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

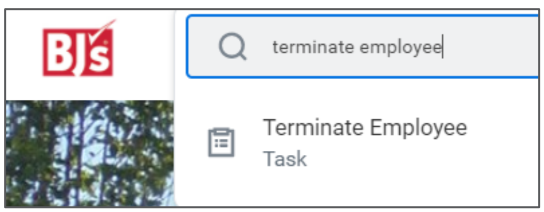
For the Clubs and DC's: For involuntary terminations, Managers must complete the *Separation Request Form*, *Separation Document* and any state required documents in addition to processing the Termination (separation) in Workday.

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**.

HR and management hierarchy reviews and approves the termination next. After the proper approvals, you receive a Workday inbox task to create a job requisition to fill the position if the position is still available.