

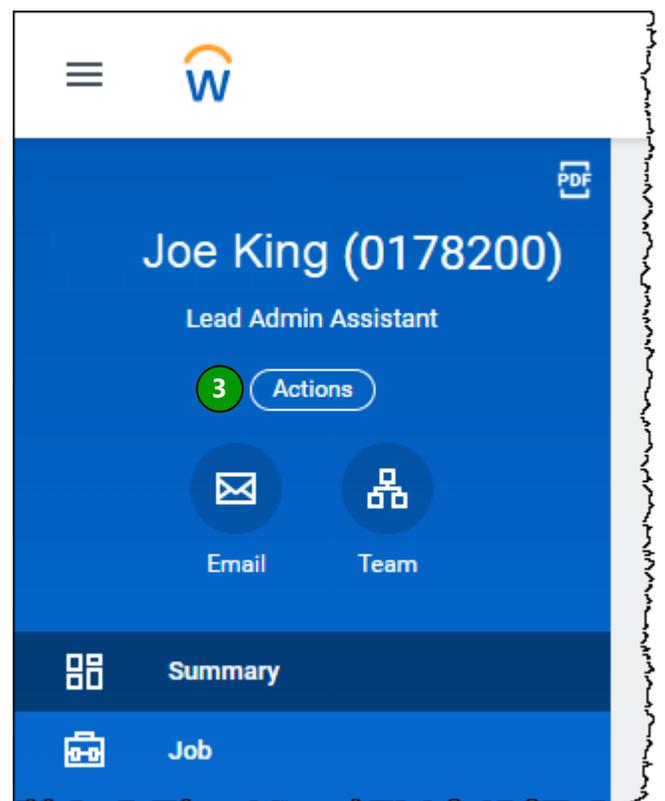
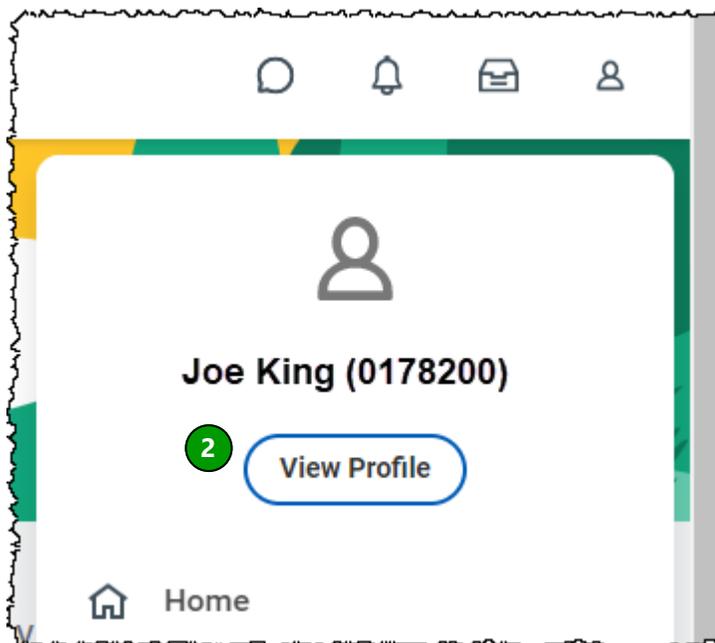


Initiate Voluntary Resignation

This guide explains how an employee may initiate their own resignation in Workday. Typically, a manager initiates both voluntary resignations and involuntary terminations. However, an employee can also initiate a voluntary resignation (e.g., retirement). During this process, an employee will choose only from the voluntary reasons provided. Follow the steps below to learn how an employee initiates a resignation in Workday.

Navigate to Actions

1. From your Workday homepage, select the **profile icon** in the upper right corner.
2. Select **View Profile** under your name.
3. Select **Actions** under your name and job title in the upper right corner of your Profile page.

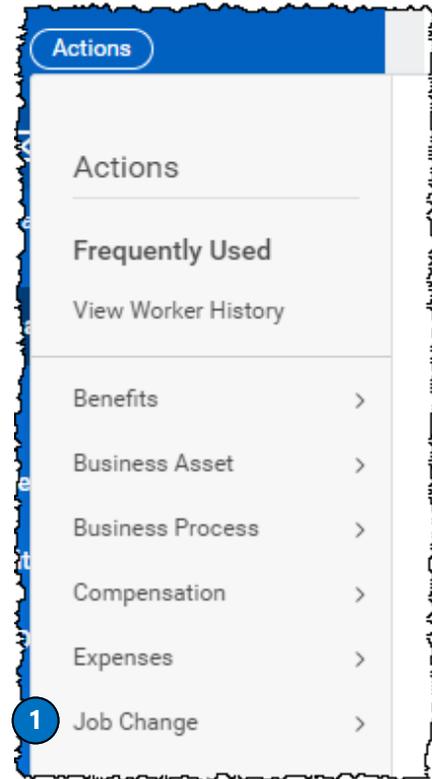




Initiate Voluntary Resignation - Page 2

Navigate to and begin Resignation

1. Under Actions, select **Job Change**.
2. Select **Resign** to begin the Resignation.
3. **Notification Date** will default to today's date. Edit if necessary.
4. The **Notice Period** will default to 14 days for non-exempt employees and 4 weeks for exempt employees.
5. The **Proposed Termination Date** will populate based on the **Notice Period**, but it may be edited if needed.
6. Select **Primary Reason**.
7. Select **Voluntary**.



Submit Resignation

Joe King (0178200) ⋮

| | |
|--------------------------------------|---|
| 3 Notification Date | <input type="text" value="05/02/2022"/> |
| 4 Notice Period | 14 Day(s) |
| 5 Proposed Termination Date * | <input type="text" value="05/16/2022"/> |
| 6 Primary Reason * | <input type="text"/> |
| Secondary Reasons | <input type="text"/> |

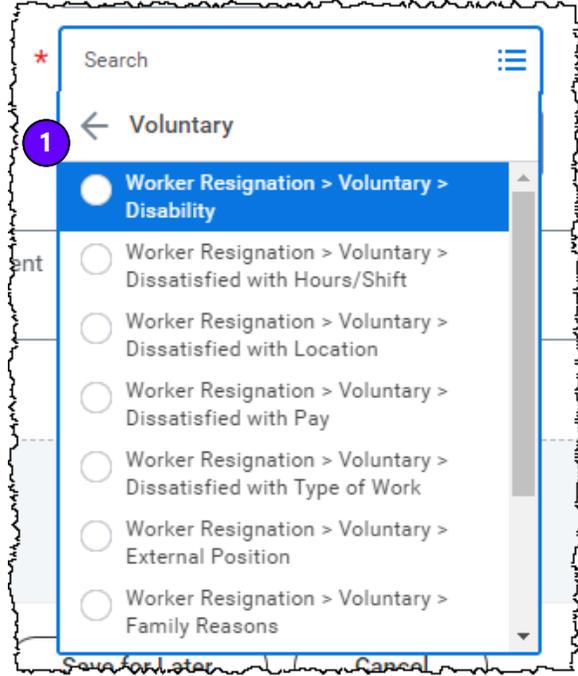
| | |
|-------------------|--|
| Primary Reason * | <input type="text" value="Search"/> |
| Secondary Reasons | <input type="text" value="Voluntary"/> |



Initiate Voluntary Resignation - Page 3

Complete Voluntary Resignation

1. Choose appropriate Voluntary reason from the options. Scroll to see the complete list of reasons.
2. Choose an optional **Secondary Voluntary Reason**.
3. Include an optional comment about the resignation.
4. Upload optional attachment(s).
5. Select **Submit**.
6. A submission confirmation appears that indicates the next step: manager review



Submit Resignation

Joe King (0178200) ⋮

Notification Date

Notice Period 14 Day(s)

Proposed Termination Date *

Primary Reason * x Worker Resignation > Voluntary > Family Reasons ⋮

Secondary Reasons ⋮

enter your comment

Attachments

4 Drop files here
or

5 Submit
Save for Later
Cancel

6
x

You have submitted

Up Next: Carrie Oakey (0160882) | Review Resignation Request | Due Date 05/04/2022

[View Details](#)

QUESTIONS?

Please email BusinessEducation@vumc.org.