

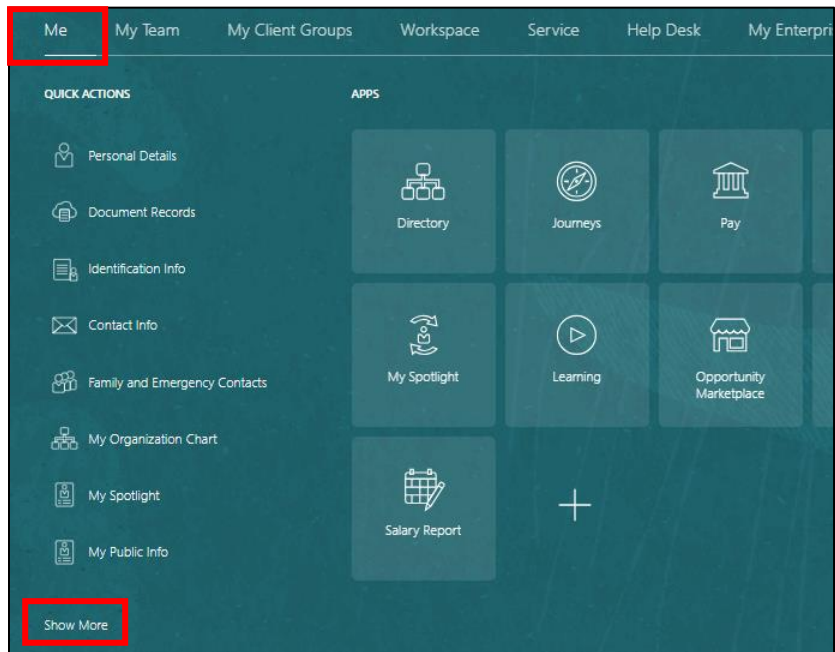
Oracle Fusion

Employee Guide - How to submit your resignation

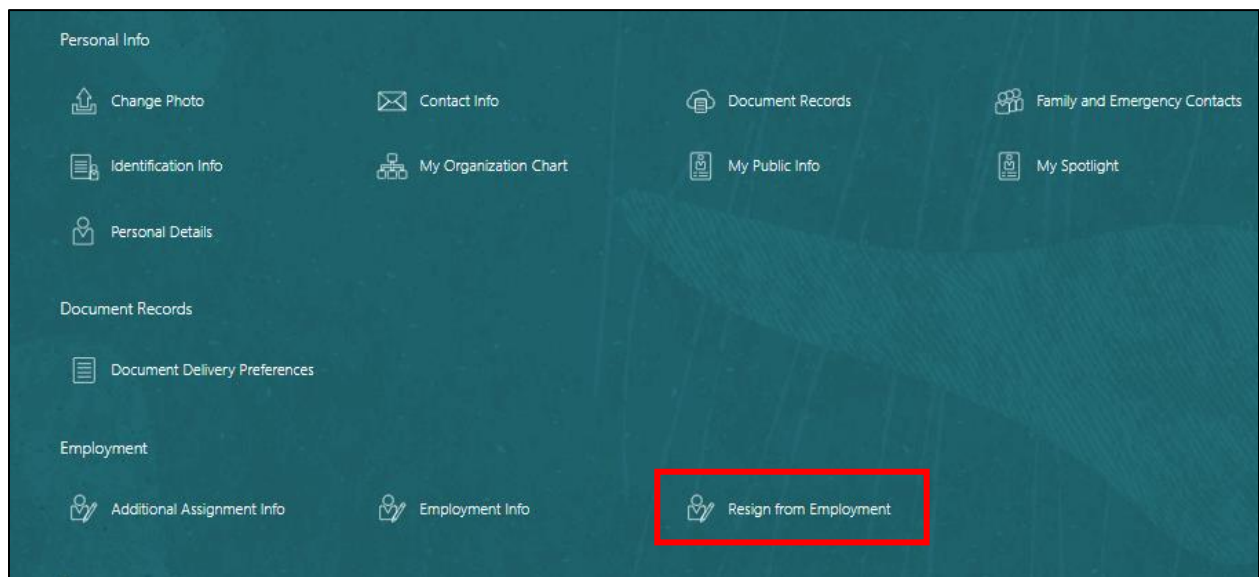
Teachers



To enter your resignation onto Oracle Fusion you should click on the “Me” tab and then “Show More.”



Click on “Resign from Employment”



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 your 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 assignment number you wish to resign from.
3. Select the reason for your resignation.

When selecting the reason for your resignation please ensure you select from the following teachers’ resignation options:

- **Opted Out/Leaving Teaching** – to be used if you are leaving the teaching profession completely.
- **Other Teaching Employment** – to be used if you are leaving SLC to take up a non-teaching post elsewhere.
- **Teaching in Scotland** – to be used if you are leaving SLC to take up another teaching post elsewhere in Scotland.
- **Personal Reasons** - to be used if you are leaving teaching for specific personal reasons.

It is important to choose the correct reason as this has pension implications.

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

1 When and Why

When is the resignation notification date?
03-Jul-2024

*When is the resignation date?
09-Aug-2024

*What's the way to submit the resignation?
Resignation

Why are you resigning?
Teaching In Scotland

What are you resigning from?
 Et
 All Assignments in South Lanarkshire Council
E8

Show Assignment Details

Continue

E8739603
Location
OUR LADY AND ST ANNE'S PRIMARY SCHOOL
Department
OUR LADY AND ST ANNES PRIMARY (EDUC)
Job
Teacher Level 30
Business Unit
South Lanarkshire Council

Position
606437 Teacher
Assignment Status
Active - Payroll Eligible
Assignment Number
Manager

Click “Continue.”

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

Resign from Employment
Paula Boyle

Submit

1 When and Why Edit

2 Comments and Attachments

Comments
Further to our discussion please see my resignation.

Attachments
Drag files here or click to add attachment

Click “Submit.”

Once submitted your resignation will be sent to your line manager for approval. When your line manager has approved this will then HR and Payroll finalise the process. 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