

How to Submit an Online Resignation or Retirement Form

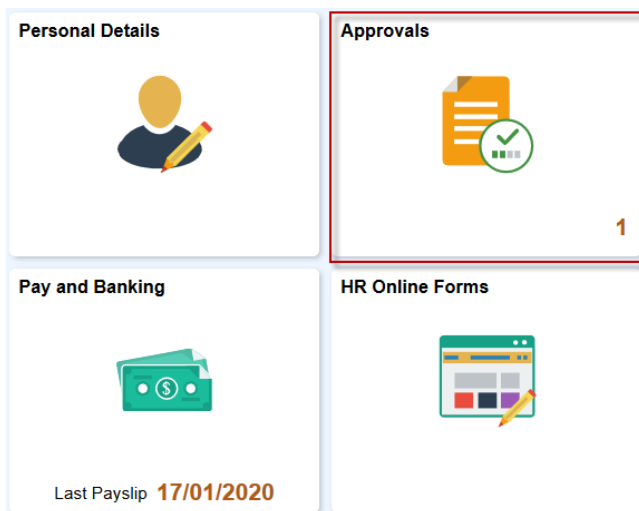
Introduction

This is a step by step instruction on how to approve an online resignation or retirement form.

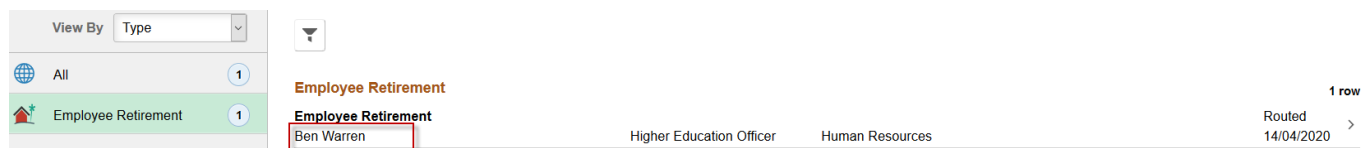
Procedure

Log in to [SSO](#) (or alternatively select the link in the SSO email notification)

1. Select Approvals




2. Click on **Employee Retirement** or **Employee Resignation** from the left-hand menu, then select the required employee



3. Verify the **Last Working Day** reflects the date of the last day of paid employment

4. If applicable enter a **comment**

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Ben Warren
Higher Education Officer Lvl 6

Approve **Pushback**

Retirement Details

Last Working Day 29/04/2020 **Effective Date** 30/04/2020

Reason

▼ **Job Information**

Job Title Higher Education Officer Lvl 6
Department Human Resources
Location North Terrace Campus
Reports to Jane Smart-Foster

▼ **Requester Comments**

There are no requester comments

▼ **Attachment Details**

Attachments >

Approver Comments

Approval Chain >

5. Select **Approve**. By selecting Pushback this will send the form back to the staff member for further action.

What's next?

After the form has been approved the payroll team will receive an email notification to action the resignation / retirement.

Contact Us

For further support or questions, please contact the HR Service Centre on 8313 1111 or hrservicecentre@adelaide.edu.au