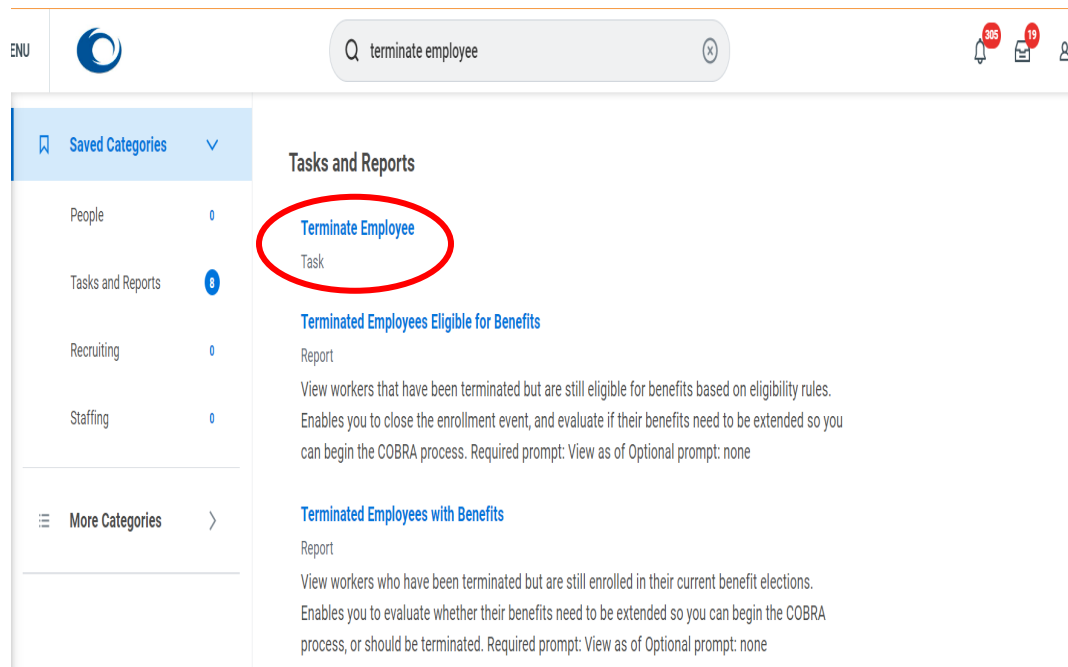


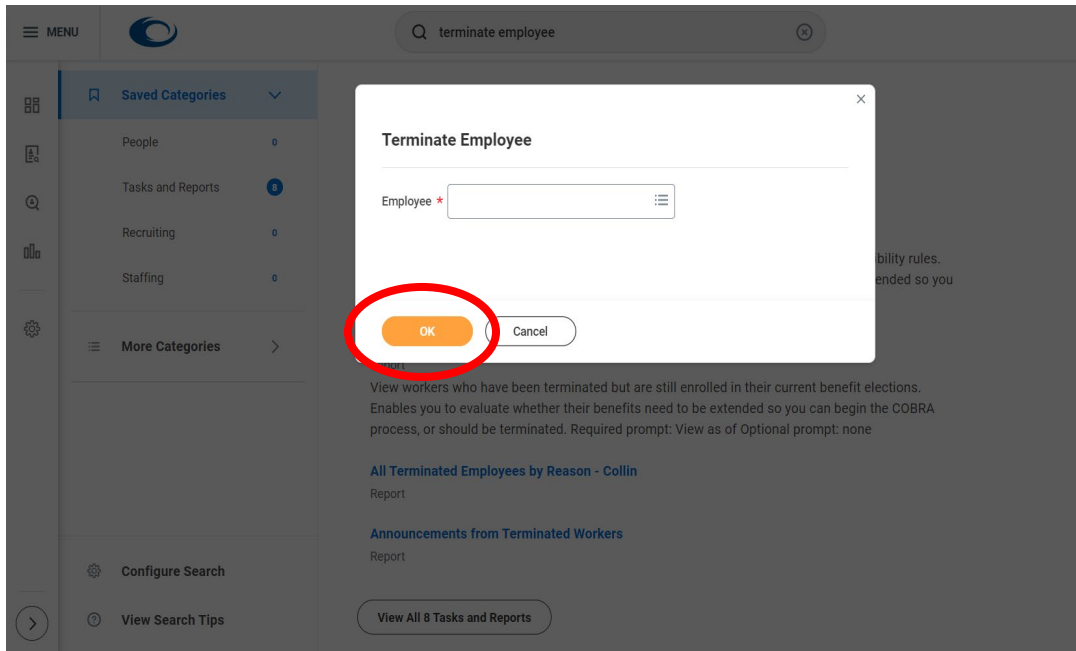
TERMINATE EMPLOYEE

ALL EXITING EMPLOYEES (FULL-TIME AND PART-TIME) MUST SUBMIT A WRITTEN LETTER (OR EMAIL) OF RESIGNATION TO THEIR SUPERVISOR AND HUMAN RESOURCES INDICATING THE **LAST DAY WORKED** AND **REASON FOR LEAVING**.

The manager will initiate the termination in Workday and attach the resignation notice to the termination.



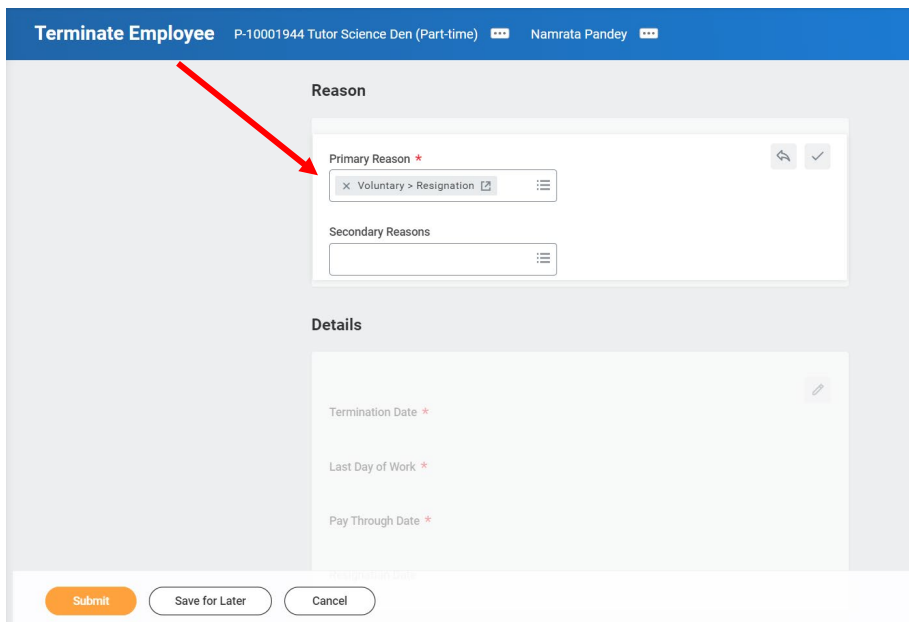
Type Terminate Employee in the Search Bar and Select



Type Employee's name and select OK

REASON

- a. Primary Reason, select Involuntary or Voluntary, select most accurate reason from the list.



DETAILS

Termination Date: Last date of work. If Adjunct position, the date has to be last day of the month.

Last Day of Work: It will populate based on Termination Date.

Pay Through Date: It will populate based on Termination Date.

Details

Termination Date *
MM/DD/YYYY

Last Day of Work *
MM/DD/YYYY

Pay Through Date *
MM/DD/YYYY

Resignation Date
MM/DD/YYYY

Regrettable

Submit Save for Later Cancel

REGRETTABLE

Select Yes or No. Depending on the situation of the staff, student or faculty.

Regrettable

Regrettable *
Search
 Yes
 No

ELIGIBILITY

Select YES or No. Depending if the employee gave two week's notice.

Eligibility

Yes
 No
Search

ATTACHMENTS

Attach resignation letter or email from employee. Click Submit.

enter your comment

Attachments

Drop files here

or

Select files

Submit Save for Later Cancel