



User Guide

Notification of Resignation

Brief Document Description

Overview

This User Guide explains how to use the 'Notification of Resignation' form available on My Staff Portal page, for staff to notify their decision to resign or retire from their current position.

About this Business Process

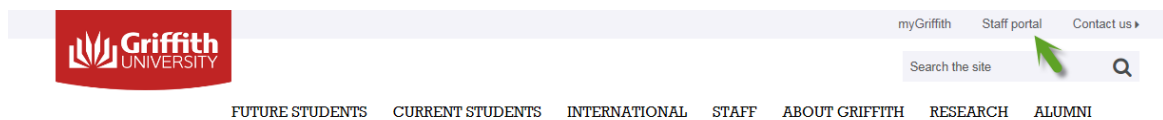
This process is developed to provide the University staff the ability to provide notification of resignation/retirement via the staff portal, through an online form.

Steps

Step 1	Login in to Griffith Staff Portal
Step 2	Select Staff to Authorise Commencement of Payment
Step 3	Complete 'Authorise Commencement of Payment' online form/questionnaire
Step 4	Review and Submit Form

Step 1 - Login in to Griffith Staff Portal

Open the Griffith Home Page. Click on Staff Portal in the top right hand corner of the screen.

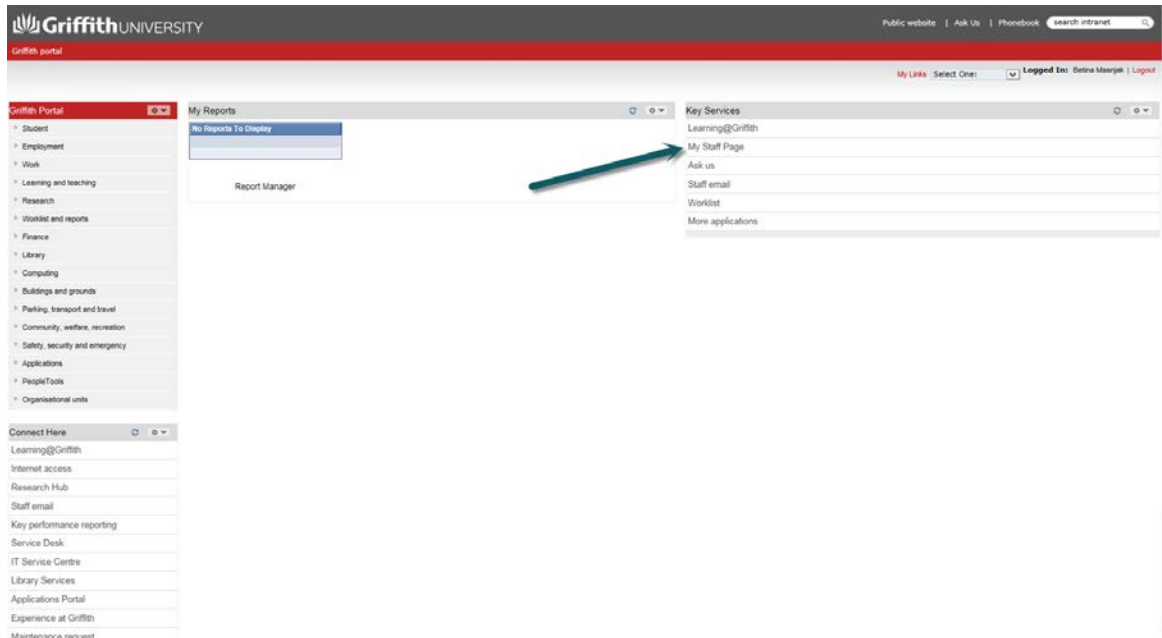


Log into the Staff Portal using your Griffith ID and Password.

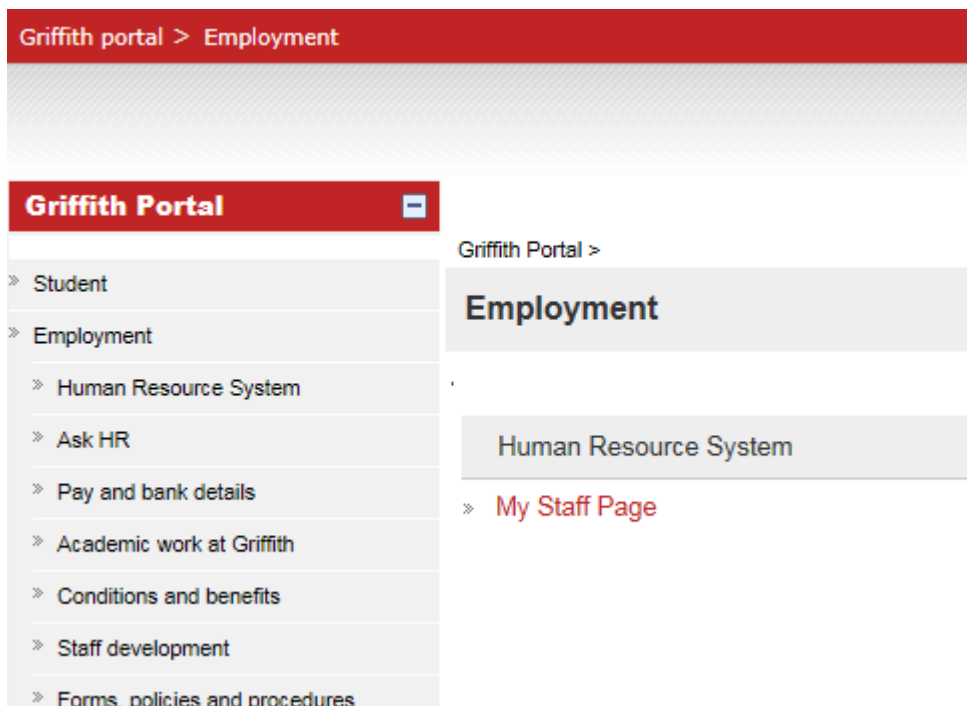
 A screenshot of the Griffith Single Sign-On login page. The page has a red header with the Griffith University logo. Below the header is a white box with a red border containing the login form. The form has two input fields: 'Username' and 'Password'. Below the password field is a red button with the text 'login' and two right-pointing arrows. Below the login form is a section titled 'Code of practice' with text explaining the university's information technology resources and the Code of Practice.

The Staff Portal Page displays. My Staff Page can be accessed in two locations within the Staff Portal.

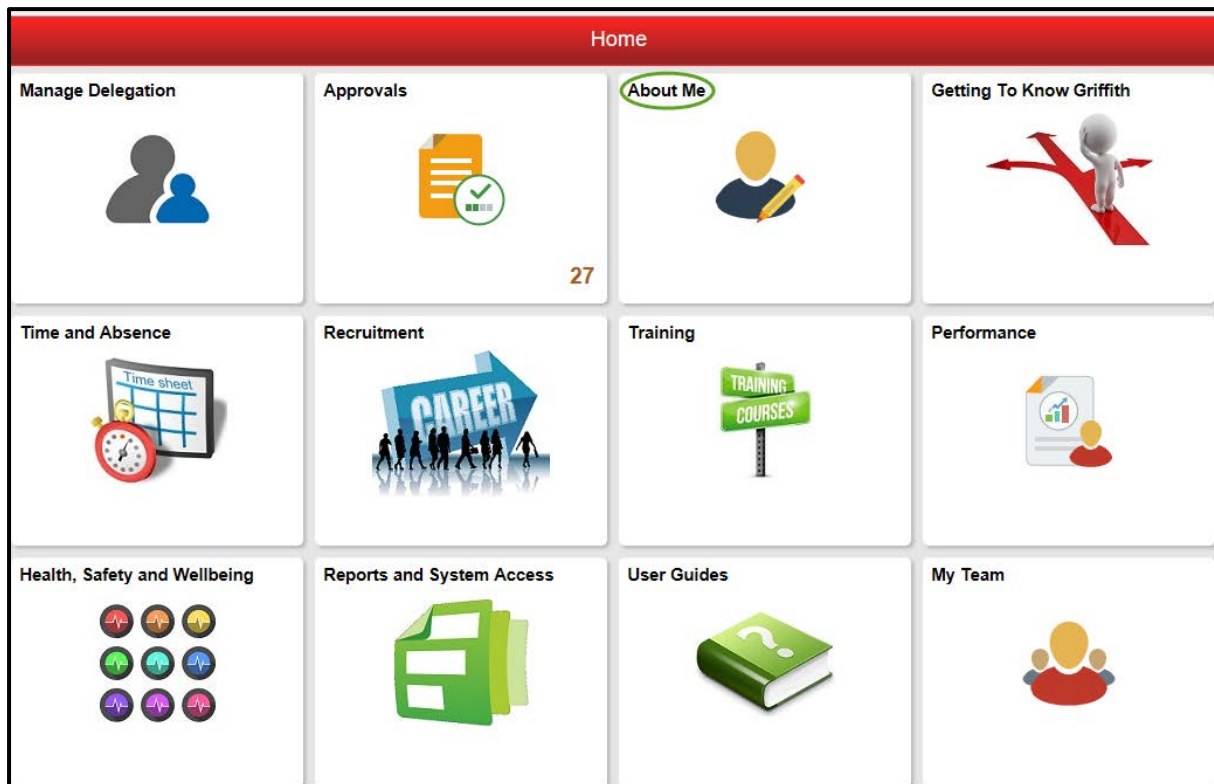
The first location is by clicking on My Staff Page under “Key Services”.



Alternatively you can select Employment from the left hand side navigation menu, and click My Staff Page under “Human Resource Management”.

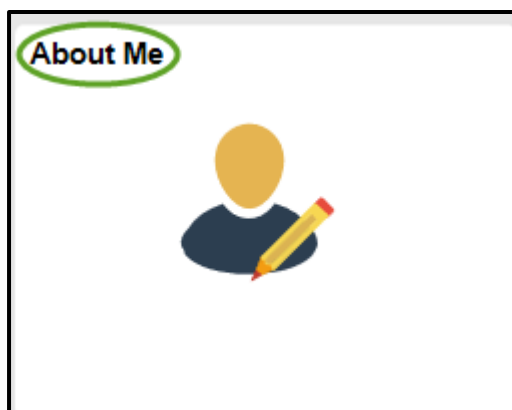


A series of 'tiles' will appear on your Home Page once you have logged in to My Staff Page.



This is a new process, to be completed by staff wishing to resign or retire from their current position.

Click on About Me tile.



Step 2 -Access Notification of Resignation form



The layout of the dashboard page has changed. The new page is divided into two sections.

Left hand menu - lists all the menu items under each main heading.

The right hand screen - provides functionalities of the menu item chosen on the left hand screen.

Other navigational items to be aware of are the:-



- **Home (top right corner)**

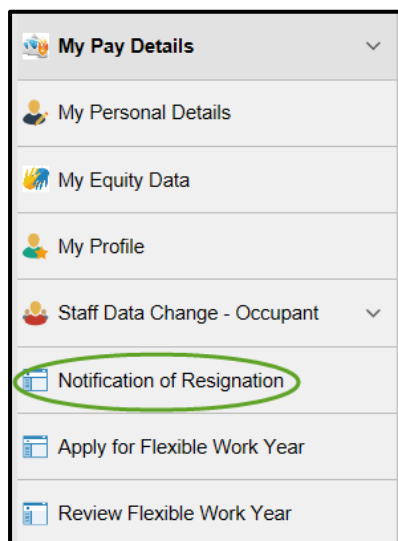
When selected this will return you to the home "My Staff Page" or the very top on the navigation tree.



- **Back (top left corner)**

While this image displays as 'Home' the key element is '<' denoting a move back up the navigational tree. The narration will change based where you are within the navigational structure.

Select 'Notification of Resignation' from the left hand menu.



Click on Resign to continue.

Note: If you have multiple appointments, choose the appointment you wish to resign from.

About Me							
Rownum	Rcd	Department	Position Title	Job Code	Location	Reqst Submitted on	Click Here
1	1	Griffith Centre for Coastal Management			Gold Coast Campus		Resign
2	4	Griffith Centre for Coastal Management			Gold Coast Campus		Resign

Step 3 - Complete Notification of Resignation online form/questionnaire

Note: The form will open in a new window.

Select 'Yes' for 'I hereby resign/retire from Griffith University' (the default selection is No).

Click on  to continue.

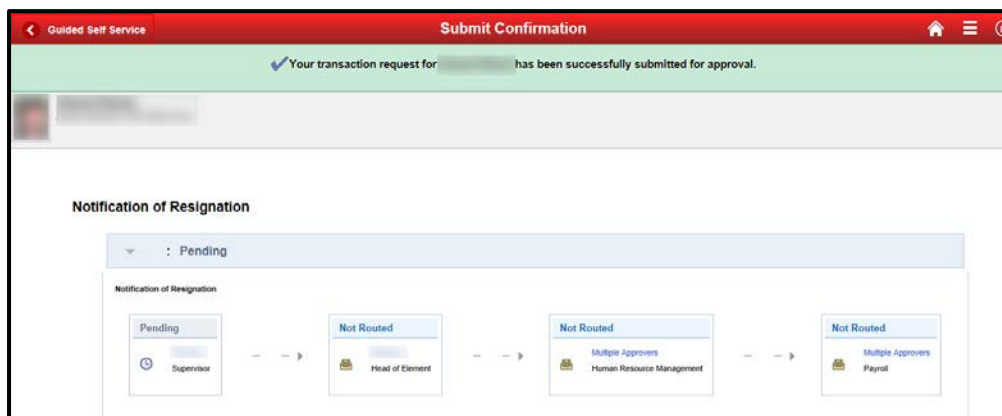
Ensure the 'Final Day' is correct. Select the 'Reason' from the drop-down menu. (Final day is to be the final day of work or if you have leave at end of your appointment, please ensure final day is last day of leave.)

Click on  to continue.

Step 4 - Review and Submit form

Review all the details are correct. Enter comments, if required. Add attachments at the bottom of the screen (if required).

Click on **Submit** to complete the process and view conformation screen.



Once the workflow is fully approved, a notification via email will be sent to the employee.

Further information

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