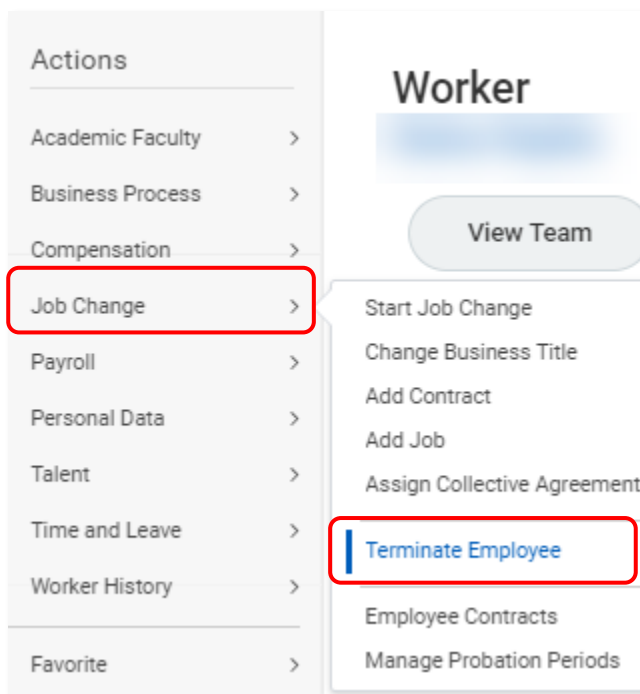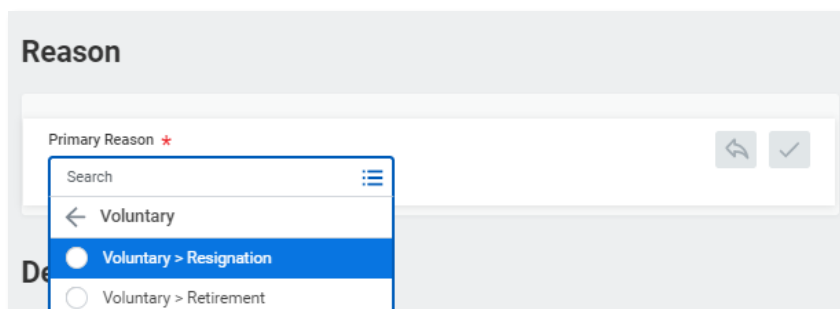**workday.**

In the instance where one of your employee's is unable to log in and complete a resignation, you will need to complete it on their behalf.

Navigate to the employee's related actions.

Select *Job Change, Terminate Employee*

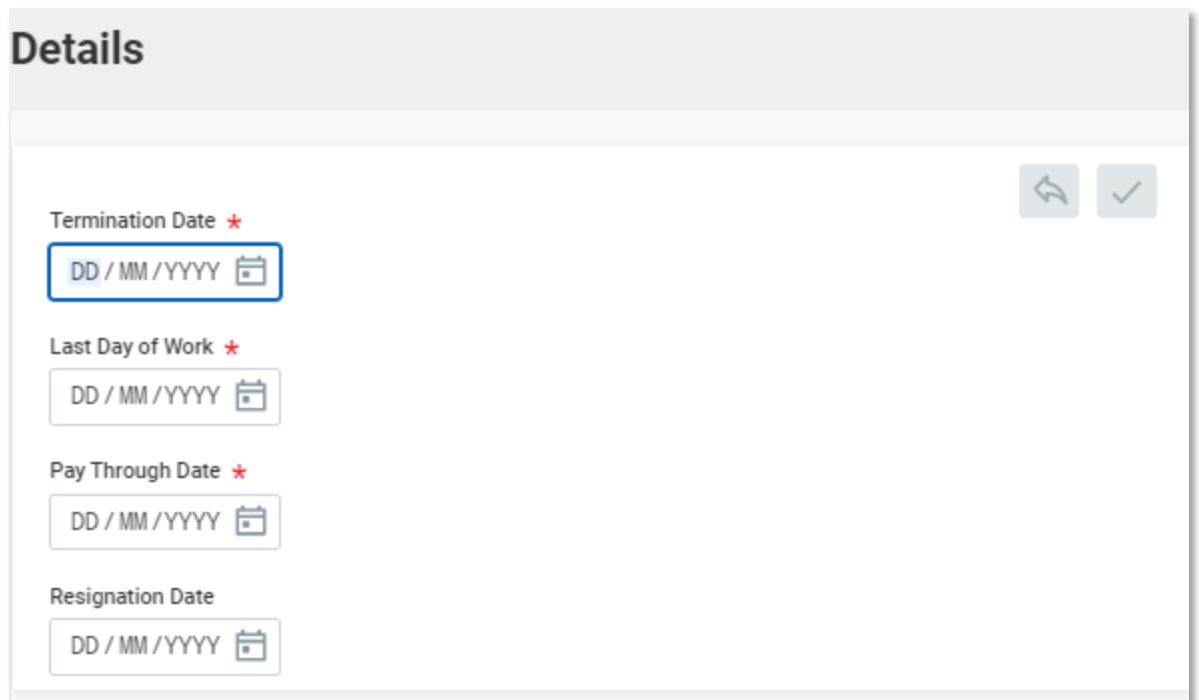Under *Reason* select *Primary Reason* as *Voluntary > Resignation*

Under Details, add the following: (Note: the once the termination date is entered, it will populate the mandatory fields)
Termination Date : as the last day the employee wants to work.
Last Day of Work : same date as above
Pay Through Date : last day of pay for employee (e.g. last date of work)
Resignation Date: date employee advised resignation.

Details

Termination Date *
DD / MM / YYYY 📅

Last Day of Work *
DD / MM / YYYY 📅

Pay Through Date *
DD / MM / YYYY 📅

Resignation Date
DD / MM / YYYY 📅

Enter comments into the comment field. E.g. employee advised of resignation whilst on leave.

enter your comment

Attach any resignation letter or other related documentation from the employee

Attachments

Drop files here

or

Select files

Select the document *Category* as *Resignation Letter*

	Test.docx	
DOC	Description	
	Category *	search ≡
		✕ Resignation Letter

Click *Submit*   **Submit**   Save for Later   Cancel

Once you have submitted the resignation on behalf of your employee, the Success! Event submitted screen will appear with an Up Next action to your People and Culture Business Partner.

Success! Event submitted
Terminate:

Up Next

HR Partner (Supervisory)
Review Employee Termination

> **Details and Process**