Use this job aid to initiate voluntary and involuntary terminations (separations).

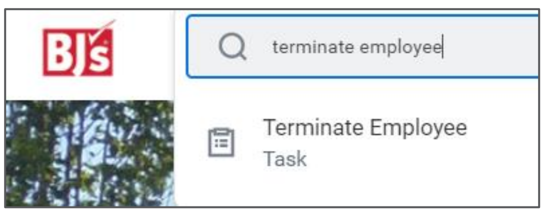
For the Clubs and DC's: For involuntary terminations, Managers must complete the *Separation Request Form*, *Separation Document* and any state required documents in addition to processing the Termination (separation) in Workday.

For the Home Office: Managers must complete the *Exit Checklist* which can be found on BJ's Connect in addition to processing the Termination (separation) in Workday.

Termination

From your home screen:

1. Navigate to the search bar > type **Terminate Employee**. Select **Terminate Employee** from the tasks.



2. In the **Employee** field, enter the Team Member's name.
3. Click **OK**.

Click the pencil icon to edit information and the check mark icon when done. If a field does not have a pencil icon, then it cannot be edited. A red asterisk * indicates that the field is required. If the Team Member submitted a resignation, some fields may populate.

4. For the **Reason** section:
   - In the **Primary Reason** field, select the appropriate reason from the dropdown menu. You can select from **Involuntary** and **Voluntary** reasons.
   - In the **Secondary Reasons** field, select the appropriate secondary reasons from the dropdown menu. This field is optional.
5. For the **Details** section:
   - In the **Termination Date** field, enter the last date of employment. (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. *(This field is not required).*
6. For the **Eligibility** section:
   - The **Eligible for Rehire** field, populates based on the termination reason. Discuss with your HR Partner before changing.
7. For the **Position Details** section:
   - In the **Close Position** field, check the box to close the position. If you check this box, the position will be closed and no one else can be hired into it.
   - In the **Is this position available for overlap?** section, check the if the position is available for overlap.

Termination (continued)

Overlap means the position is available to be filled prior to the termination date.

8. Click **Submit**.

This submits the transaction to the next approver. The review and approval process varies based on reason. HR and management hierarchy is commonly involved in the termination process.

If the position will still be available and you need to engage talent acquisition for this position, use the Create Job Requisition task. The job requisition will be posted once approved.