

Hexcel's Workday User Manual

Chapter 2-04

TERMINATE AN EMPLOYEE

This section of the manual provides information about the tasks related to an Employee termination.

Terminate an Employee

1. In the search box enter the Employee's name or number and select the Employee.
2. Click **Related Actions** and select **Job Change > Terminate Employee**

Field Names	Entry Values
Termination Date	Enter termination date (past, current, or future are allowed)
Reason	Click Prompt and select appropriate involuntary or voluntary reason
Close Position	Click box if this position is to be closed (i.e. the headcount is to be removed)
Is This Position Available for Overlap	Click box if the termination is in the future and you intend to have another person share the position prior to the termination
Secondary Reasons	Click Prompt and select appropriate involuntary or voluntary reason if appropriate
Last Day of Work	Defaults from termination date but may be changed if needed
Pay Through Date	Defaults from termination date but may be changed if needed
Resignation Date	May be entered if appropriate
Notify By	Defaults from termination date
Recommended Minimum Notification Date	Not used
Regrettable	Click box if this is a regrettable termination



Note: Regrettable Turnover is defined as the voluntary resignation of an Employee whose most recent performance rating was "Good" or above. Turnover may also be flagged as Regrettable for a new hire with less than 12 months of service.

3. Attach any appropriate documents
4. Click 

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Assign Role to Worker

If the Employee being terminated held any special Workday roles, the roles must be reassigned at this point. The most common role is that of Manager. Workday will assume that the role of Manager will pass to the terminated Manager's Manager.

If this assumption is correct then click 

If the management role is to be delegated to a different person, then designate that Employee.

US Only – Review COBRA Eligibility

A screen will appear which will allow the HR Partner to review all COBRA eligible benefit plans in which the Employee and his family (if applicable) were enrolled and the COBRA Eligible Date. This data will be sent to Conexis on the next scheduled feed (every Monday morning).

Exit Interview

This gives the HR Partner the opportunity to document the exit interview with the Employee.

Field Names	Entry Values
Exit Interview Date	Enter date of interview
Interviewed By	Defaults to HR Partner but may be changed
Reason for Leaving	Enter reason for leaving
New Employer	Enter the name of the Employee's new employer
Not Eligible for Rehire	Click this box if the Employee is <u>not</u> eligible for rehire
Exit Interview Comments	Open text
Property to be Returned	Click this box if the Employee has property which must be returned
Return by Date	Enter the date by which all property must be returned
Property Comments	Open text where you might want to indicate what property must be returned
Attachments	Attach any applicable documents

Date	Content Modified