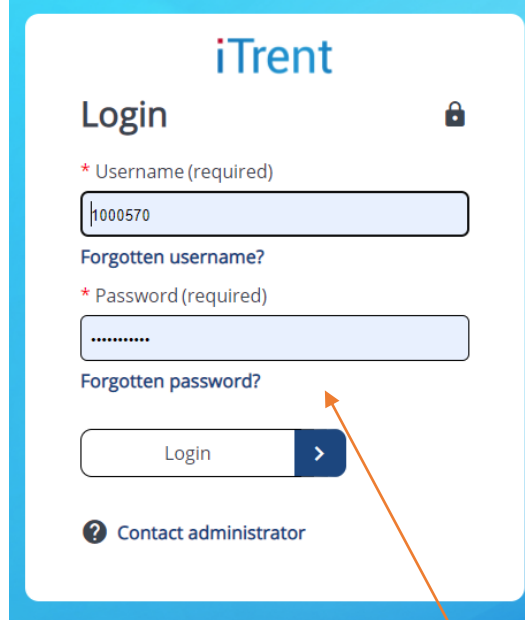


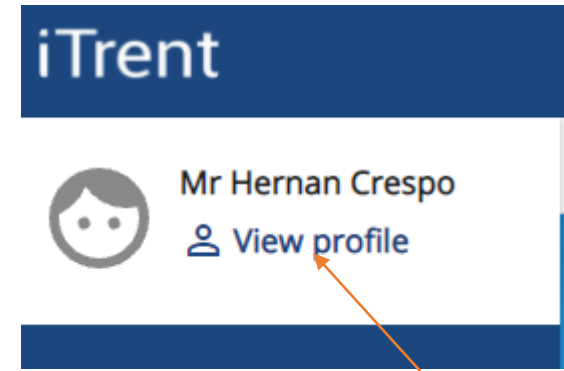
Resignations: What to do when leaving the University

Step 1



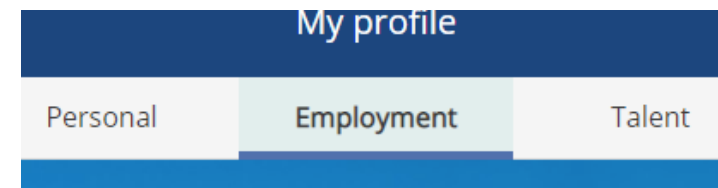
Log onto People Net using your normal user details
Username – 7 digit payroll number
PeopleNet link:
https://ce0230li.webitrent.com/ce0230li_ lss/ess/dist/#/login?page=login

Step 2



Click on **View Profile** under your name

Step 3



Click on the **Employment** tab

Resignations: What to do when leaving the University

Step 4


Period of employment	Position	Department
09 Jul 2020 - present	Technology Services TEST	CO Student Hub

Click on your current job listed

Step 5

Resignation notification

* Last working day (dd/mm/yyyy) (required)



Resign from all positions

* Resignation statement (required)

Scroll to the bottom of the job page and fill out the Leaver details screen including:

Last Working Day
Resignation Statement

If you have more than one role at the organisation and wish to resign from all roles please tick – Resign from all positions