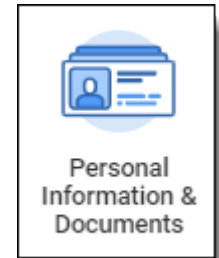


Workday Access for Employees Separating from State Service

Current employees will have regular access to Workday up to their termination date. Once separated, employees will have limited Workday access for the next 90 days. Separated employees are not able to print their employee file and will have limited access to their documents. It is recommended that employees print or copy any career, talent or performance information they might need prior to their separation date.

Personal Information

Separated employees have access to change their personal information including Home and Emergency Contacts. You can view and print worker documents you have access to.



Recruitments

Once an employee separates from state service, they will not be able to apply for internal postings. You will be considered an external applicant for recruitment purposes and must apply for positions through the [external career website](#). You may have reemployments rights as appropriate per policy or bargaining contract. For specific information, contact your HR Partner.

If you submitted internal applications prior to separation, you will no longer have access to them once you have separated service. You may want to contact the Recruiter for the position to let them know you are now leaving state service and provide a home email address. If you applied as an internal applicant, you will still be eligible for consideration. Be sure your personal information is up to date as that will be the only way the agency will be able to contact you.

Applying as an External Candidate

You will need to create an external applicant account. For assistance, view the training video [Workday Recruitment for external job applicants](#) and the job aid [Search for Jobs and Apply: External Candidate](#). When submitting an application, you will be asked if you are a prior state employee. You will want to answer affirmatively and provide your employee ID number (OR#). This will ensure your prior internal and current external records merge.