

Employee Voluntary Resignation

Oracle Self-Service

[Opening Oracle Self-Service](#)

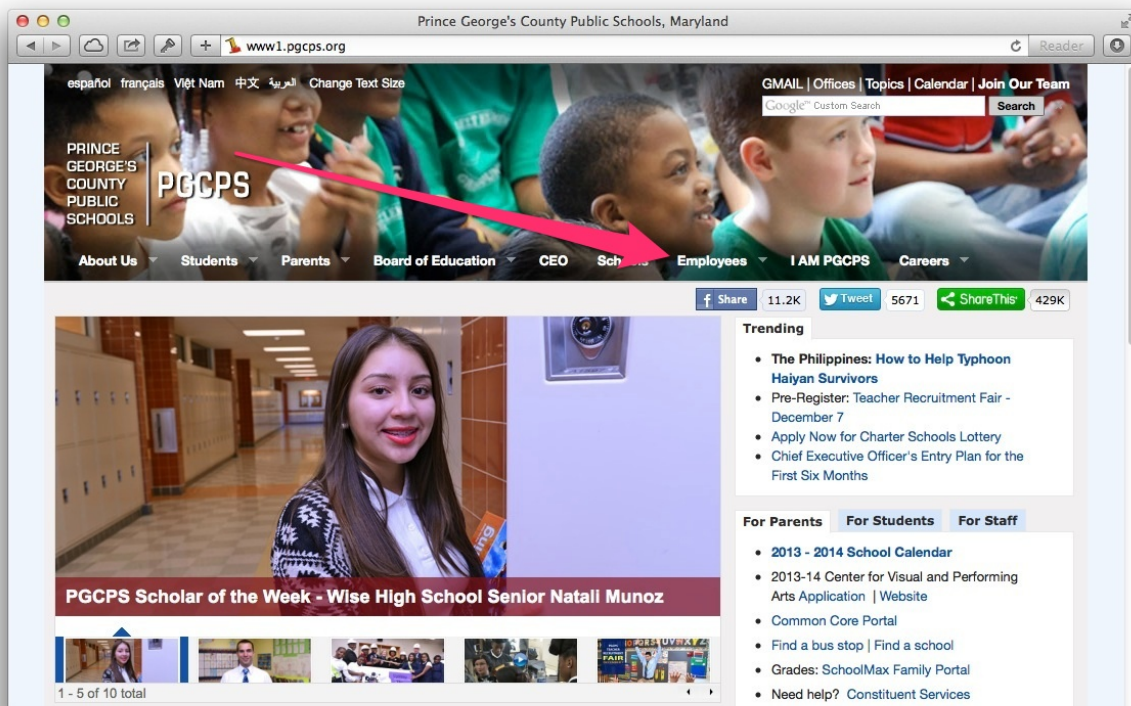
[Submitting Your Resignation](#)

[Returning Computers or Other Electronic Devices](#)

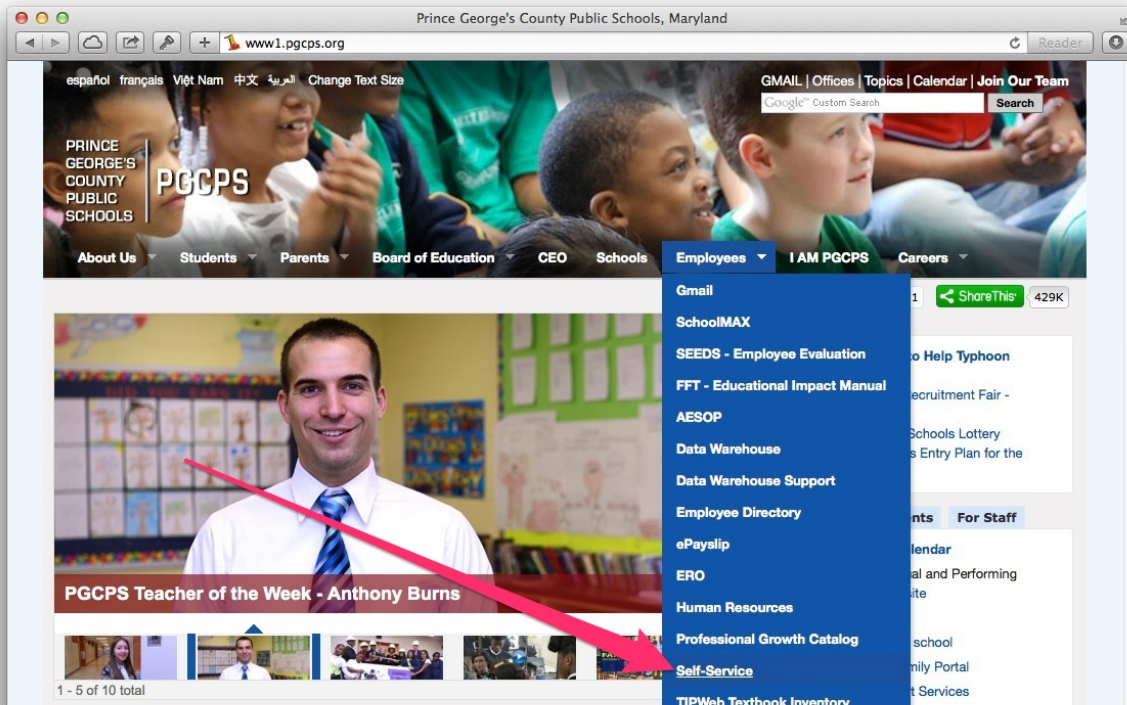
If you need to resign from your job in Prince George's County Public Schools, you can submit your resignation electronically through Oracle Self-Service. If you are retiring, you cannot use this form. Retiring employees should contact Payroll and Benefits Services at 301-952-6230.

Opening Oracle Self-Service

1. Open a web browser and go to www.pgcps.org.



2. Hover your cursor over the **Employees** tab.



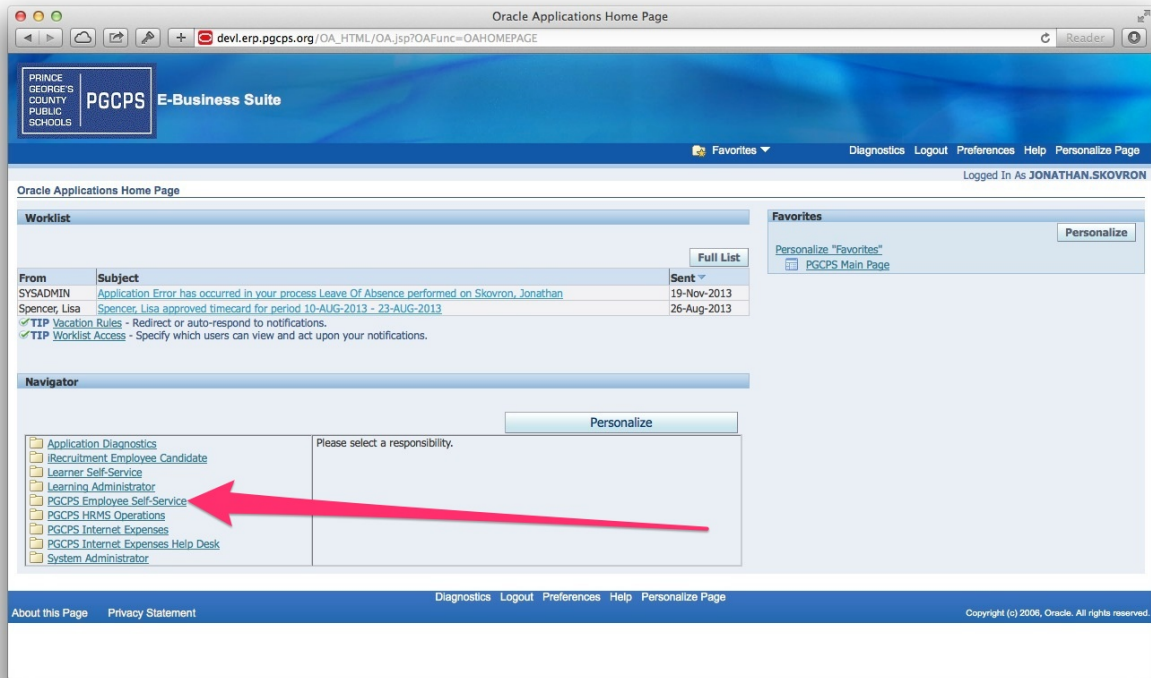
3. Click **Self Service**.



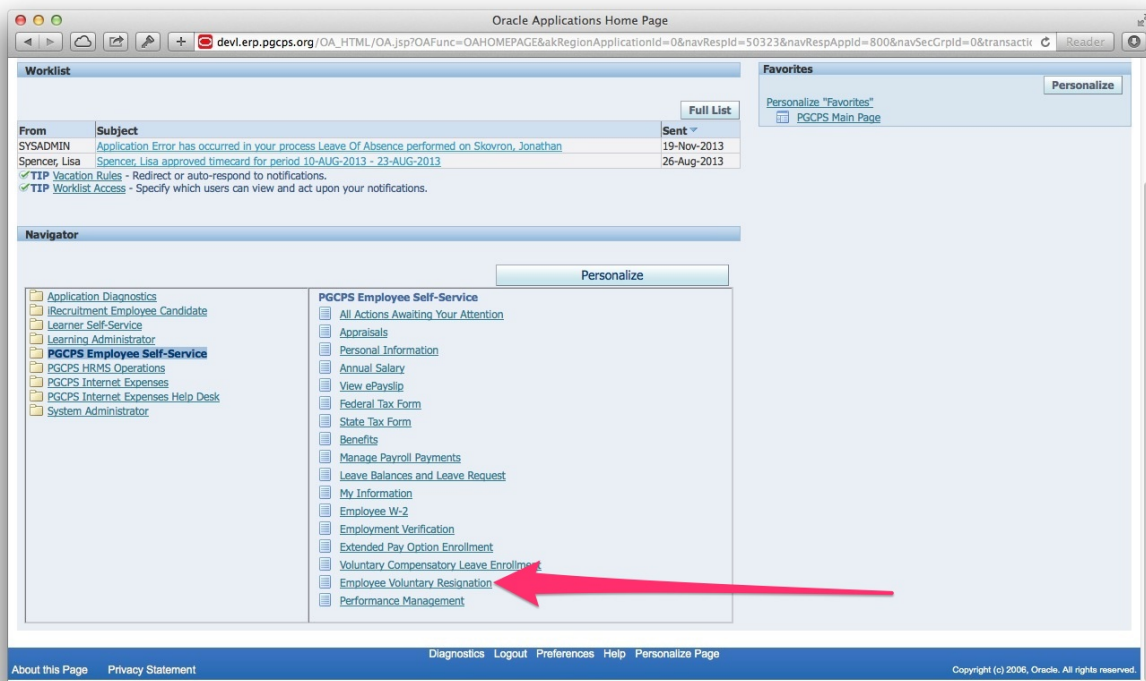
4. Enter your **User Name** and **Password**.

5. Click **Login**.

Submitting Your Resignation



1. Click **PGCPs Employee Self-Service**.



2. Click **Employee Voluntary Resignation**.

The screenshot shows the 'Employee Voluntary End Of Employment' page. The top navigation bar includes links for 'Diagnostics', 'Home', 'Logout', 'Preferences', and 'Personalize Page'. The main content area is titled 'Resignation Process' and displays the following information:

Employee Name	Skovron, Jonathan K	Employee Number	61879
Email Address	Jonathan.Skovron@pgcps.org	Supervisor Name	Spencer, Lisa A
Department	Technology Training and Support	Job	66.Technical Resource Analyst.Support.30
Position	2398.System Support Specialist.Budget		

INSTRUCTIONS:
Employees resigning from PGCPS must do so using the online resignation process via Self Service. Notification of resignation should be submitted online providing appropriate notice of one's intent to leave the school system. It is the employee's responsibility to ensure the effective date of their resignation is in compliance with their contract and/or any applicable negotiated agreement.

NOTE: At this time, Self Service is only used for notification of resignation; those intending to retire must contact a Retirement Coordinator in the Benefits Administration Office at 301-952-6230. Employees who would like to request a transfer to another work location, must do so using the transfer process outlined for the applicable bargaining unit.

Employees are expected to complete the following prior to their last day of work:

- Turn in all PGCPS system-issued property and equipment to the appropriate authority.
- Submit any leave requests via Oracle Self-Service.
- Submit any outstanding requests for reimbursement via iExpense **at least 5 business days prior to last effective date**.
- Provide and/or update contact information (mailing address and personal email address) to ensure receipt of future correspondence.
- Pay any outstanding fees or balances.
- Complete the PGCPS exit survey.

Click 'Next' button to proceed

3. Read the directions carefully and take note of the list of items you will need to complete

before your last day of employment.

4. Click **Next**.

The screenshot shows the 'Termination Details' page in the PGCPs Employee Self-Service system. The page header includes the PGCPs logo and navigation links. The main content area is titled 'Termination Details' and contains a 'Resignation Details' section. This section includes fields for Employee Name, Email Address, Department (Technology Training and Support), Position (2398.System Support Specialist.Budget), Employee Number, Supervisor Name, and Job (66.Technical Resource Analyst.Support.30). Below these fields are instructions for resignation, including a note about the effective date and a section for entering the effective date, leaving reason, and comments. The 'Effective Date of resignation' field is currently empty, and the 'Leaving Reason' is set to a default value. The 'Comments' field is also empty.

5. Enter the **Effective Date of resignation** in the format DAY-MONTH-YEAR, or click the calendar icon and select it in the pop-up window.
6. Select the **Leaving Reason** from the drop-down menu.
7. Additional **Comments** are optional.

The screenshot shows the 'Forwarding Email Address and Postal Address' page in the PGCPs Employee Self-Service system. The page header includes the PGCPs logo and navigation links. The main content area is titled 'Forwarding Email Address and Postal Address' and contains a section for entering forwarding information. This section includes fields for Address Line 1, City, County (Prince Georges), State (MD), Postal Code, and Personal Email Address. Below these fields is a section for uploading supporting documents, with a table for tracking uploads. The table has columns for Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. The table currently shows 'No results found.' The page also includes a footer with links to 'About this Page' and 'Privacy Statement', and a copyright notice for Oracle.

8. Verify that the forwarding postal address is correct and make changes if necessary.
9. A **Personal Email Address** is optional.
10. If you have supporting documents, such as a letter of resignation, military orders, etc,

click **Add Attachment**.

The screenshot shows a web browser window titled "Human Resources: Add Attachment". The address bar shows the URL: `devl.erp.pgcps.org/OA_HTML/OA.jsp?page=/pgcps/oracle/apps/per/xxHRExitProcess/webui/xxTermDetailsPG&_ti=1339782106&retali`. The page header includes the PGCPs logo and "PGCPs Employee Self-Service". A navigation bar contains links: Navigator, Favorites, Diagnostics, Home, Logout, Preferences, Help, and Personalize Page. The main content area is titled "Add Attachment" and includes a "Cancel" button, an "Add Another" button, and an "Apply" button. Below this is a section for "Attachment Summary Information" with fields for Title, Description, and Category (set to Miscellaneous). The "Define Attachment" section has radio buttons for File, URL, and Text. The File option is selected, showing a "Choose File" button and "no file selected". There is a large text area for the description. At the bottom, there are "Cancel", "Add Another", and "Apply" buttons.

11. On the Add Attachment page, enter a **Title**.
12. The **Description** is optional.
13. Click **Browse**, navigate to where the file is saved on your local computer, and select it.
14. Click **Apply**.

Termination Details

devl.erp.pgcps.org/OA_HTML/OA.jsp?page=/oracle/apps/fnd/framework/attachments/webui/FND_ATTACH_UPLOAD_PAGE&ri=601&bi Reader

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS PGCPS PGCPS Employee Self-Service

Navigator Favorites Diagnostics Home Logout Preferences Personalize Page

Confirmation
Resignation letter attachment has been added successfully.

Employee Name [REDACTED] Employee Number [REDACTED]
Email Address [REDACTED] Supervisor Name [REDACTED]
Department Technology Training and Support Job 66.Technical Resource Analyst.Support.30
Position 2398.System Support Specialist.Budget

Cancel Next

Resignation Details

Absent extenuating circumstances,
• Non-certificated employees should provide notification at least two (2) weeks in advance of the effective date.
• Executive and Board staff should provide at least thirty (30) day notice in advance of the effective date.
• Certificated employees employed under the Regular Contract for teachers may resign in accordance with the terms of the Regular Contract. Deadlines will differ based on date of hire and tenure status.

It is the employees responsibility to ensure the effective date of their resignation is in compliance with their contract and/or any applicable negotiated agreement.

* Effective Date of resignation 28-Feb-2014
* Leaving Reason 52-Resigned - Business
Comments So long and thanks for i

Forwarding Email Address and Postal Address

Forwarding Email and Postal Address for Future Correspondence (this information is necessary to ensure that your statement of earnings and any other important documents are able to be forwarded to you when necessary)

15. You can see a confirmation message.
16. The attachment is now listed at the bottom of the page.

Termination Details

devl.erp.pgcps.org/OA_HTML/OA.jsp?page=/oracle/apps/fnd/framework/attachments/webui/FND_ATTACH_UPLOAD_PAGE&ri=601&bi

and tenure status.

It is the employees responsibility to ensure the effective date of their resignation is in compliance with their contract and/or any applicable negotiated agreement.

* Effective Date of resignation: 28-Feb-2014

* Leaving Reason: 52-Resigned - Business

Comments: So long and thanks for i

Forwarding Email Address and Postal Address

Forwarding Email and Postal Address for Future Correspondence (this information is necessary to ensure that your statement of earnings and any other important documents are able to be forwarded to you when necessary)

Address Line1:

City:

County: Prince Georges

State: MD

Postal Code:

Personal Email Address:

Please upload any supporting documents related to your resignation. This may include a letter of resignation, military orders, letter of promotion/transfe, etc.

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Push to Catalog
Resignation letter	File		Miscellaneous		29-Jan-2014	One-Time			

Cancel Next

About this Page Privacy Statement Diagnostics Home Logout Preferences Personalize Page Copyright (c) 2006, Oracle. All rights reserved.

17. Click **Add Attachment** again to add another attachment, or click **Next** to continue.

Review Page

devl.erp.pgcps.org/OA_HTML/OA.jsp?page=/pgcps/oracle/apps/per/xxHRExitProcess/webui/xxTermiDetailsPG&ti=2027184386&retainAM=Y&addBreadCr

PRINCE GEORGES COUNTY PUBLIC SCHOOLS PGCPS PGCPS Employee Self-Service

Navigator Favorites Diagnostics Home Logout Preferences Personalize Page

Review Page

Employee Name: Employee Number:

Email Address: Supervisor:

Department: Technology Training and Support Position: 2398.System Support Specialist.Budget

Job: 66.Technical Resource Analyst.Support.30

PGCPS Properties issued to the Employee

Personalize "PGCPS Properties issued to the Employee"

Manufacturer Name	Model Name	Serial Number	Barcode Series Number
No results found.			

NOTE: Please turn in all system-issued property and equipment to the appropriate authority.

Review Termination Details

Resignation Effective Date Current : Proposed : 28-Feb-2014

Leaving Reason Current : Proposed : 42-Teaching in Another State

Comments Current : Proposed :

Email Address Current : Proposed :

Address Line1 Current : Proposed :

City Current : Proposed :

County Current : Prince Georges Proposed : Prince Georges

State Current : MD Proposed : MD

Postal Code Current : Proposed :

Cancel Back Submit

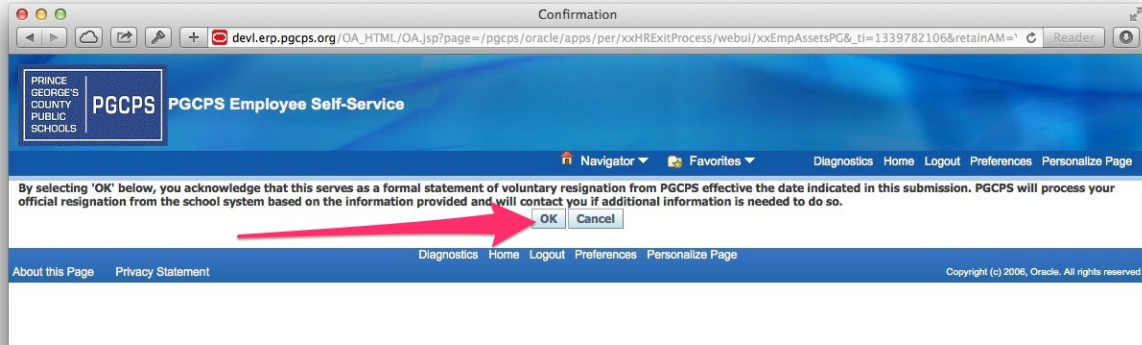
About this Page Privacy Statement Diagnostics Home Logout Preferences Personalize Page Copyright (c) 2006, Oracle. All rights reserved.

18. Take note of any items listed under **PGCPS Properties issued to the Employee**. You

will be responsible for returning these items, as well as any other system-issued property, before your last day of work.

19. Review all information for accuracy.

20. Click **Submit**.



21. On the confirmation page, click **OK** to acknowledge that this serves as your formal statement of resignation.



22. You see the confirmation page. Click the link to go immediately the employee exit survey.

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS PGCPs

HR Employee Exit Survey
Thank you for taking the time to complete this brief survey regarding your experiences and reasons for ending your employment with Prince George's County Public Schools (PGCPs).

Position (please select one):*
☐ Teacher ☐ Principal/Administrator ☐ Support Personnel ☐ Other

School/Office (please select one):*
☐ Elementary School ☐ Middle School ☐ High School ☐ Central Office ☐ Other

Certification Level (if applicable):
☐ Provisional Certificate ☐ Standard Professional Certificate (SPC) ☐ Advanced Professional Certificate (APC) ☐ Resident Teacher Certificate (RTC)

Please indicate the number of years that you have been employed with PGCPs:

Please indicate Yes or No to those factors which contributed to your decision to end your employment with PGCPs:

Salary
☐ Yes ☐ No

23. Answer the survey questions and click **Submit Survey Data**.

I was satisfied with the amount of professional development available
☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ Not Applicable

I was satisfied with the opportunities available for career advancement
☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ Not Applicable

I had the leadership support I needed (administrator, supervisor, mentor) to be successful
☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ Not Applicable

I felt connected with other employees at my work location
☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ Not Applicable

I had the supplies and resources needed to be effective in my position*
☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ Not Applicable

Do you anticipate that your next job will be in the field of education?
☐ Yes ☐ No

Please provide any additional comments you believe would be helpful in improving our work in PGCPs:

* - Mandatory fields

Submit Survey Data

24. You receive email confirmation when you submit your resignation. You receive an additional notification once HR has accepted or rescinded your resignation.

Returning Computers or Other Electronic Devices

If you received a PGCPs issued laptop or device, such as an iPad or Chromebook, it should appear in the **PGCPs Properties issued to the Employee** section of your resignation form. You must return this device to your nearest Technology Distribution Center:

DuVal High School, Room 43
 9880 Good Luck Road

Lanham, MD 20706

Fairmont Heights High School, Room 101
1401 Nye Street Room 101
Capitol Heights, MD 20743,

Gwynn Park High School, Room 150
13800 Brandywine Road
Brandywine, MD 20613