

Submitting your notice of resignation

Themis enables you to submit your notice of resignation to your supervisor for action.

Note: the online resignation function is not intended to replace any discussions with your supervisor or manager regarding your resignation or intention to resign.

Entering your resignation

- 1 Log on to Themis via UOM Staff Self Service and select **My Employment Information > Resignation**.

The Resignation: Effective Date Options screen will display.

Resignation: Effective Resignation Date

By completing this resignation action in Themis Self Service you are tendering your resignation for your current Fixed Term or Continuing position and you will cease employment with the University. If you have other roles at the University, for example Casual, Honorary, another Fixed Term or Continuing position please contact local HR before continuing. When you click the final Submit button, your resignation will be sent to your Supervisor and then sent to HR for processing. This is not intended to and should not replace a conversation with your Supervisor or Manager about your intention or decision to resign.

Effective Date 25-09-2013

Employee Name **ZANIC, MR DAMIEN**
 Supervisor Name **MCQUILLAN, MRS JULIA**
 Department **Human Resources**

Employee Number **068225**
 Organization Email Address infosys-test@unimelb.edu.au
 Job **Human Resources**

Enter your last day of work. Should you wish to take leave before resigning, be sure to enter the Resignation date as the last day of the leave period, not the day you finish work.

Changes should take effect on the effective date as entered below.

Effective Resignation Date 
 (example: 25-09-2013)

October 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

- 2 Enter the date your resignation should take effect.

You may enter the date of effect in the format **DD-MMM-YYYY** or use the calendar to select the appropriate date.

Note: If you wish to take annual leave before resigning, enter your resignation date as the last day of your leave period.

- 3 Click on the **Continue** button.

The Resignation details screen will display.

Resignation


Effective Date 25-10-2013

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Enter the date you originally submitted notice of resignation and a select a reason for resignation. You may also enter comments if you wish.

* Indicates required field

* Notification Date 
 (example: 25-09-2013)

Effective Resignation Date **25-10-2013**
 Effective Resignation Date is the last day of work as selected on the previous page.

* Reason

Comments

Cancel Back Next

- 4 Enter the details of your resignation.

Field	Action	Comment
Resignation Date	This field will default from the date entered in the Resignation: Effective Date screen.	If you need to amend this date, click the Back button and re-enter the date.
Notification Date	Enter the date you originally submitted notice of your resignation.	
Reason	Select the reason for the resignation from the drop-down list.	
Comments	Enter any comments regarding your resignation, if appropriate.	

5 Click on the **Next** button.

This will display a Review screen where you can check the details entered and attach a resignation letter.

Resignation: Review

[Cancel](#) [Printable Page](#) [Back](#) [Submit](#)

Please review the details entered. You may attach supporting documentation and add an additional approver. Click Cancel to cancel this action, click Back to return to the previous page, or click Submit to send this Resignation advice to the first person listed in the Approvers section below.

Effective Date **25-10-2013**

Employee Name **ZANIC, MR DAMIEN** Employee Number **068225**
 Supervisor Name **MCQUILLAN, MRS JULIA** Organization Email Address infosys-test@unimelb.edu.au
 Department **Human Resources** Job **Human Resources**

Review your changes and, if needed, attach supporting documents.
 ⓘ Indicates Changed Items.

Resign Employee

Resignation Date **25-10-2013**
 Notification Date **25-10-2013**
 Reason **Resignation - travel**
 Comments **I am going on an extended around-the-world trip.**

Additional Information

Please attach a resignation letter

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None [Add](#)

☒ Save Attachments

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
No Approvers							

[Add Adhoc Approver](#)

Comments to Approver

Attaching your letter of resignation

6 Click on the **Add** button in the Additional Information section.

The Add Attachment screen will display.

7 Enter the attachment details and click on the **Apply** button.

A **View** link will now display next to the **Add** button.

Additional Information

Please attach a resignation letter

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

[View](#) [Add](#)

Submitting your notice of resignation

8 Click on the **Submit** button.

You will receive a confirmation that your resignation advice has been submitted to your supervisor.

Confirmation

Your Resignation advice has been submitted to your Supervisor. If you wish to cancel this Resignation or change any details, please contact your Supervisor immediately as they will need to 'Reject' the Themis advice sent to them. Alternatively please contact local HR for advice.

Once your supervisor has actioned the resignation, it will be forwarded to HR Payroll staff to process.

You will receive an email notification once your resignation has been processed. This email will contain any advice on any further actions required, as well as a link to the HR Exit Survey.