People Soft Employee Initiated Exits

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Please ensure that you have had a conversation with your Leader and notified them of your intention to Resign or Retire before you begin this process.
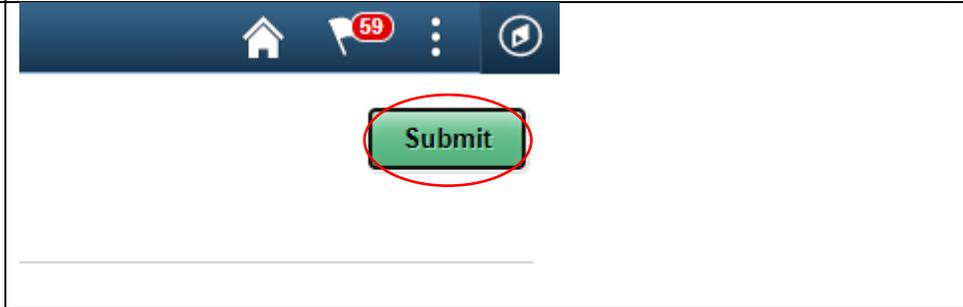
Steps to submit your resignation or retirement in Peoplesoft

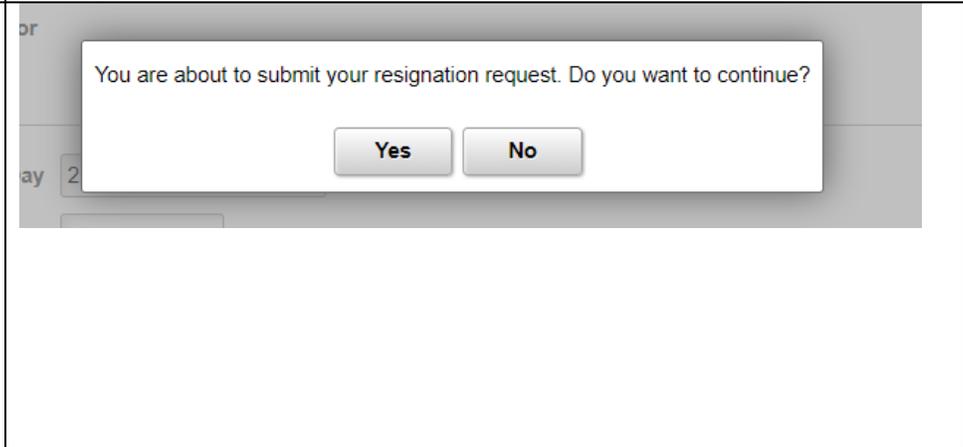|	
Click on the *Personal Details* tile, under *Employee Self Service*	
Click on the small blue arrow next to your name, then select *Submit Resignation* OR *Submit Retirement* from the Actions menu	
On the next screen, enter your exit details. Entering your exit on this screen will mean you do not need to send your manager a resignation letter – however, you should not be submitting your exit in this screen without first speaking to your manager.	

Your *Last Working Day* will be your last shift. You are welcome to enter comments on your exit – these will be seen by both your manager and the People Experience team. You may also add any attachments, such as a letter of Resignation if you wish.	
Once happy with the details you have entered, click submit.	
You will be prompted to confirm you wish to continue. Once you click Yes, your manager will then receive a notification of your exit and will approve it for it to be processed by the People Experience team.	
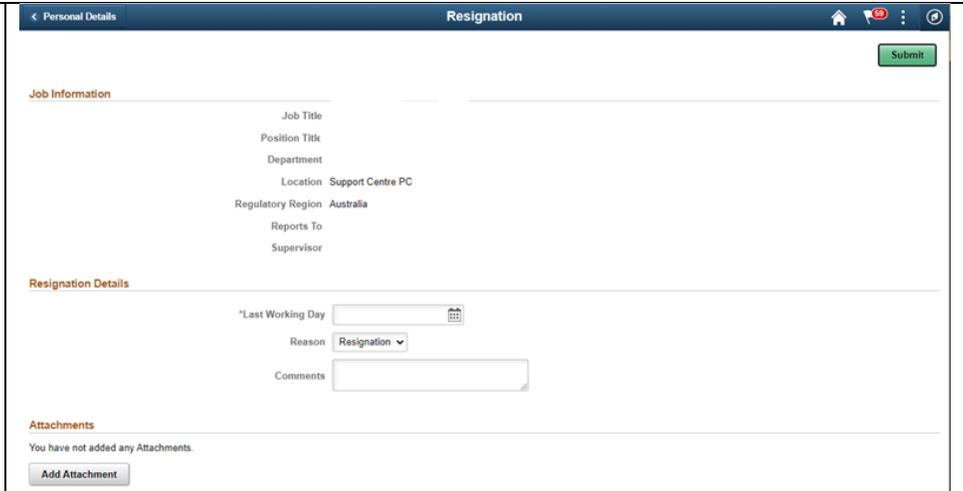
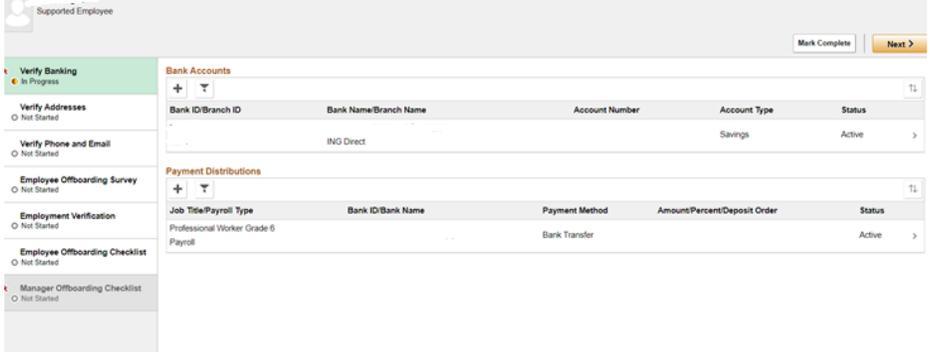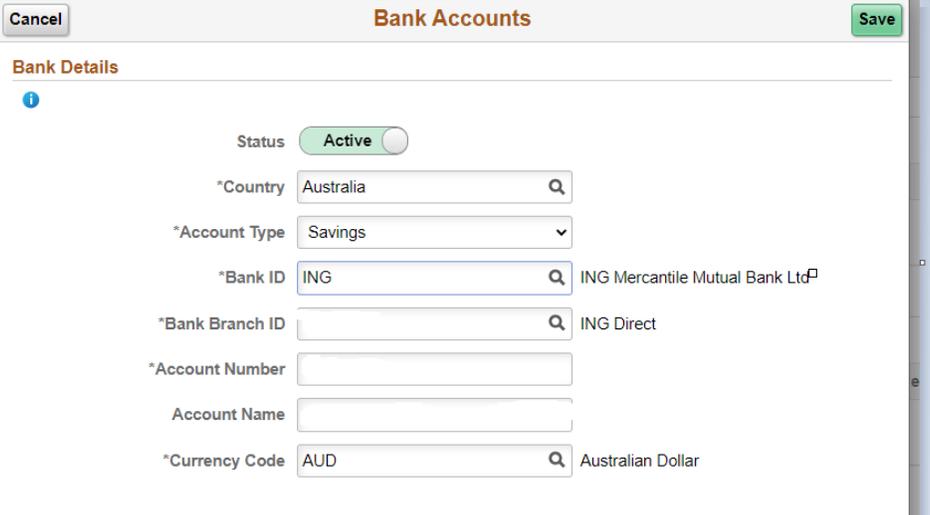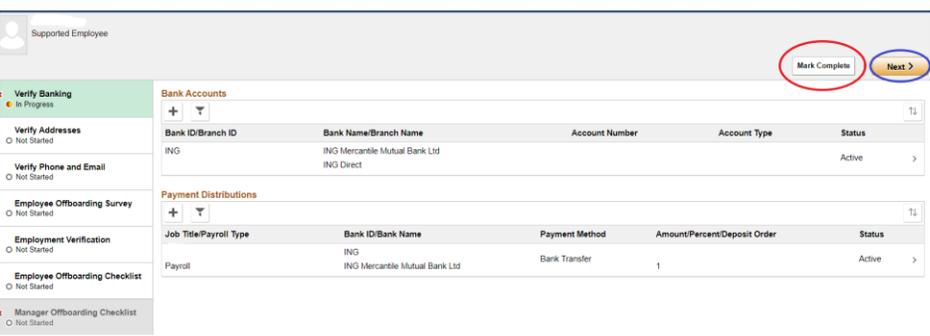|	
Once your manager and People Experience have approved your Resignation or Retirement Request, you will receive an email advising you have Offboarding tasks to complete.	**OffBoarding tasks require your attention** **Message 1:** OffBoarding tasks require your attention (20001,524) Dear . OffBoarding tasks associated to the following position are available for your review and updates: **Explanation:** Practice Leader Please ensure completion of your assigned tasks prior to 2021-05-31. Thank you. **Process Name:** EOEN_ALERT **Category:** CUSTOMEMAIL **Query Name:** EF_TERM_OFB_INIT_EE **Go To:** Notification Detail **Go To:** Transaction Detail

Steps to complete your offboarding tasks in People Soft

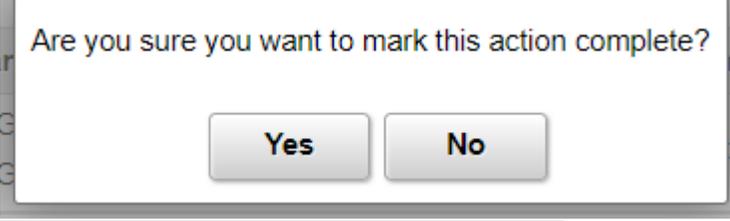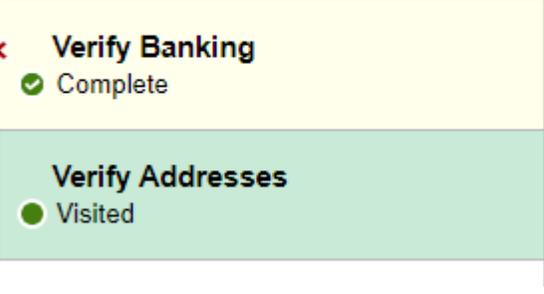|	
When you login to People soft, you will see an Offboarding tile appear under your Employee self-service home screen. Click on this tile to undertake your offboarding tasks	

Under Continue, Click the arrow	
First Verify your bank account details and payment distribution are correct for your final payment. To update any details, click the arrow next to the details	
Enter the updated bank details and click *Save*	
Once you have verified the bank details, click *Mark Complete*	

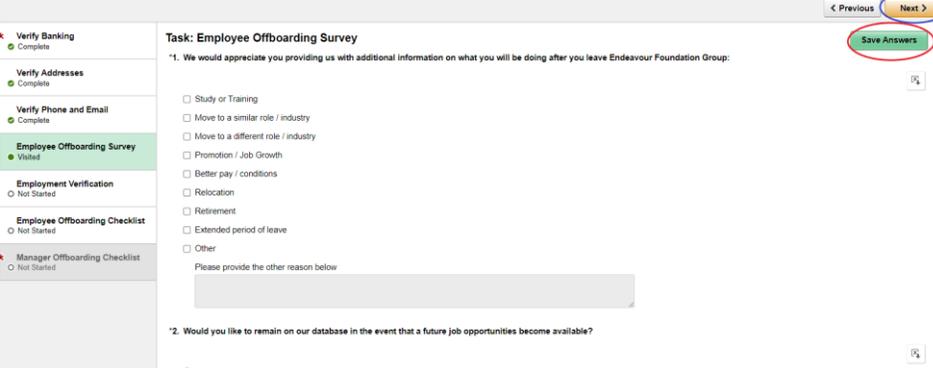|	
Click *Yes* then click *Next* Once you have marked as complete, the item on the list will change from "In Progress" or "Visited", to "Complete". You may exit and return to the offboarding survey at any time, and the answers you have completed will be saved.	Are you sure you want to mark this action complete? Yes No **Verify Banking** ✓ Complete **Verify Addresses** ● Visited
Next verify your home and mailing address are correct. Click *Mark Complete* and *Next*	Voluntary Offboarding - Supported Task: Verify Phone and Email dummy@endeavour.com.au
Next complete the employee offboarding survey. Note: Mandatory questions are marked with an Asterix * Once you have answered the questions, click *Save Answers* and *Next*.	Task: Employee Offboarding Survey *1. We would appreciate you providing us with additional information on what you will be doing after you leave Endeavour Foundation Group: ☐ Study or Training ☐ Move to a similar role / industry ☐ Move to a different role / industry ☐ Promotion / Job Growth ☐ Better pay / conditions ☐ Relocation ☐ Retirement ☐ Extended period of leave ☐ Other Please provide the other reason below *2. Would you like to remain on our database in the event that a future job opportunities become available? ○ Yes - Go to question 3
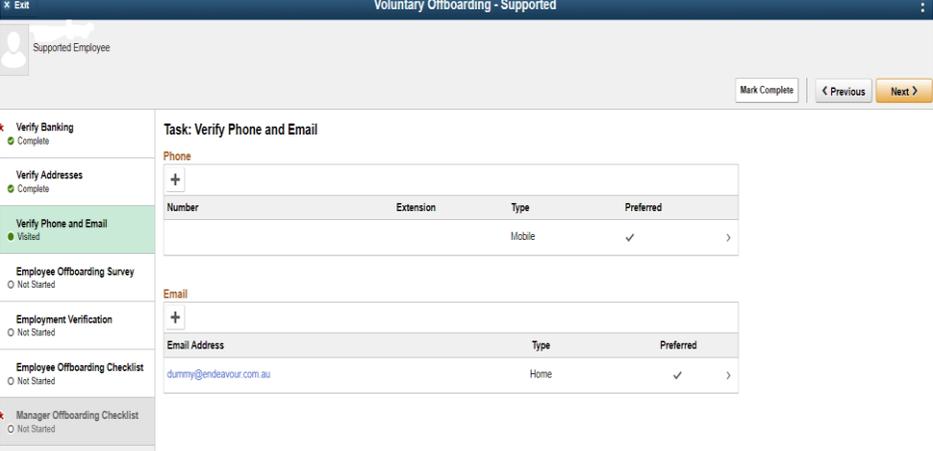
Next, confirm if you require a Separation Certificate (for Services Australia e.g Centrelink) or if they require a statement of service from Endeavour Foundation. Click *Save Answers* and Click *Next*	
Next complete the employee offboarding checklist, this contains all required steps that must be done prior to your final day of employment Click *Save Answers*	
Once all items on the list have been marked as complete, the offboarding tasks are complete, you can click *Exit*. You will see the Manager Offboarding Checklist is greyed out. Your Manager can complete the remaining steps.	