

Terminate Employee

Overview

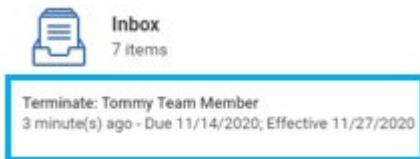
Job Aid to assist HRBPs in processing an employee termination so the exit interview qu.

Who Does This: HR Business Partner

Things to Know:

- This business process must be started and through step 14 below in order for the employee to receive the exit questionnaire.
- The exit interview will **ONLY** be launched to employees with a **voluntary** termination reason.

If Employee submits resignation in Workday or Manager initiates termination process in Workday



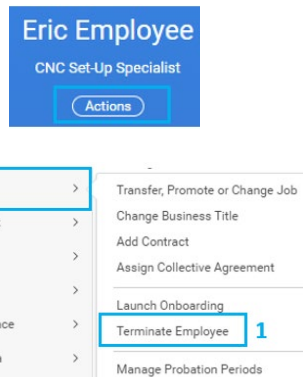
Review Employee Termination

Kiln/ Furnace Technician I Actions Tommy Team Member Actions

If termination is initiated by someone other than the HRBP, the HRBP will receive an inbox task. Open that task.

The *Review Employee Termination* task opens the task described in **Step 2** below. Please skip forward to Step 2 and follow the remainder of this job aid.

If HRBP is initiating termination process in Workday



Step 1

From the employee's Workday profile, select *Actions – Job Change – Terminate Employee*.

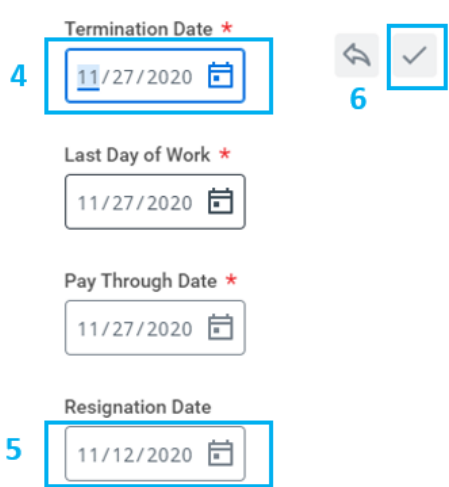
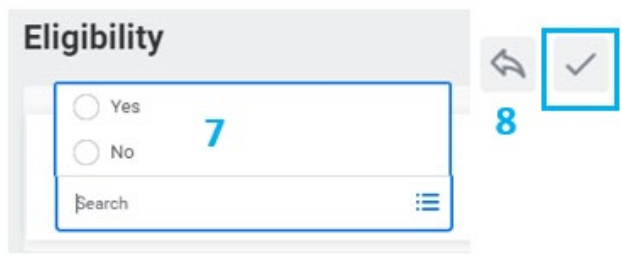
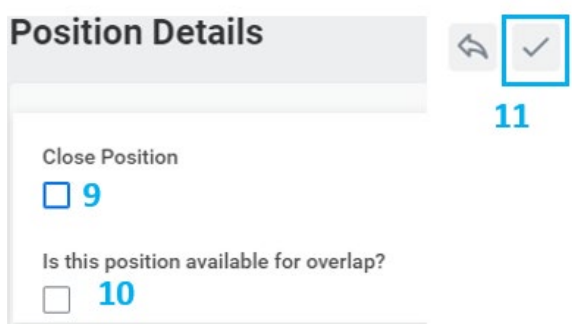

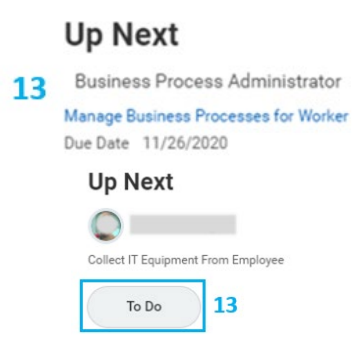


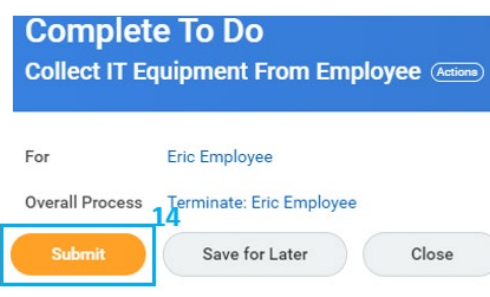
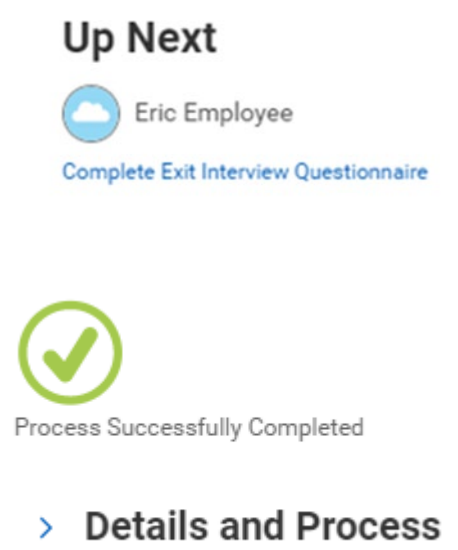
Step 2

Select the primary reason for the employee's termination from the available drop-down options (Required Field). Only one reason can be selected for the primary reason.

Step 3 (Optional)

If the employee has additional reasons for termination, you may select those under Secondary Reasons. Multiple reasons can be selected for this field.

 <p>4 Termination Date * 11/27/2020</p> <p>Last Day of Work * 11/27/2020</p> <p>Pay Through Date * 11/27/2020</p> <p>5 Resignation Date 11/12/2020</p> <p>6</p>	<p>Step 4 Under Details, use the calendar icon to choose the Termination Date.</p> <p>The Last Day of Work and Pay Through Date will auto populate based on the Termination Date.</p> <p>Step 5 If applicable, use the calendar icon to choose the resignation date. This should be the date that the employee gave notice.</p> <p>Step 6 Choose the check mark icon to save.</p>
 <p>Eligibility</p> <p><input type="radio"/> Yes 7</p> <p><input type="radio"/> No</p> <p>Search</p> <p>8</p>	<p>Step 7 Select the employee's eligibility for rehire from the drop-down. Yes = employee is eligible for rehire No = employee is not eligible for rehire</p> <p>Step 8 Choose the check mark icon to save</p>
 <p>Position Details</p> <p>Close Position <input type="checkbox"/> 9</p> <p>Is this position available for overlap? <input type="checkbox"/> 10</p> <p>11</p>	<p>Step 9 If this position is being eliminated and the employee will not be replaced, check the box by Close Position.</p> <p>Step 10 If you want to allow for overlap in this position, check the box. This will allow the opportunity to hire another employee into the same position while the incumbent is working out his/her notice.</p> <p>Step 11 Choose the check mark icon to save</p>
 <p>12</p> <p>Submit Save for Later Cancel</p>	<p>Step 12 Click Submit</p>
 <p>Up Next</p> <p>13 Business Process Administrator Manage Business Processes for Worker Due Date 11/26/2020</p> <p>Up Next</p> <p>Collect IT Equipment From Employee</p> <p>To Do 13</p>	<p>Step 13 If the employee has any outstanding business processes, the Up Next notice will indicate that the Business Process Administrator is next.</p> <p>If the employee does not have any outstanding business processes, the Up Next notice will show a To Do for the HR Partner. Click on To Do to open this task.</p>

	<p>Step 14 Review the To Do requirement to collect any company IT Equipment from the Employee. Click Submit when you have completed this reminder.</p>
	<p>The Exit Interview task is sent to the employee's inbox at the same time as the To Do requirement is sent to the HRBP inbox. If the employee <i>has not</i> completed the exit interview questionnaire when the To Do task in step 14 is submitted, the Up Next notice will indicate that the employee has received the inbox task to Complete the Exit Interview Questionnaire.</p> <p>If the employee <i>has</i> completed and submitted the exit interview when the To Do task in Step 14 is submitted, the notification will indicate that the termination business process is completed.</p>

FAQ's

What if the termination needs to be rescinded?

If a termination is in process or completed in Workday, you will need to enter a Service Center ticket so HRIS can rescind the termination business process. If the employee has already completed the exit interview questionnaire, those answers will still be stored for history.

What if the termination date needs to be modified?

If the employee's termination date needs to be changes, you will need to enter a Service Center ticket so HRIS can make the change to the termination date. This will not affect the exit interview process of the termination.

How can I see the answers to the exit survey?

The report [Exit Interview Questionnaire Report](#) can be run by typing the report name in the Workday search bar. The report is also available on the HR Reports Worklet under the Hires & Terminations Section.