Employee Space Submit a Resignation

- 1. On the Intranet Home Page, log into EmployeeSpace. (need new link details/screenshot)
 - Tools and Resources
 A

 APEX Program
 Lippincott

 Building C Front Desk Consolidation
 Liwwell

 Project
 Medical Staff Privileges

 Carring & Sharing
 MSCM Requisitions

 Common Ground Compact
 MSDSonline

 Common Ground e-News
 MyHR/Lawson Setf Service

 Construction Updates
 Order Sets
- 2. From the menu on the left, select Profile Tab:

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Profile		Instructions		
Pay Document Self Service	_ =			
Benefits Norman Second	Time Off Nothing Scheduled	Pay Last Paycheck: July 08, 2022	Growth Active Boats: 0 Goals Due Soor: 0	
+ Resources				
Proxy User Context	- 🖈 -			
Create Report	Engagement	Benefits	Opportunities	
Set 'As Of Date'	No Raves	Access and update your coverage information.	Apply for open rales on our Internal job board.	

3. <u>The profile will now display. Click the 3 dots next to Add Address, then select Resignation:</u>

1 III Info Global HR			Q, Start Typing			
e	mployee 🗸 📄 Personal Profile -	😑 Personal Profile -				
THE OWNER.	Summary Personal Worl				Save	
e 4 7 0 0		-			Refresh Change Name Refresh Clearance Status	
Q Search	Employee	a second second second second			Resignation	
Home					Options +	
Profile <1	Personal				Drill Around®	
Pay	Phone	Address	Country	Birthdate August 3		
Document Self Service				🖉 Happy Birthday Month	1	
Benefits	Work					
Time Off	Position	Seniority Date	Department	Location		
Growth	15248(985001 Direct Manaper	5/9/2012 Seniority Years Of Service	Department Devanization Unit	Salem Hospital Main Care Assignment Type	spus	
		10.27	SH HR Infrastructure & Complia			
+ Resources						
Proxy						
User Context						
Create Report						
Set 'As Of Date'						
Settings ①	2					

- 4. A new window for Resignation For {Employee Name Number} will pop up:
 - Enter the Anticipated Last Day of employment and the Reason
 - Enter Additional Information, if desired
 - Optional: Attach supporting document(s). I.E. Resignation letter
 - Click Submit

Resignation For								
This request will be routed for approval; after it is approved this record will be created Employment ID								
Anticipated Last Day *								
Reason	Q=							
Additional Information								
Attachment Description								
Attach Supporting Document								
Action Comments								
Cancel	Save As Draft		Submit					