
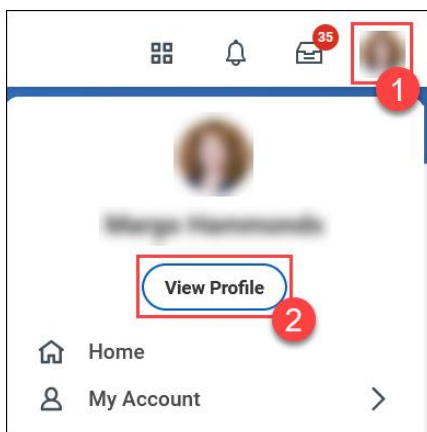


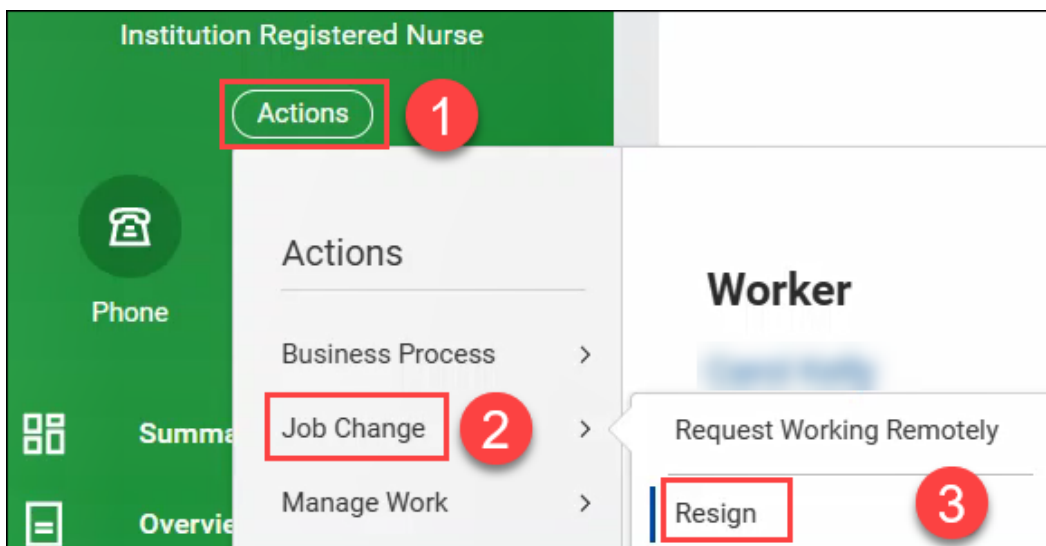
Resignation, submit
 This job aid will provide employees step by step instructions on how to submit a resignation in Workday.

 Submission of this form does not substitute official notice or communication with your supervisor. Only use this process if you are leaving state employment. If you have been hired at a different state agency, do not resign. Your new agency will complete the necessary actions to start your transfer.

Step 1: Click on your **Photo** or **Cloud** icon in the upper right corner (1) and select **View Profile** (2).



Step 2: Click on **Actions** (1), hover over **Job Change** (2), and select **Resign** (3).



Step 3: Enter the **Proposed Termination Date** (1). Use the menu prompts to select the required **Primary Reason** (2) and optional **Secondary Reasons** (3). Enter a **Comment** (4) and include **Attachments** if you'd like (5). Click **Submit**.

The screenshot shows a form with the following elements:

- Proposed Termination Date ***: A date input field containing "12/31/2021" with a calendar icon and a red circle with the number "1" next to it.
- Primary Reason ***: A dropdown menu showing "Worker Resignation > Voluntary > Retirement" with a red circle with the number "2" next to it.
- Secondary Reasons**: An empty dropdown menu with a red circle with the number "3" next to it.
- Comment**: A text input field with the placeholder "enter your comment" and a red circle with the number "4" next to it.
- Attachments**: A section with a dashed border containing "Drop files here", "or", and a "Select files" button, with a red circle with the number "5" next to it.

Step 4: *Up Next* displays the next task and who is responsible for it. Your manager will get an inbox task to *Review Resignation Request*.

The notification box has a close button (X) in the top right corner. The text inside reads:

You have submitted

Up Next: [redacted], Review Resignation Request, Due Date 12/18/2021

[View Details](#)

Step 5: You will receive a Workday notification, and an email, with a link to an **Exit Survey** once your Manager has completed their review. You are also reminded to ensure all of your inbox items have been completed prior to your last day.

The email content includes:

Below you will find a link to a short exit survey to complete regarding your experience while employed with state government. While this is not required, we encourage you and appreciate your feedback. This survey is an opportunity for the agency to gather valuable information about perceptions, what the agency did well, and areas we can improve. Thank you for your contribution to the agency and we wish you the best of luck.

[Exit survey](#)

Or copy and paste the text below in your web browser:

<https://wd5.myworkday.com/oregon/d/wday/vps/SurveySSOSite/survey/6700792356a301eaa5a531165801c02d/null.html>

Additionally we'd like to remind you to ensure any inbox items have been completed or reassigned. In the event there are inbox items remaining they will be routed to your supervisor to manage.

Business Process: Terminate: Destiny Hegeman
 Details: Terminate for [redacted] effective on 12/31/2021

Reminder – Employees have access to their Workday accounts for 90 days after the end of their employment. **Exit Survey URL:**
<https://wd5.myworkday.com/oregon/d/wday/vps/SurveySSOSite/survey/6700792356a301eaa5a531165801c02d/null.html>