

## Workday@NSHE Job Aid

# Submit Resignation

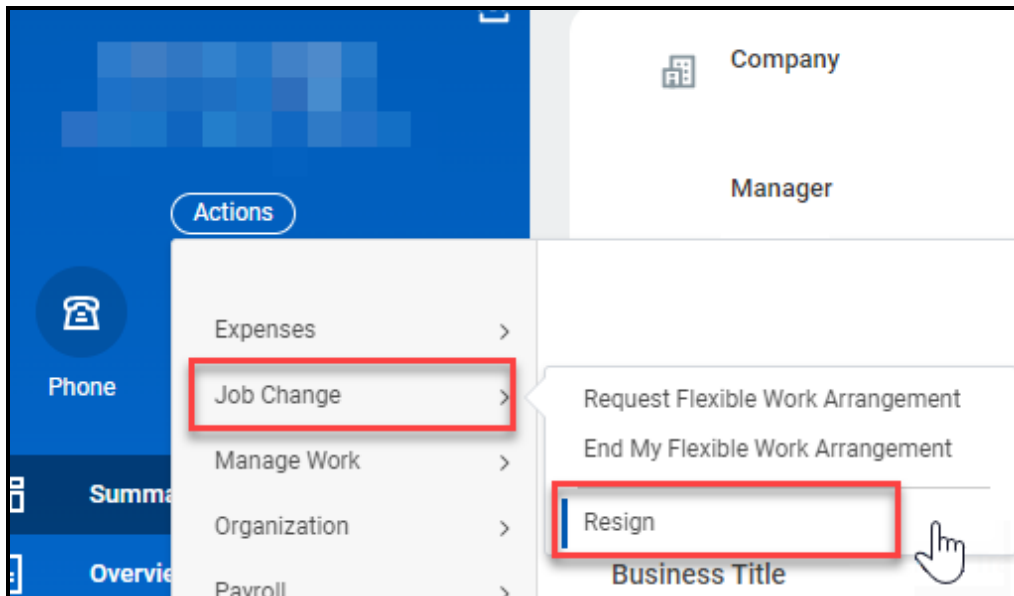
Business Process Role(s): [Employee](#)

## Overview

Employees are able to submit their resignation, including for retirement, in Workday.

## Submit Resignation

1. Click the *Photo/Cloud icon* > **View Profile**.



2. Select *Actions* > *Job Change* > **Resign**.
3. The *Submit Resignation* screen displays.

### Before You Begin:

You are hereby advised that you only have 3 working days from the date that your appointing authority accepts your resignation to rescind the resignation. If you rescind your resignation after more than 3 working days have passed, your appointing authority's approval is required to revoke the resignation (SOURCE: NRS 284.381 for classified, NSHE Code, Title 2, Chapter 5, Section 5.15 for professional/faculty).

#### 4. Enter the **Proposed Termination Date**.

**Note:** You may only select a future separation date.

#### 5. Select a **Primary Reason**.

#### 6. Select **Secondary Reason(s)**, if applicable.

#### 7. In the *Attachments* section, drag-and-drop or click **Select files** to upload a resignation email/letter or any other supporting documents.

#### 8. Click **Submit**.

**Note:** The process is complete, and information flows to downstream processes as needed. Your manager will receive notification of your resignation.

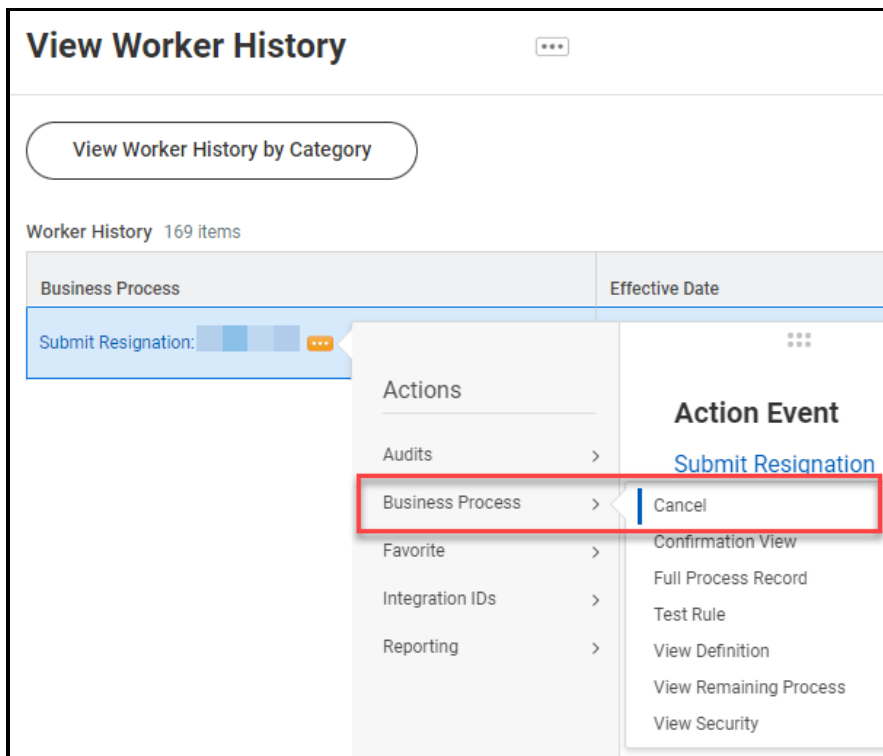
## Rescind Resignation

An employee can rescind their resignation in Workday within three (3) working days of the resignation being accepted and approved. Beyond the 3-day period, contact your manager and/or Human Resources.

#### 1. Click the *Photo/Cloud icon* > **View Profile**.

#### 2. Select *Actions* > *Worker History* > **View Worker History**.

#### 3. Locate the **Submit Resignation** item under the *Business Process* column.



4. Click the Action icon to the right of the item. Select *Business Process* > **Cancel**.
5. Enter a *Comment*.
6. Click **Submit**.

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Tagged: resign quit retire retirement

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- We want to hear from you! Take our online [Customer Satisfaction Survey](#).