

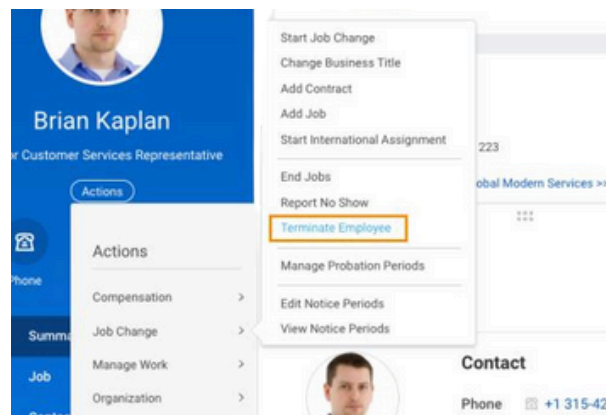
How to terminate an employee

Managers must complete the terminate employee task when a team member is voluntarily or involuntarily terminated. This task should be done as soon as possible after the termination. Terminations can be entered for a future date. The team member will stay active in Workday until the termination date you enter. The sooner you enter a termination the sooner that position will be posted.

1. From an employee's profile:

Select the **Actions** button.

2. Select **Job Change > Terminate Employee** to display the Terminate Employee page.

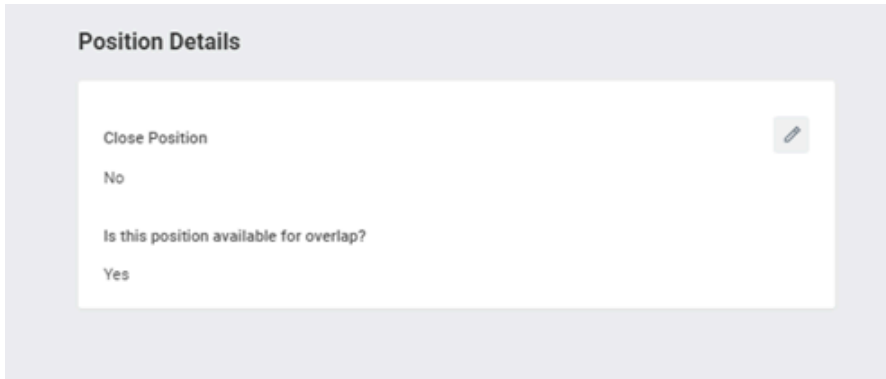


3. Complete the required termination information.

- **Termination reason:** select from the drop down reasons.
- **Termination date:** the date you enter the termination into Workday
- **Last Day Worked:** Last day the team member actually worked. This is sometimes different than the termination date.
- **Pay through Date:** This date should match the last day worked.
- **Resignation date:** Date notice was given if applicable.

A screenshot of the 'Terminate Employee' page in Workday. The page is divided into several sections: 'Reason' with 'Primary Reason' and 'Secondary Reasons' fields; 'Details' with 'Termination Date', 'Last Day of Work', 'Pay Through Date', and 'Resignation Date' fields; 'Regrettable' with a 'Regrettable' field; 'Eligibility' with an 'Eligible for Rehire' field; and 'Position Details' with 'Close Position' and 'Is this position available for overlap?' fields. Each field has a red asterisk indicating it is required and an edit icon.

4. If you select “**yes**” to the “**is the position available for overlap**” question it indicates we will be filling this team members position. It also indicates that the position is ok to be posted while the current team member is still employed.



The screenshot shows a form titled "Position Details". Inside the form, there is a section labeled "Close Position" with a pencil icon to its right. Below this, the text "No" is displayed. Further down, the question "Is this position available for overlap?" is shown, with the text "Yes" displayed below it.

5. **Select Submit.** To complete the termination.

Note

Only use the comment box if you need to communicate something to employee relations regarding the termination. For example, if the team member did not work out their notice period.