



Employee Termination

Audience: Department HR Partner

Overview:

This job aid provides step-by-step instructions initiating the termination process. When completing the termination process, selecting the correct termination type is important. There are two types of terminations:

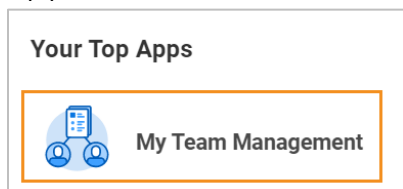
- Voluntary: The employee resigns
- Involuntary: Termination of employment by County

This job aid covers the following:

- [Voluntary Termination](#)
- [Involuntary Termination](#)

Voluntary Termination

1. From the Workday homepage, in *Your Top Apps* section, select **My Team Management** app.



2. In the *Actions* section, select **Terminate**.




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A screenshot of a software interface titled "My Team Management". Under the "Actions" section, there is a list of options: "Start Job Change", "Change Location", "Business Title Change", "Add Job", "Terminate", and "Less (2)". The "Terminate" button is highlighted with an orange border.

3. Enter the employee's name into the **Employee** field. Click **OK**.

A screenshot of a "Terminate Employee" dialog box. It contains a label "Employee *" followed by a text input field with a dropdown arrow icon. At the bottom, there are two buttons: "OK" (highlighted with an orange border) and "Cancel".

4. Click the **pencil icon**  to edit the **Reason** for termination fields.

A screenshot of a "Reason" dialog box. It has a section for "Primary Reason *" with a pencil icon to its right. Below it is a section for "Secondary Reasons".

5. Select **Primary Reason**, choose **Voluntary**.

A screenshot of the "Reason" dialog box with the "Primary Reason *" dropdown menu open. The menu items are "Search", "Involuntary", and "Voluntary". The "Voluntary" option is highlighted with an orange border. There are "undo" and "check mark" icons in the top right corner of the dropdown menu.

6. Select a reason for voluntary termination/resignation. Click the **check mark** to save.



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A screenshot of a web form titled "Reason". At the top, it says "Primary Reason *". To the right of this label are two small icons: a refresh icon and a checkmark icon. Below the label is a search bar with a magnifying glass icon and a menu icon. A dropdown menu is open, showing a list of options under the heading "Voluntary". The first option, "Voluntary > Deceased", is selected and highlighted in blue. Other options include "Voluntary > Dissatisfied with Job", "Voluntary > Dissatisfied with Management", "Voluntary > Dissatisfied with Pay", "Voluntary > Family Reasons", "Voluntary > Other Employment", "Voluntary > Relocating", "Voluntary > Retirement", and "Voluntary > Unknown".

7. Scroll down to the Details section.
Click the **pencil icon** to update the termination date.

A screenshot of a web form titled "Details". It contains four fields: "Termination Date *", "Last Day of Work *", "Pay Through Date *", and "Resignation Date". To the right of the "Termination Date" field is a small pencil icon, indicating that this field is editable.

8. Enter a **Termination Date**. The **Last Day of Work** and **Pay Through Date** will auto populate. Adjust as needed. Click the **check mark** to save.



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Details

Termination Date *
MM/DD/YYYY

Last Day of Work *
MM/DD/YYYY

Pay Through Date *
MM/DD/YYYY

Resignation Date
MM/DD/YYYY

Details

Termination Date *
03/03/2023

Last Day of Work *
03/03/2023

Pay Through Date *
03/03/2023

Resignation Date
MM/DD/YYYY

9. Update **Regrettable** section, choose **Yes** or **No**. Click the **check mark** to save.

Regrettable

Regrettable

Search

Yes

No

10. Update **Eligibility** section, choose **Yes** or **No**. Click the **check mark** to save.

Eligibility

Eligible for Rehire

Search

Yes

No

11. Check the **Close Position** checkbox if this open position will not be filled. Do not check the box to leave the position open.


Check the box for **Is this position available for overlap?** if you plan to start recruiting for this open position. Click the **check mark** to save.



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Position Details

Close Position 


Is this position available for overlap?

12. Click **Submit**.

Involuntary Termination

1. From the Workday homepage, in *Your Top Apps* section, select **My Team Management** app.

Your Top Apps

 My Team Management

2. In the *Actions* section, select **Terminate**.



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My Team Management

Actions

- Start Job Change
- Change Location
- Business Title Change
- Add Job
- Terminate**

Less (2)

3. Enter the employee's name into the **Employee** field. Click **OK**.

Terminate Employee

Employee *

OK Cancel

4. Click the **pencil icon** to edit the **Reason** for termination fields.

Reason

Primary Reason *

Secondary Reasons

5. Select **Primary Reason**, choose **Involuntary**.

Reason

Primary Reason *

Search

- Involuntary**
- Voluntary

6. Select a reason for involuntary termination/resignation. Click the **check mark** to save.



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A screenshot of a software interface titled "Reason". It shows a "Primary Reason" field with a red asterisk. A dropdown menu is open, displaying a search bar and a list of options. The first option, "Involuntary", is selected and highlighted in blue. Below it, "Involuntary > Gross Misconduct" is also highlighted. Other options include "Involuntary > Poor Job Performance", "Involuntary > PROVISIONAL TERMINATION", "Involuntary > TEMP APPT TERMINATED", "Involuntary > TEMP PROV APPT TERM", "Involuntary > TERM DURING PROBATION PERIOD", "Involuntary > Unsatisfactory probation period", and "Involuntary > VOL PROVISIONAL TERMINATION". There are back and checkmark icons at the top right of the dropdown, and a pencil icon at the bottom right.

7. Scroll down to the **Details** section.
Click the **pencil icon** to update the termination date.

A screenshot of a software interface titled "Details". It contains four date fields: "Termination Date", "Last Day of Work", "Pay Through Date", and "Resignation Date". Each of the first three fields has a red asterisk. A pencil icon is located to the right of the "Termination Date" field.

8. Enter a **Termination Date**. The **Last Day of Work** and **Pay Through Date** will auto populate. Adjust as needed. Click the **check mark** to save.



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Details

Termination Date *

Last Day of Work *

Pay Through Date *

Resignation Date

Details

Termination Date *

Last Day of Work *

Pay Through Date *

Resignation Date

9. Update **Regrettable** section, choose **Yes** or **No**. Click the **check mark** to save.

Regrettable

Regrettable Yes No

10. Update **Eligibility** section, choose **Yes** or **No**. Click the **check mark** to save.

Eligibility

Eligible for Rehire Yes No

11. Check the **Close Position** checkbox if this open position will not be filled. Do not check the box to leave the position open.
Check the box for **Is this position available for overlap?** if you plan to start recruiting for



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this open position. Click the **check mark** to save.

Position Details

Close Position

Is this position available for overlap?

12. Click **Submit**.