SEPARATIONS

When a staff member resigns, they typically let you know through an email or letter (if they only provide verbal notice, please ask them to also submit it in writing). Save this document to your computer so you can upload it later to Oracle HCM. Follow the steps below to help HR process the separation expeditiously.

Note: If it's an involuntary termination, HR will complete the action to separate the employee, and you won't need to complete the process.

Pre- separation checklist:

- Make sure your employee has submitted their final hours worked if they are an hourly, non-exempt employee.
- Approve submitted hours.
- Save the employee's resignation letter to your computer. You'll upload it to Oracle when completing the termination process.
- *Optional: We'd love to hear from you. Give HR a call to discuss staffing plans and the best ways to conduct a search to refill the position.*

HCM separation steps:

1. From the Oracle home screen, click the "My Team" app.
2. Find the resigning individual's name on the left.
3. Click the "Actions" button on the right (displayed as …).
4. Select "Termination."
5. Complete the three brief sections.
6. Upload the employee's resignation letter.
7. When all sections are complete, click "Submit."

RELATED LINKS:

- [Employee Handbook on Resignations](#)
- [Managing Employee Termination Reference Guide](#) (GMHEC login required)

SHARE A TIP, ASK A QUESTION

As always, *we want to hear from you*. If you have a question or tip you'd like us to share, email HR@middlebury.edu