

1. Select **Me** to display your employee functions
2. Scroll down and click **Show More**

Good morning, Arya Stark!

Me My Team My Client Groups Benefits Administration

QUICK ACTIONS APPS

Personal Details Directory Onboarding

Document Records

Identification Info

Contact Info Time and Absences Career and Performance

Family and Emergency Contacts

Additional Assignment Info Roles and Delegations Expenses

Document Delivery Preferences

Show More

The screenshot displays the ESS user interface. At the top, a greeting reads "Good morning, Arya Stark!". Below this is a navigation bar with four tabs: "Me", "My Team", "My Client Groups", and "Benefits Administration". The "Me" tab is highlighted with a red box. Underneath, the interface is divided into two columns: "QUICK ACTIONS" and "APPS". The "QUICK ACTIONS" column lists: Personal Details, Document Records, Identification Info, Contact Info, and Family and Emergency Contacts. The "APPS" column lists: Directory, Onboarding, Time and Absences, Career and Performance, Roles and Delegations, and Expenses. At the bottom of the page, a "Show More" button is highlighted with a red box. A red arrow points from the "Me" tab down to the "Show More" button.

3. Under the **Employment** heading, click **Resignation**



4. Enter a **reason for the resignation**
5. Enter the **resignation date**
6. Click **Submit**
7. The resignation request will be submitted for review and approval

End of Procedure

Submit Resignation

Jana Baylis

Submit Cancel

1 When and Why

When is the resignation notification date?
10/23/2020

*When is the resignation date?
11/6/2020

*Why are you resigning?
Reason
Moved
Personal Reasons
Retirement
Unable to fulfill hour requirements
Unknown

Conti

2 Comments and Attachments