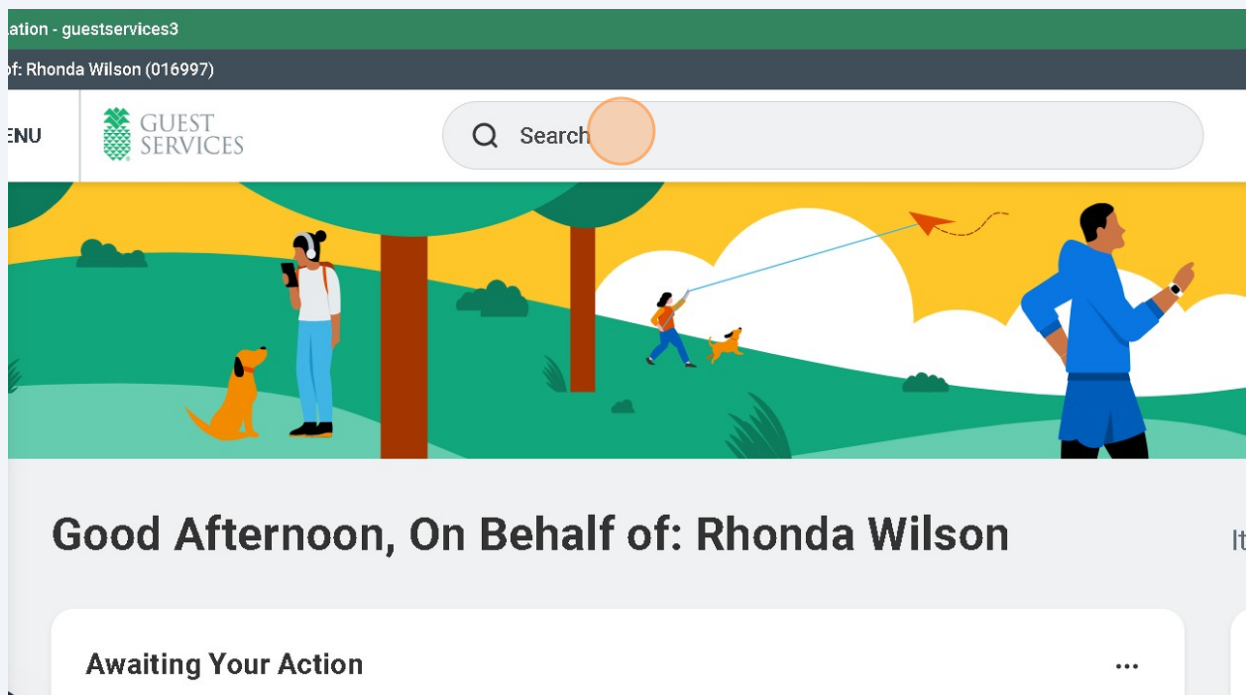# Terminate Employee

Please note: Examples in this document are for training purposes only.
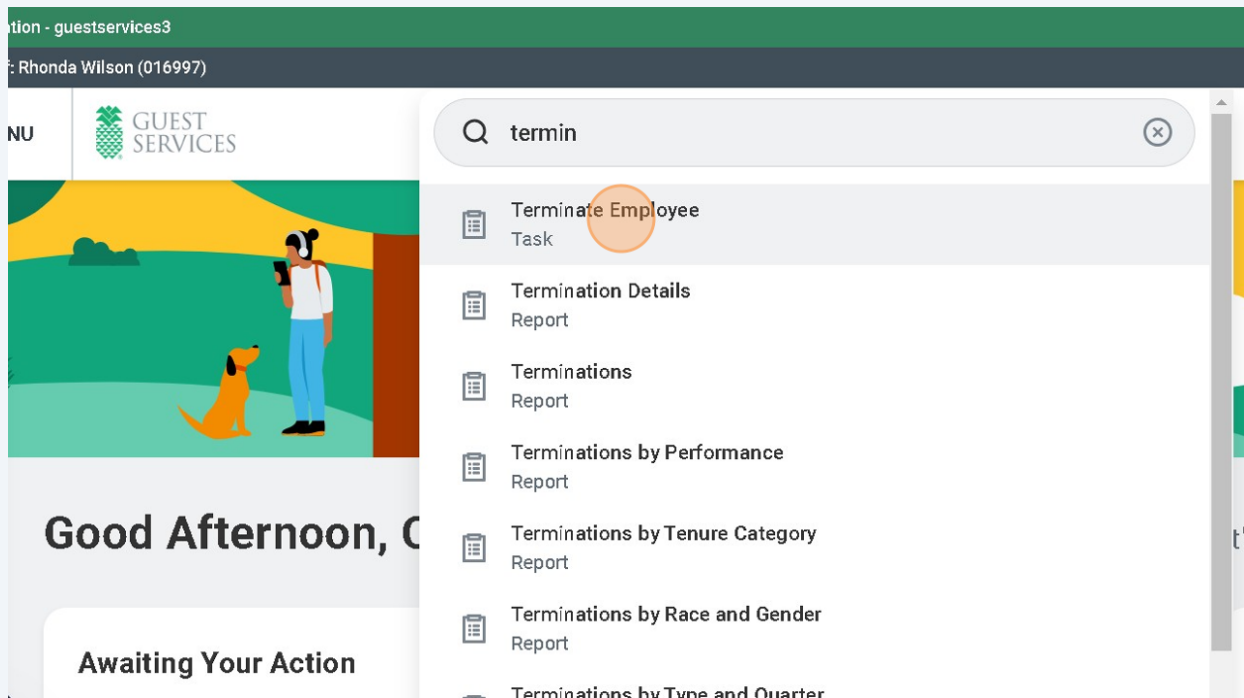
---

1   Sign-In to Workday

---

2   Click the "Search" field.

ation - guestservices3

of: Rhonda Wilson (016997)

GUEST SERVICES

ENU

🔍 Search

Good Afternoon, On Behalf of: Rhonda Wilson

It

Awaiting Your Action   ···
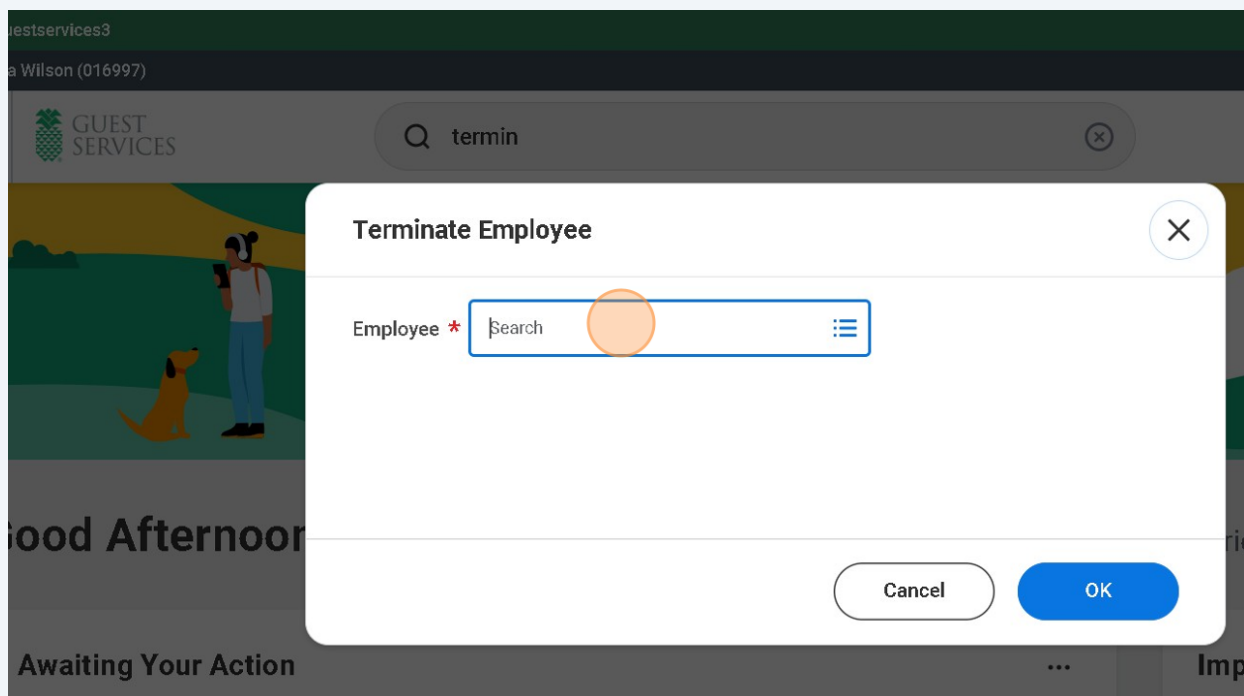
---

3   Start typing "terminate employee".

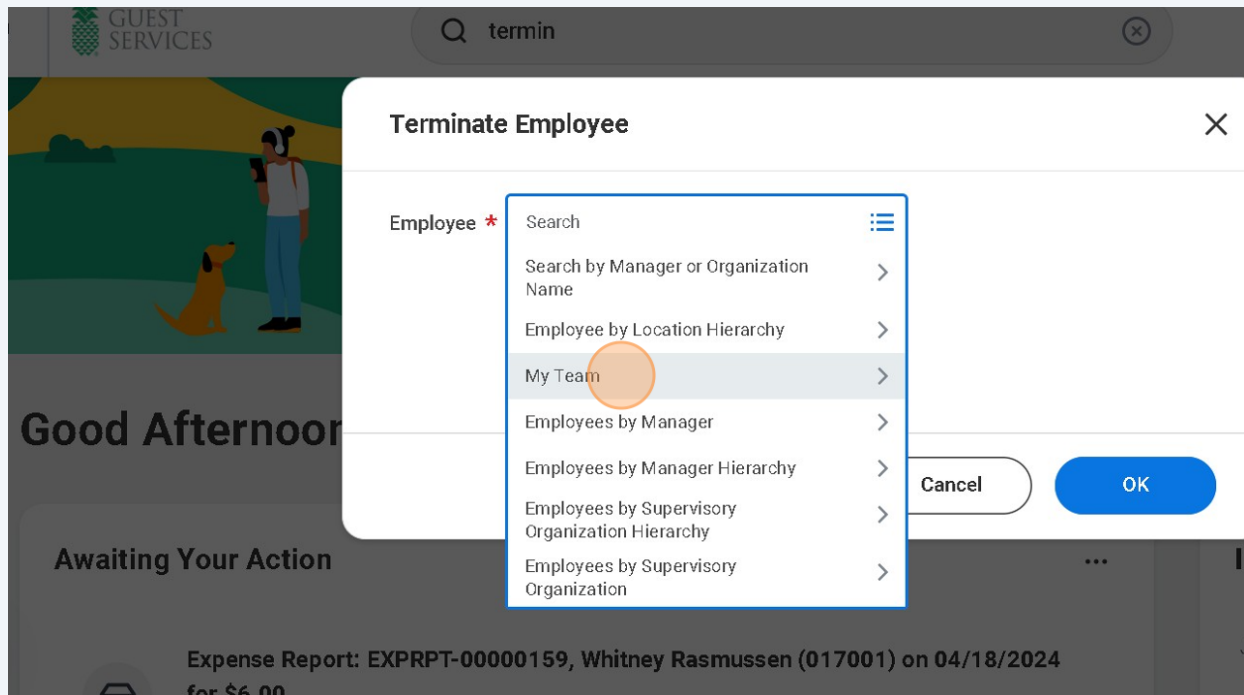**4**   Click "Terminate Employee" Task

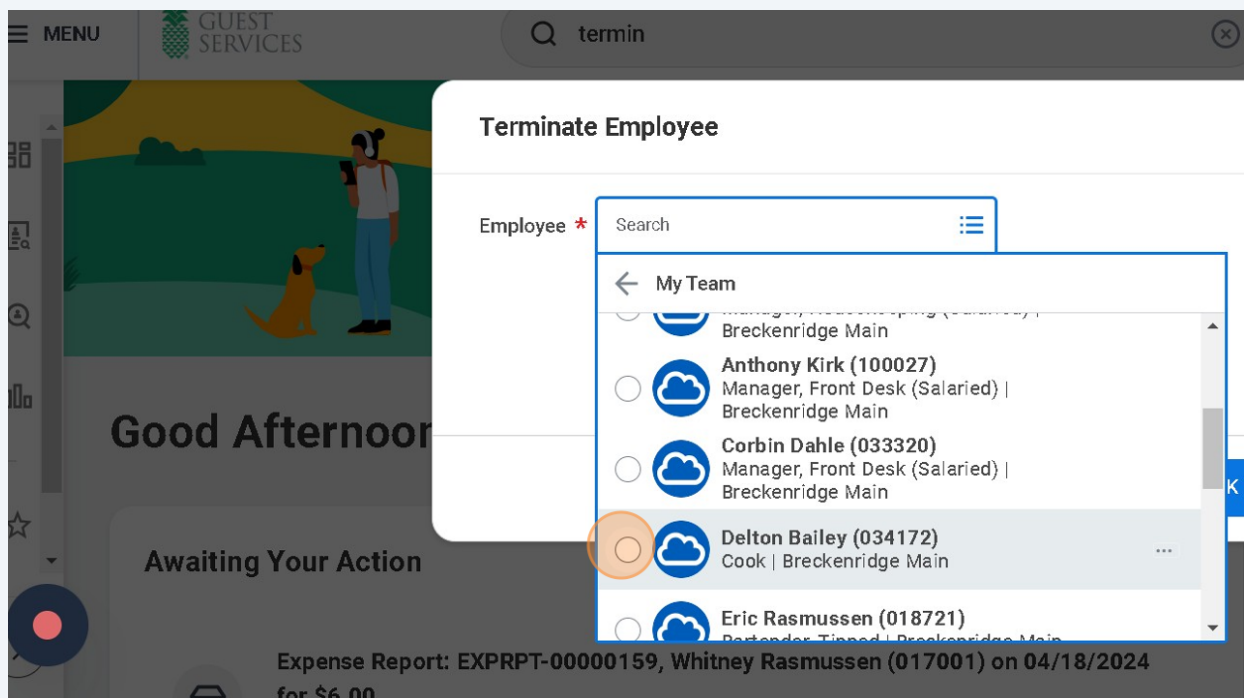
5   Click the "Employee" field.

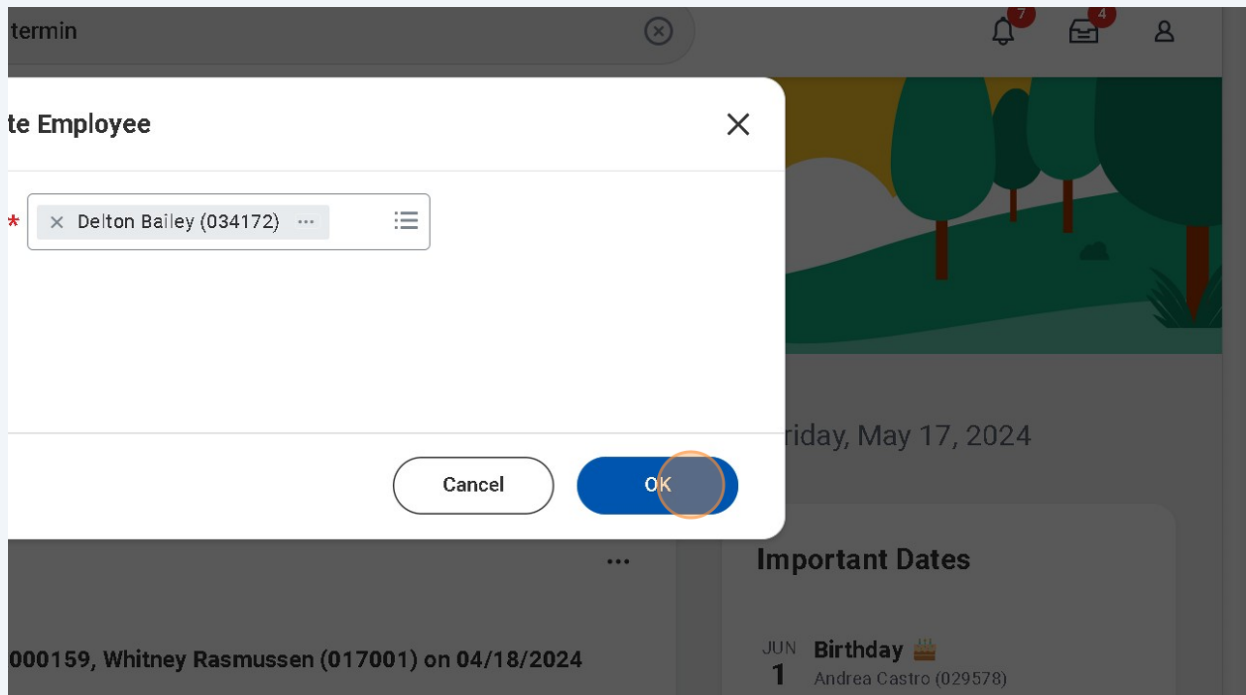**6** There are multiple ways to search for an employee. Type their name, or as in this example, click "My Team".

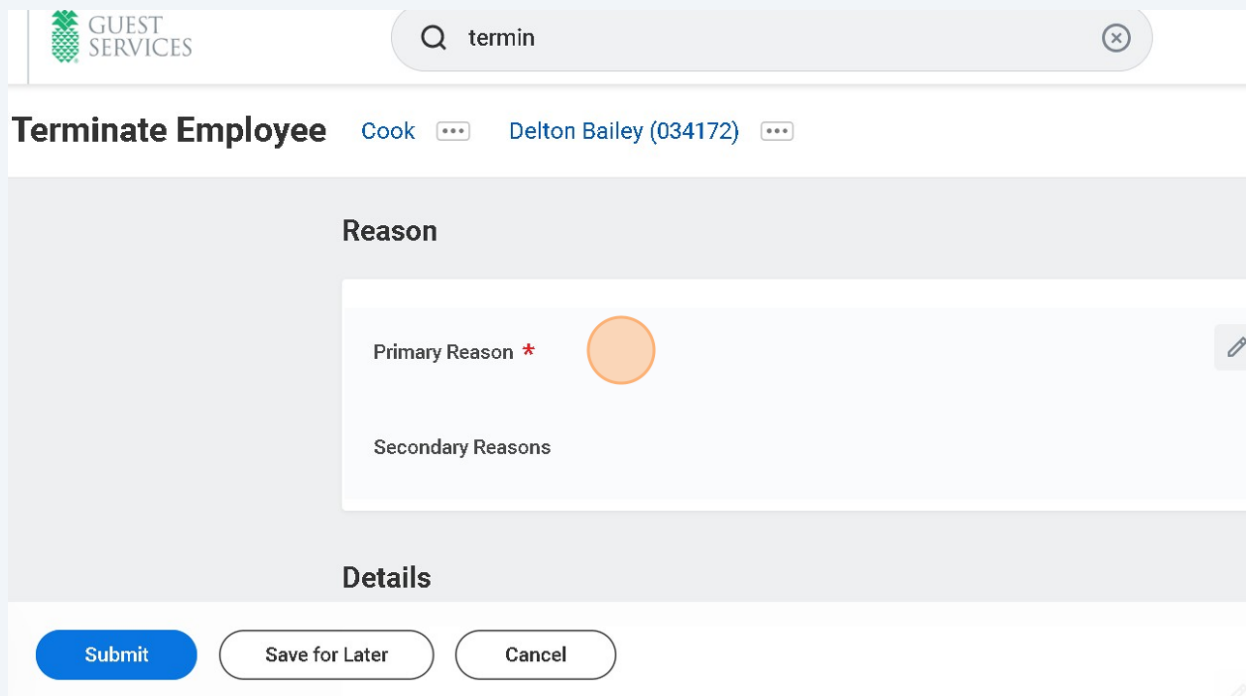**7** Click the radio button for the appropriate employee.

8   Click "OK"

termin   ⊗   🔔⁷ 📭⁴ 👤

te Employee   ✕

        * [✕ Delton Bailey (034172) ⋯   ☰]

                                                        riday, May 17, 2024

                                            ⋯   **Important Dates**

000159, Whitney Rasmussen (017001) on 04/18/2024   JUN **Birthday** 🎂
                                                              1 Andrea Castro (029578)

                            [Cancel]   [OK]

---

9   Click in the "Reason" section.

🍍 **GUEST**
   SERVICES   🔍 termin   ⊗

Terminate Employee   Cook ⋯   Delton Bailey (034172) ⋯

                    Reason

                        Primary Reason *   ⬤   ✏️

                        Secondary Reasons

                    Details

[**Submit**] [Save for Later] [Cancel]

10 Click the "Primary Reason" field.

11 Select the appropriate termination type.

12 Select the appropriate termination reason.

n behalf of: Rhonda Wilson (016997)

☰ MENU   GUEST SERVICES

Terminate Employee

← Voluntary

○ Voluntary > Military
○ Voluntary > Normal Retirement
○ Voluntary > Personal Reasons
○ Voluntary > Refusal to take drug test
○ Voluntary > Relocation
○ Voluntary > Resignation
○ Voluntary > Resignation-Othr Position

Search

Secondary Reasons

13 Click in the "Details" section.

Details

Termination Date *

Last Day of Work *

Pay Through Date *

Resignation Date

14 Type in the "Termination Date". "Last Day of Work" and "Pay Through Date" fields will auto-fill. Edit as necessary.

Details

Termination Date *

MM/DD/YYYY

Last Day of Work *

MM/DD/YYYY

Pay Through Date *

MM/DD/YYYY

Resignation Date

15 If applicable, enter "Resignation Date".

Termination Date *

05/31/2024

Last Day of Work *

05/31/2024

Pay Through Date *

05/31/2024

Resignation Date

05/03/2024

Position Details

Submit   Save for Later   Cancel

16 In the "Position Details" section, **leave the default settings** ("Close Position" should **NOT** be checked, and "Is this position available or overlap?" should be checked).

Optional: Populate "enter your comment" field.

17 Optional: Click "Select files". Attach relevant documentation.

18 Click "Submit".

The termination request has now been submitted to Human Resources.

enter your comment

Put in 2 weeks notice on 5/17/24

Attachments

Drop files here

or

Select files

Submit   Save for Later   Cancel