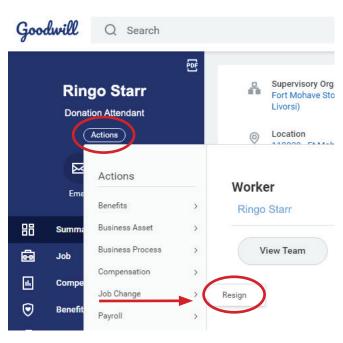
## Employee-as-Self Completes a Resignation Form via web-based Workday



- 1. Team Member logs into Goodwill Q Search 2 their Workday account, Ringo Star and clicks on their profile ធ from the cloud icon (or 8 My Aci > Welcome, Ringo Sta picture of self). Then click Å Favorites Г٦ on View Profile. Applications 9 items Announcements Z 2 Retirement Contributions As of 01/02/2021 you can cho  $\bigcirc$ ange your reti Soodwill Retir 2/2021 you can or enroll in th Time Personal Information É 凨 Inbox 3 items ŝ Favorite Go to Inbo
  - Once on their profile, the Team Member selects Actions > Job Change > Resign.



- 3. Team Member will fill out the following, then click submit.
  - a. Proposed termination date: date the Team Member wishes to be their last day worked
  - b. Primary reason: choose from the options listed
  - c. Secondary reason: optional
  - d. Comment: optional
  - e. Attachments: optional; Team Member may choose to upload a resignation letter if they have one.

Submit Resignation Ringo Starr	
We are sorry to see you go! If your reason for resignation is not in the Primary Reason list, please enter	r it in the comment section below.
Proposed Termination Date * 07/26/2021	
Primary Reason * Worker Resignation > Voluntary > Commute Time	
Secondary Reasons	<b>4.</b> Team Member's manager will receive an inbox task for the resignation.
enter your comment	a. Manager can enter comments (optional)
Attachments	<ul> <li>Manager clicks Approve, acknowledging and accepting the resignation</li> </ul>
Drop files here	
Select files	
	enter your comment
Submit Save for Later Cancel	Approve Send Back Deny Cancel Due 05/29

- 5. Manager will get a second inbox task the termination form.
  - a. Select termination reason
  - **b.** Select rehire eligibility per the Company's guidelines (click on the question mark next to the Eligibility field to review the guidelines)
  - c. Enter comments (optional)
  - d. Click Submit

O Yes		
○ No		
Search	:= ?	
~ [		
enter y	iour comment	
enter y	rour comment	
enter y	rour comment Save for Later Close	

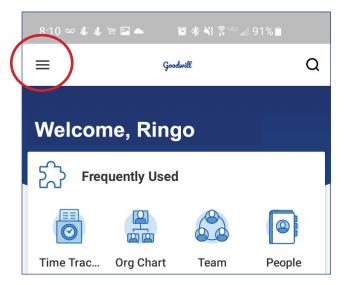
Page 2 of 4

# Employee-as-Self Completes a Resignation Form via Workday mobile app

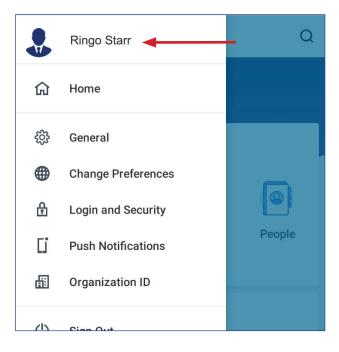


#### **Android Instructions**

 Team Member logs into their Workday mobile app



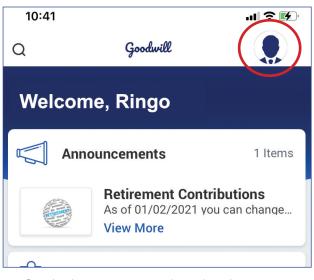
2. On the home screen, select the menu icon in the top left corner of the screen



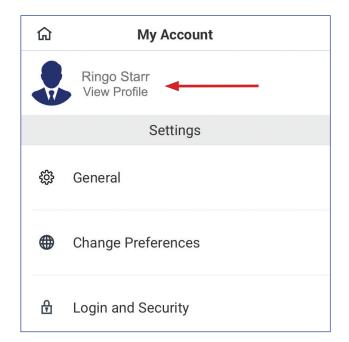
 When the window pops up, click on your name

#### **iPhone Instructions**

 Team Member logs into their Workday mobile app



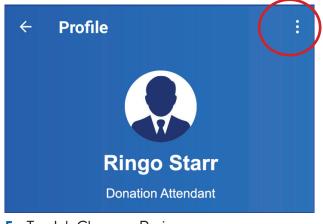
2. On the home screen, select the photo or icon in the top right corner of the screen



 When the window pops up, click on your name

## **Android Instructions**

4. Select the Actions menu in the top right corner (3 vertical dots)



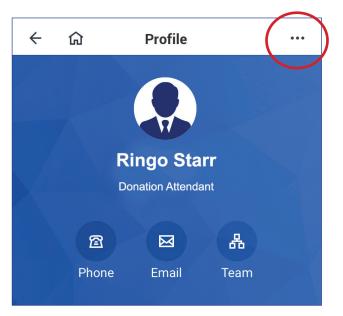
5. Tap Job Change > Resign

>	< Actions	← Job Change
в	enefits	Report No Show
в	usiness Asset	Resign
В	usiness Process	
1	ompensation ob Change	8:11 ∞ ₹ & 10 ▲ 10 ★ 11 % ■
		8:11 ∞ • 4 ⊭ ≅ ▲ û * *i ? ≔⊿ 91%∎ × Submit Resignation
6.	Complete the resignation form; you	Ringo Starr ①
	can:	Proposed Termination Date *
a.	Tap the X to close the form if you are not	Primary Reason ★
	ready to complete it	Secondary Reasons
b.	Save for Later to come back to it later (the form will be available in your Workday Inbox)	Attachments Ø Submission Comments
c.	Submit when complete	Add comment

Save for Later

## iPhone Instructions

4. Select the Actions menu in the top right corner (3 horizontal dots)



## 5. Tap Job Change > Resign

← û Actions	10:43 <b> </b>
Benefits >	Job Change
Compensation >	Resign
Job Change >	$\smile$
<ol> <li>Complete the resignation form; you can:</li> </ol>	Cancel Submit Resignation Ringo Starr  ① Additional Information
<ul> <li>Tap Cancel to close the form if you are not ready to complete it</li> </ul>	Proposed Termination Date *
<ul> <li>Save for Later to come back to it later (the form will be available in your Workday Inbox)</li> </ul>	Secondary Reasons
c. Submit when complete	Add Attachments Save for Later Submit