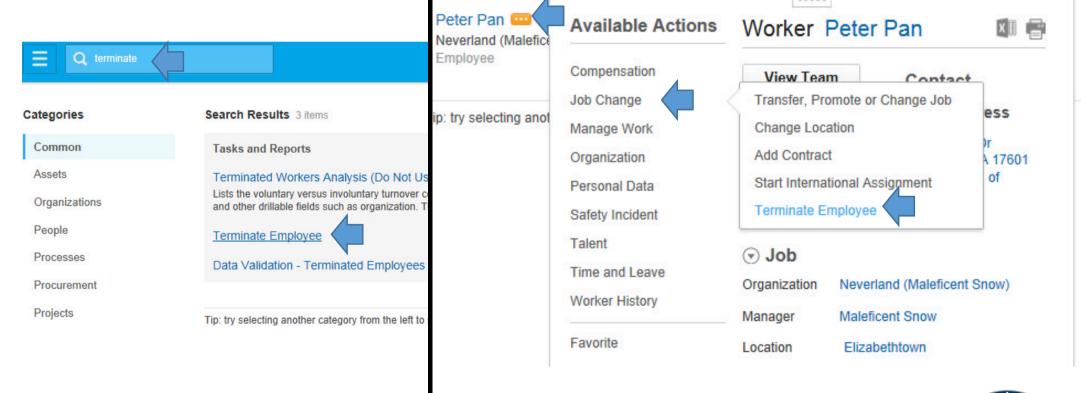**workday.**

Termination

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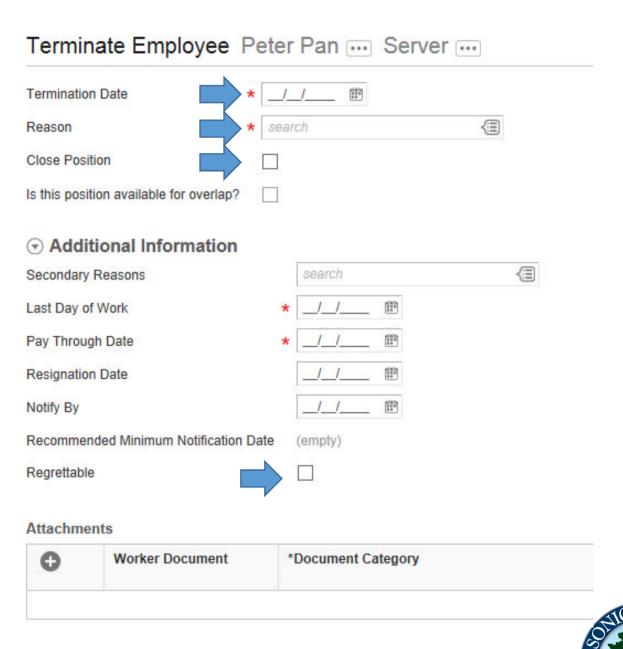
workday.

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.

Title

workday.

Terminate Employee Peter Pan ⋯ Server ⋯

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.

Termination Date	*	_/_/_ 📅
Reason	*	search
Close Position		☐
Is this position available for overlap?		☐

⌄ Additional Information

Secondary Reasons		search
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.

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? ☐

2 Enter a secondary reason if applicable.

⊙ **Additional Information**

Secondary Reasons ⬚ search ⊟

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.
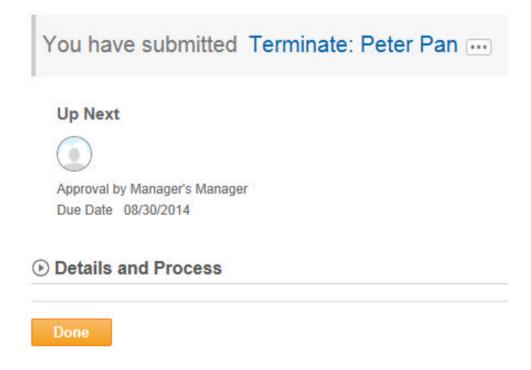
Regrettable ☐

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

Submit

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workday.

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

Questions or Comments?