

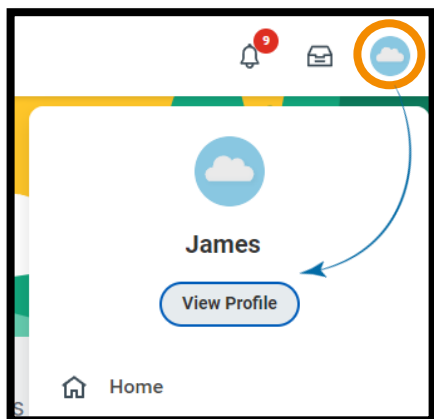
## SUBMITTING A RESIGNATION

Workday provides an easy process to submit a resignation electronically

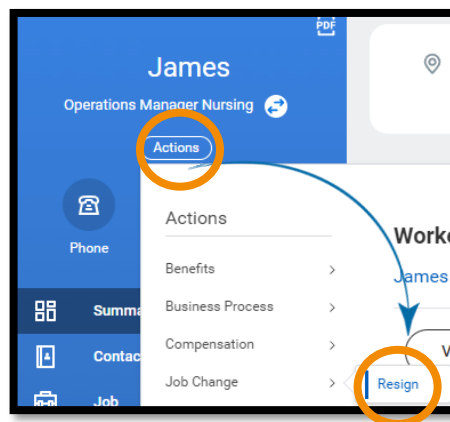


**Important Note:** if you are experiencing a job change such as a transfer or a move to per diem, **you do not need to resign from your previous position. Only submit a resignation if you are leaving Geisinger.**

From the **Home** page:



1. Click your **Profile** icon to start.
2. Click **View Profile**.
3. Click **Actions** on the blue bar on the left below your name.
4. Click **Job Change**.
5. Click **Resign**.



6. Enter the date in the **Proposed Termination Date** field.
7. Select a reason in the **Primary Reason for Resigning** field.
8. If you wish, you may also select an additional reason in the **Secondary Reason for Resigning** field.

9. You also have the ability to upload a resignation letter or other documentation if you wish.
10. Click **Submit**
10. At this point in the process, **your resignation will route to your Manager for approval.**

The only exception is if one of your Reasons for Resigning is “Relationship with Management”. In this case, your resignation will route to Human Resources to review and approve.



**Note for managers:** Once the resignation is approved, the formal [termination action](#) will appear in your Workday inbox. The worker is not considered fully terminated until the termination action is submitted.