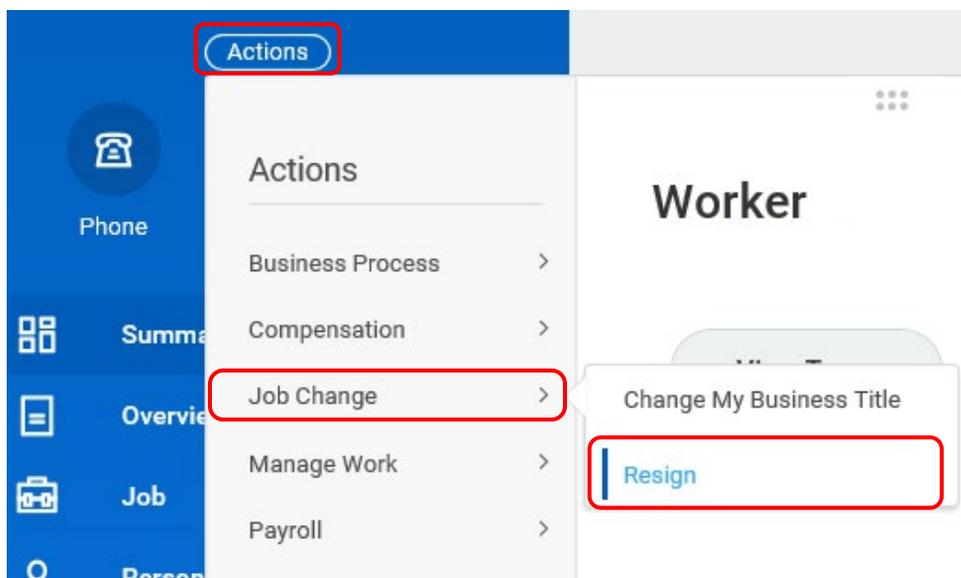


After you have made the decision to resign from Flinders University, and you have had a discussion with your supervisor or P&C Business Partner, you will need to log into Workday and initiate your resignation.

Navigate to your profile.



Select Actions, Job Change and Resign.



The *Submit Resignation* screen will appear

Complete the information as required.

Enter the *Proposed Termination Date* = your agreed last day of employment.

Select *Voluntary, Worker Resignation*.

Include a *comment* and *attach* your resignation letter.

Click *submit*.

**Submit Resignation**

Proposed Termination Date \* DD / MM / YYYY

Primary Reason \*

Secondary Reasons

Voluntary

- Worker Resignation > Voluntary > Resignation
- Worker Resignation > Voluntary > Retirement

enter your comment

**Attachments**

Drop files here

or

Select files

Submit Save for Later Cancel

Your supervisor will receive an action in their Workday inbox. Your resignation will be considered accepted by the University once you receive an approval notification from your supervisor. People and Culture will also receive an action to finalise the termination process, including any payments of entitlements.