

# How to Submit an Online Resignation or Retirement Form

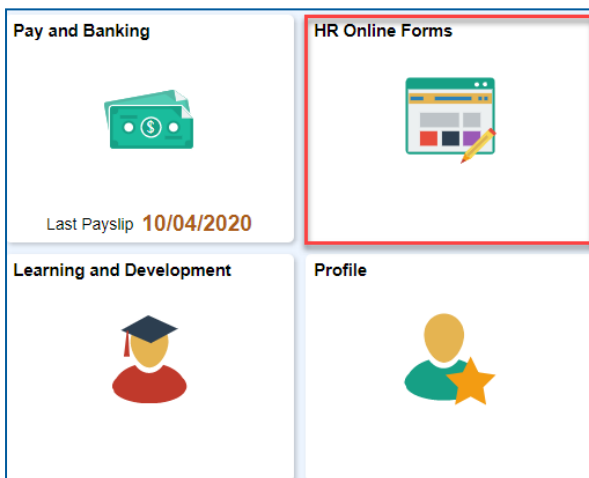
## Introduction

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.

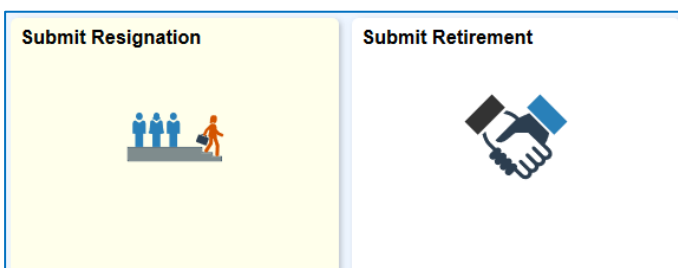
## Procedure

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**

The screenshot shows a web form for resignation. At the top right is a green 'Submit' button. Below it is the 'Job Information' section with fields for Job Title (Higher Education Officer), Position Title (Manager HR), Department (Human Resources), and Reports To (Lou-Anne Howie). The 'Resignation Details' section has a '\*Last Working Day' field with a calendar icon and a 'Comments' text area. Below this is a 'Last Working Day' instruction: '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.' The 'Attachments' section shows 'You have not added any Attachments.' and an 'Add Attachment' button. The 'Acceptance' section has a radio button labeled 'No' selected, followed by the text: '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.' At the bottom of the form, it says '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 +61 8 8313 1111 or [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au)