

How to Submit an Online Resignation or Retirement Form

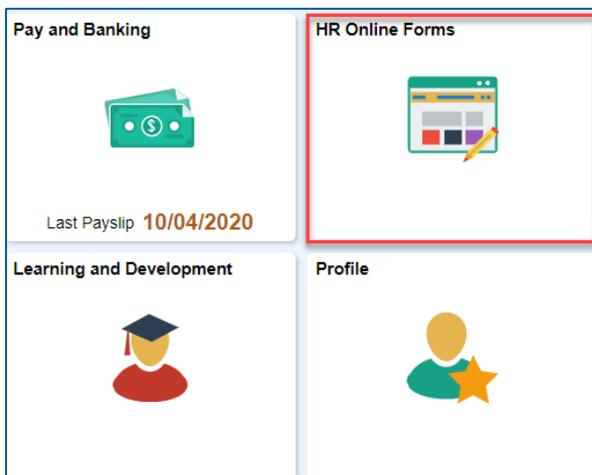
Introduction

This is a step by step instruction on how to submit an online resignation or retirement form. This does not replace the requirement to advise your supervisor prior to submitting the form.

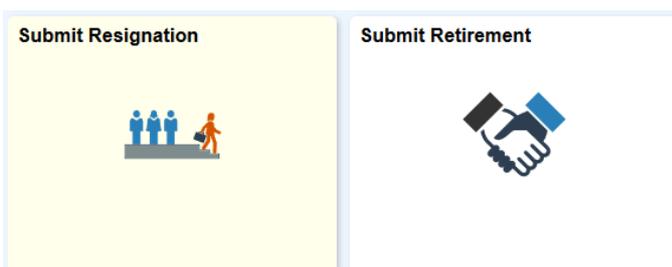
Procedure

Log in to [SSO](#)

1. Select **HR Online Forms**



2. Click on **Submit Resignation** or **Submit Retirement**



3. Enter as a minimum the following:

- **Last Working Day** date – this is the date of your last day of paid employment.
- Read and Swipe the **Acceptance**

4. Other options may include:

- Providing a **comment**
- Adding an **attachment**

Submit

Job Information

Job Title Higher Education Officer
Position Title Manager HR
Department Human Resources
Reports To Lou-Anne Howie

Resignation Details

*Last Working Day
Comments

Last Working Day

This is your last day of paid employment, the date you intend to separate from the University.
See the Enterprise Agreement for required periods of notice.

Attachments

You have not added any Attachments.

Add Attachment

Acceptance

No

I have advised my supervisor of my intention to resign and confirm that all above details are correct. I will return all University property(including equipment and ID, building access and credit cards) prior to my last working day with the University.

For any questions regarding leaving the University, please visit the [Leaving the University](#) page

5. **Submit** the form.

What's next?

After the form has been submitted your supervisor will receive an email notification to action the request.

Contact Us

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