


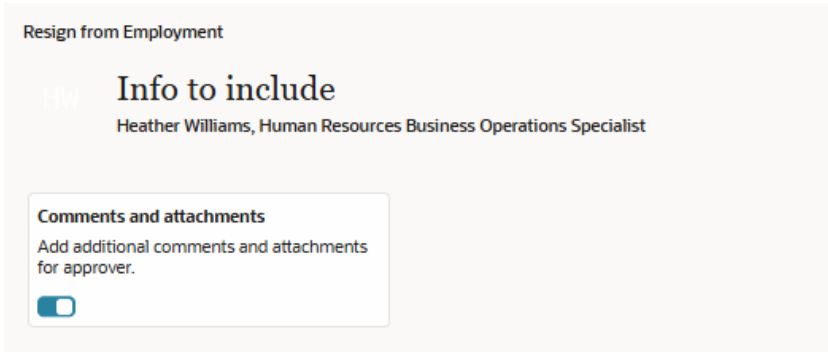
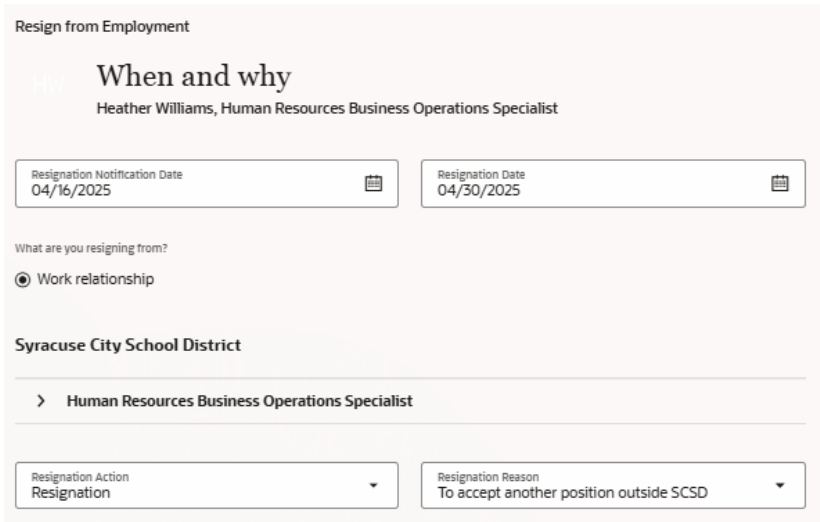


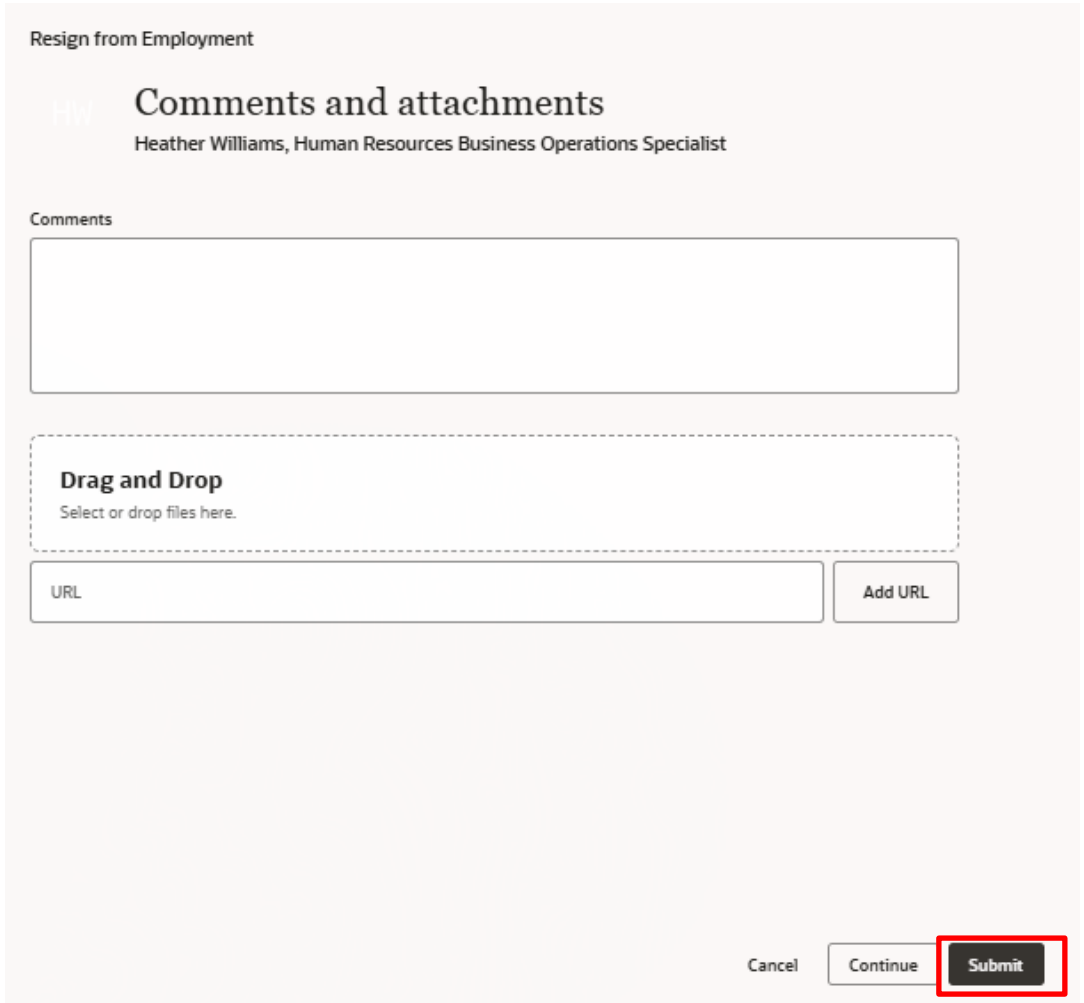
RESIGNATION

Sequence	Steps and Action
1.	<p>Login:</p> <p>Open the environment URL</p> <p>When the SCSDConnect login page opens, click the Single Sign On Button. If you are asked for an additional login, use the login you use to access O365.</p> <p>Expected Results: User should be logged in and the Home Page should be displayed.</p> <p>If you are not on Home Page, select 'Home' icon </p>
2.	<p>Navigate to Me > Show More</p>  <p>Expected Results: Quick Actions will display</p>

How to Guide
HCM-29 Resignation

Sequence	Steps and Action
3.	<p>Navigate to Resign from Employment</p>  <p>Expected Results: Resignation screen will display</p>
4.	<p>Click on toggle to add any comments or attachments, then click "Continue"</p>  <p>Expected Results: When and Why screen will display</p>
5.	<p>Enter the date that you announced your resignation and the date that you are planning on resigning. Enter your reasoning and then click on "Continue"</p>  <p>Expected Results: Comments screen will display</p>

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Sequence	Steps and Action
6.	<p>Enter any comments or attachments that you would like to include. This is not mandatory, and you can click on "Submit" when finished.</p>  <p>Resign from Employment</p> <p>HW Comments and attachments Heather Williams, Human Resources Business Operations Specialist</p> <p>Comments</p> <p>Drag and Drop Select or drop files here.</p> <p>URL Add URL</p> <p>Cancel Continue Submit</p> <p>Expected Results: Resignation went to HR for approval</p>
7.	End of Procedure.