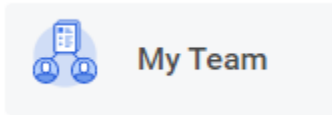


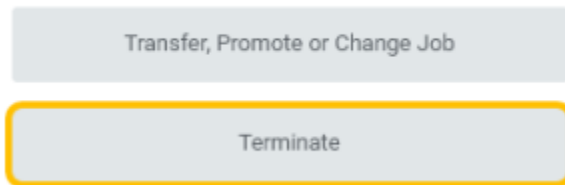
Terminating employment

1. From your Applications , click **My Team**.



2. Click **Terminate**.

Actions



3. Enter employee's name you are terminating.

Terminate Employee

Employee *

X

Bob Smith

...

⋮

4. Click **OK**.




5. Click the edit icon to enter termination details. Red asterisks indicate required fields.

Reason

Primary Reason *

Voluntary > Better Career Opportunity

Secondary Reasons



Details

Termination Date *

05/13/2022


Last Day of Work *

05/13/2022

Pay Through Date *

05/13/2022

Resignation Date





Note – If you plan to refill position, leave position open. If you do not plan to refill position, check **Close Position**.

Position overlap is available when a new employee (replacement) may be hired before the exiting employee's last day.

Position Details

Close Position

☐

Is this position available for overlap?

☐

6. For voluntary terminations, attach resignation letter under **Attachments**.

Attachments

Drop files here

or

Select files

7. Click **Submit**.

Submit Save for Later Cancel

8. Once submitted, you will receive confirmation.

IMPORTANT - This does not conclude the termination process. After transaction is reviewed and approved by Employee Services, manager will receive subsequent steps in your Workday inbox required to finalize the process.

You have submitted

Up Next: HR Partner | Review Employee Termination

[View Details](#)