

## Step-by-Step Instructions

### **Business Use Case**

Employees will have the ability to resign through the Employee Self-Service functionality.

Employees with two (2) Work Relationships will not be able to submit their resignation via Employee Self-Service and will need to work with their designated payroll team or manager to have it initiated on their behalf. To determine if you fall into this scenario, see the below section, “*Resignation of an Employee with Two (2) Work Relationships.*”

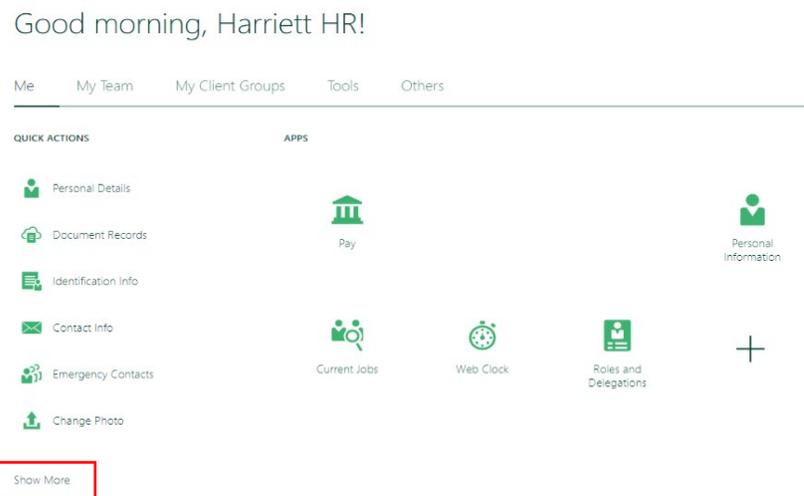
### ***Before submitting a resignation in the system:***

- Discuss the resignation with your manager first, before taking any action in the system.
- Please verify or update the personal contact information listed under [Contact Info](#). Mailing address and phone number should be updated to ensure post separation communication will be received. Once Zachry e-mail access is revoked, the personal e-mail address recorded in the system will be used to provide access to your personal information and documents for up to 90 days after separation, so it is critical that this information is updated.

### **Resignation of an Employee with One Work Relationship**

**Performed By:** Employee

1. From the **Me** dashboard, navigate to **Quick Actions** (on the left) and select **Show More**.



2. Under Employment section select **Resignation**.



3. In the **When and Why** section, populate the following fields:

- **Effective Date:** The last day you intend to work.
- **Action**
- **Action Reason:** This is the *primary* reason for resignation. Reasons available for selection: *Abandoned job/No Show, Career Opportunity, Dissatisfied, Illness/Accident, No Return from LOA/FMLA/WC, Other, Personal/Family, Relocation, School/Military.*

**Important Note for this Step:** If you experience errors at this step, you may have a Work Relationship with two (2) different Legal Employers. To confirm if this is the issues, refer to the steps at the end of this document *Checking if Employee has two (2) Work Relationships* or reach out to your manager or payroll support team for assistance.

4. **Notification Date** will auto populate based on the day the transaction is submitted. Click **Continue**.

Please update your address, phone, & personal email information to ensure Zachry can connect with you for final payslips, separation information, and future job opportunities.

### 1 When and Why

Notification Date 1/12/23	*Action Quit
*Effective Date 1/12/23	*Action Reason Relocation

**Continue**

5. The **Enter Resignation Info Section** appears. Populate these mandatory fields with a value of **Yes: I have informed my manager about my resignation, and address information has been updated and verified**. These fields must be populated to submit your resignation.

### 2 Enter Resignation Info

*I have informed my manager about my resignation.	Address information has been updated and verified
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6. Click **Submit**.

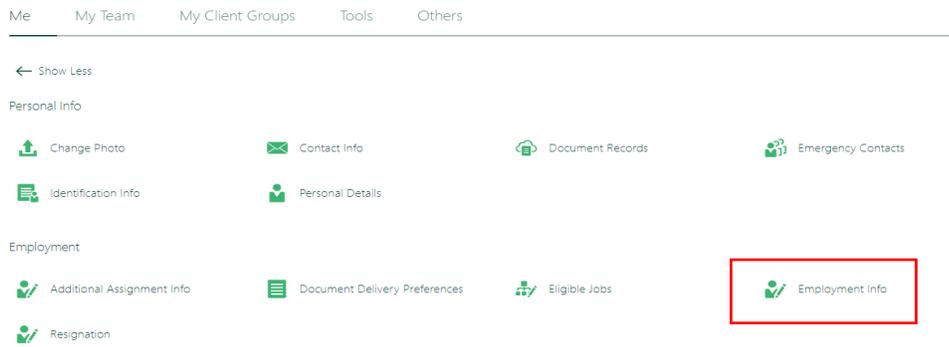
### **Approval Workflow Details:**

All changes submitted using this system transaction will be managed through a workflow to ensure the appropriate parties are involved in the approval.

## Checking if Employee has two (2) Work Relationships

1. The system will not allow resignation submission if, at the time of resignation, two (2) Work Relationships exist with different Legal Employers.

If an error appears at this step, navigate to the **Me** dashboard on the homepage, select **Show More** under **Quick Actions**, under the Employment section select **Employment Info**.



2. If there are two (2) Work Relationships recorded, they will be listed under the **Business Title** dropdown menu. If there is more than one (1) Legal Employer listed, please work with your manager to assist in submitting your resignation.

