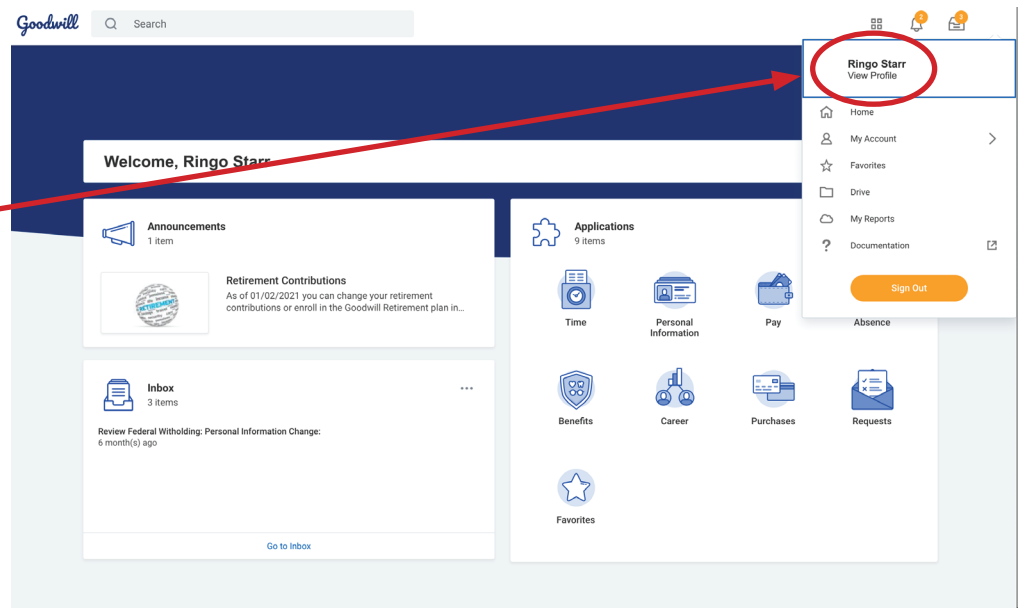


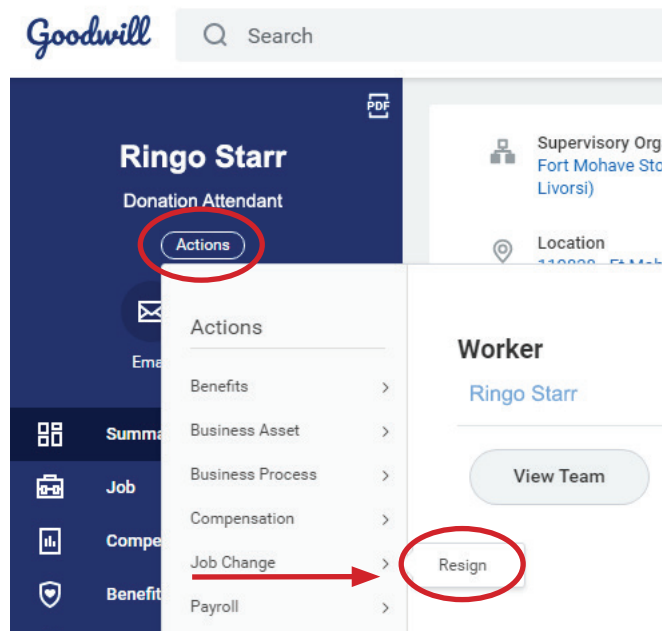
Employee-as-Self Completes a Resignation Form via web-based Workday



1. Team Member logs into their Workday account, and clicks on their profile from the cloud icon (or picture of self). Then click on View Profile.



2. 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.

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.

Proposed Termination Date * 07/26/2021

Primary Reason * Worker Resignation > Voluntary > Commute Time

Secondary Reasons

enter your comment

Attachments

Drop files here

or

Select files

Submit Save for Later Cancel

4. Team Member's manager will receive an inbox task for the resignation.

- a. Manager can enter comments (optional)
- b. Manager clicks Approve, acknowledging and accepting the resignation

enter your comment

Approve Send Back Deny Cancel

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

Eligibility

Yes No

Search ?

enter your comment

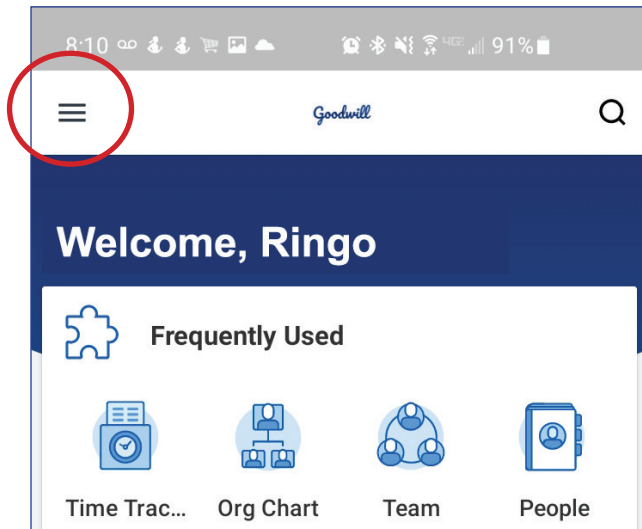
Submit Save for Later Close

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

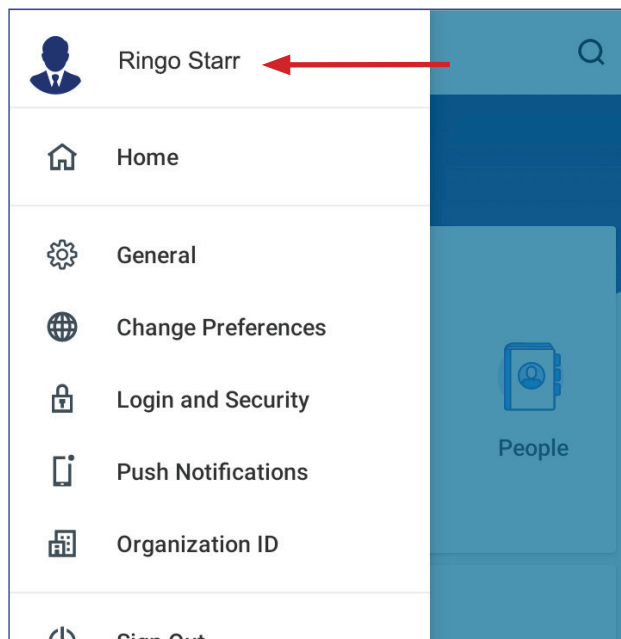


Android Instructions

1. Team Member logs into their Workday mobile app



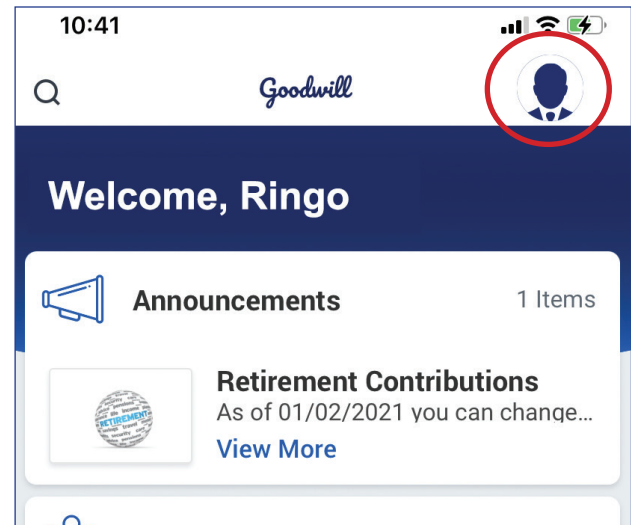
2. On the home screen, select the menu icon in the top left corner of the screen



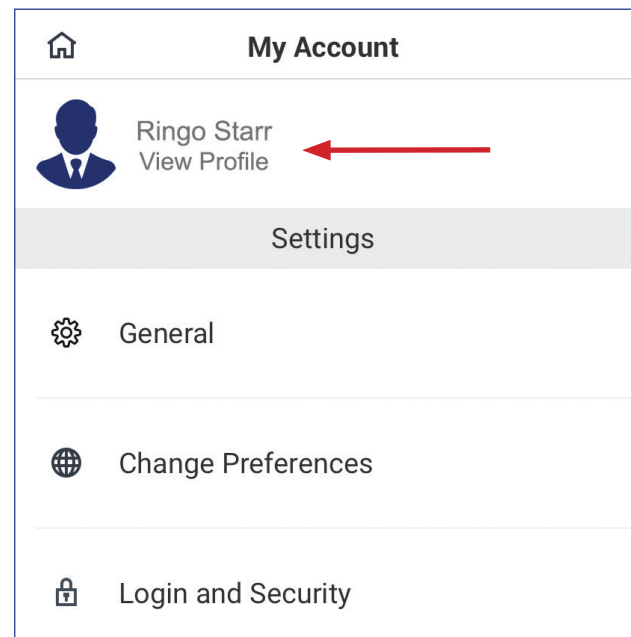
3. When the window pops up, click on your name

iPhone Instructions

1. Team Member logs into their Workday mobile app



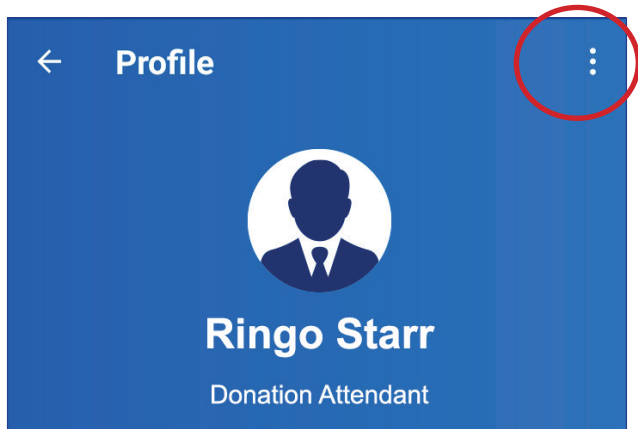
2. On the home screen, select the photo or icon in the top right corner of the screen



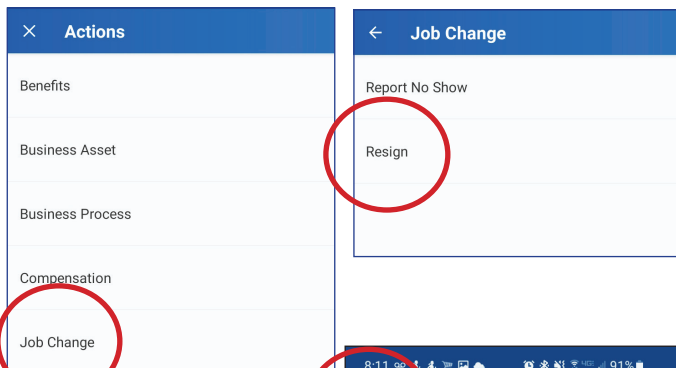
3. When the window pops up, click on your name

Android Instructions

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



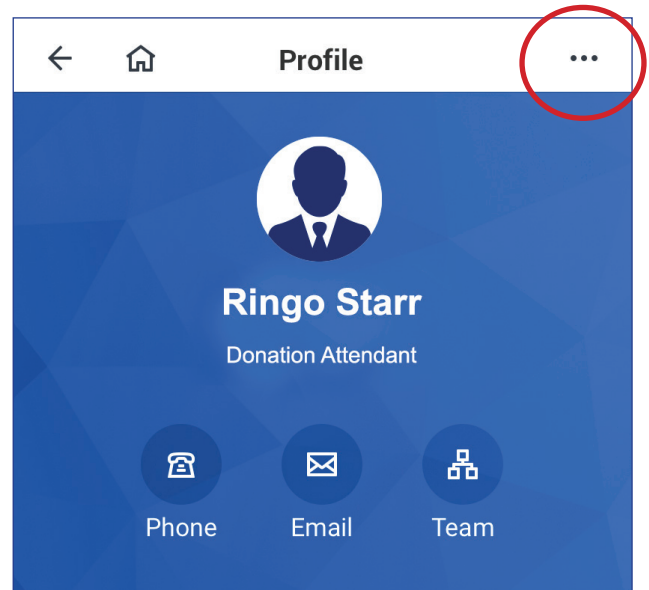
5. Tap Job Change > Resign



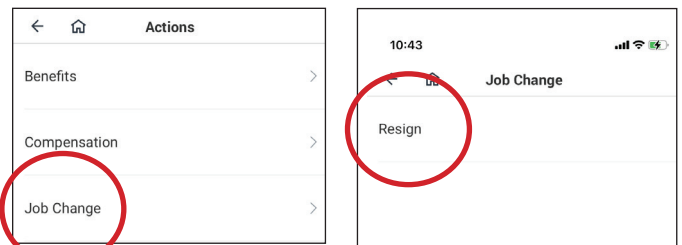
6. Complete the resignation form; you can:
 - a. Tap the X to close the form if you are not ready to complete it
 - b. Save for Later to come back to it later (the form will be available in your Workday Inbox)
 - c. Submit when complete

iPhone Instructions

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



5. Tap Job Change > Resign



6. Complete the resignation form; you can:
 - a. Tap Cancel to close the form if you are not ready to complete it
 - b. Save for Later to come back to it later (the form will be available in your Workday Inbox)
 - c. Submit when complete