

Submit a Resignation

The process enables you to submit your resignation and upload your resignation letter.

Walkthroughs:




- 1.0 Navigation Path
- 2.0 Submit a Resignation



Audience: All

Important

It is best practice to have a conversation with your manager first **before** submitting your resignation in the system.

Process Step & Description	Action
<p>1.0 Navigation Path</p>	<p>Getting Started</p> <ul style="list-style-type: none"> ➤ Navigation Path Me > Personal Information > Employment info <p>From the Home Screen, be on the “Me” tab.</p> <ul style="list-style-type: none"> • Click on the “Personal Information” Icon.  <ul style="list-style-type: none"> • On this screen, click on “Employment Info”

	 <p>Family and Emergency Contacts Add family and friends to contact in case of emergency.</p>	 <p>Employment Info Details about your assignment, such as legal employer, business unit, department, and location.</p>	 <p>Additional Assignment Info View more details about your assignment.</p>
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<p>2.0 Submit a Resignation</p>	<p>Submit a Resignation</p> <p>On the “Employment Info” screen:</p> <ul style="list-style-type: none"> In the top right corner, click on “Actions” to see options.  <ul style="list-style-type: none"> Select “Resignation” from the list.  <ul style="list-style-type: none"> Enter an effective date for the resignation. Select a reason for the resignation using the drop-down menu.
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1 When and Why

Please Upload Resignation Letter.

When is the resignation notification date?
14-Feb-2020

When is the resignation date?
14-Feb-2020

Why are you resigning?
Personal Reasons

- Better Career Opportunity
- Compensation/Benefits
- Job/Manager Dissatisfaction
- Leaving Workforce
- Personal Reasons
- Relocation
- Retirement
- Return to School
- Voluntary Separation Program
- Work Schedule

Continue

- Click "Continue"

1 When and Why

Please Upload Resignation Letter.

When is the resignation notification date?
14-Feb-2020

When is the resignation date?
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Why are you resigning?
Personal Reasons

Continue

- Add a comment if necessary
- Upload your Resignation Letter by dragging the file or by clicking on the "add attachment."

2 Comments and Attachments

Comments

Attachments

Drag files here or click to add attachment

- Submit

<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
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- Done
Note: A Human Resources Specialist will approve your change and your manager will get an FYI notification.