

RESIGNATION

Sequence	Steps and Action						
1.	Login:						
	Open the environment L	JRL					
	When the SCSDConnect asked for an additional lo					on. If you are	5
	Expected Results: User s	hould be log	iged in and t	he Home Pa	age should b	e displayed.	
	If you are not on Home	e Page, sele	ct 'Home' i	con 🗅			
2.	Navigate to Me > Show						
	Good morning, Hea	ther Willia	ums				AN
	Me My Team My Client Group	s Benefits Admir	nistration Works	space Service	Knowledge	Help Desk Ge	n >
	QUICK ACTIONS	APPS					
	ersonal Details	600		兪		îr	
	Additional Person Info	ර්ඨාධි Directory	Journeys	Pay	Time and Absences	Career and Performance	
	Person Identifiers for External Applications						
	ldentification Info	Å	\bigcirc	Î		٢	
	Contact Info	Personal Information	Learning	Benefits	Opportunity Marketplace	Web Clock	
	B Family and Emergency Contacts	ଥ୍ୟ					
	Notification Settings Document Records	Roles and Delegations	Expenses	17			
	Show More						
	Expected Results: Quid	ck Actions v	vill display				

How to Guide HCM-29 Resignation

Sequence	Steps and Action					
3.	Navigate to Resign from Employment					
	Employment					
	Expected Results: Resignation screen will display					
4.	Click on toggle to add any comments or attachments, then click "Continue"					
	Resign from Employment Info to include Heather Williams, Human Resources Business Operations Specialist					
	Comments and attachments Add additional comments and attachments for approver.					
	Expected Results: When and Why screen will display					
5.	Enter the date that you announced your resignation and the date that you are planning on resigning. Enter your reasoning and then click on "Continue"					
	When and why Heather Williams, Human Resources Business Operations Specialist					
	Resignation Notification Date Image: Control of the image:					
	What are you resigning from? Work relationship					
	Syracuse City School District					
	Human Resources Business Operations Specialist					
	Resignation Action Resignation To accept another position outside SCSD					
	Expected Results: Comments screen will display					

Sequence	Steps and Action				
6.	nter any comments or attachments that you would like to include. This is not nandatory, and you can click on "Submit" when finished.				
	Resign from Employment Comments and attachments				
	Heather Williams, Human Resources Business Operations Specialist Comments				
	Drag and Drop Select or drop files here.				
	URL Add URL				
	Cancel Continue Submit				
	Expected Results: Resignation went to HR for approval				
7.	End of Procedure.				