

## Voluntary Resignations through HORUS Quick start guide

This Quick Guide will provide users with the steps required to submit voluntary resignations through HORUS.

### HORUS [login](#)

For technical assistance in relation to HRMS or HORUS please contact HR Systems.

Email: [hrrsystems@anu.edu.au](mailto:hrrsystems@anu.edu.au)

Phone: +61 2 6125 9622

Website: [HR Systems - Staff Services - ANU](#)

For general IT enquires please contact the ANU Service Desk.

Email: [servicedesk@anu.edu.au](mailto:servicedesk@anu.edu.au)

Phone: +61 2 612 54321

Website: [Service Portal - ANU](#)

For general Human Resources advice or queries please contact the relevant team below.

College of Arts & Social Sciences: [hr.cass@anu.edu.au](mailto:hr.cass@anu.edu.au)

College of Asia & the Pacific: [cap.hradvisory@anu.edu.au](mailto:cap.hradvisory@anu.edu.au)

College of Business & Economics: [hr.cbe@anu.edu.au](mailto:hr.cbe@anu.edu.au)

College of Engineering, Computing and Cybernetics: [hradvisory.cecc@anu.edu.au](mailto:hradvisory.cecc@anu.edu.au)

College of Health and Medicine: [hr.chm@anu.edu.au](mailto:hr.chm@anu.edu.au)

College of Science: [hr.cos@anu.edu.au](mailto:hr.cos@anu.edu.au)

HR Business Partners – P&C (Central Portfolios): [hrrbp.pc@anu.edu.au](mailto:hrrbp.pc@anu.edu.au)

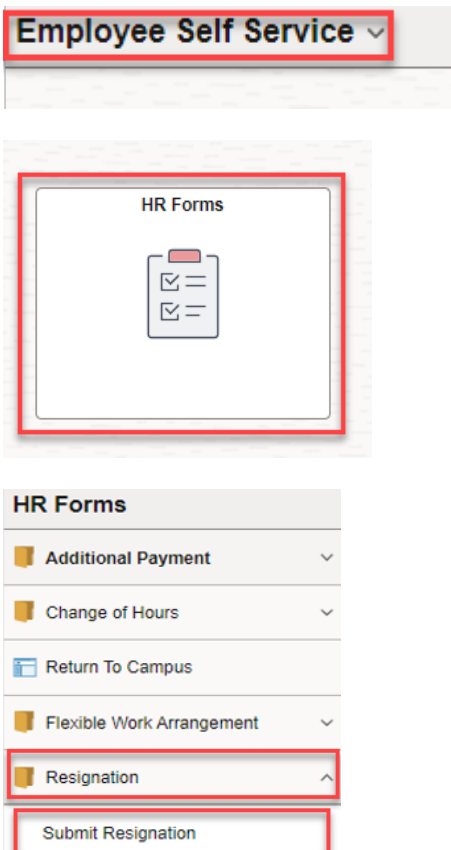
Remunerations & Conditions (Pay Roll): [employment.services@anu.edu.au](mailto:employment.services@anu.edu.au)

### 1. Navigation

1.1. [Log in to HORUS](#)  
(Employee Self Service View)

1.2. Select the 'HR Forms' tile

1.3. Select the 'Resignation' folder and 'Submit Resignation'



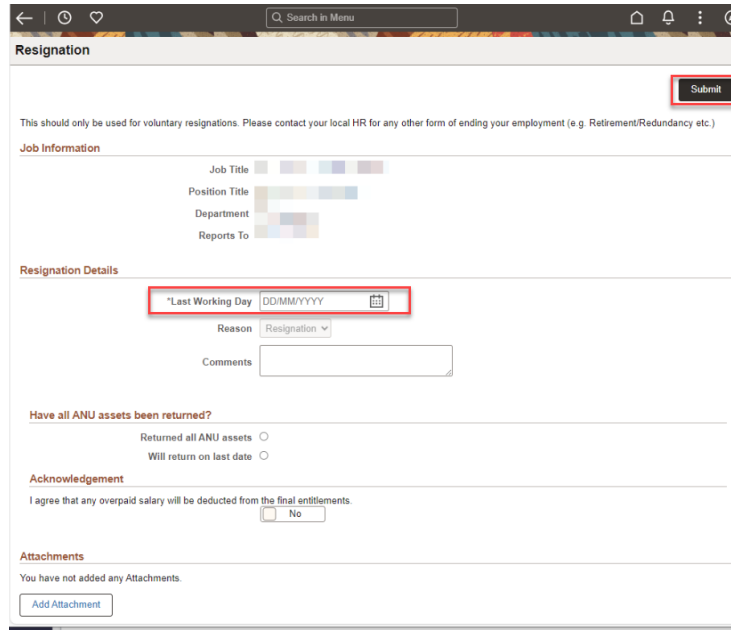
## 2. Complete form

2.1. Check that the 'Job Information' section is correct

2.2. Complete form with details required

2.3. Submit to your supervisor

**Note: If you have multiple records, select the correct position.**



The screenshot shows the 'Resignation' form in the HORUS system. At the top right, there is a 'Submit' button highlighted with a red box. Below the header, a note states: 'This should only be used for voluntary resignations. Please contact your local HR for any other form of ending your employment (e.g. Retirement/Redundancy etc.)'. The 'Job Information' section contains fields for Job Title, Position Title, Department, and Reports To. The 'Resignation Details' section includes a date picker for 'Last Working Day' (highlighted with a red box), a dropdown menu for 'Reason' (set to 'Resignation'), and a 'Comments' text area. Below this, there are radio buttons for 'Have all ANU assets been returned?' with options 'Returned all ANU assets' and 'Will return on last date'. The 'Acknowledgement' section has a checkbox for 'I agree that any overpaid salary will be deducted from the final entitlements.' and a 'No' button. The 'Attachments' section shows 'You have not added any Attachments.' and an 'Add Attachment' button.

## Additional Information

- Staff can submit Resignations through HORUS.
- Staff can only submit resignations effective from current or future date i.e. the functionality will **not** allow employees to submit a resignation with a date in the past.
- Once the request is submitted, the request will go to the reporting manager, and if the reporting manager position is vacant, it will go to the next level up supervisor.
- The Manager will be notified via email that there is a resignation request waiting for approval with the last working date in the email content.
- If a Manager has put in a proxy in place, the request will be routed to the proxy.
- The employee, [employment.services@anu.edu.au](mailto:employment.services@anu.edu.au), [financial.shared.services@anu.edu.au](mailto:financial.shared.services@anu.edu.au), [provisioning.team@anu.edu.au](mailto:provisioning.team@anu.edu.au), and local HR will be notified via email once a resignation request has been approved.
- ERMS will be updated once the Resignation has been approved.
- All staff can access the self-service resignation.