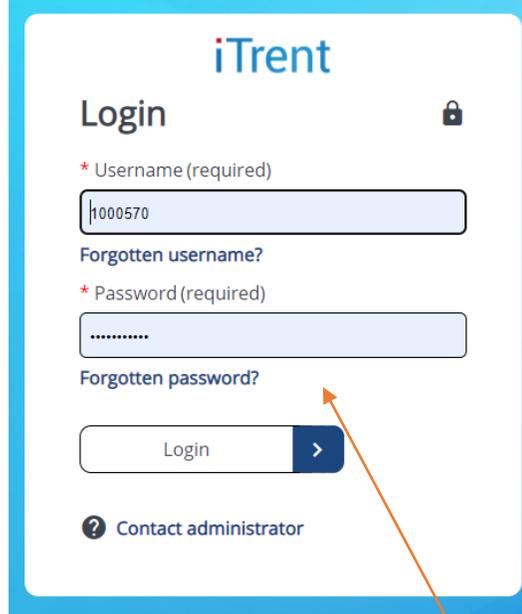


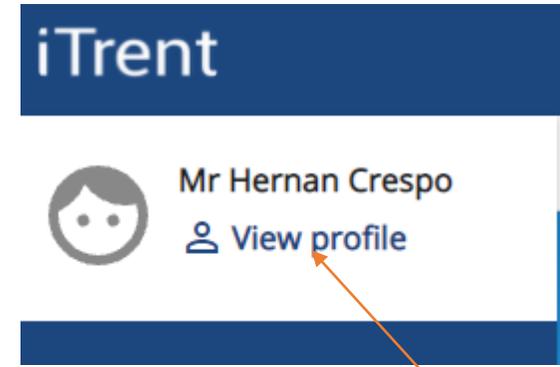
# Resignations: What to do when leaving the University

## Step 1



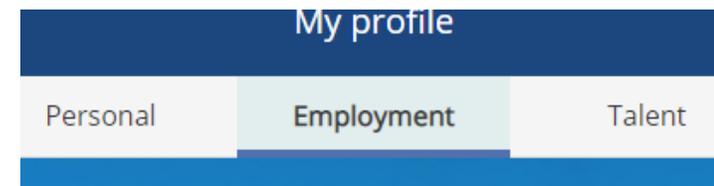
Log onto People Net using your normal user details  
Username – 7 digit payroll number  
PeopleNet link:  
[https://ce0230li.webitrent.com/ce0230li\\_ lss/ess/dist/#/login?page=login](https://ce0230li.webitrent.com/ce0230li_ lss/ess/dist/#/login?page=login)

## 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