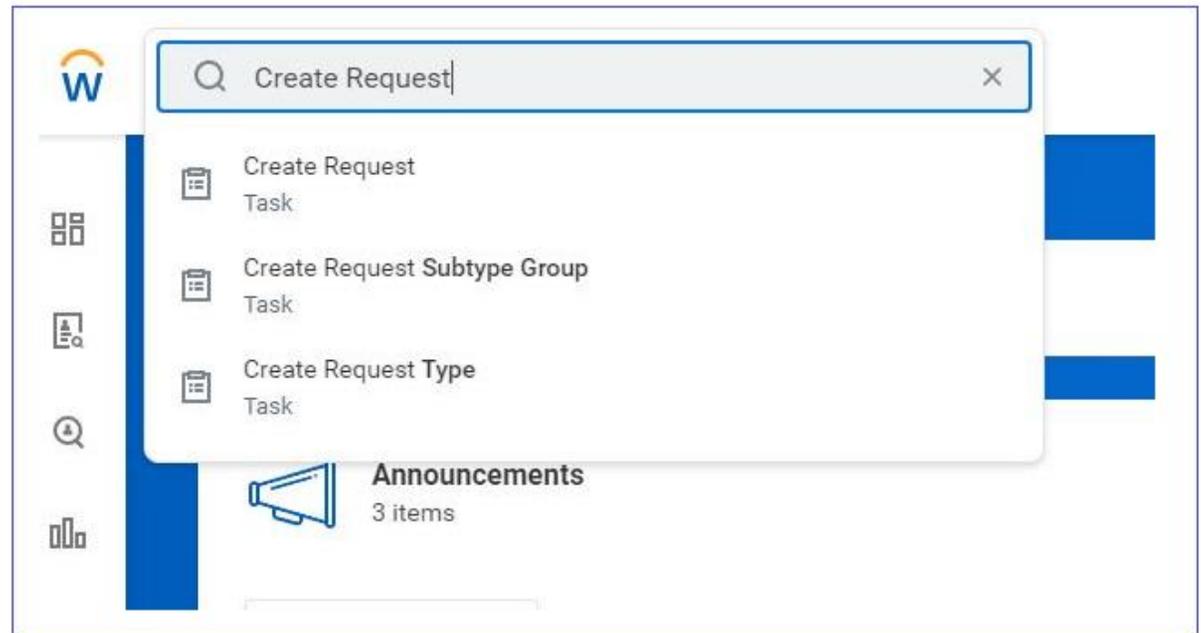


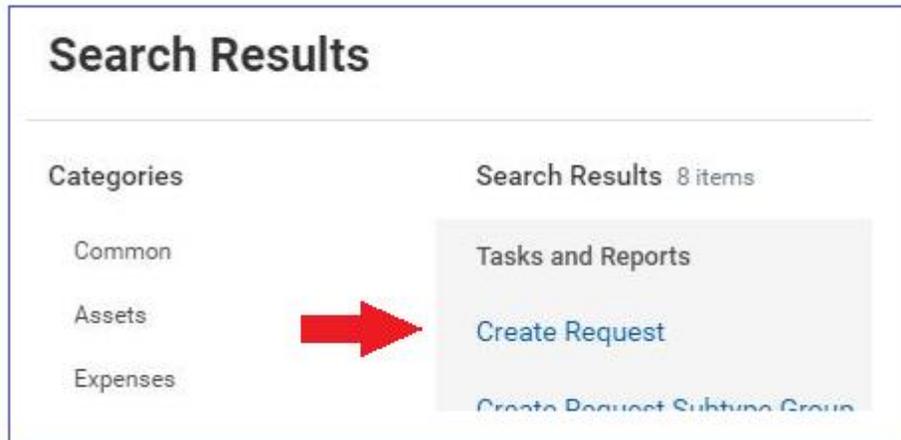
Resigning from an Athletic Differential Position

This job aide will assist you in submitting your resignation from an athletic differential position in Workday. Starting with the 2021-22 school year, all resignations from athletic differentials will need to be initiated by the coach in Workday.

First you will need to type 'Create Request' into the search bar in Workday and click on the 'Create Request' Task shown in the dropdown list.

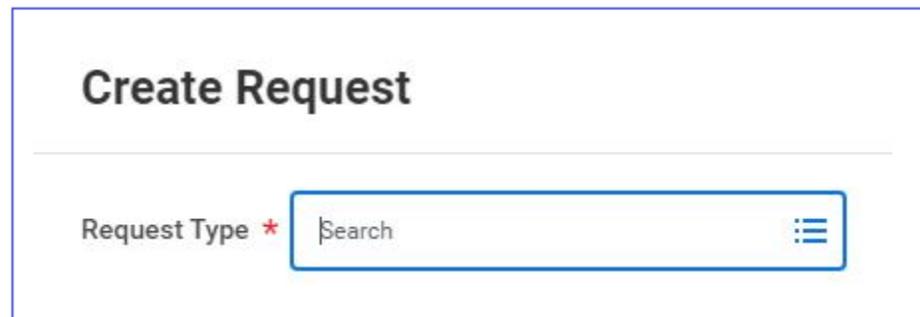


Resigning from an Athletic Differential Position



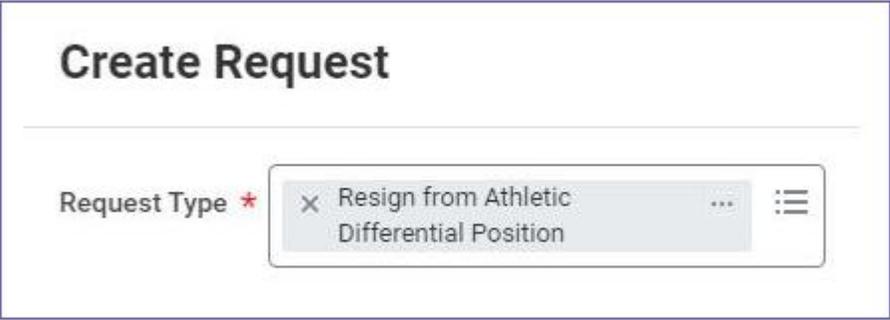
If you run the search in Workday rather than using the dropdown list, it will look like this.

You will be prompted to enter the 'Request Type' as shown here.



Resigning from an Athletic Differential Position

Type 'Resign from Athletic Differential Position' and it should auto-populate the request, then press the Orange 'OK' button at the bottom.



The screenshot shows a web form titled "Create Request". Below the title is a horizontal line. Underneath the line is a label "Request Type" followed by a red asterisk. To the right of the label is a dropdown menu. The dropdown menu is open, showing a single option: "Resign from Athletic Differential Position". The option is highlighted in a light blue color. To the right of the option text are three dots and a hamburger menu icon.

As seen on the next page, you will be able to enter the details of your resignation in to the form. Please make sure to indicate if you are the head or assistant coach for the position you are resigning from. The location should coincide with the school that you are currently coaching at, not necessarily the location that you are assigned to for your primary position. Please upload a resignation letter and add any additional information you wish to include. Then click on the orange 'Submit' button at the bottom.

This will automatically notify your athletic director and building administrator that you are resigning your athletic differential.

Resigning from an Athletic Differential Position

Resign from Athletic Differential Position

This process is only used to resign from an athletic differential position. If you need to resign from your primary job or another secondary, non-differential position please go to your employee profile and then click on Actions -> Job Change -> Resign.

For additional information, please visit the Talent page on the CMSD Website.

What is the job title of the position you want to resign from? Please indicate if you are a head or assistant coach. (Required)

What is the location of the job you wish to resign from? (Required)

Please contact your Talent Partner or the Athletics office if you have any issues or questions.