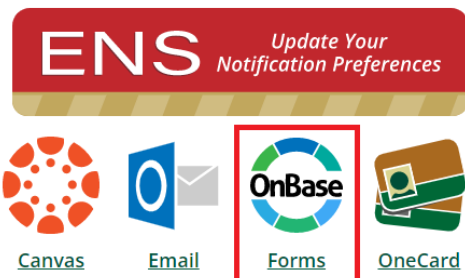


HR Voluntary Resignation Form: OnBase Instructions

The Voluntary Resignation form should be submitted by staff or MPPs that are voluntarily separating from the University. Departments are responsible for submitting a separation Personnel Transaction Form (PTF) via OnBase when this form is received to complete the personnel transaction.

Step 1: Navigate to [ONBASE HR VOLUNTARY RESIGNATION FORM](#) from your MySacState main webpage.



- [HR Leave of Absence without Pay](#)
- [HR Voluntary Resignation](#)
- [Academic Student Employee Personnel Transaction Form](#)

Step 2: Input required information regarding resignation dates and reasons for resignation.

Step 3: If you are a form 700 filer, indicate so by using the check box provided. Once you do, the [FORM 700 LINK](#) will appear on the form for your use.

A screenshot of a web form. At the top, there is a checkbox labeled 'I am a form 700 filer' which is checked. Below this is a dark green header for 'Form 700 (0)'. Underneath, the text reads 'HR Voluntary Resignation Supporting Documentation' and there is a button labeled 'Attach HR Voluntary Resignation Supporting Documentation'. At the bottom of the form, there is a red-bordered box containing the text 'Form 700'.

Step 4: Upload any supporting documents to the attachment box. If you are a form 700 filer, you will want to upload a completed copy of the form here.

Step 5: Submit form.

Step 6: Review the “Clearance Procedures” section on the [HUMAN RESOURCES’ SEPARATION PROCESS WEBSITE](#) for next steps.
