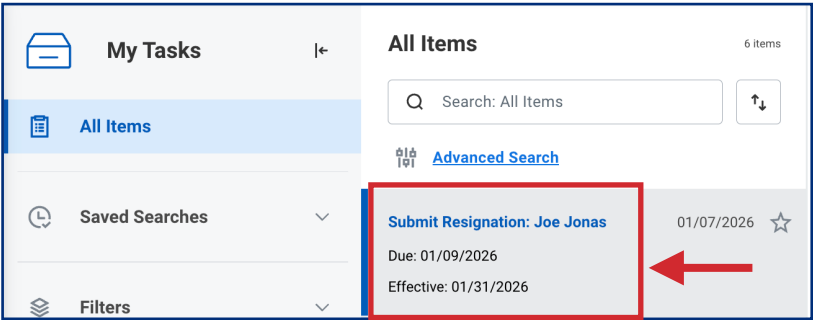


Note: If a team member submits their resignation via Workday, the team member’s manager(s) will see the *Submit Resignation* task appear in their “My Tasks” Inbox.

- 1. Navigate to your “My Tasks” Inbox and click the *Submit Resignation* task with the appropriate team member’s name.
- 2. View the team member’s proposed termination date and reason for their resignation.



Details to Review

2

Proposed Termination Date *

01/31/2026

Reason for Resignation *

Voluntary > Returning to School

Additional Reasons for Resignation (empty)

Joe Jonas

Worker Information

Position

Donation Attendant - Joe Jonas

4

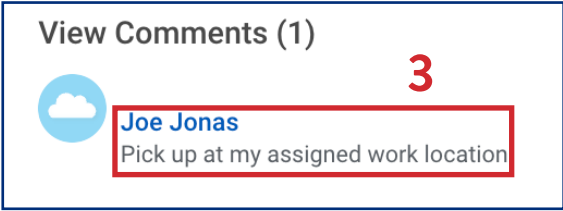
Approve

Send Back

Deny

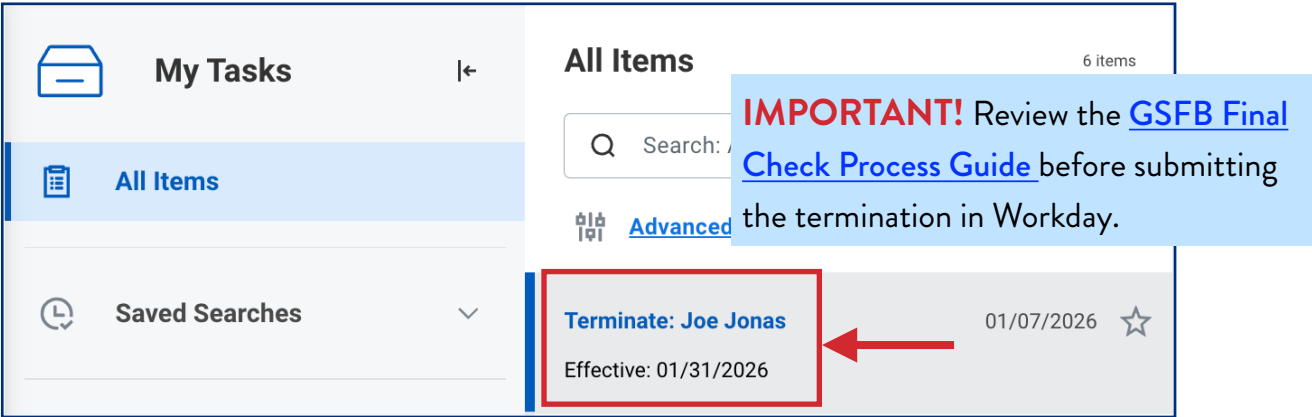
Note: In the event that a team member chooses to withdraw their resignation, click **Deny** to cancel the termination process.

- 3. Scroll down and view if the team member entered a final check preference under the *View Comments* section of the form.



- 4. Click **Approve** to trigger the Workday Termination Process.

- 5. Refresh your “My Tasks” Inbox > Click the *Terminate* task with the appropriate team member’s name.



6. Review all of the important information in the form before proceeding with the task.

Revise Employee Termination Donation Attendant Joe Jonas

Current Organization Goodwill of Central and Northern Arizona >> Burlingame Store SM (Fran Del Valle)

*** ATTN LEADER * Before submitting a termination form, be sure to review, fix unmatched punches, and APPROVE this team member's time card. Once you submit the termination form, the time card will be locked.**

- You can navigate to the TM's time card from here by clicking the Actions button beside their name above > Time and Leave > Enter Time

For Involuntary Terminations, please contact your HR Business Partner prior to submitting this termination.

For termination due to medical reasons or failure to return from leave, please contact the Leaves department prior to submitting this termination.

7. Click the pencil icon to edit the form > Select **Voluntary** under the *Primary Reason* field and then select the appropriate option from the menu > Click the checkmark icon to save changes.

Reason

Primary Reason *

Search

Involuntary

Voluntary

Primary Reason *

Search

Voluntary

Voluntary > Better Career Opportunity

Voluntary > Child/Dependent Care Issues

Voluntary > Did Not Have the Proper Tools to do My Job

Voluntary > Did Not Receive Adequate Training

Voluntary > Fail Return from LOA

Voluntary > Job Not as Expected

Voluntary > Lack of Career Advancement

Note: Scroll down to view more reasons.

8. Scroll down on the form and confirm the **Termination Date**, **Last Day of Work**, **Pay Through Date**, and **Resignation Date**.

IMPORTANT! The *Termination Date* is the date specified by the team member as their last day of work unless otherwise approved by an HRBP. The *Resignation Date* is the date the team member submitted the resignation task in Workday.

Details

Termination Date *

01/31/2026

Last Day of Work *

01/31/2026

Pay Through Date *

01/31/2026

Resignation Date

01/08/2026

Note: The dates will automatically be populated.

9. Scroll down and select the team member's rehire eligibility status.

Note: Team Members who voluntarily resign are usually eligible for rehire. If you are unsure of the team member's rehire eligibility, click the question mark icon to view information about the rehire eligibility policy. Managers can also consult their leader or an HR Business Partner (HRBP) for guidance.

The screenshot shows a dropdown menu titled 'Eligible for Rehire *' with a red box around the 'Yes' option. To the right of the dropdown is a red number '9'. A blue arrow points from a question mark icon to a 'Rehire Eligibility' pop-up window. The pop-up window contains the following text: 'Leaders: Please note, for rehire eligibility if you select NO, the employee will be restricted in Workday from being rehired at GCNA/GIMV/GSFB. The following termination reasons are not eligible for rehire: Condone Unauthorized Work, Detrimental Behavior, Disorderly Conduct, Production Padding, Theft, Misuse of Employment Relationship, Negligent Conduct, Shopping Policy Violation, Reckless Conduct'.

10. Review the entire form for accuracy > Click **Submit** to complete.



Note: The task will route to Human Resources for review. The team member's *Workday Profile* will still appear active through their termination date.