

Submit Resignation

Workday Job Aid for Staff & FT Faculty

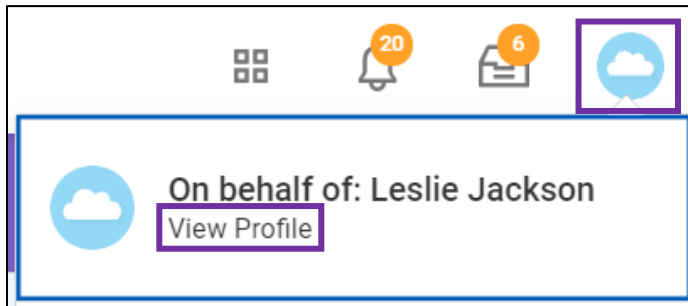
Overview

This job aid explains how employees can submit their resignation in Workday. Staff, FT Faculty, and Temp with Benefits can complete resignations in Workday. WDCE Faculty, PT Faculty, Short Term Temps, and Students must contact their manager directly to resign. For any questions, contact the ELR Department.

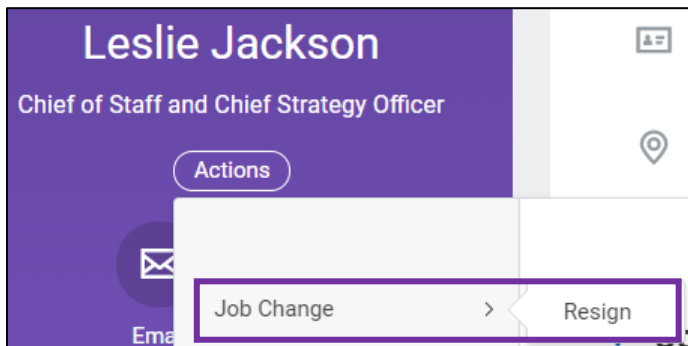
Important: For Retirement, please contact the Benefits Department in HRSTM to start the process.

Submit Resignation

1. From the Workday home page, click the **Photo/Cloud icon** > **View Profile**.



2. Under your name, click **Actions** > **Job Change** > **Resign**.



3. The Submit Resignation screen displays.

4. Enter the **Proposed Separation Date**.

Note: You may only select a future separation date.

5. Select a **Primary Reason**.
6. Select a **Secondary Reason**, if applicable.
7. Scroll down to the Attachments section.
8. Drag and drop or click **Select files** to upload the resignation email/letter or any other supporting documents.
9. Click **Submit**.

Note: The process is complete, and information flows to downstream processes as needed. Your manager will receive notification of your resignation.

Important: You will receive an email regarding the exit interview and clearance process. Additionally, you will receive a voluntary exit questionnaire in your Workday Inbox. Please complete prior to your last day of employment.