Manager- Termination

USER GUIDE

INTRODUCTION

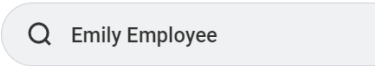
When a manager is terminating an employee, in most cases it is considered Involuntary.

Involuntary- Employer initiated (Dismissal/with cause)
Voluntary- Employee initiated (Employee decision to leave)

If the employee has come to you to resign, make sure they log into Workday the same day to complete the ***Submit Resignation*** task.

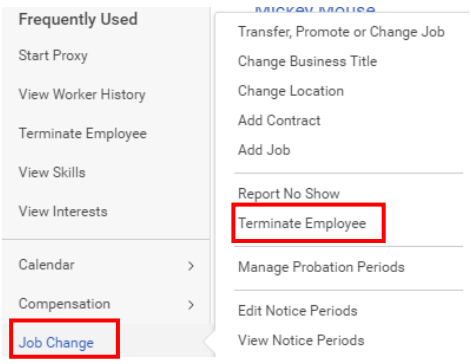
If they are unable to do this themselves, you can submit it on their behalf. You will also need to know the resignation date. This will ensure the correct dates are entered for PTO Payout.

1. In the search field, type in the employee's name that you want to end the additional job for. Hit **Enter**.



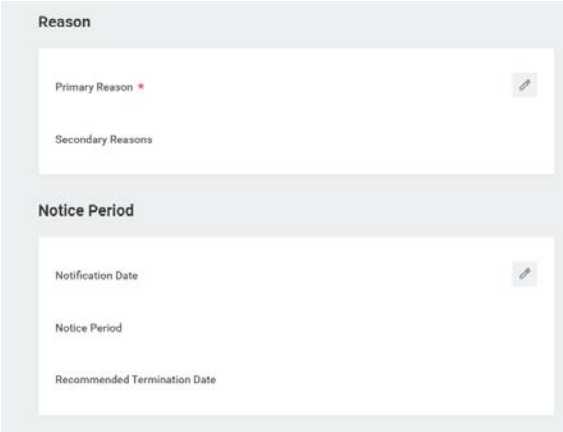
Make sure you are clicking on the Employee and not the Pre-Hire name.

2. Click **Actions**, **Job Change**, select **Terminate Employee.**



Note: If the employee was a No Show, please reach out to HR right away. This will be a different process then terminating the employee.

3. A new screen appears with information that needs to be completed. Any field with a red asterisk * is required but please add as much information as you can. Click the pencil icon to enter in the information.



4. **Regrettable** use this section to specify whether the termination is a loss to the organization, regardless of the reason. This can remain blank, it is not required.

5. **Eligible for Rehire** could mean for that department, or for another position in the organization. If you are listing No, you need to add a comment at the bottom for that reason. (If Involuntary reason of Terminated with Cause is choosing, Eligible for Rehire will automatically change to "No".

6. **Position Details-** make sure **"Is this position available for overlap"** is still check marked.

7. Once all the information has been entered, click **Submit**.

8. This will go the HR Partner for review. At this point, the HR Partner can add additional information to the termination.

Note: For Seasonal or LTE positions, you may choose the reason of *Involuntary: Job Assignment Ended.*

If you have questions when initiating this task, please reach out to the HR Partner for your department or the HR Director.