

System Guide: Submit Resignation (Employee Self-Service)

Audience: resigning faculty and staff

Introduction

To ensure accurate and timely processing of separations from employment, resigning CMU faculty and staff are asked to submit their resignation in Workday after notifying their supervisor of their intent to resign.

Please note:

- The Workday process applies only to employees who are leaving the university; employees transferring to a different position within the university should not submit a resignation through Workday.
- **Fixed-term employees** ending employment on the established end date are not expected to submit a resignation; however, fixed-term employees resigning prior to their established end date are asked to follow the resignation process outlined for regular staff.

This system guide outlines the steps for submitting your resignation in Workday as well as the next steps.

Process Steps

Section 1: Submit Resignation

Remember to talk to your supervisor about your intention to resign prior to submitting your resignation in Workday.

Once you've submitted your resignation in Workday, you cannot change any details of the transaction, including rescinding your resignation. After the fact changes should be discussed with your supervisor.

Section 2: Supervisor's Review and Approval

All resignations submitted via Workday route for approval to the employee's supervisor. Note that your supervisor is reviewing and approving the details of the transaction, not approving your decision to resign from university employment.

Section 3: Next Steps in Workday

Once your supervisor has approved the transaction, you will receive a link to the offboarding checklist (designed to ensure all offboarding tasks are completed) and the following Workday tasks:

- The Update Home Contact Information task (faculty and staff)
- The CMU Exit Survey, which includes instructions for scheduling an exit interview (staff)

Change	View
Personal Information	About Me
Contact Information	Name
Emergency Contacts	Addresses
Legal Name	Address Changes
Preferred Name	Email Addresses
	Phone Numbers

External Links

Change Self-Identification of Disability

Change My Veteran Status Self Identification

System Guide: Update Contact Information (Home, Work & Emergency)

System Guide: Change Work Space

System Guide: Submit Resignation (for Resigning Employee)

Submit My Resignation

Section I: Submit Resignation

1. From the [Workday homepage](#), click the **Personal Information** worklet in the Your Top Apps section. (Click **View All Apps** if it is missing). The **Personal Information** screen displays.
2. Click on **Submit My Resignation** in the External Links section.

The **Submit Resignation landing page** displays.

1. Review the help text on the landing page.
2. Click **OK** when you are ready to submit your resignation. You will be taken to the Submit Resignation form.

Submit Resignation

1. Review the Additional Information below.

2. Click OK to access the Submit Resignation form in Workday.

3. On the form, provide the required information and documentation. (Select "Resignation" as the document category for attachments.)

4. Click Submit.



Additional Information

- To submit your resignation in Workday, you will be required to attach a letter of resignation to the transaction.
- Your letter of resignation should include the resignation effective date and your reason for resigning.
- For a **Letter of Resignation** template, click here: <https://www.cmu.edu/hr/assets/offboarding/resignation-template.docx>
- For step-by-step guidance on submitting your resignation in Workday, refer to the [Submit Resignation System Guide](#).

Worker ★ Carnegie, Andrew (acarnegie)

Cancel

OK


Submit Resignation Carnegie, Andrew (acarnegie)  

1. Review the Additional Information below.
2. Click OK to access the Submit Resignation form in Workday.
3. On the form, provide the required information and documentation. (Select "Resignation" as the document category for attachments.)
4. Click Submit.


Additional Information

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Proposed Separation Date *


MM/DD/YYYY 

Reason for Resignation *



Additional Reasons for Resignation




 enter your comment

The **Submit Resignation** form displays.

1. Enter the **Proposed Separation Date**. The proposed separation date should be your last day of work.
2. Click on the **Menu icon** in the **Reason for Resignation**. field and select a primary reason from the options in the drop-down list. *"Additional Reasons for Resignation" is an optional field.*


Note:

- Per CMU policy, nonexempt employees are expected to give two weeks' notice and exempt employees are expected to give four weeks' notice.
- Staff members cannot use PTO on their last day of work.
- Proposed Separation Date and Primary Reason are required fields.



enter your comment


Attachments




2023-08-18_07-38-03 copy (1).jpg
✓ Successfully Uploaded!

Description

Category *





Upload

Submit

Save for Later

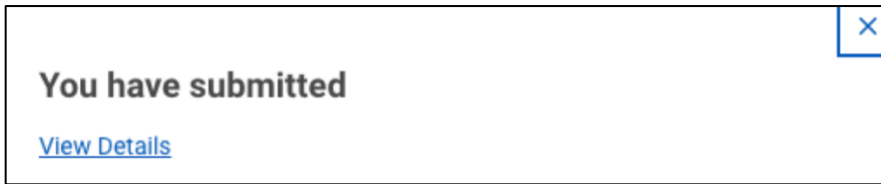
Cancel

1. In the **Attachments** section, attach your letter of resignation.
Note: You can drop the file into the window or use the Select files button to search for a file.
2. Click on the **Menu** icon in the **Category** field and select "Resignation" as the document category.
3. To add another document, click on the Upload button.
4. Click **Submit** to submit your resignation.

Notes:

- Your letter of resignation must be attached to this transaction.
- Include in the letter your resignation date and the reason for your resignation.
- You can download the Letter of Resignation template by clicking on the link on the Submit Resignation landing page or form.

The “You have submitted” page displays. Clicking **Done** returns you to the previous screen.



What's Next?

1. Your resignation routes to your supervisor for review and approval of the transaction details.
2. Once your supervisor approves the transaction, you receive an offboarding checklist and position-specific offboarding tasks.
 - a. Faculty and staff are asked to update their home contact information.
 - b. Staff members are invited to participate in the exit interview process.
3. Your access to Workday will be discontinued at the end of your last day of work at CMU. However, you can obtain temporary, limited access to Workday after your separation effective date in order to access pay stubs and tax forms. For post-separation Workday login instructions and temporary login credentials, please contact HR Employee Services.

Section II: Supervisor's Review and Approval

Upon submission of your resignation in Workday, your supervisor receives your resignation and is responsible for reviewing and approving the details of the transaction. You will not be prompted to complete offboarding tasks until your supervisor approves the request. Note that your supervisor is approving the details of the transaction, not your decision to resign from university employment.

Review Resignation Request:

1. Your supervisor reviews the terms of your resignation, including the following:
 - Proposed separation date
 - Primary reason for resignation
 - Comments
 - Letter of resignation
 - Any other documents you attach to the transaction

2. Your supervisor has the following approval options:
 - Approve—Completes the process and triggers offboarding
 - Send Back—Returns the transaction to you with an explanation, typically guidance for revising the details of the transaction.
 - Deny—Terminates the transaction; requires justification.
 - Cancel—Cancels the approval session, leaving the approval task in the supervisor's inbox to complete later.

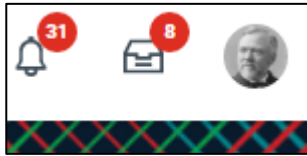
Section III: Next Steps

Once your supervisor approves the details of your resignation, you will receive an offboarding checklist and the following offboarding tasks in your Workday inbox:

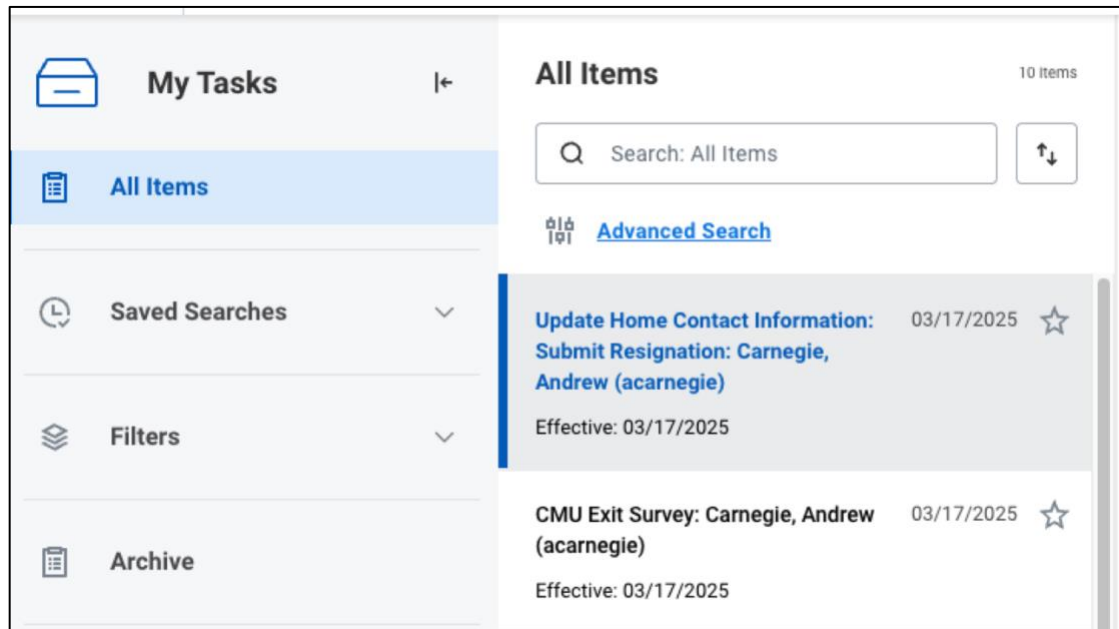
- Update Home Contact Information (to-do)
- CMU Exit Survey (includes as an invitation to schedule an exit interview) (staff only)

Offboarding tasks are key to ensuring a smooth transition from employment, and the Office of Human Resources highly encourages you to take a moment to complete those that apply to you. Updating your home contact information ensures that the university has accurate and up-to-date contact information in case they need to contact you or send you post-employment payroll or tax documents. Completing the exit survey and interview gives staff members the opportunity to provide feedback on your employment experience. To better address employee retention, CMU is committed to using your feedback to better understand the factors that cause employees to leave the university.

1. From the **Workday** homepage, click the **Inbox** icon at the top right.



2. Your Workday inbox displays. To get started, click on the “Update Home Contact Information” to-do.



Update Home Contact Information (to-do):

Complete To Do [Update Home Contact Information](#)

For

Carnegie, Andrew (acarnegie)

Overall Process

Submit Resignation: Carnegie, Andrew (acarnegie)

Overall Status

Successfully Completed

Instructions

Please take this opportunity to review and update your home contact information. In the event that the university needs to contact you or send you post-employment payroll and tax documents after you leave CMU, your home contact information must be up to date. For guidance on updating your contact information, refer to the Update [Contact Information \(Home, Work, Emergency\)](#) system guide. Click on the **Change My Home Contact Information** hyperlink below to get started.

To remove this task from your inbox, click the **Submit** button.

Change My Home Contact Inform...

enter your comment

Submit

Save for Later

Close

1. Click on the Change My Home Contact Information button. You will be taken to the Change My Home Contact Information task. Refer to the [Update Contact Information System Guide \[pdf\]](#) for step-by-step instructions.

2. Once you have reviewed your home contact information and updated accordingly, click on the Submit button at the bottom of the to-do to remove it from your inbox.

CMU Exit Survey (staff only):

1. To get started, click on the CMU Exit Survey to-do in your inbox.
2. When you are finished with the survey, click **Submit**.

Note:

- The exit survey is designed to obtain feedback on your employment experience.
- The exit survey asks about a number of work-related topics, including:
 - Compensation
 - Training and resources
 - Work environment
 - Supervisor
 - Position Responsibilities
 - Work/life balance
 - Career development
- Staff are encouraged to also participate in an exit interview with their assigned HR business partner. The interview is designed to obtain detailed feedback on your employment experience and give you the opportunity to ask separation-related questions. Instructions for scheduling an exit interview are included in the CMU Exit Survey notification.

CMU Exit Survey 'CMU Staff Exit Survey' for Submit Resignation: Carnegie, Andrew (acarnegie)

CMU Staff Exit Survey

Thank you in advance for participating in Carnegie Mellon University's exit survey. The Office of Human Resources values your feedback on your time at CMU: your work experiences, your reasons for leaving, and your thoughts on what the university does and does not do well. The insight you provide is important to CMU's efforts to evaluate and address employee retention and turnover trends.

Please answer the survey questions as honestly as possible. Your responses will be used in summary form only. If you do not feel comfortable responding to a question on this survey, please skip it.

If you have questions regarding this survey or your departure from the university, please contact your [HR Business Partner](#).

Thank you for your time, and best of luck in your future endeavors!

For the purposes of this survey, if you have held multiple positions at CMU, please provide your most recent position details (e.g., your most recent work location, most recent supervisor, etc.). You can add details about earlier positions in the comment boxes.

More

Submit Save for Later Skip ...

Note: If you are not prepared to submit the survey at this time, you can choose one of the following:

- Save for Later—Saves your content to complete and submit later.
- Skip— Removes the task from your inbox without your having submitted the survey.
- More > Cancel—Deletes all content you've put in the survey and saves the task in your inbox.