

Enjoy Your Workday



Termination

This document contains instructions in the following areas for working with (Termination)





To begin a termination there are two ways to complete this action just like many other processes in Workday. You can either type 'Terminate Employee' in the search bar and click the link below. Or you can search the employee's name and choose 'Terminate Employee' off of the related actions. Look at screen shots below for reference.

The screenshot illustrates the process of terminating an employee in Workday. On the left, a search bar contains the text 'terminate', with an arrow pointing to the search results. The search results are categorized under 'Tasks and Reports' and include 'Terminate Employee', which is highlighted with an arrow. On the right, the 'Available Actions' menu for 'Worker Peter Pan' is shown, with an arrow pointing to the 'Terminate Employee' option. The worker's details are also visible, including Organization (Neverland (Maleficent Snow)), Manager (Maleficent Snow), and Location (Elizabethtown).





When selecting the employee to terminate go through each of the steps. Please note that steps with red asterisks are required as well as putting in at least one reason for why the employee is leaving.

Terminate Employee Peter Pan ... Server ...

Termination Date *

Reason *

Close Position

Is this position available for overlap?

Additional Information

Secondary Reasons

Last Day of Work *

Pay Through Date *

Resignation Date

Notify By

Recommended Minimum Notification Date (empty)

Regrettable

Attachments

	Worker Document	*Document Category





When entering a date please be sure to enter the correct Termination date ,because Workday is very date driven. The 'Last Day of Work' and 'Pay through Date' will automatically update once a termination date is entered. Then choose a reason for the employee's departure, either Voluntary or Involuntary and choose the appropriate reason from the list provided.

The screenshot shows a form for entering termination information. The fields include:

- Termination Date: 09/06/2014
- Reason: search (dropdown menu is open)
- Close Position:
- Is this position available for overlap?:
- Additional Information**
- Secondary Reasons: search
- Last Day of Work: 09/06/2014
- Pay Through Date: 09/06/2014
- Resignation Date: / /
- Notify By: 09/06/2014
- Recommended Minimum Notification Date: (empty)
- Regrettable:

The dropdown menu for the Reason field is open, showing a search bar and a list of options under the heading "Top > Involuntary":

- Involuntary > Involuntary - Other Explain
- Involuntary > Misconduct
- Involuntary > No Return From LOA
- Involuntary > Not Adapted to Work**
- Involuntary > Not Authorized to Work
- Involuntary > Office/Department Closed
- Involuntary > Poor Job Performance
- Involuntary > Possession/Use





1

Next choose whether or not to close the position and if it is available for overlap. Remember, only close a position if there is no need for the position after the employee leaves.

Close Position

Is this position available for overlap?

3

Please then choose whether or not this employee's termination is regrettable or not. Choose regrettable if the employee was valuable and it is regrettable that they are leaving.

Regrettable

2

Enter a secondary reason if applicable.

Additional Information

Secondary Reasons

search

4

Once you have reviewed the information and attached any necessary documents please click the 'Submit' button.

Submit





Congratulations you have successfully started the process of terminating an employee. The next steps now involve several other people to complete the process. First the Manager's Manager must review the information and approve the action. After that has taken place and the termination is approved, Human Resources must now complete several steps to finish the termination such as reviewing the dates and reasons given. As well as the option of creating an exit interview. Once an exit interview is completed the process is now complete.

You have submitted [Terminate: Peter Pan](#) ⋮

Up Next



Approval by Manager's Manager

Due Date 08/30/2014

▶ Details and Process

Done



Enjoy Your Workday



Questions or Comments?

