

HOW TO Terminate Your Employment as an IP

You can voluntarily resign your employment with CDWA by following the steps below. This will end your employment for all Clients that you work for.

How to Voluntarily Resign

1. Log in to CDWA's [DirectMyCare web portal](#).
2. From the My Dashboard screen, click the **Workday** button to go to your Workday homepage.
3. From your Home Page, click on your picture/cloud in the upper right-hand corner.
4. Select **View Profile** button under your name. (Fig. 01)

You are now on your profile page.

5. Select the **Actions** button on the left side below your name. (Fig. 02)
6. Select **Job Change > Resign**. (Fig. 02)

You will see the **Submit Resignation** page.

7. Fill out the required fields shown with a red asterisk (*)
- Proposed Termination Date: Select the calendar to add your last day of employment with CDWA.
(*You should provide your Client(s) with a two-week written notice. This allows time for your Client to find a replacement IP.*)
- Primary Reason: Select the field. Choose **Voluntary**, then select a reason from the options shown in the dropdown menu that best describes your reason. (Fig. 03)
8. (optional) Attach a copy of your Resignation Letter by clicking the **Select Files** tab and uploading it from your computer. (Fig. 04)
- Description: Resignation Letter
- Category: Termination of Employment
9. Select the **Submit** button. (Fig. 05)

You will receive an email confirming your resignation and dates of employment.

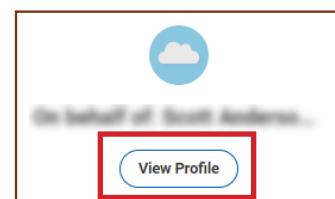


Fig. 01

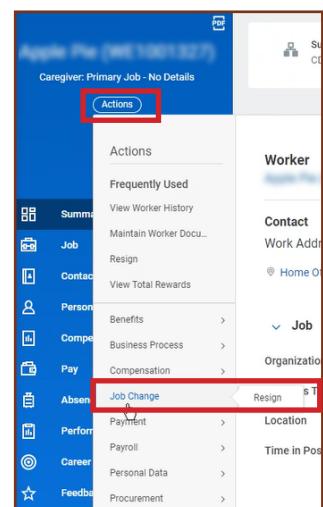


Fig. 02

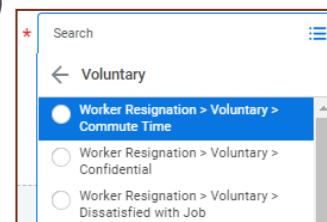


Fig. 03

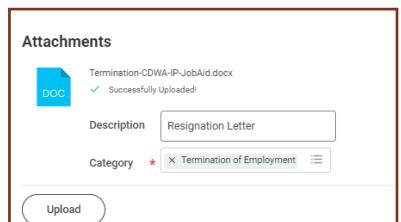


Fig. 04

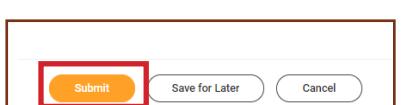


Fig. 05