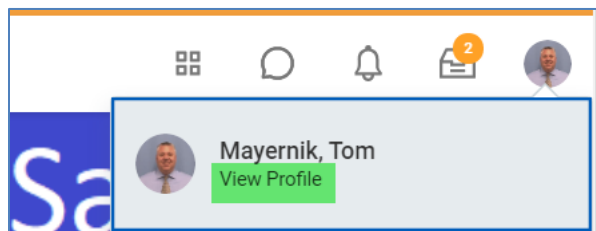



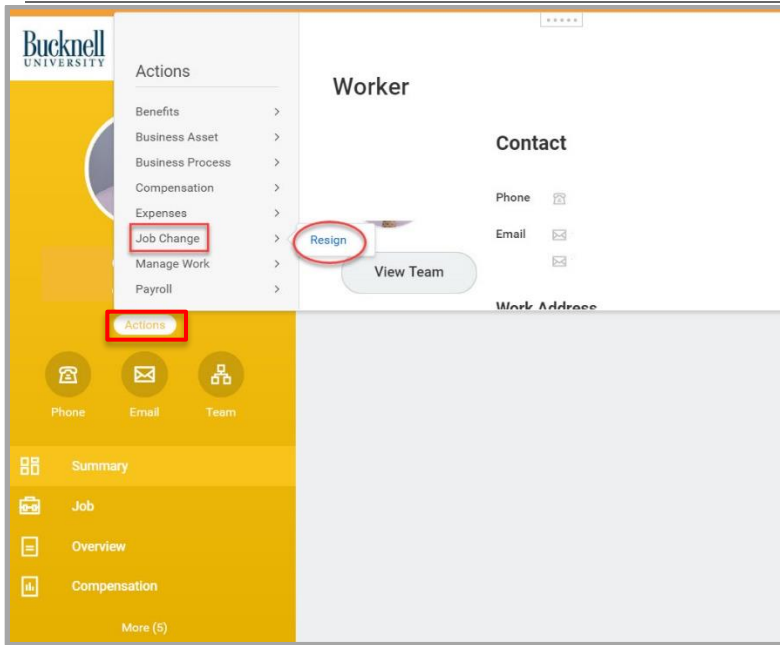
## RESIGNATION/RETIREMENT BUSINESS PROCESS

From your **Personal Profile**:

1. Click on your picture in the upper right-hand corner of the page and click on **View Profile**.




2. On your personal profile, click on **Actions**  under your picture.
3. Hover over **Job Change**, then click on **Resign**.



4. Select the **Proposed Termination Date**. This date should be your last day of work, separations cannot be extended using paid time off.
5. From the drop-down menus, select the **Primary Reason**. Secondary Reason is optional.
6. In **Attachments**, attach a letter of resignation/retirement. Click on **Select Files** to upload your letter of resignation/retirement.

Completing this function means that you are intending to leave the University and all current positions.  
Please select your resignation reason and upload your resignation letter. Be thoughtful as you select your resignation date to allow sufficient time (recommended minimum 2 weeks) to transition position responsibilities with your supervisor.  
**\*\*\*If you are not planning on leaving the University entirely, please contact Human Resources.**

Proposed Termination Date \*  

Primary Reason \*

Secondary Reasons

enter your comment

Attachments

Drop files here

or

Select files

Submit

Save for Later

Cancel

7. Click **Submit**.
8. Once resignation is approved, you will receive an inbox item with details about benefits and accounts.