Termination

Purpose

To guide managers and HR personnel through the process of terminating an employee in Workday, ensuring compliance with local regulations and proper documentation.

Overview

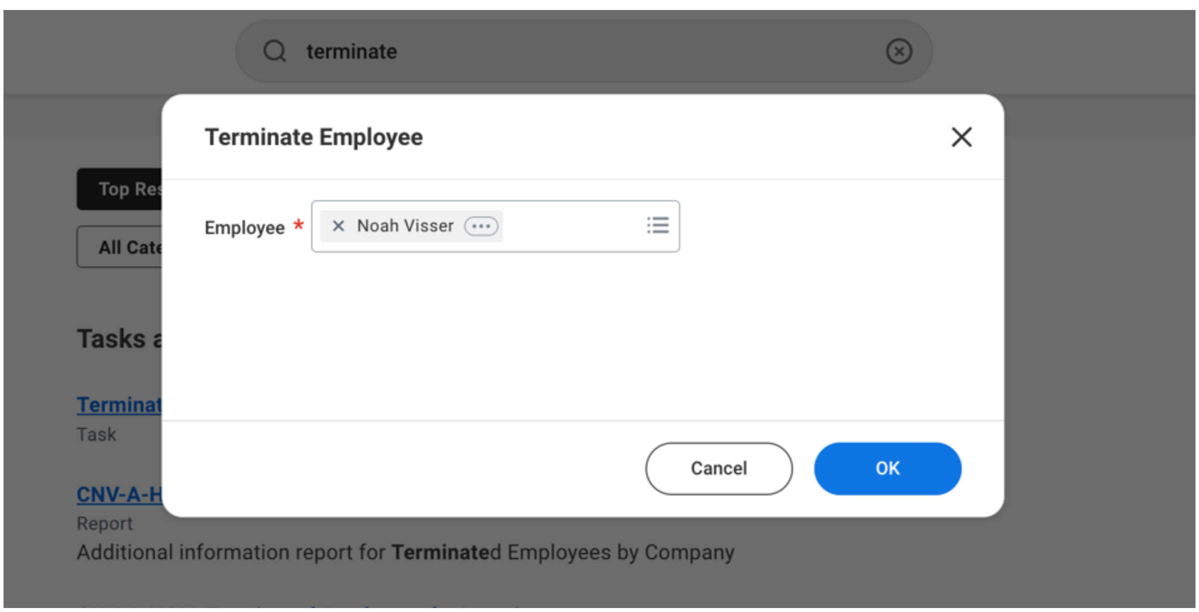
The Termination process in Workday is part of the Hire to Retire lifecycle. It allows managers to:

- Initiate voluntary or involuntary termination
- Select appropriate termination reasons
- Upload resignation letters
- Trigger follow-up actions for offboarding

Step-by-Step Instructions

Step 1: Start Termination Process

- In the **Search bar**, type **Terminate Employee**.
- Select the employee (e.g., *Noah Visser*).



Step 2: Select Termination Reason

- Choose **Voluntary > Dissatisfied with Job**.
- Select the **Local Termination Reason**:
  Termination of the employment relationship by resignation of the employee, through the employee's actions or initiative.

Note*:* Local termination reasons may vary by country.

Step 3: Set Dates

- Fill in **Notice Period Start Date** (e.g., today).
- Set **Termination Date** (e.g., 01-10-2025).

Step 4: Upload Resignation Letter

- Upload the resignation letter.
- Select the appropriate **Document Category** (only one choice available).

Step 5: Complete Follow-Up Actions

- Some actions may follow for the manager to complete the termination.
- Example: Review inbox task for **Alisa Vancouver**.

Step 6: Use Manager Insights Hub

- Navigate to the **Manager Insights Hub** to view all transactions related to the employee lifecycle.
- This provides visibility into where each process stands.

Note:

- Termination reasons may trigger different workflows or document templates.
- Ensure all required fields are completed before submission.
- The termination process may include IT deactivation, asset retrieval, and final settlement steps.