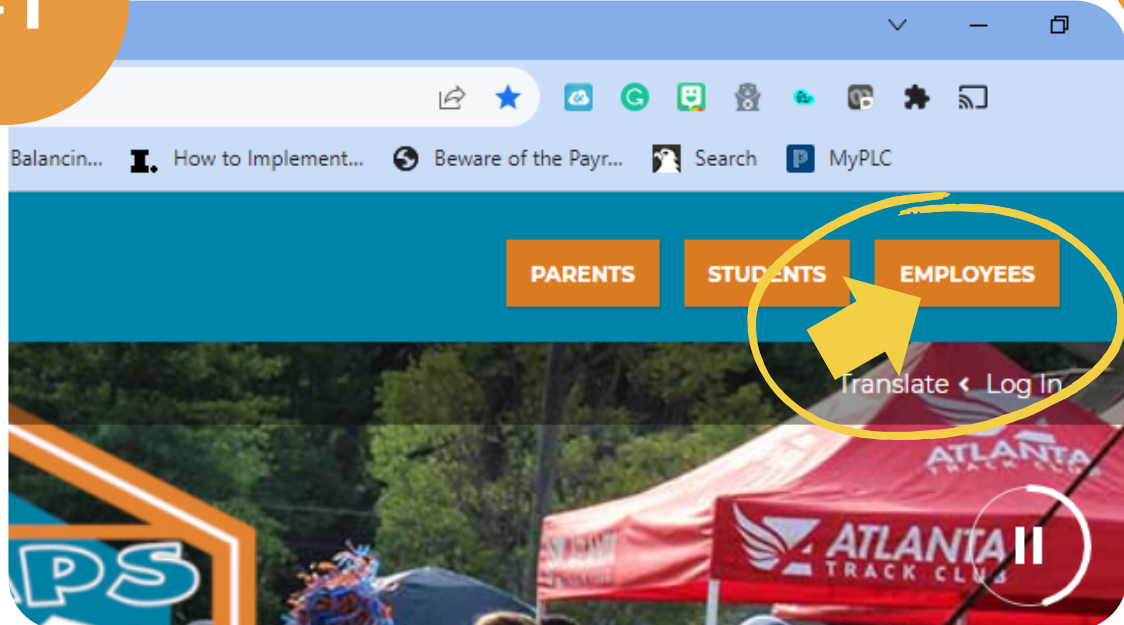


How to Resign or Retire

#1



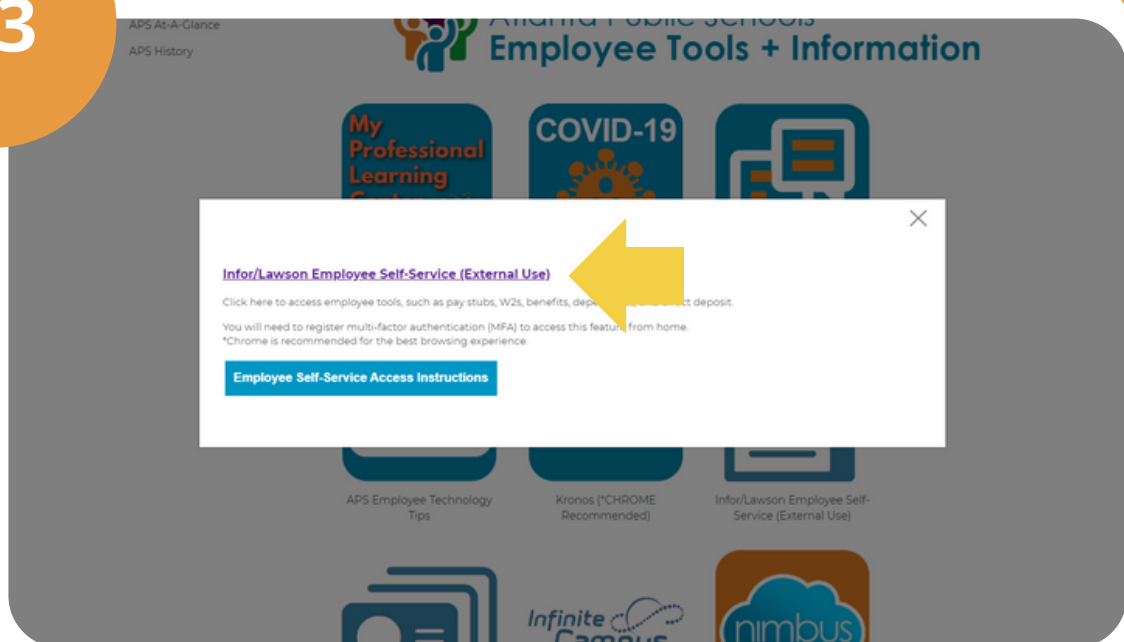
Click the "Employees" button in the top right corner

#2



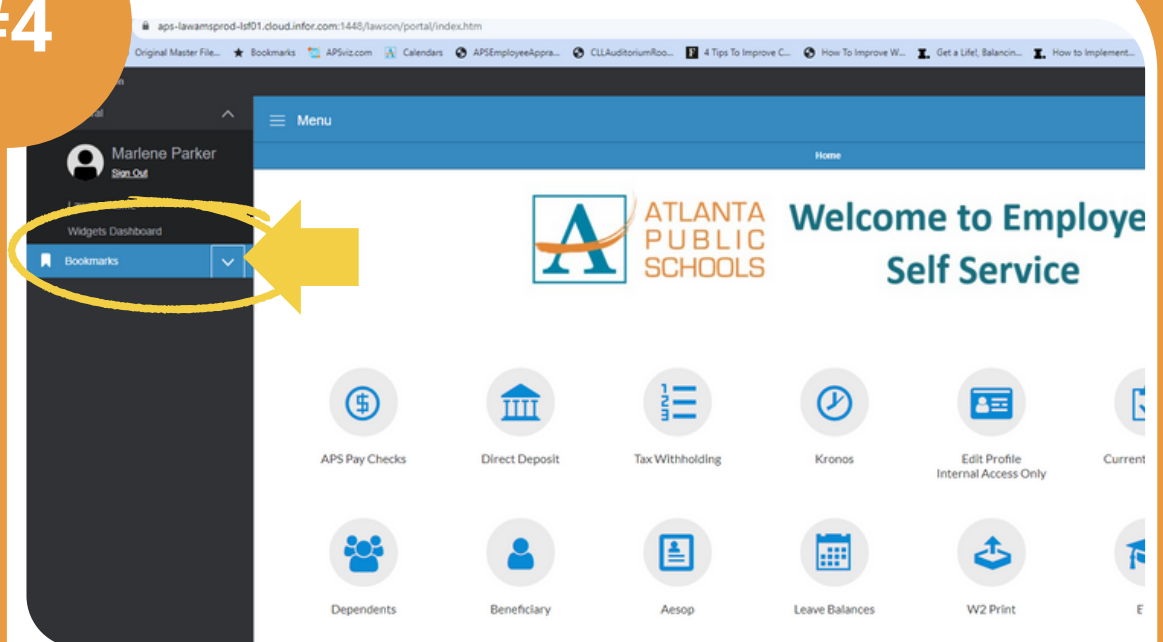
Choose "Employee Self-Service (Lawson)"

#3



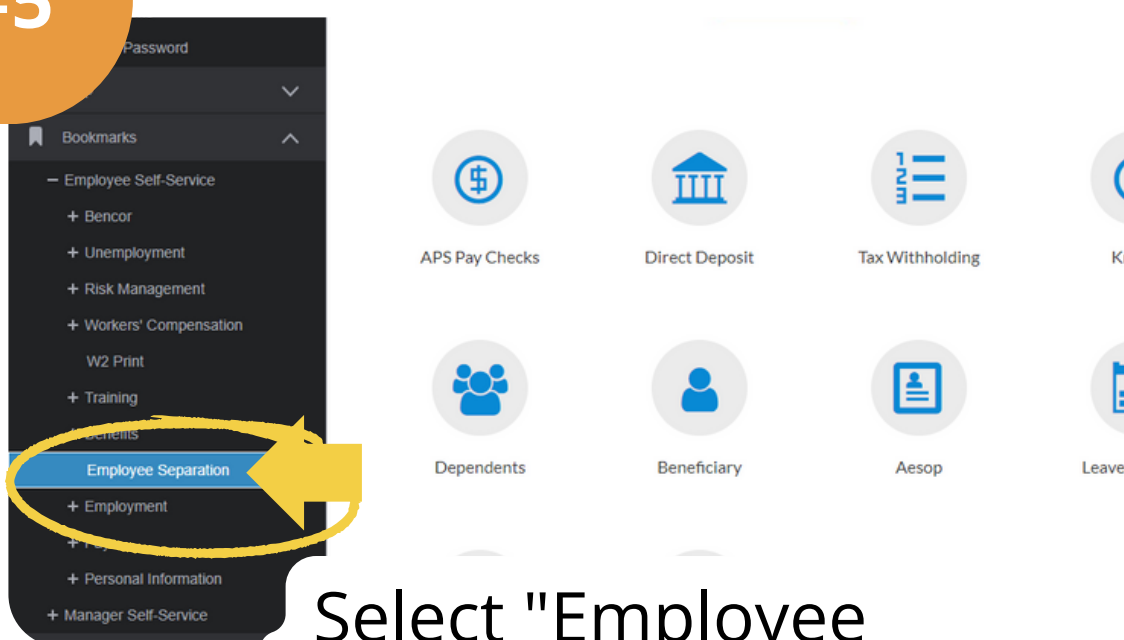
Click the link

#4



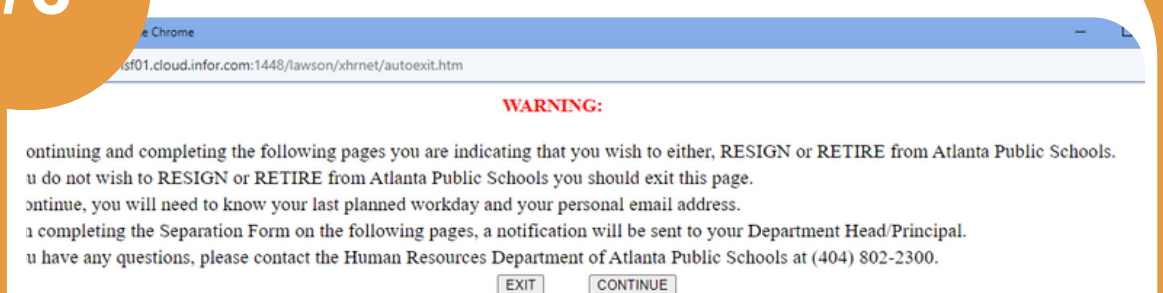
Click on "Bookmarks" near the top left corner

#5



Select "Employee Separation" on the dropdown

#6



Follow the on-screen instructions to submit a resignation or retirement request

Questions? Contact us at 404-802-2312