

## Workday Job Aid – Voluntary Termination



1. Select the **Workday** icon **Workdoy** 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.

Q Search		
My Team Management		
Recent Activity	My Team	🕒 Actions 🚽
Onboarding: Helen Parr (32002) Multiple people   Approval by Payroll Administrator or Payroll Partner   No due date	Conald Duck (32000) Maintenance Supervisor SAN 545 Dianey Castle	Transfer, Promote or Change Job Business Title Change
Onboarding: Prince Charming (32001) Multiple people   Approval by Payroll Administrator or Payroll Partner   No due date	Helen Parr (32002) Resident Relations Rep SAN 54S Diamey Castle	Change Contingent Worker Details Terminate
Onboarding: Donald Duck (32000)	Prince Charming (32001) Leaving Specialist SAN 545 Disney Castle	Place Worker on Leave

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

Termi	Terminate Employee			
Employee ★	× Donald Duck (32000)	≡ 3		
4 ок	Cancel			



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

<b>Terminate Employee</b> P40003 Maintenance Supervisor (Actions) Donald Duck (32000) (Actions)	
Reason	
Primary Reason *       bearch     5       Involuntary     >       Voluntary     >	$\approx$ $\checkmark$
Details	
Termination Date *	4 ~
Last Day of Work * 12/21/2018 💼 6	
Pay Through Date * 12/21/2018	
Resignation Date	
Eligibility	
Eligible for Rehire Search Yes No No	\$ \$



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

8. Click **Submit**.

	Position Details	
	Close Position	\$A V
enter your comment Attachments		
Drop files here or Select files		
8 Submit Save for Later Cancel		

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.





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**.

Ente	Enter Time for Worker		
Worker ≯ Date ≯	★ X Donald Duck (32000) := 10     ★ 12/21/2018 : 11		
12	OK Cancel		

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

← Ent Don	ter Time ald Duck (32000) 📖			
				Regular Hours Call Rack Hours Overtree Hours Call Rack Overtree Hours 0 0 0 0
Today	Obec 17 - 23, 2018			Enter Time
		Tue 12218 Hours Q	West 12/15 Floure: 0	12/21/2018 13 Per 12/21 Hours 0
				Time Type * Regular Hours
				In 99:00 AM
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TAM				
TE AM			-	Out Reason * Meei *
0.411				Hours * 3
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12 PM				Comment
+264				ergenostana.
2.PM				
2.09				Cancel
4 894				· · · · · · · · · · · · · · · · · · ·
0.074				
1000				



14. Review and Submit the associate's time.

	Mag 12/17	Tun 42/10	Min4 12/10	Thu 12/20	Ec 12/21	
	Hours: 0	Hours: 0	Hours: 0	Hours: 0	Mours: 8	
7 AM						
I AM						
			Le re			
	9:00am - 12:00pm (Meal)	9:00am - 12:00pm (Meal)	9:00am - 12:00pm (Meal)	9:00am - 12:00pm (Meal)	9:00am - 12:00pm (Meal)	
SAM S	3 Hours () Not Submitted	Not Submitted	3 Hours () Not Submitted	Not Submitted	3 Hours () Not Submitted	
AM S						
2PM	202020000000000000000000000000000000000					
194	Regular Hours 12:30pm - 5:30pm	Regular Hours 12:30pm - 5:30pm	Regular Hours 12:30pm - 5:30pm	Regular Hours 12:30pm - 5:30pm	Regular Hours 12:30pm - 5:30pm	
3	<ul> <li>Hours</li> <li>Not Submitted</li> </ul>	Hours     Not Submitted	S Hours Not Submitted	S Hours Not Submitted	S Hours () Not Submitted	
IPM 8						
B PM						
A COMPANY AND A				9		120

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.

Actions (1)	Archive	Complete To Do Terminee Time Actions
Viewing: All  Viewing: All  Viewing: All  Viewing: Compared to the second secon	Sort By: Newest v v	4 minute(s) ago - Effective 12/21/2018         For       Donald Duck (32000)         Overall Process       Terminate: Donald Duck (32000)         Overall Status       In Progress         Instructions       Please ensure that any necessary time has been added to the time card through the termination end date.
		enter your comment.

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