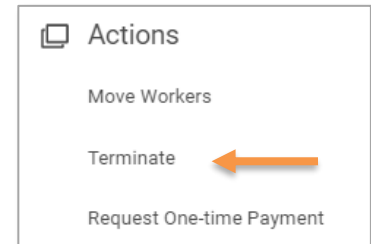
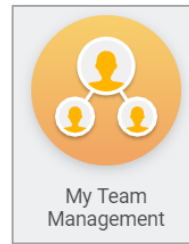


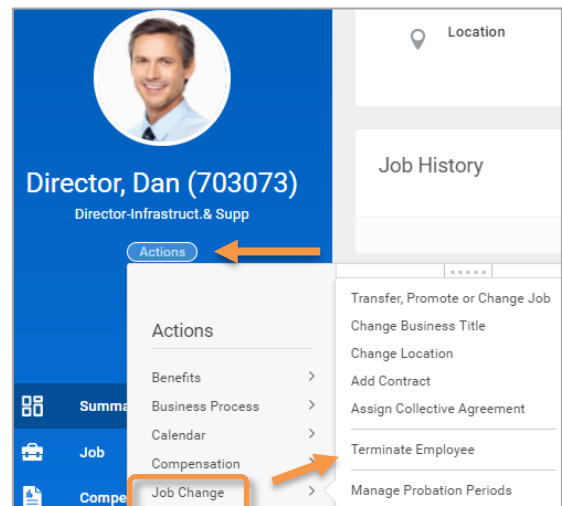
## Tip Sheet: *Manager Direct Access - Initiating a Voluntary Termination*

As a Manager, you can initiate the Workday business process of Voluntary Termination when one of your employees notifies you of their resignation. Please follow the below steps to get started.

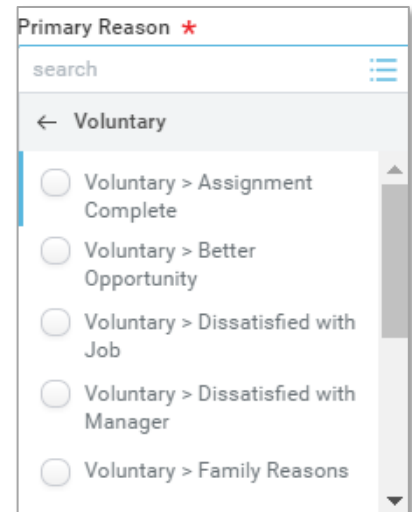
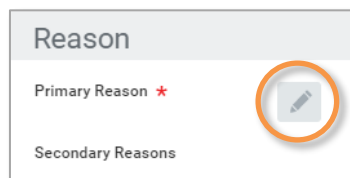
Select the employee you wish to terminate. You can select the employee from the search box in the upper left corner or from the **My Team Management** worklet. Next, select the Action of **Terminate**.



Once you have selected the appropriate employee profile, select **Action** next to their name. Next, select **Job Change** - > **Terminate Employee**

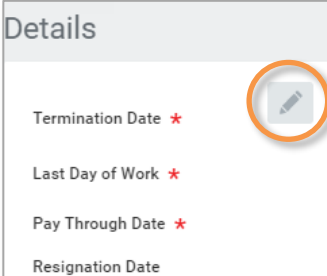


Select the pencil icon to add the **Primary Reason** for termination. You also have the option to select a secondary reason if applicable.



## Voluntary Terminations

Enter the **Termination Date**. The Last Day of Work and Pay Through Date will populate automatically from the Termination Date but can be modified. You also have the option to enter the Resignation Date if applicable.



Details

Termination Date \*

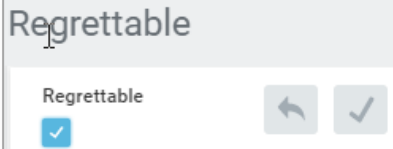
Last Day of Work \*

Pay Through Date \*

Resignation Date

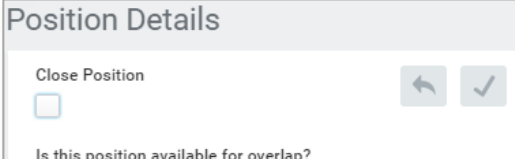
The **Regrettable** flag may be checked if the employee meets one of the below requirements:

- The employee's most recent performance rating was "Good" or above.
- The employee is a new hire with less than 12 months of service.



Regrettable

If the employee's position is not going to be backfilled then you can select to close the position. If you will replace the employee, leave the box unchecked.

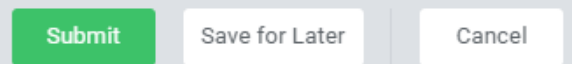


Position Details

Close Position

Is this position available for overlap?

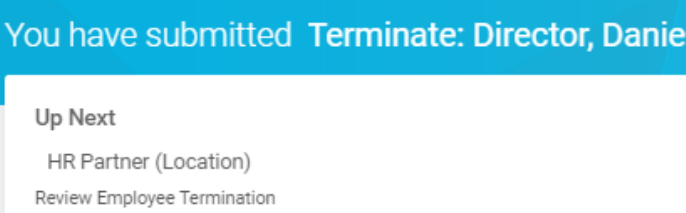
If the termination date is in the future and there may be a period of time when a replacement will share the same position prior to the termination date, please check the box to make the position available for overlap



Submit Save for Later Cancel

Once you are completed, select **Submit**.

The final screen will inform you that the termination has been submitted and will be routed to your specific location's **HR Partner** for final review. You will receive a notification if they send it back to you for any edits



You have submitted Terminate: Director, Daniel

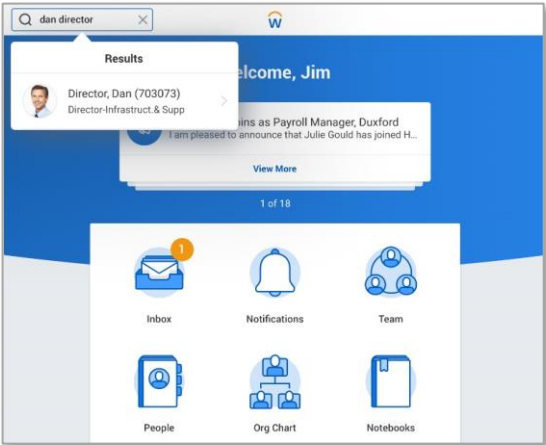
Up Next

HR Partner (Location)

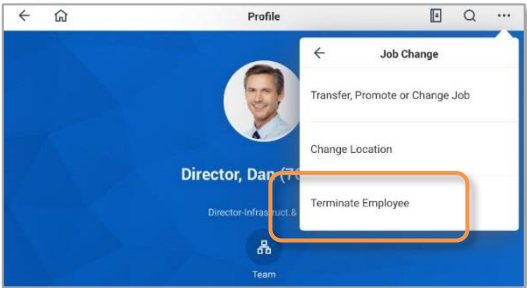
Review Employee Termination

### Voluntary Terminations - Mobile

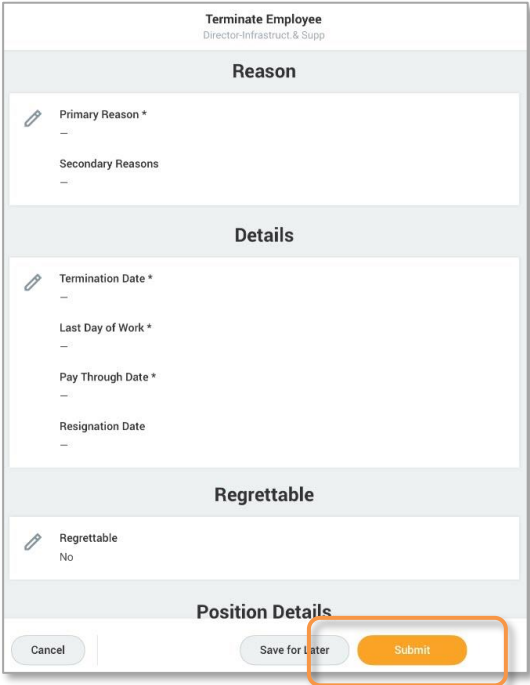
You can also initiate this transaction from the Workday Mobile App. Select the employee through the **Search** or the **Team** worklet from your mobile device



From the Worker Profile select the related action icon on the top right. Select **Job** and **Terminate**



The same fillable items will appear for completion. Once you are finished, select **Submit**.



The screenshot shows the 'Terminate Employee' form for 'Director-Infrastruct. & Supp'. The form is divided into several sections:
 

- Reason:** Includes 'Primary Reason \*' (with a dropdown arrow) and 'Secondary Reasons'.
- Details:** Includes 'Termination Date \*', 'Last Day of Work \*', 'Pay Through Date \*', and 'Resignation Date', each with a dropdown arrow.
- Regrettable:** Includes 'Regrettable' (with a dropdown arrow) and 'No'.
- Position Details:** This section is partially visible at the bottom.

 At the bottom of the form, there are three buttons: 'Cancel', 'Save for Later', and 'Submit'. The 'Submit' button is highlighted with an orange box.