

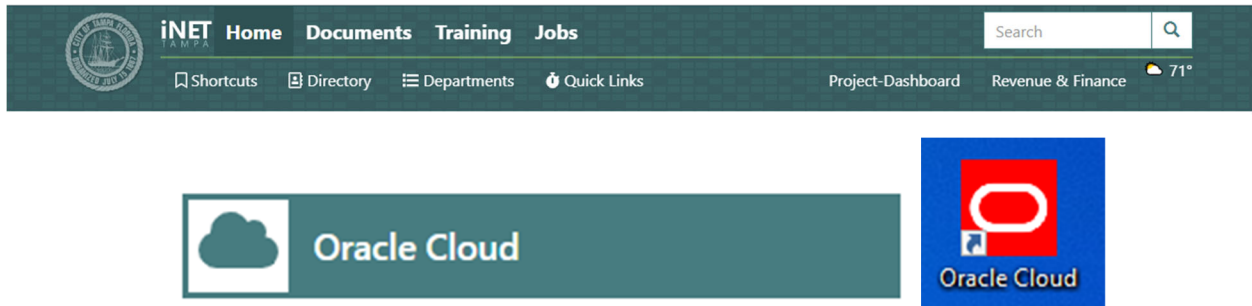
ORACLE CLOUD

HOW TO SUBMIT NOTICE OF SEPARATION FOR RETIREMENT

Step 1:


Open Oracle Cloud by Navigating to the iNet right menu tabs or your desktop icon and double-clicking the icon.

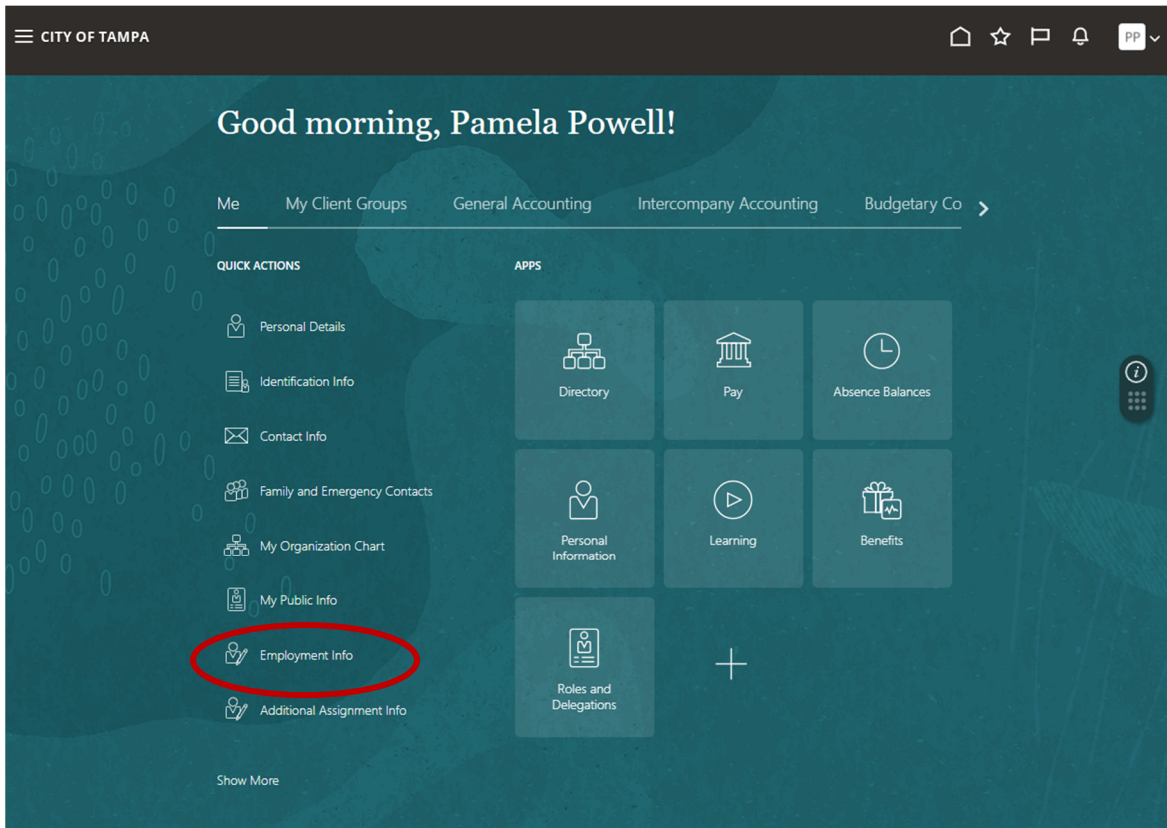
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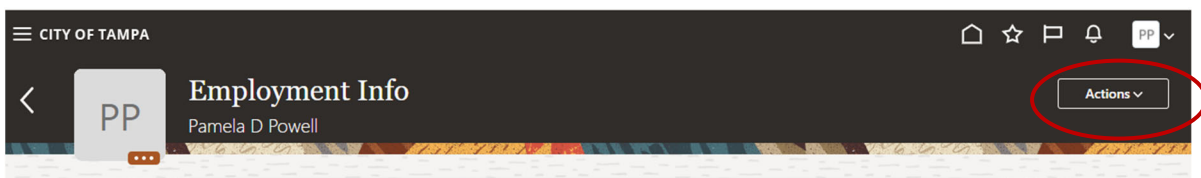
Step 2: You will be taken to the Log-In page. Enter your Username and Password.

The image shows the Oracle Applications Cloud Sign In page. It has a dark header with the text "Sign In Oracle Applications Cloud". Below the header, there are two input fields: the first contains the username "pamela.powell" and the second contains masked characters ".....". Below the password field is a link for "Forgot Password". A large black button with the text "Sign In" is positioned below the links. At the bottom, there is a language selection dropdown menu currently set to "English".

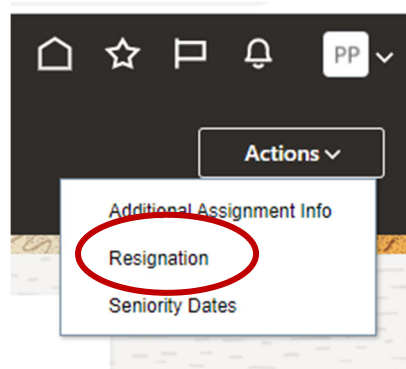
Step 3: This should take you to your main page. If it doesn't click the  icon on the top right menu. Next: Select "Employment Info" from the left menu on your home page.



Step 4: From the Employment Info page, select the drop down for "Actions"



Step 5: Select "Resignation" from the Actions drop-down list.



Step 6: This takes you to the “When and Why” screen. Enter the “resignation date”.

1

When and Why

When is the resignation notification date?
2/23/2022

*When is the resignation date?

2/23/2022

*What's the way to submit the resignation?

Resignation

Why are you resigning?

Continue

Step 7: Click the drop-down arrow next to “What is the way to submit the resignation” and select “Retirement”.

1

When and Why

When is the resignation notification date?
2/23/2022

*When is the resignation date?

2/23/2022

*What's the way to submit the resignation?

Resignation

Action

Resignation

Retirement

Continue

Step 8: Click the drop-down arrow next to “Why are you Resigning?” and select the applicable option.

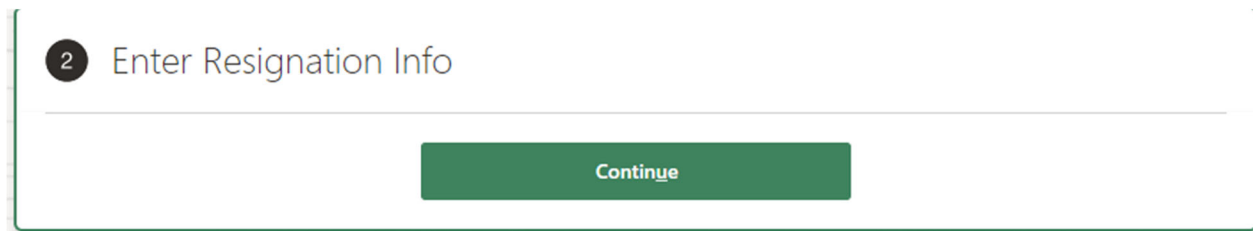
- **Retirement Deferred** – Vested Employee but not yet 62. Defers pension until age 62.
- **Retirement Disability** – Vested Employee who has become totally & permanently disabled.
- **Retirement Early (GE)** – Vested Employee who is at least 55 but not yet 62. Reduced rate benefit.
- **Retirement Line of Duty** – Applies to sworn Fire & Police
- **Retirement Longevity** – Vested Employee who has reached the age of 62.

The screenshot shows a web form titled "1 When and Why". It contains the following fields:

- "When is the resignation notification date?" with the value "2/23/2022".
- A required field "*When is the resignation date?" with a date input field containing "2/23/2022" and a calendar icon.
- A required field "*What's the way to submit the resignation?" with a dropdown menu showing "Retirement".
- A field "Why are you resigning?" with a dropdown menu that is open, showing the following options:
 - Reason
 - Retirement Deferred (highlighted in light blue)
 - Retirement Disability
 - Retirement Early (GE)
 - Retirement Line of Duty
 - Retirement Longevity

Below the form, the next steps are visible: "2 Enter Resignation" and "3 Comments and Attachments".

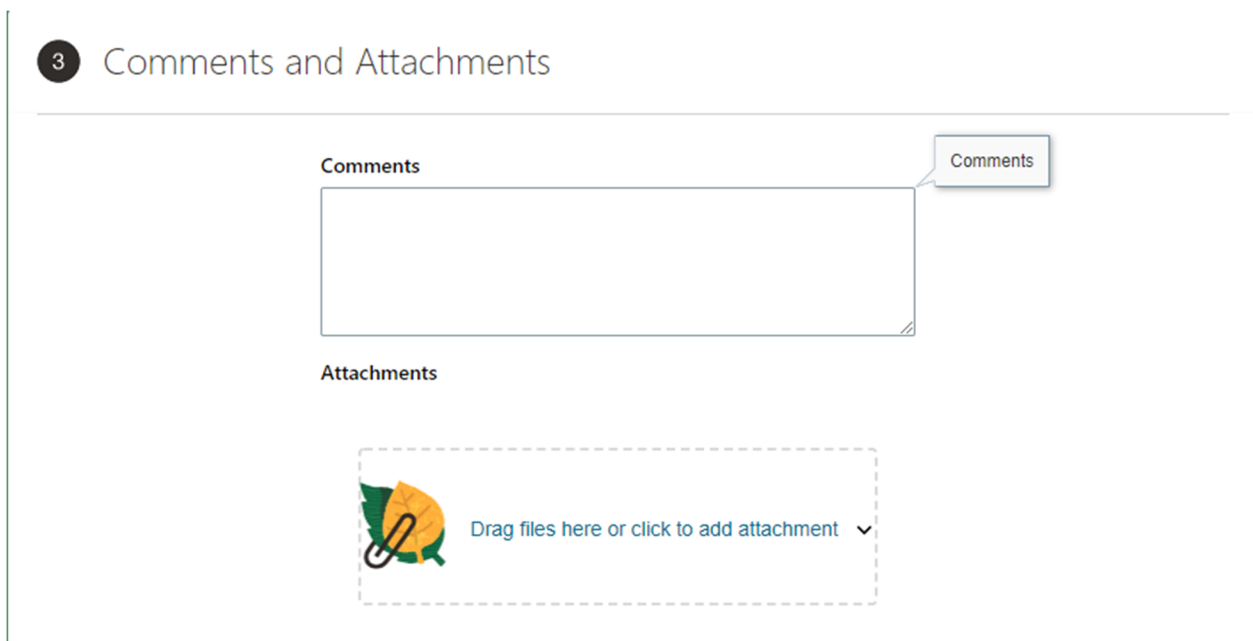
Step 9: Click Continue.



2 Enter Resignation Info

Continue

Step 10: Optional. You may enter Comments or Attach documents such as a Letter of Resignation.



3 Comments and Attachments

Comments

Comments

Attachments

Drag files here or click to add attachment

Step 11: Click Submit.



CITY OF TAMPA

Submit Resignation

PP Pamela D Powell

Submit Cancel