

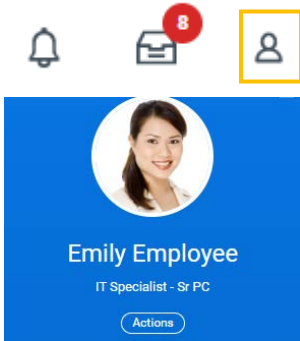
Submitting Resignation Including Retirement

USER GUIDE

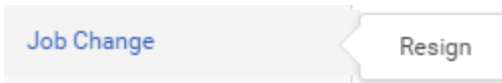
INTRODUCTION

Workday provides an easy process to submit a resignation electronically. Important Note: if you are experiencing a job change such as a transfer, you do not need to resign from your previous position. Only submit a resignation if you are leaving Marathon County.

1. Click on Your Profile in the upper right. Under **View Profile**, click **Actions**.



2. Under **Job Change**, select **Resign** – which is also used when retiring.



3. The notification date is unchangeable and is the date you are submitting your resignation. Change the **Proposed Termination Date** to your last day you will be working.

A **Primary Reason for resigning is required**. Click in the field to choose the most accurate reason. You can choose to select a **Secondary Reason**, but it is not required.

Notification Date: 10/11/2022

Notice Period: 0 Day(s)

Proposed Termination Date * 10/11/2022

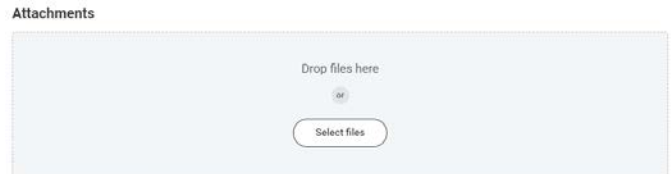
Primary Reason * [dropdown menu]

Secondary Reasons [dropdown menu]

enter your comment [text area]

4. You can submit a comment, that will go along with the resignation process, but it is not required.

5. It is recommended that you include a resignation letter. To do so, attach by dragging and dropping a file or clicking **Select Files**. Choose “**Personal**” for the category. The letter will be viewable by your manager.



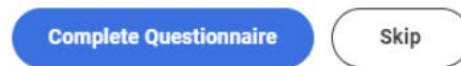
6. Once completed, hit **Submit**.
7. The resignation request will be submitted to your manager.
8. Once they have reviewed and accepted, it will go to the HR Partner for final acceptance.

Note: Refer to the Marathon County Termination Policy for PTO payout information.

FINAL STEPS FOR EMPLOYEE

1. In your Workday Inbox, you will receive a task of completing a **Termination Questionnaire**. We ask that you share your feedback on how we can improve Marathon County’s work culture.

Click **Complete Questionnaire**. If choosing to decline, please click **Skip**. Enter a comment and **OK**.



2. If you would like to personally meet with your department head, manager, or HR Partner please email: HR@co.marathon.wi.us.