

This quick reference guide (QRG) supports employees who need to submit a resignation from a position.

To submit a resignation, complete the steps below.

SUBMIT RESIGNATION

From the Workday Home page:

1. Click the **Profile** icon in the upper-right corner.
2. Click **View Profile**.

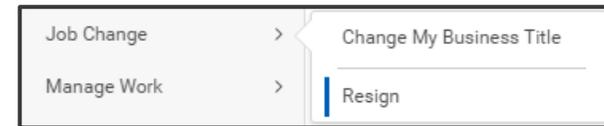
The *Workday Profile* displays.

3. On the left menu, below username and job title, click the **Actions** button.

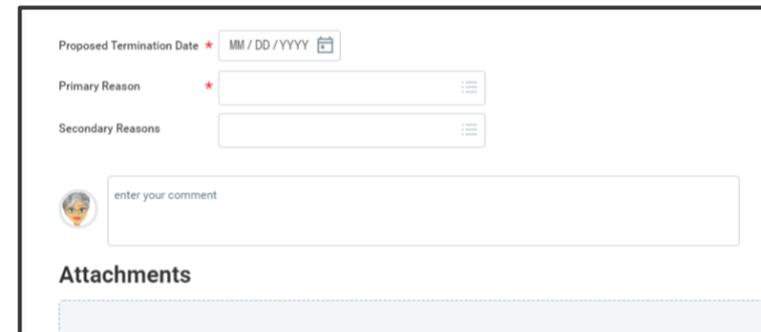


4. Select **Job Change**.
5. Choose the **Resign** option.

The *Submit Resignation* screen displays.



6. Enter all required information.
 - Proposed Termination Date
 - Primary Reason
 - Secondary Reason (if applicable)
 - Comments (if applicable)



7. Attach any files necessary.

 **Note:** A formal letter of resignation is recommended and can be attached on the *Submit Resignation* screen.

8. Click **Submit** to complete the submission process.

Submission will continue to the next reviewer in the process.

POST-TERMINATION

After the termination date, employees will no longer have access to Workday. If access is needed to payslips, tax documents, change payment elections or tax elections, etc., contact your Payroll Partner for assistance.