

TIP SHEET Human Resources

Purpose: Submit Resignation in Team Member Space

This tipsheet is available to assist you with submitting your resignation in Team Member Space. Prior to making this change in the system, you'll want to notify your direct manager of your planned resignation.

Workflow

1. Click My Profile.



2. Select the More Actions (ellipsis) button in the upper-righthand corner of the screen.



3. Select **Resignation** from the list.



4. Complete the following fields on the **Resignation** pop-up window. A red asterisk indicates a required field.

As a part of the official resignation proce You must provide adequate notice or you	ess, you must also speak to your manager a may forfeit PTO accrual payment, ability for	nd advise them of your resignation. rehire, etc.
This request will be routed for appre- monospinetic D. Ariel Nermaid Anticipated Last Day *	wat, after it is approved this record will	l be created
Attach Supporting Document	D	
Type Letter Of Resignation Here		

Field	Value	
Anticipated Last Day	Specify the date of your last anticipated day of work.	
Reason	Select a predefined reason for your resignation.	
Attachment	Optionally, complete the Description fields and upload a document,	
	such as a letter of resignation.	
Type Letter of	Optionally, you can type your letter of resignation directly into this field.	
Resignation Here		

- 5. Select the **Submit** button.
 - a. Note: Your direct manager receives a notification of your resignation.

Resignation For Ariel M	ermaid-142270	
As a part of the official resignation prov	ess, you must also speak to your manager u may forfeit PTO accrual payment, ability fr	and advise them of your resignation. or rehire, etc.
This request will be routed for appr Employment ID 142270 Ariel Mermaid Anticipated Last Day *	oval; after it is approved this record wi	il be created
Attachment Description Attach Supporting Document		
Type Letter Of Resignation Here		
Cancel	Save As Draft	Submit

You have successfully submitted your resignation.