



This is a step by step instruction on how to approve an online resignation or retirement form.

How to Submit an Online Resignation or Retirement Form

The screenshot shows a web interface for a resignation or retirement form. At the top, the name "Ben Warren" is visible. The form is titled "Retirement Details" and includes the following information:

- Effective Date: 30/04/2020
- Last Working Day: 29/04/2020
- Reason: (field is empty)
- Department: Human Resources
- Location: North Terrace Campus
- Reports to: Jane Smart-Foster

Below the form details, there is a "comments" section with the text "There are no requester" and a link for "Attachment Detail". A modal window is open, showing an "Approver Comments" text area and an "Approval Chain" section with a right-pointing arrow.

5. Select **Approve**. By selecting Pushback this will send the form back to the staff member for further action.

After the form has been approved the payroll team will receive an email notification to action the resignation / retirement.

For further support or questions, please contact the HR Service Centre on 8313 1111 or hrservicecentre@adelaide.edu.au