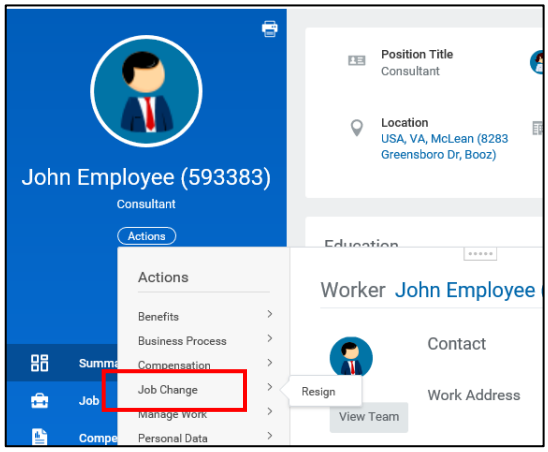
EMPLOYEE JOB AID

RESIGNATION

This job aid should be used by an employee when he or she wishes to resign.

1. Begin the resignation process by viewing your **Profile** (click on your name at the top right-hand corner and click **View Profile**) and selecting **Actions** below your name.

2. Select **Job Change** and then **Resign**

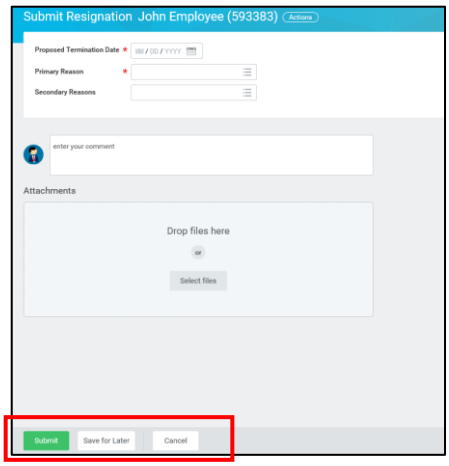


3. Enter the Proposed **Termination Date** and **Primary Reason for Resigning**

   NOTE: The resignation date cannot be the same day as submission, but can be any business day after submission date. Employees are not able to submit a resignation date for a date that has passed.

   NOTE: You may add multiple Secondary Reasons for resigning, but this is not a required field.

4. Employees may upload/attach a copy of their resignation documentation; however, it is not required



5. Click **Submit**, **Cancel**, or **Save for Later**

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UP NEXT: Once your resignation is submitted, your career manager and HR Talent Consultant will receive a notification. In addition, your resignation will be routed to the appropriate HR Assistant to review the resignation request and proposed termination date.

A second notification will be sent to your career manager upon the HR Assistant finalizing the resignation details. This will include instructions regarding any offboarding or asset management tasks.

NOTES:

You may **Rescind your Resignation** until the Resignation is "Approved" in Workday by the HR Assistant (click on the **Related Actions** button next to your name, select **Job Change** and then **Withdraw Resignation**).

If you need to withdraw your resignation, change the proposed termination date or update the primary reason for leaving the firm after the HR Assistant has processed your resignation, contact your HR Talent Consultant as soon as possible.

6. After the resignation is processed by the HR Assistant, the employee will receive an action in his/her Workday Inbox to **Review Documents**

NOTE: There are four (4) separation documents that should be read, printed and kept for future reference: Acknowledgment Statement, Personal Mobile Device Management (MDM) Control Removal, Employment Verification and Separation Checklist

7. Click **Submit**

8. Employees at the Lead Associate and below management level will receive an action in his/her Workday Inbox to **Complete Questionnaire**

   NOTE: Your candid feedback is important to us and can assist in improving our people programs and employee retention

9. Click **Submit** or **Save for Later**

For additional information on leaving the firm, please visit the **Total Rewards** site at totalrewards.bah.com.

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