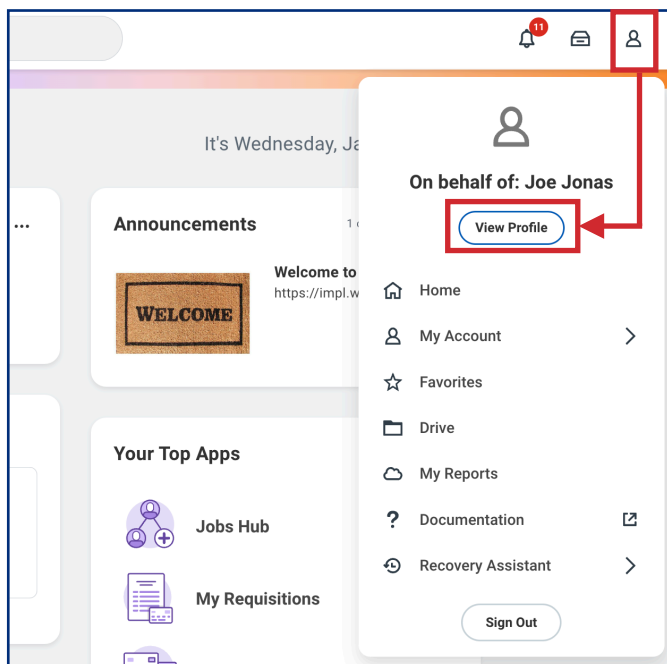
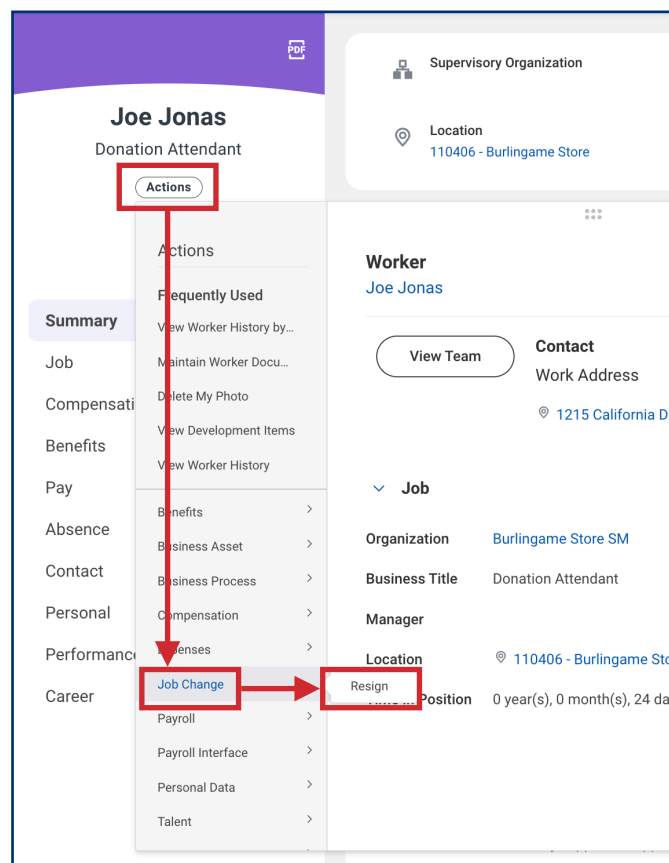


HOW TO SUBMIT YOUR RESIGNATION IN WORKDAY (GSFB)

1. Log in to Workday > Click on your profile picture or icon > Click **View Profile**



2. Click **Actions** > Hover over **Job Change** > Click **Resign**



3. Enter your desired last day of work.

4. Click **Voluntary** > Select the appropriate option.

A screenshot of the 'Submit Resignation' form in Workday. The form has a purple header with the title 'Submit Resignation' and the user's name 'Joe Jonas'. Below the header, there is a message: 'We are sorry to see you go! If your reason for resignation is not in the Primary Reason list, please enter it in the comment section below.' The form contains several fields: 'Proposed Termination Date' (with a date picker set to 01/31/2026), 'Reason for Resignation' (with a dropdown menu showing 'Voluntary > Returning to School'), and 'Additional Reasons for Resignation' (a text area). A red box highlights the 'Reason for Resignation' dropdown, and a red arrow points to the 'Voluntary' option. Another red box highlights the 'Voluntary' dropdown menu, which lists various reasons for resignation. A red arrow points to the 'Voluntary > Benefits' option. A note box on the right says: 'Note: Scroll down to view more reasons.' At the bottom of the form, there is a comment field and three buttons: 'Submit', 'Save for Later', and 'Cancel'.

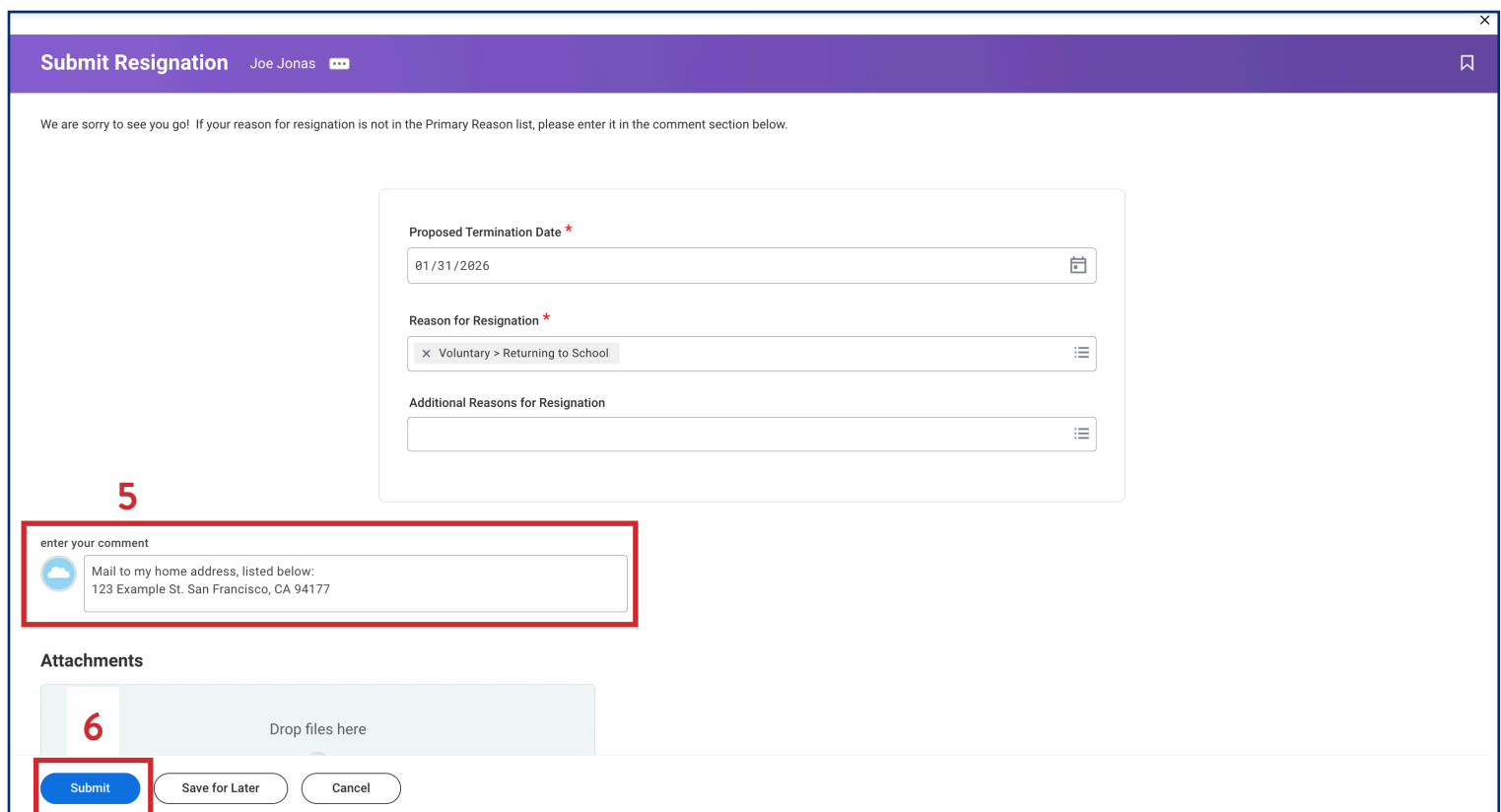
HOW TO SUBMIT YOUR RESIGNATION IN WORKDAY (GSFB)

5. Enter your final check delivery preference in the comment section of the form (if applicable).

IMPORTANT! Team Members enrolled in direct deposit or pay card will receive their final pay via their preselected payment method, direct deposit or pay card, unless revoked by the Team Member for the final wage payment. If a Team Member does not utilize direct deposit or a pay card for final wage payment (i.e., utilizing a physical check instead), then please enter your final check delivery preference in the comment section of the form:

enter your comment  Mail to my home address, listed below: 123 Example St. San Francisco, CA 94177	OR	enter your comment  Pick up at my assigned work location
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Note: If resignation is given with less than 72 hours' notice and you are NOT enrolled in direct deposit or pay card, your final check will be mailed to your home address.



6. Click **Submit**.

Note: The team member's resignation will be routed to their manager(s) "My Tasks" inbox.