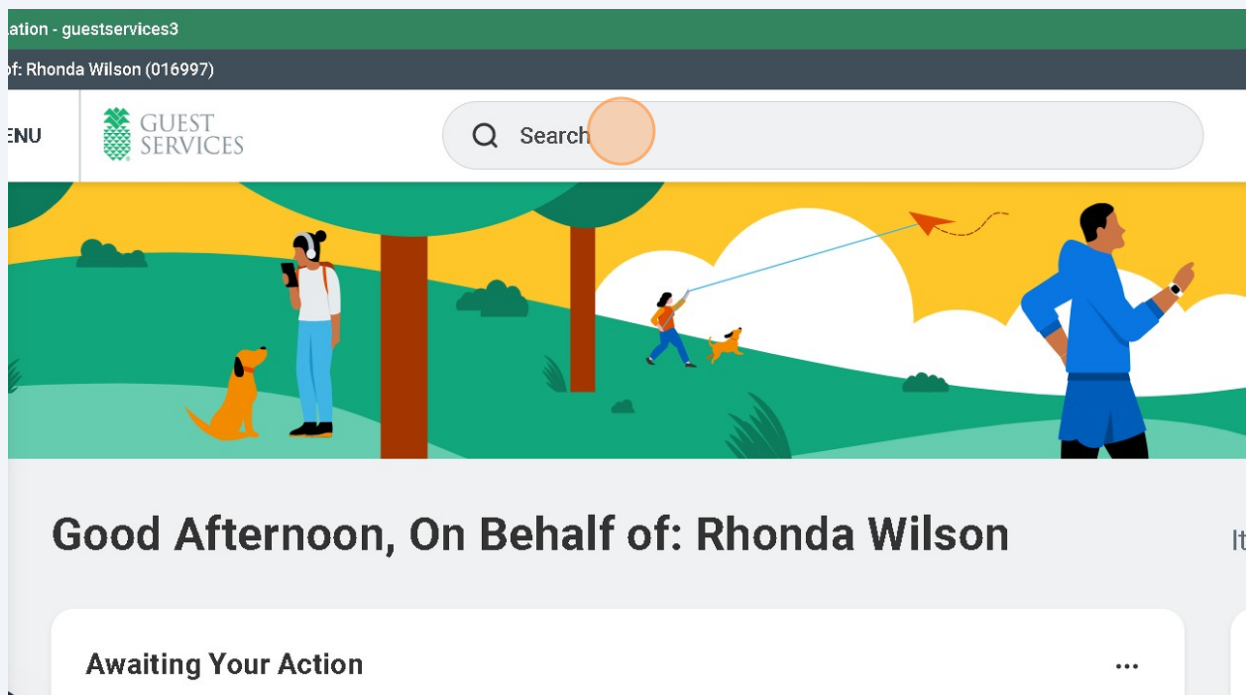


Terminate Employee

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

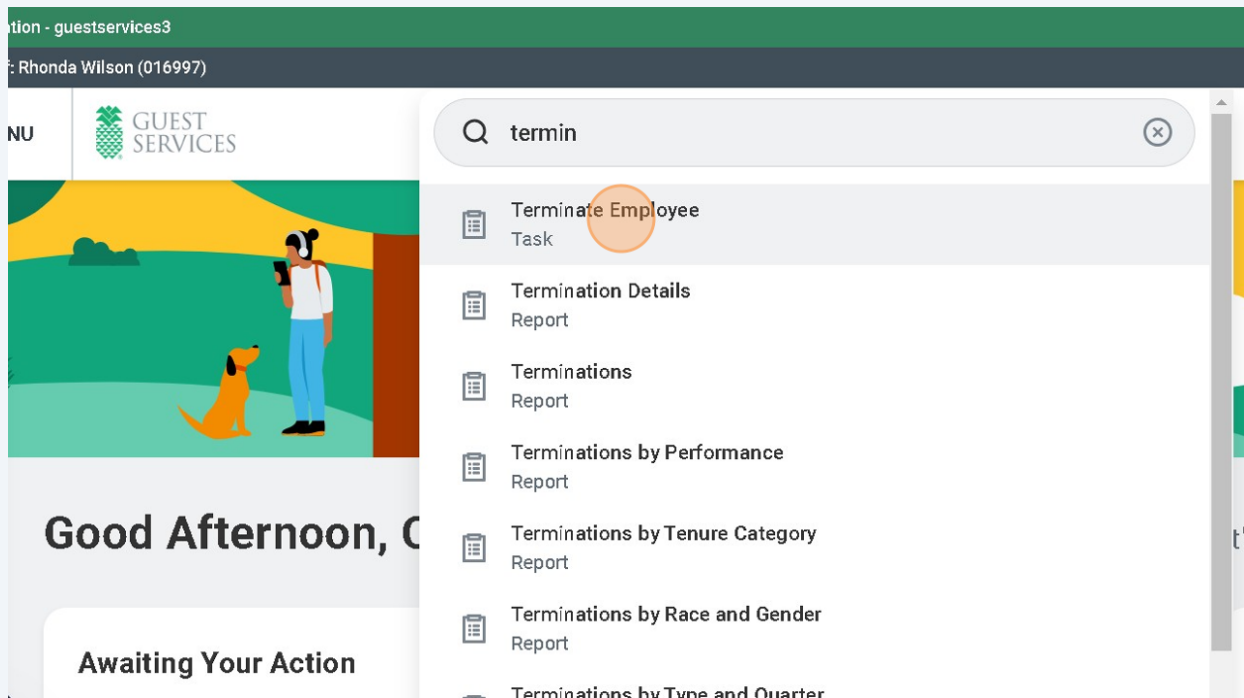
1 Sign-In to Workday

2 Click the "Search" field.

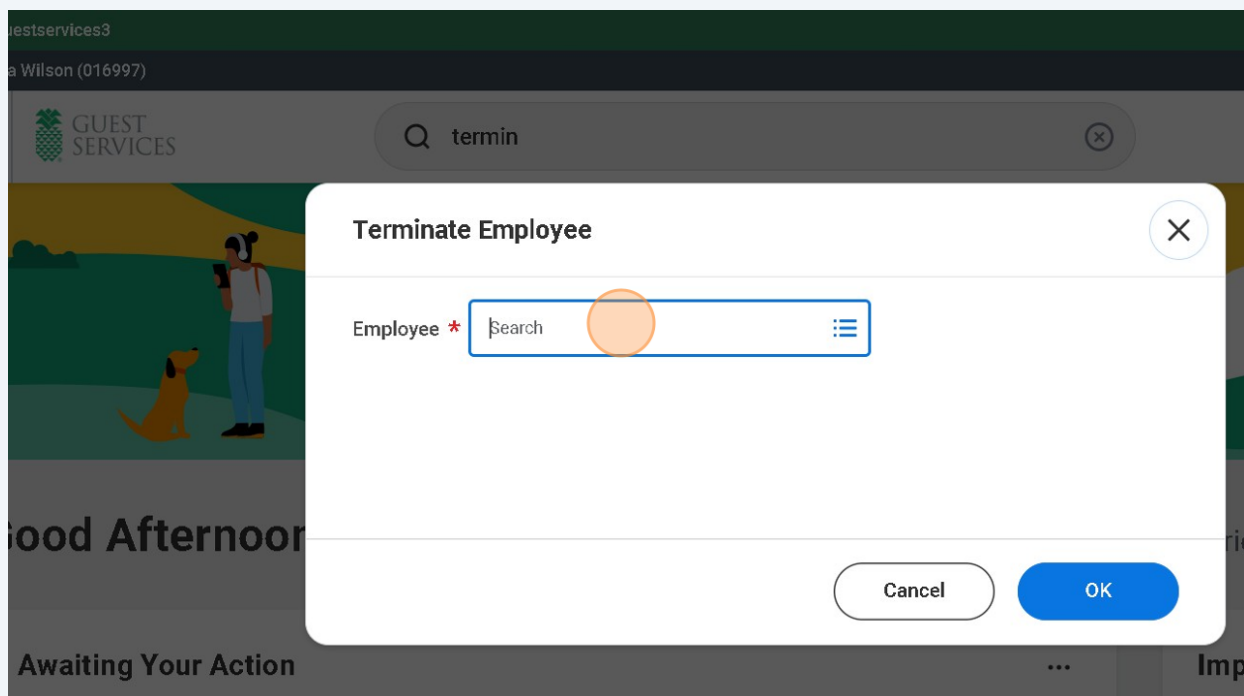


3 Start typing "terminate employee".

4 Click "Terminate Employee" Task

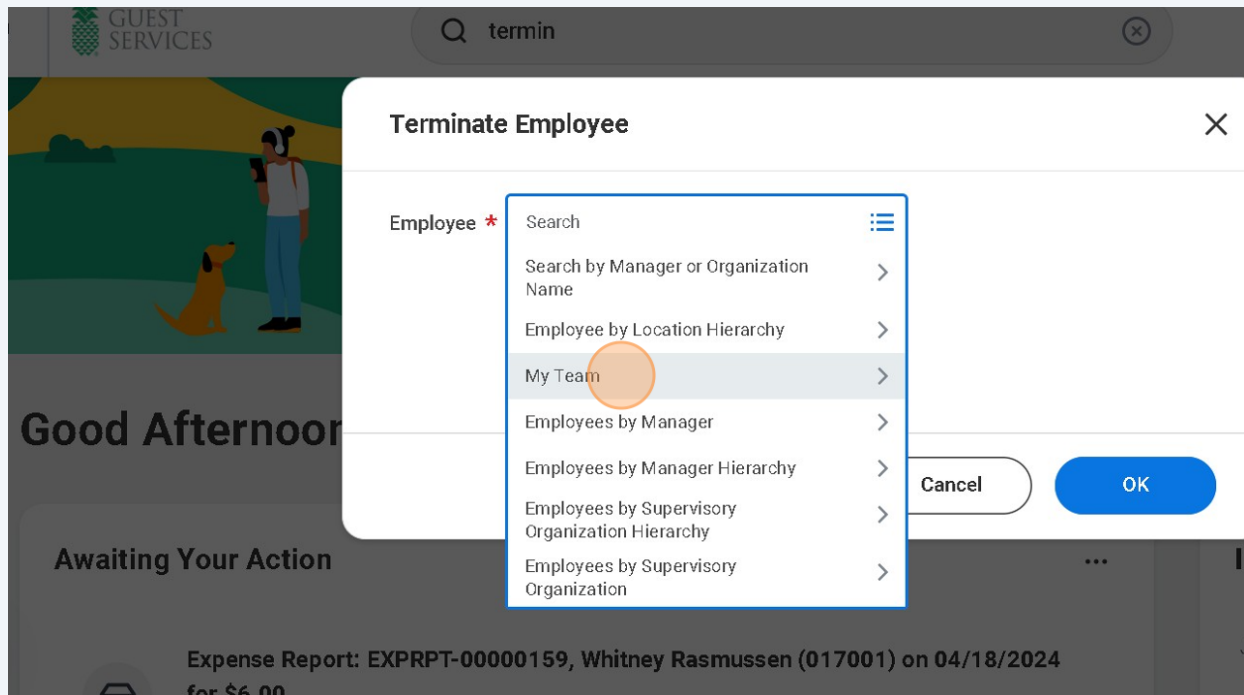


5 Click the "Employee" field.



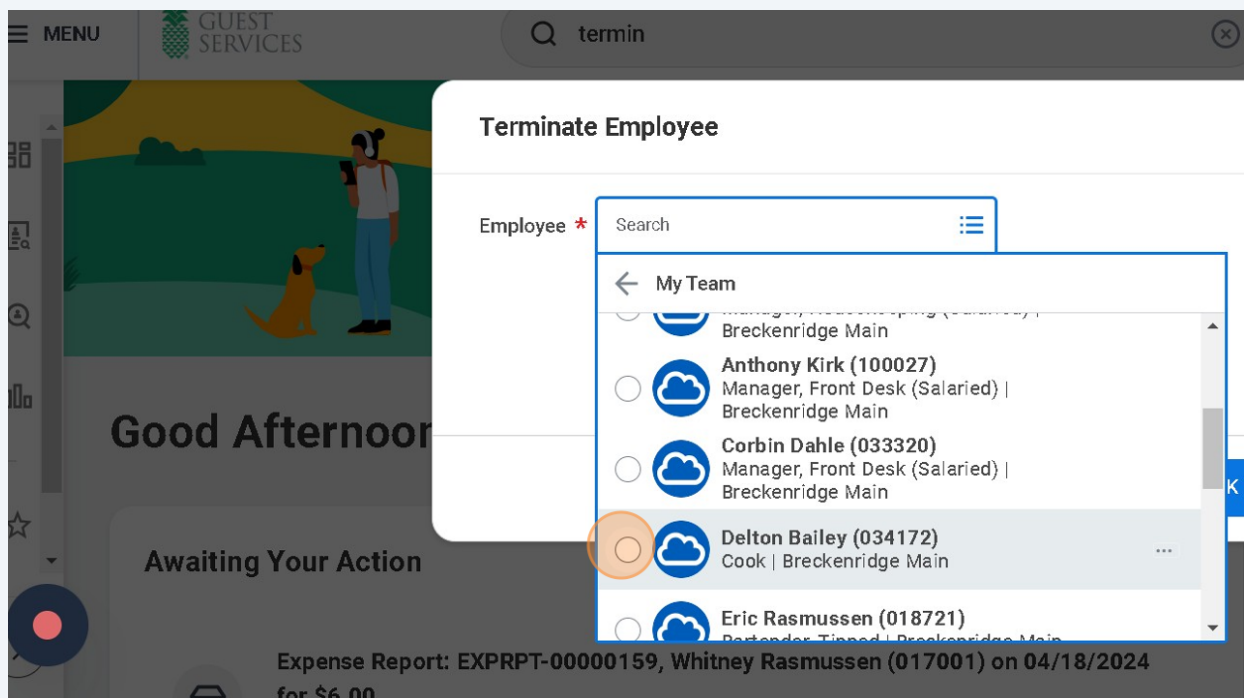
6

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

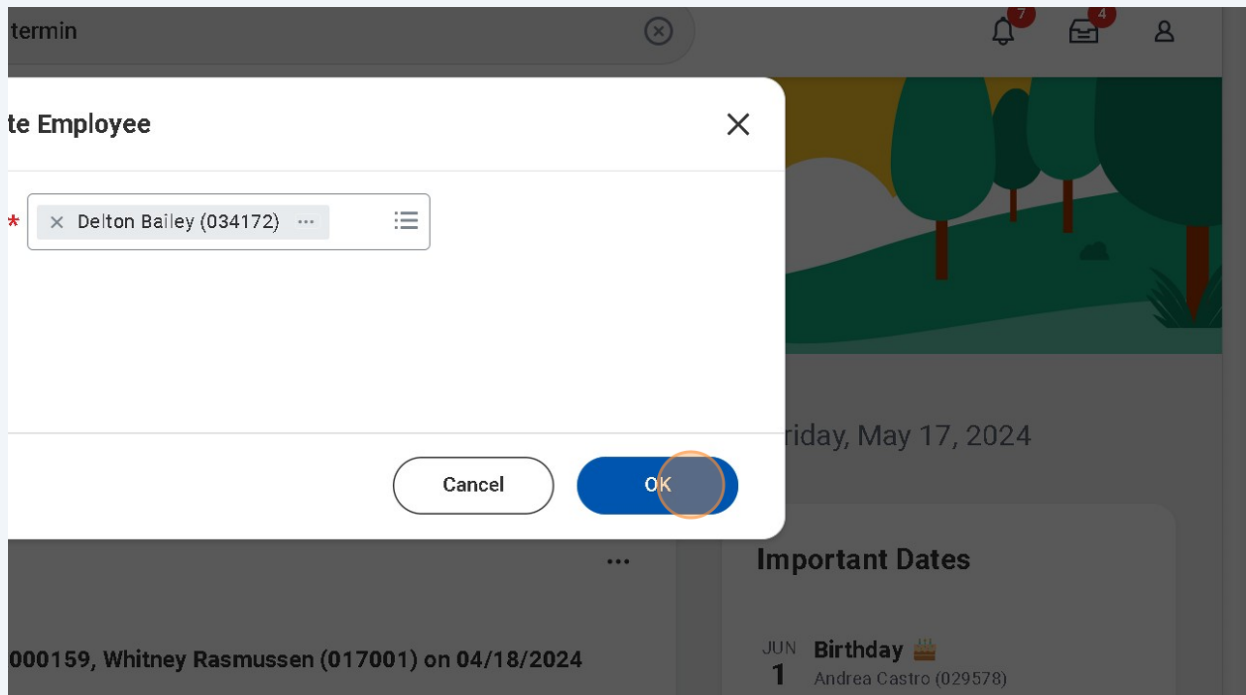


7

Click the radio button for the appropriate employee.

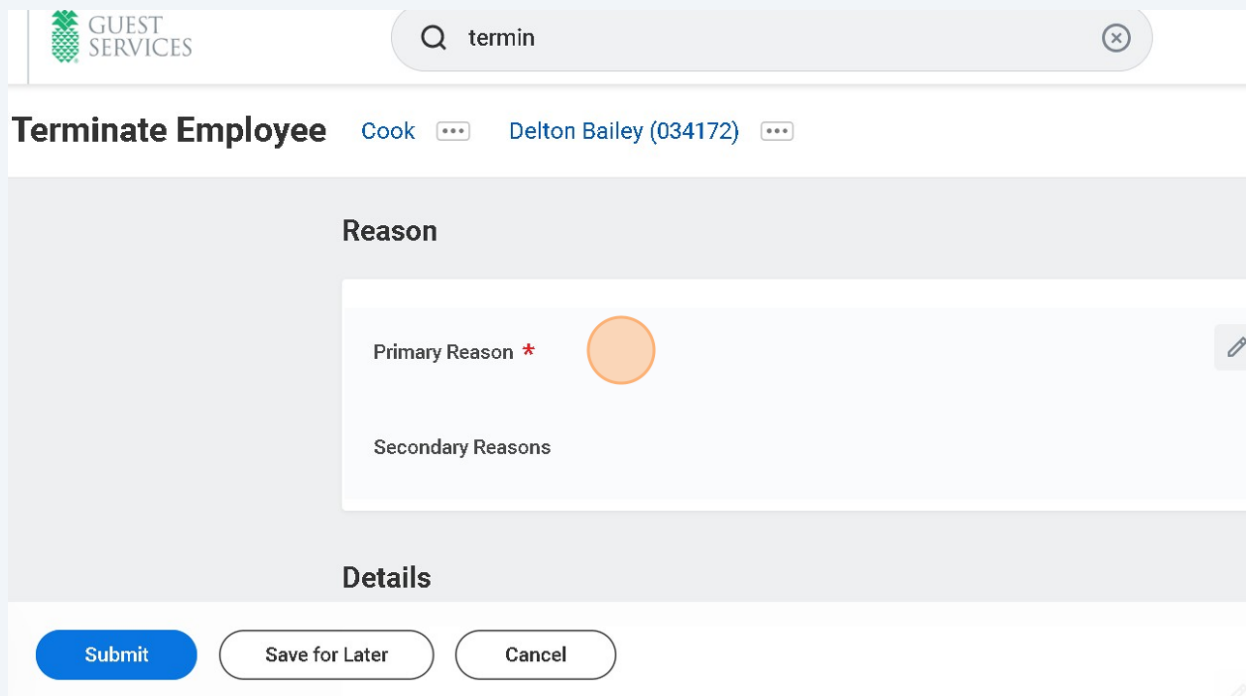


8 Click "OK"




A screenshot of a web application interface. At the top, a search bar contains the text "termin". Below it, a modal dialog titled "Terminate Employee" is open. Inside the dialog, there is a dropdown menu showing "Delton Bailey (034172)". At the bottom of the dialog, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with an orange circle. In the background, a calendar view is visible, showing the date "Friday, May 17, 2024" and a section titled "Important Dates" with a birthday reminder for "JUN 1 Birthday" for "Andrea Castro (029578)".

9 Click in the "Reason" section.



A screenshot of a web application interface. At the top, there is a header with the "GUEST SERVICES" logo and a search bar containing "termin". Below the header, the main section is titled "Terminate Employee" and includes a dropdown menu showing "Cook" and "Delton Bailey (034172)". The "Reason" section is highlighted, showing a "Primary Reason" field with a red asterisk and an orange circle, and a "Secondary Reasons" field. At the bottom, there is a "Details" section with three buttons: "Submit", "Save for Later", and "Cancel".

10 Click the "Primary Reason" field.



Terminate Employee Cook ... Delton Bailey (034172) ...

Reason

Primary Reason * ↶ ✓


⋮

Secondary Reasons

⋮

Submit Save for Later Cancel

11 Select the appropriate termination type.



Terminate Employee Cook ... Delton Bailey (034172) ...

Reason

⋮

Secondary Reasons

⋮

Submit Save for Later Cancel

12 Select the appropriate termination reason.

on behalf of: Rhonda Wilson (016997)

MENU GUEST SERVICES

Terminate Employee

Reason

- ☐ 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.

Close Position ☐

Is this position available for overlap? ☒

enter your comment

Attachments

Drop files here

or

Select files

Submit Save for Later Cancel

17

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

enter your comment

Put in 2 weeks notice on 5/17/24

Attachments

Drop files here

or

Select files

Submit Save for Later Cancel

18 Click "Submit".

The termination request has now been submitted to Human Resources.

The screenshot shows a web interface for submitting a termination request. On the left is a vertical sidebar with icons for a document, search, a list, a star, and a gear. The main content area has a header "enter your comment" above a text input field containing "Put in 2 weeks notice on 5/17/24". Below this is a section titled "Attachments" with a large dashed border containing the text "Drop files here", a small "or" button, and a "Select files" button. At the bottom of the form are three buttons: "Submit" (highlighted with an orange circle), "Save for Later", and "Cancel". A dark circular icon with a red dot is located at the bottom left of the form area.