignation for my -2 post. I have submitted all my overtime to date and submitted my annual leave up until my resignation date.

Attachments

Drag files here or click to add attachment

Submit Cancel

Once submitted your resignation will be sent to your line manager for approval.

When your line manager has approved this, a notification will then be sent to HR and Payroll to finalise. You will receive a Resignation Journey to complete prior to you leaving the Council.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk