
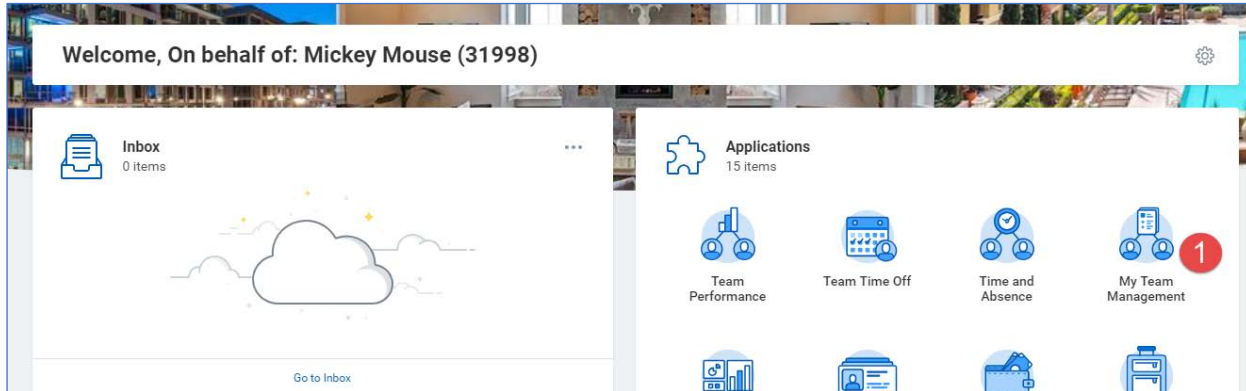
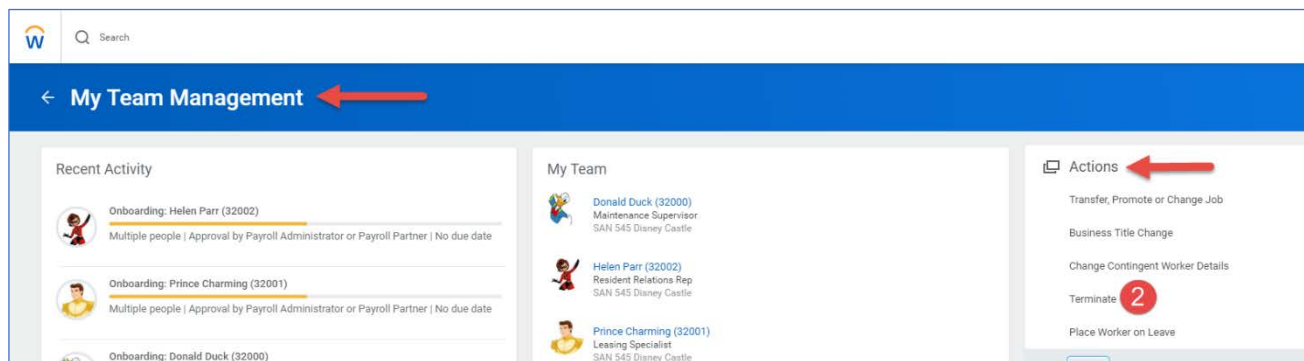


Workday Job Aid – Voluntary Termination

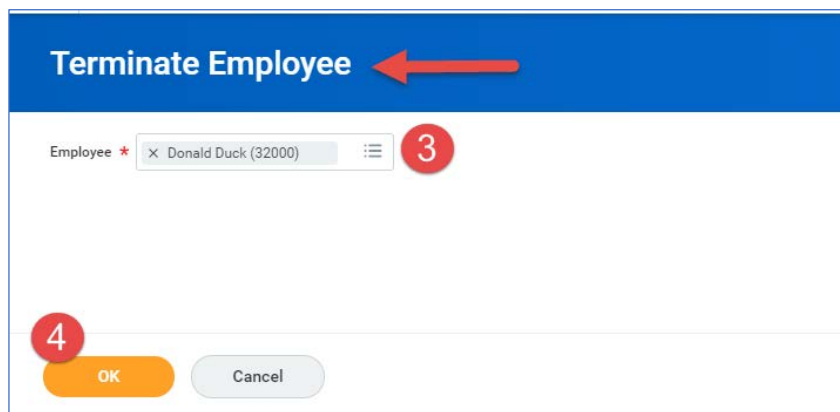
1. Select the **Workday** icon  on OKTA. On the Workday homepage, select **My Team Management** from **Applications**.



2. On the **My Team Management** screen, select **Terminate** in the **Actions** section.



3. On the **Terminate Employee** screen, select the associate's name in the **Worker** field.
4. Click **OK**.



Enter the following information on the next screen:

- 5. **Primary Reason** for termination
- 6. All the required dates in the **Details** section
- 7. **Eligibility for Rehire**

Terminate Employee
P40003 Maintenance Supervisor (Actions)
Donald Duck (32000) (Actions)

Reason ←

Primary Reason * 5

- search
- Involuntary >
- Voluntary >

Details ←

Termination Date * 12 / 21 / 2018

Last Day of Work * 12 / 21 / 2018 6

Pay Through Date * 12 / 21 / 2018

Resignation Date 12 / 10 / 2018

Eligibility ←

Eligible for Rehire 7

- search
- Yes
- No

Workday Job Aid – Voluntary Termination

In the **Position Details** section, leave the **Close Position** check box unchecked if the chances of closing the position are low.

8. Click **Submit**.

On the next screen, click Done to forward the request to Human Resources (HR) for an approval. Once approved by HR, the application will be forwarded to Payroll for processing for a salaried associate.

For an hourly associate, the manager will receive a termination notification on Workday homepage.

9. Once you receive the termination notification, select **Time and Absence** from **Applications** to enter the hourly associate's time for their last week.

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You'll be directed to the **Enter Time for Worker** screen.

10. Select the associate's name in the **Worker** field.
11. Select the date of termination/last day in the **Date** field.
12. Click **OK**.

Enter Time for Worker

Worker * X Donald Duck (32000) 10

Date * 12 / 21 / 2018 11

12 OK Cancel

13. Enter your associate's time on their last week.

Enter Time
Donald Duck (32000)

Regular Hours 0 Call Back Hours 0 Overtime Hours 0 Call Back Overtime Hours 0

Today < > Dec 17 – 23, 2018

Mon 12/17 Hours: 0 Tue 12/18 Hours: 0 Wed 12/19 Hours: 0 Thu 12/20 Hours: 0 Fri 12/21 Hours: 0

Enter Time 12/21/2018 13

Time Type * X Regular Hours

In * 09:00 AM

Out * 12:00 PM

Out Reason * Meal

Hours * 3

Details

Cost Center

Waive Meal Break?

Comment

OK Cancel

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14. Review and Submit the associate’s time.

15. On the next screen – **Submit Time**, you will attest to the accuracy of the information you have provided. Click **Done** to proceed.

You’ll be directed to the **Complete To Do Terminee Time** screen.

16. Click **Submit** to confirm.

Click **Done** on the next screen to complete the process.