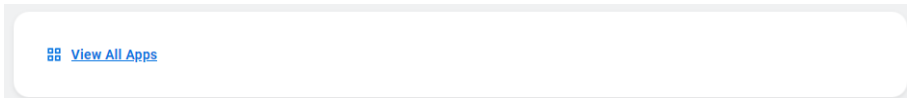## **Functional Area:** Termination
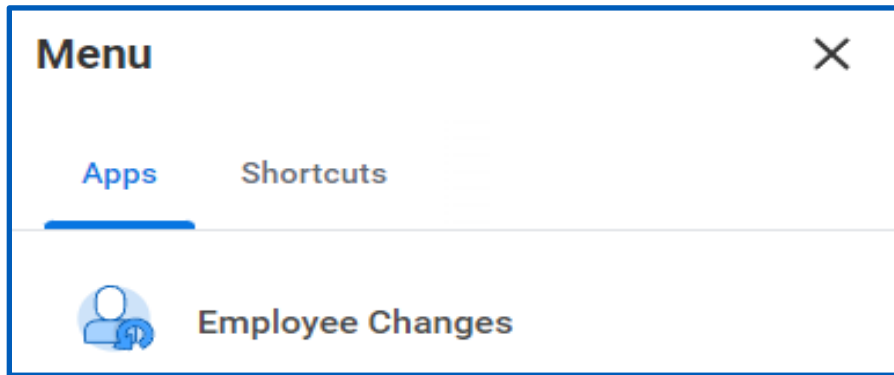
<div align="right">MSS</div>

TERMINATION

The purpose of this job aid is to provide guidance on how to process an employment termination in Workday.
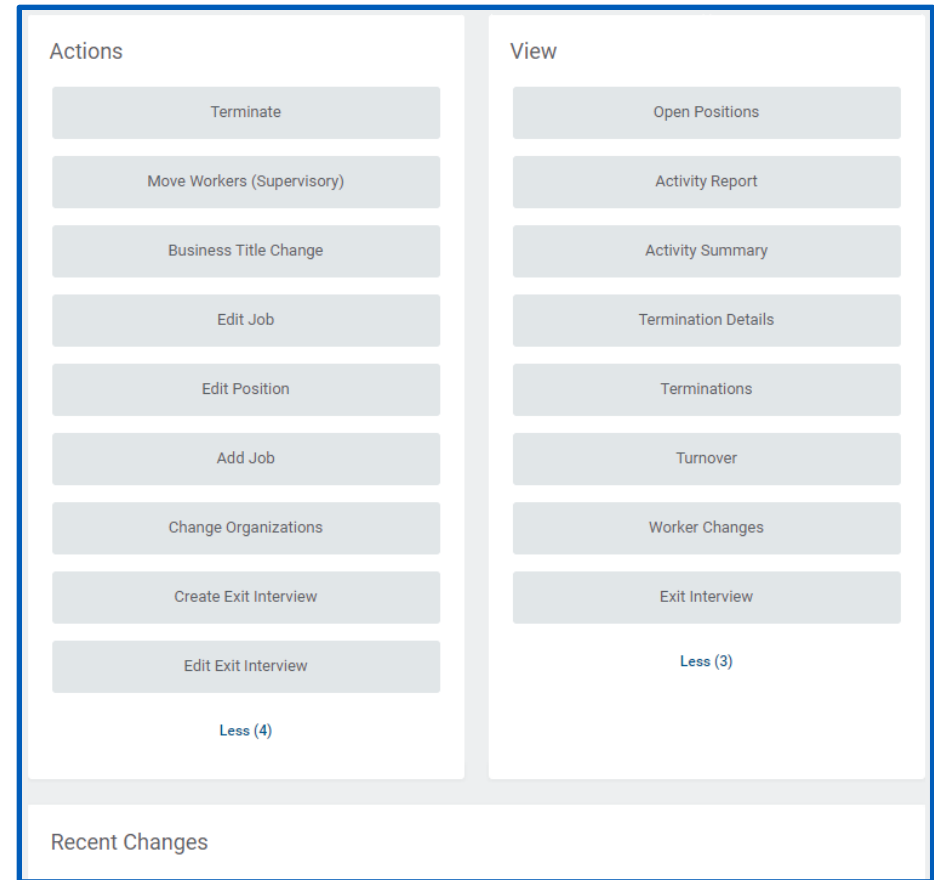
1. From the Home page, select **View All Apps**.

    ⊞ **View All Apps**

2. Click **Employee Changes** application.

Menu ✕

Apps   Shortcuts

👤 **Employee Changes**

📒	If Employee Changes does not appear under your Menu. Click **Add Apps** at the bottom of the menu. In the Find Apps box type **Employee Changes**. Then click the ⊕ button next to Employee Changes to add this option to the Menu. Click **Back to Menu** in the top left corner to return to the Menu. Complete step 2.

3. Scroll down to view available options. Select the **More** link to expand the Actions menu.
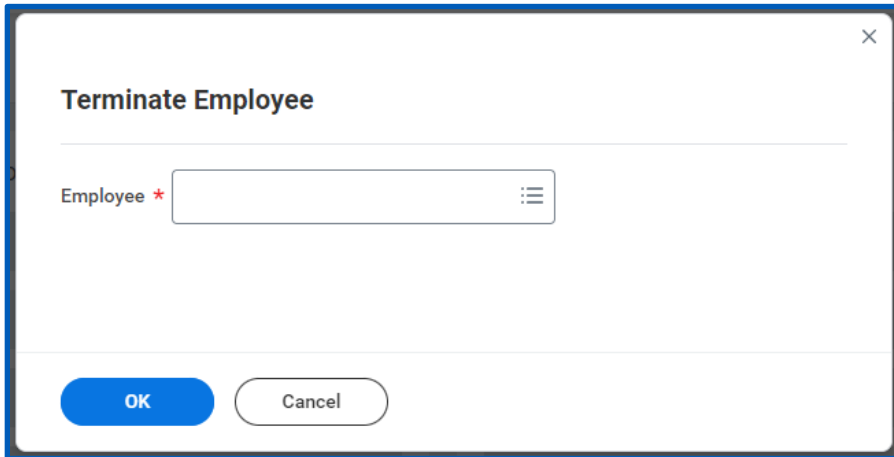
Actions	View
Terminate	Open Positions
Move Workers (Supervisory)	Activity Report
Business Title Change	Activity Summary
Edit Job	Termination Details
Edit Position	Terminations
Add Job	Turnover
Change Organizations	Worker Changes
Create Exit Interview	Exit Interview
Edit Exit Interview	Less (3)
Less (4)	

Recent Changes

📒	Notice available options under Actions and View. Also notice a list of recent changes at the bottom.

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Functional Area: Termination   MSS
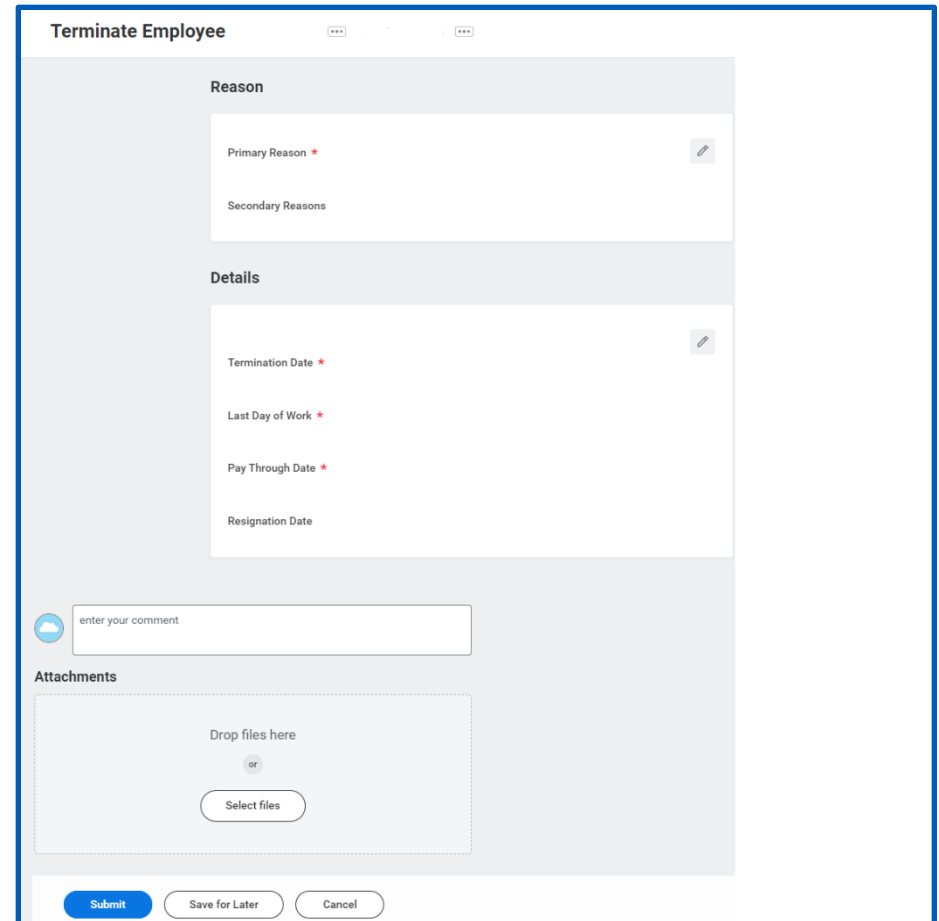
4. Under Actions select the **Terminate** button.

5. Click the prompt to select the employee to terminate. Select **OK**.

📒	Managers can only initiate terminations for employees who report to them.

6. Review the displayed information. Select the Reason section **Edit** icon.

7. Select the Primary Reason **prompt** icon. Select either **Involuntary** or **Voluntary** depending on the primary reason for termination. Select the detailed reason. Select the **Save** icon.

Functional Area: Termination

Reason

Primary Reason *

Search

Involuntary >

Voluntary >

	Repeat the same process to select Secondary Reasons, if applicable. Note Secondary Reasons need to differ from Primary Reasons.
	To undo entries click

8. In the Details section select the **Edit** icon. Under Termination Date enter the required date using the format MM/DD/YYYY. Repeat this process for the Last Day of Work and the Pay Through Date. Select the **Save** icon.

Details

Termination Date *

MM/DD/YYYY

Last Day of Work *

MM/DD/YYYY

Pay Through Date *

MM/DD/YYYY

	Notice the date entered for the Termination Date auto fills the Last Day of the Work and the Pay Through Date. Adjust dates as required.

9. If there are comments to include, enter those in the comment field. Include corresponding attachments in the Attachments field. Then select **Submit**.

Functional Area: Termination

Additional steps maybe required once the HR partner has approved or declined the termination.

10. To view termination details, navigate to your Inbox and choose the Archive tab to review the Termination Report.