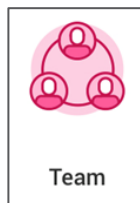


Use this job aid to submit terminations for your Team.

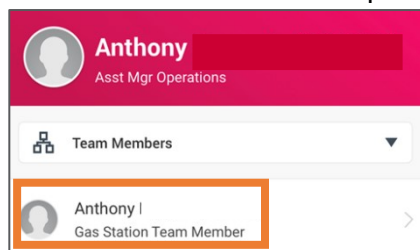
Terminate Team Member - iOS

From your Workday mobile home screen:

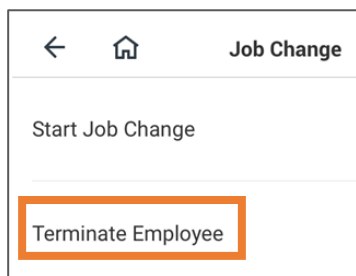
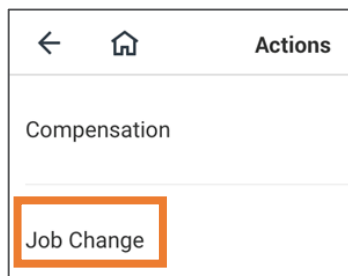
1. Select the **Team** application. *You may have to click View Apps to see the Team application.*



2. Select the Team Member to process the termination for.



3. Select the **...** icon from the top right corner > select **Job Change > Terminate Employee**.



Enter the termination details. A red asterisk ***** indicates that the field is required. Click **Done** to exit out of a field and return to the termination processing screen.

4. From the **Reason** section:
 - In the **Primary Reason** field, select from the reasons available the best describes the reason for the termination. Reasons are divided by voluntary and involuntary.
 - In the **Secondary Reasons** field, select from available secondary reasons, if applicable. This field is not required.
5. From the **Details** section:
 - In the **Termination Date** field, enter the date the Team Member will be terminated (last day of system access, etc.).
 - The **Last Day of Work** field will automatically populate with the termination date but can be changed as needed.
 - The **Pay Through Date** field will automatically populate with the termination date and can only be changed by an HR Partner.
 - In the **Resignation Date** field, if the Team Member submitted their resignation through Workday the date will automatically populate. If the Manager is initiating the termination, enter the date the Team Member resigned.
6. From the **Eligibility** section:
 - The **Eligible for Rehire** field populates based on the termination reason. Discuss with your HR Partner before changing.
7. From the **Position Details** section:

Terminate Team Member - iOS (continued)

- In the **Close Position** field, select yes or no depending on if the position should close or not.
 - In the **Is this position available for overlap?** field, select yes or no. If you select yes, this means this position can be filled before the current Team Member vacates the seat.
8. In the **Attachments** section, click the paperclip to attach any required documentation. Select from your device's camera, gallery or file browser.
 9. Click **Submit**.

See Termination example below:

This screenshot shows the 'Reason' and 'Details' sections of the termination form. At the top, there is a 'Cancel' button and the name 'Anthony'. The 'Reason' section includes a 'Primary Reason *' field with the value 'Voluntary > Other Position Retail' and a 'Secondary Reasons' field with a hyphen. The 'Details' section contains 'Termination Date *' (05/12/2021), 'Last Day of Work *' (05/12/2021), 'Pay Through Date *' (05/12/2021), and 'Resignation Date' (04/28/2021). At the bottom, there are 'Save for Later' and 'Submit' buttons.

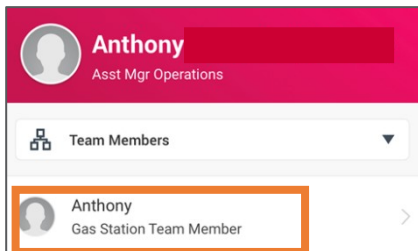
This screenshot shows the 'Eligibility' and 'Position Details' sections of the termination form. The 'Eligibility' section has an 'Eligible for Rehire *' field with the value 'Yes'. The 'Position Details' section has a 'Close Position' field with the value 'No' and an 'Is this position available for overlap?' field with the value 'No'. Below this is an 'Attachments' section with a paperclip icon and the text 'Add Attachments'. At the bottom, there is a 'Submission Comments' section with a text input field labeled 'Comment' and 'Save for Later' and 'Submit' buttons.


Terminate Team Member – Android

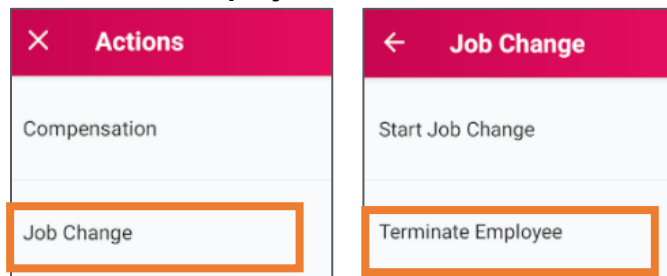
1. Select the **Team** application. *You may have to click View Apps to see the Team application.*



2. Select the Team Member to process the termination for.



3. Select the  icon from the top right corner > select **Job Change** > **Terminate Employee**.



Enter the termination details. A red asterisk ***** indicates that the field is required. Click **the blue check mark** to exit out of a field and return to the termination processing screen.

4. From the **Reason** section:

- In the **Primary Reason** field, select from the reasons available the best describes the reason for the termination. Reasons are divided by voluntary and involuntary.
- In the **Secondary Reasons** field, select from available secondary reasons, if applicable. This field is not required.

4. From the **Details** section:

- In the **Termination Date** field, enter the date the Team Member will be terminated (last day of system access, etc.).
- The **Last Day of Work** field will automatically populate with the termination date but can be changed as needed.
- The **Pay Through Date** field will automatically populate with the termination date and can only be changed by an HR Partner.
- In the **Resignation Date** field, if the Team Member submitted their resignation through Workday the date will automatically populate. If the Manager is initiating the termination, enter the date the Team Member resigned.

5. From the **Eligibility** section:

- The **Eligible for Rehire** field populates based on the termination reason. Discuss with your HR Partner before changing.

6. From the **Position Details** section:

- In the **Close Position** field, select yes or no depending on if the position should close or not.

Terminate Team Member – Android (continued)

- In the **Is this position available for overlap?** field, select yes or no. If you select yes, this means this position can be filled before the current Team Member vacates the seat.
7. In the **Attachments** section, click the paperclip to attach any required documentation. Select from your device's camera, gallery or file browser.
 8. Click **Submit**.

See Termination example below:

The image displays two side-by-side screenshots of a mobile application interface for terminating an employee. Both screens have a pink header with a close button (X) and the text 'Review This Task'.

Left Screenshot: Terminate Employee
HR Manager

- Reason**
 - Primary Reason *
Voluntary > Dissatisfied with Pay
 - Secondary Reasons
-
- Details**
 - Termination Date *
05/21/2021
 - Last Day of Work *
05/21/2021
 - Pay Through Date *
05/21/2021
 - Resignation Date
-
- Eligibility**

At the bottom of the left screen are two buttons: 'Save for Later' (grey) and 'Submit' (orange).

Right Screenshot: Review This Task

- Resignation Date
-
- Eligibility**
 - Eligible for Rehire *
Yes
- Position Details**
 - Close Position
No
 - Is this position available for overlap?
No
- Attachments**
 - Attachment icon (paperclip)
- Submission Comments**
 - Add comment...

At the bottom of the right screen are two buttons: 'Save for Later' (grey) and 'Submit' (orange).