



*from the*  
OFFICE OF HUMAN RESOURCES

**To:** People Managers and PA Submitters

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**Date Sent:** August 11, 2023

**Subject:** Employee Self-Service Resignation FAQs

Since March 2023, the Employee Self-Service resignation function has been available to eligible UTHealth Houston employees wanting to voluntarily resign from the university. (Please see the list below of those who are *not* eligible to use the self-service resignation function.) Many of you have provided valuable feedback on this new function since it went live. The purpose of this communication is to provide (a) answers to some of the questions we have received on the process and (b) a job aide that can be given to employees giving you notice of their intent to resign.

**What are the benefits of the Employee Self-Service resignation function?**

The new function allows us to process voluntary resignations as soon as the employee gives notice. This process triggers critical offboarding instructions for both the employee and the leader, and it automatically notifies those parties who need to know to prevent administrative inconveniences like overpayment and failure to return university property. The new function also allows us to collect critical information at the resignation stage such as whether or not the employee is transferring to another state agency in addition to more detailed reason(s) for the resignation.

**Who can submit a resignation in PeopleSoft?**

Only the resigning employee can enter a voluntary resignation through Employee Self-Service. It is important to note that this tool is designed to allow employees to submit a voluntary resignation when and where they choose to submit it. It is neither necessary nor appropriate to require an employee to enter their resignation at a particular time or in a particular place. The only exception would be encouraging them to submit it before the 14-day cutoff.

**Does the Employee Self-Service resignation function replace my department's internal resignation notice process?**

Not unless your department chooses to accept employee resignations exclusively through Employee Self-Service. If your department has an existing process for employees to give notice of a resignation, that process can continue. The feature in Employee Self Service would be in addition to that process.

### **Who will receive notice of a resignation entered in Employee Self-Service?**

The following roles are in the notification workflow:

- The resigning employee's immediate supervisor
- Human Resources
- Operating Unit Approvers
- PASS submitters and approvers
- Time approvers
- SDR
- Postdoctoral Affairs Office for Postdoc employees
- Office of International Affairs (currently being added to the notification workflow)

### **Who will be able to view comments entered into the resignation?**

- The resigning employee's immediate supervisor
- Human Resources
- Deans Office (They have rights to the resignation details screen now)
- SDR

### **Does this process replace the need for a PASS transaction?**

This new process will eliminate the need to submit a separate PASS transaction for resignations already submitted through Employee Self-Service. However, if the resigning employee does not use the Employee Self-Service process to resign, a PASS transaction will need to be submitted. We recommend submitting a PASS transaction if you have not received the Employee Self-Service resignation notification within 2 weeks of their last day.

### **What will happen if the employee uses the self-service resignation and the department submits a PASS transaction?**

SDR will review both transactions. If the transactions are identical, SDR will reject the PASS transaction and approve the resignation submitted through the employee self-service workflow. If the transactions are different, SDR will work with the department and the employee to determine which is appropriate to move forward.

### **When should an employee *not* use self-service resignation?**

If they:

- Are transferring to another position within UTHealth Houston;
- Hold multiple positions within UTHealth Houston;
- Are a Graduate Research Assistant, GME Resident or Fellow;
- Terminating due to a discontinuation of grant funding;
- Are seeking to retire; or

- Are seeking to resign with less than 2 weeks or more than 1 years' notice.

**What happens if the employee changes their mind about resigning after they have submitted through Employee Self-Service?**

The authorized submitter should forward the original email received at the time the Employee Self-Service transaction was submitted to the [SDR e-mail box](#) requesting the resignation be retracted.

**What happens if there needs to be a change to the Employee Self-Service transaction after it has been approved?**

The authorized submitter should forward the original e-mail received at the time the Employee Self-Service transaction was submitted to the [SDR e-mail box](#) requesting the resignation be retracted. SDR will delete the transaction. Once the separation is deleted, a new request should be submitted, (if applicable). If a transaction is retracted and a new separation request is not received, it will result in the employee remaining employed with UTHealth Houston. The employee will need to submit a new Employee Self-Service resignation request if the new effective date is more the 14 days away. The department is only permitted to submit a PASS transaction if the new date is within the 14-day period.

**If you have any additional questions regarding the new self-service resignation function, please reach out to Employee Relations at [hremployeerelations@uth.tmc.edu](mailto:hremployeerelations@uth.tmc.edu).**