


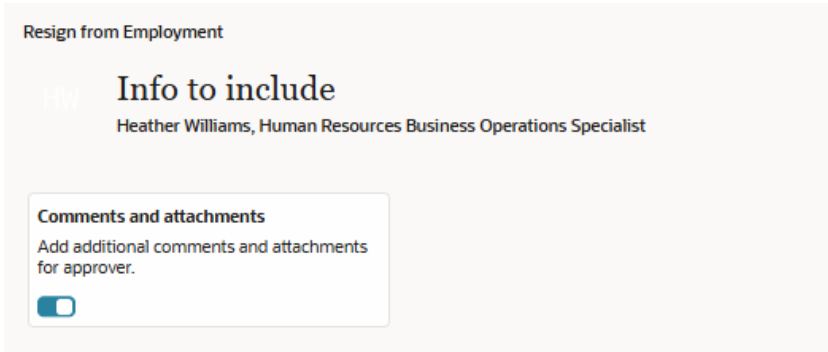
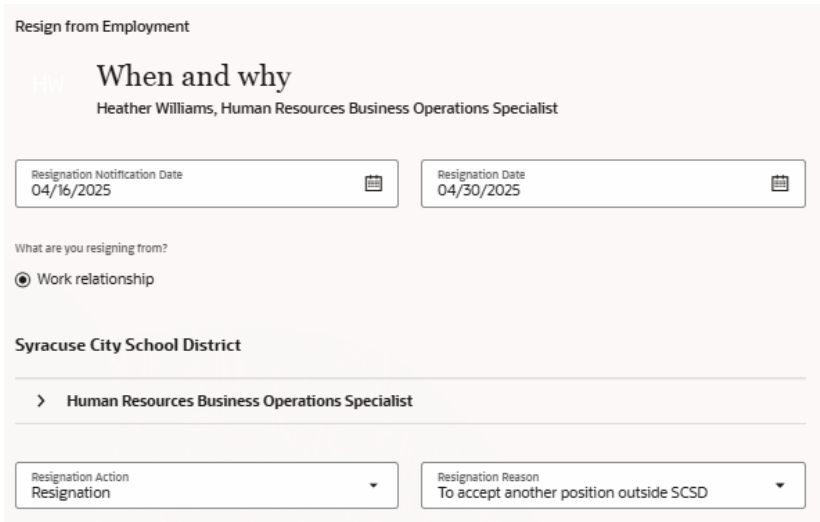
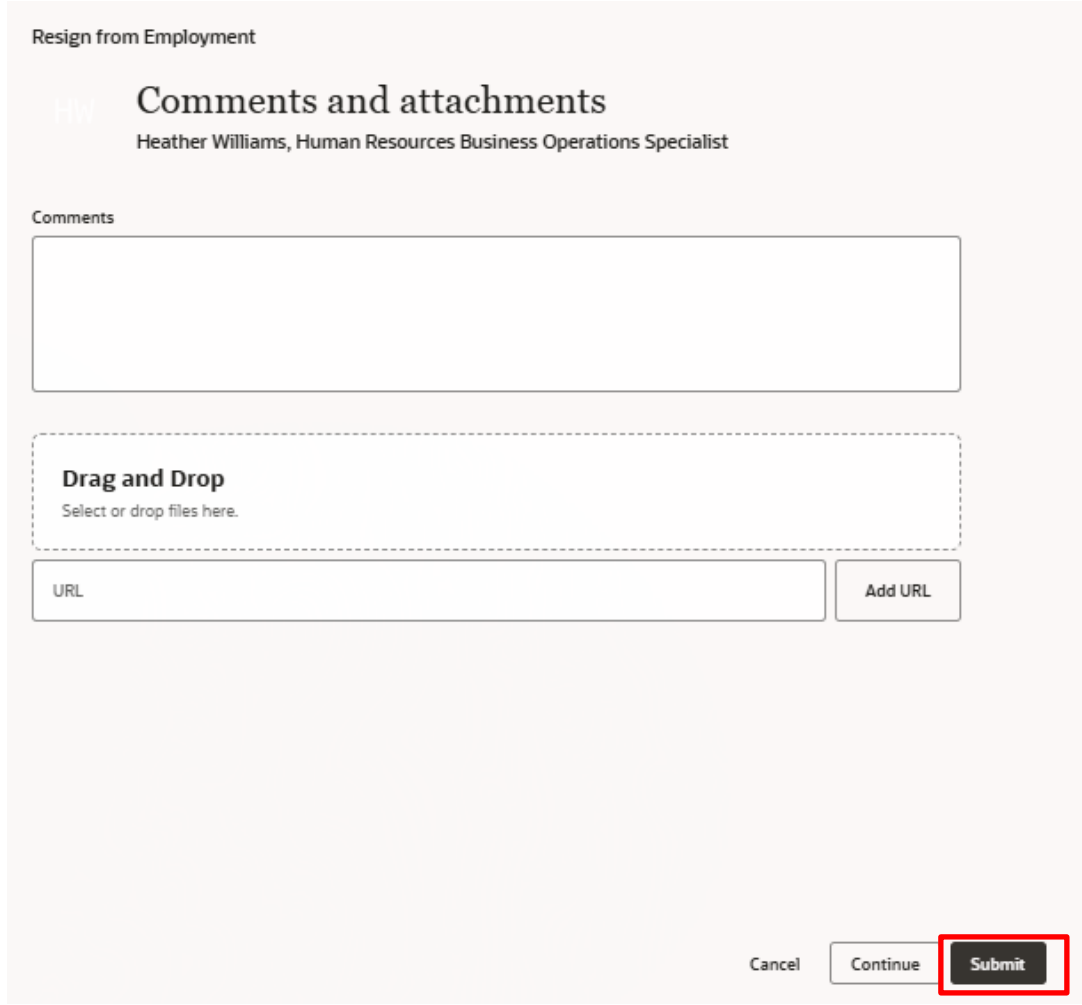


## RESIGNATION

| 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><b>Expected Results:</b> 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 &gt; Show More</p>  <p><b>Expected Results:</b> 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> |

| 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>The <b>Employee Exit Feedback Survey Module</b> is in development and exiting employees are encouraged to utilize the "Comments and Attachments" section of this process shown below.</p> <div data-bbox="342 537 1417 1535"><p>The screenshot shows a web interface for 'Resign from Employment'. At the top, it says 'Resign from Employment' and 'HW Comments and attachments Heather Williams, Human Resources Business Operations Specialist'. Below this is a 'Comments' section with a large text input field. Underneath is a 'Drag and Drop' area with a dashed border and the text 'Select or drop files here.'. Below that is a 'URL' input field and an 'Add URL' button. At the bottom right, there are three buttons: 'Cancel', 'Continue', and 'Submit'. The 'Submit' button is highlighted with a red border.</p></div> <p>Expected Results: Resignation went to HR for approval</p> |
| 7.       | End of Procedure.   |