

In the instance one of your employees has made the decision to resign from Flinders University, after you have been notified and have had a discussion with your employee, they will be required to submit their resignation in Workday. (Note: You can complete a resignation on their behalf if the situation requires it. See user guide on *resignation of employee on their behalf*)

An action will appear in your inbox to *Review Resignation Request*.

Navigate to your inbox

Complete a detail review of the information supplied by the employee. Check to ensure the dates match your discussion.

The screenshot shows the 'Review Resignation Request' form in Workday. On the left is an 'Inbox' sidebar with a list of actions, including 'Submit Resignation: 3 minute(s) ago - Due 25/02/2020, Effective 28/02/2020'. The main form area is titled 'Review Resignation Request' and contains the following fields and sections:

- Submit Resignation:** 3 minute(s) ago - Due 25/02/2020, Effective 28/02/2020
- Proposed Termination Date:** 28 / 02 / 2020
- Primary Reason:** Worker Resignation > Voluntary > Resignation
- Secondary Reasons:** (empty)
- Position:** [Redacted]
- Organization:** [Redacted]
- Manager:** Nicole Fishers
- Comment:** enter your comment
- Process History:**
 - Submit Resignation - Step Completed - Due 27/02/2020
 - Review Resignation Request - Awaiting Action - Due 25/02/2020
- Attachments:** Test.docx (Uploaded by [Redacted], 3 minutes ago)

At the bottom of the form are three buttons: 'Approve' (orange), 'Send Back' (grey), and 'Cancel' (grey).

If you require further information, you are able to send back the request.

A row of three buttons: 'Approve' (orange), 'Send Back' (grey), and 'Cancel' (grey).

To send back the request for more information, click *Send Back*. The *Send Back* pop up window will appear prepopulated with the initiator's (employee's) details. Complete the *Reason* box with the question/information you require. Then *Submit*.

The 'Send Back' pop-up window contains the following elements:

- Title:** Send Back
- To:** A dropdown menu with a search bar containing the text 'search'. Below the search bar is a list of items, with 'Resignation' selected and highlighted. There is a 'Revise' button next to the selected item.
- Reason:** A large empty text area for providing a reason.
- Buttons:** 'Submit' and 'Cancel' buttons at the bottom.

To approve the resignation, select *Approve*. Note: If you select *Cancel*, then you will only be cancelling out of the details, not cancelling the process.

A row of three buttons: 'Approve' (orange), 'Send Back' (grey), and 'Cancel' (grey).

Once you approve, the *Success! Event approved* screen will appear. There will be an action sent to your People and Culture business partner.

The notification screen displays the following information:

- Header:** Success! Event approved
- Action:** Submit Resignation: [blurred]
- Timestamp:** 3 minute(s) ago - Due 25/02/2020; Effective 28/02/2020
- Icon:** A green checkmark inside a circle.
- Status:** Process Successfully Completed
- Link:** > Details and Process

Once the People and Culture business partner approves the resignation, Payroll will receive a notification to complete the termination payment process. You will also receive an action to complete the offboarding process.

Once the resignation has been accepted by your People and Culture business partner, you will receive an action in your inbox to manage any business processes for the employee.

Navigate to your inbox

Ensure there is no *Inbox Items Assigned to Worker*, *Business Processes about the Worker* or, *Delegations to the Worker*. To do this, cancel any items about the employee, and delegate outstanding items to another employee. Click *Submit*.

Actions (8) Archive

Viewing: All Sort By: Newest

Terminate:
44 second(s) ago - Effective 28/02/2020

Manage Business Processes for Worker

44 second(s) ago - Effective 28/02/2020

Worker: [Redacted]

Inbox Items Assigned to Worker Business Processes about the Worker Delegations to the Worker

Inbox Items Assigned to Worker: 0 items

Task	Business Process	Assigned To	Action
No Data			

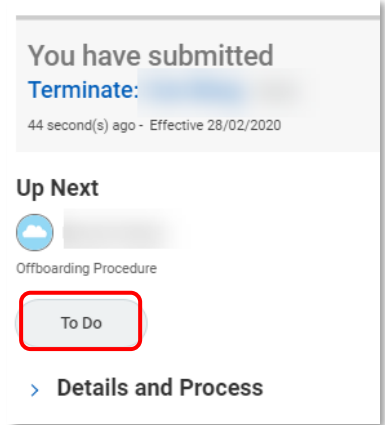
enter your comment

Process History

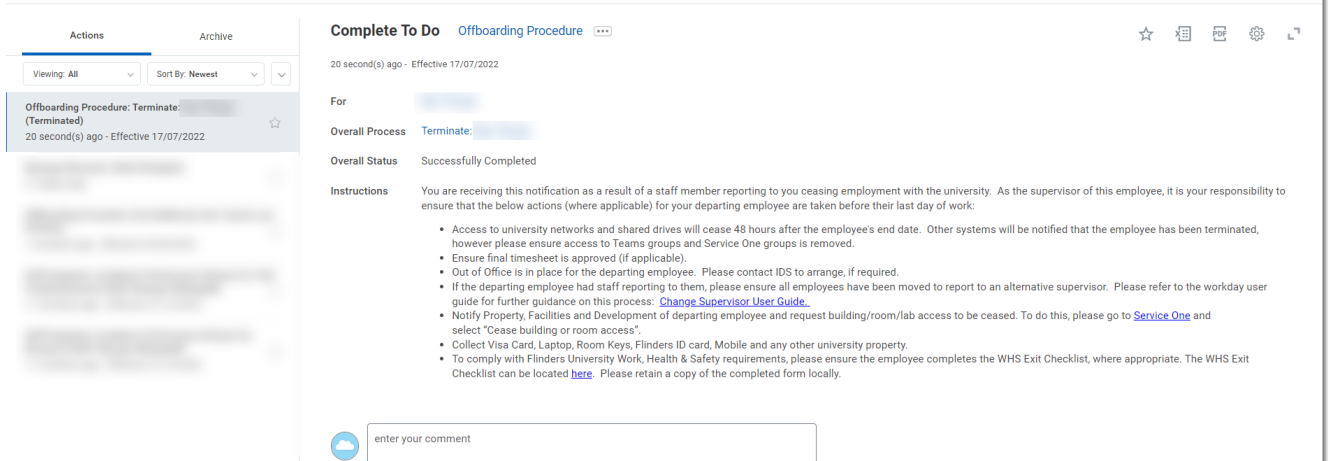
- Termination - Submitted - Just now
- Review Employee Termination - Not Required
- Approval by Manager - Not Required
- Approval by HR Executive - Not Required
- Review Employee Termination - Not Required

Submit Cancel

Once submitted, the *You have submitted* screen will appear. Up Next will be a further action which includes a list of *To Do* tasks required outside of Workday for you to complete the resigning employee's offboarding.



Inbox



Once all tasks relevant to the employee resigning are completed, click *Submit*

Once you have clicked submit, the *You have marked as Complete* screen will appear. The process has completed.

