

RESIGNATION

Sequence	Steps and Action						
1.	Login:						
	Open the environment L	JRL					
	When the SCSDConnect asked for an additional lo	login page o ogin, use the	opens, click t login you u	the Single S se to access	ign On Butto O365.	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	v More					
	Good morning. Hea	ther Willia	ums				1
	Good morning, fleather williams						
	Me My Team My Client Group	s Benefits Admir	nistration Works	space Service	Knowledge	Help Desk Ger	n >
	QUICK ACTIONS	APPS					
	Personal Details	£		â		ሰጽ	
	Additional Person Info	습습습 Directory	Journeys	Pay	Time and	Career and Performance	
	Person Identifiers for External Applications						
	ldentification Info	Å	\bigcirc	Ĩ		٢	
	Contact Info	Personal Information	Learning	Benefits	Opportunity Marketplace	Web Clock	
	Hamily and Emergency Contacts						
	Notification Settings	Roles and	Expenses	+			
	Document Records	Delegations					
	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.	Enter any comments or attachments that you would like to include. This is not mandatory, 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
	URL Add URL
	Cancel Continue Submit
	Expected Results: Resignation went to HR for approval
7.	End of Procedure.