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.

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.

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.