

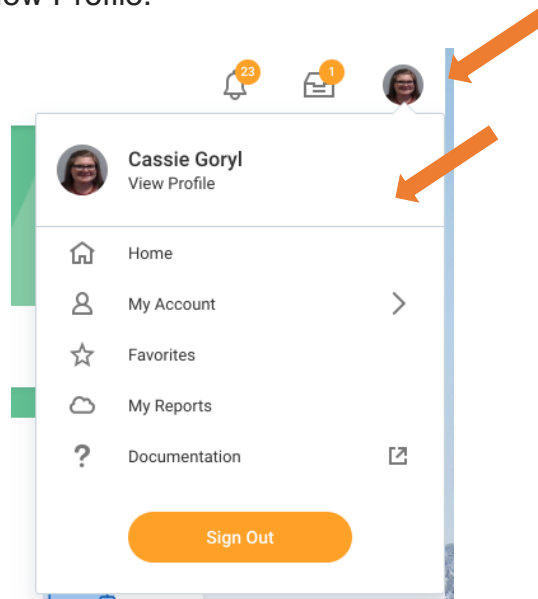
## End Employment: Employee Resignation

### EMPLOYEE RESIGNATION PROCESS

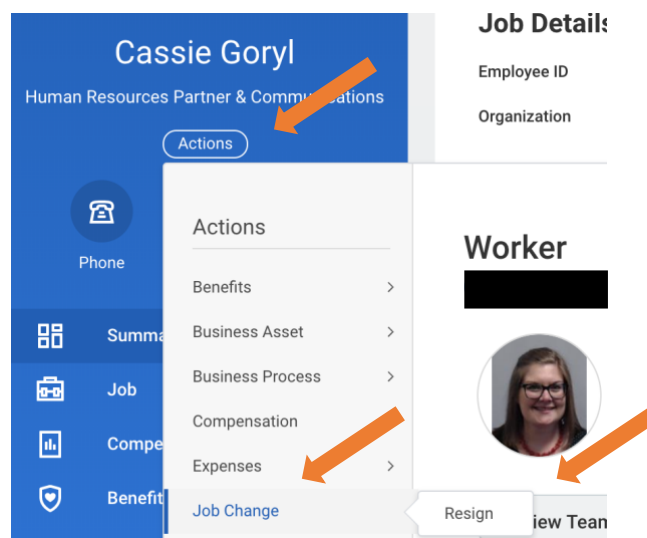
The process for *Employee Resignation* in Workday can be initiated by the employee only. The steps below outline this process.

#### Employee Resignation from Profile

- 1- In Workday, click on your image in the upper right-hand corner of the screen. Click the first box: 'View Profile.'




- 2- Click "Actions" (located under your name on the left-hand side of the screen) and then "Job Change" to *Resign*.



- 3- Complete the required fields with the effective date of your resignation, reason(s), and upload your resignation letter. Click "Submit" when finished to route the process to your manager.

## Submit Resignation ██████████ ⋮

When you get to the section labeled "Attachments", please upload your letter of resignation. Once uploaded, select "Resign" from the list of options in the Category drop down menu.

Proposed Termination Date \* 03/22/2022 

Primary Reason \* × Worker Resignation > Resign > Career Adv / Next Level Opp ⋮

Secondary Reasons ⋮



enter your comment

Note: When you get to the section labeled "Attachments", please upload your letter of resignation. Once uploaded, select "Resign" from the list of options in the Category drop down menu.

- 4- Once the employee submits their resignation, the manager will receive an approval step. Upon approval, the Terminate Employee Business Process will be kicked off. Please refer to the *End Employment: Terminate Employee Process Guide for Managers* job aid for more information.