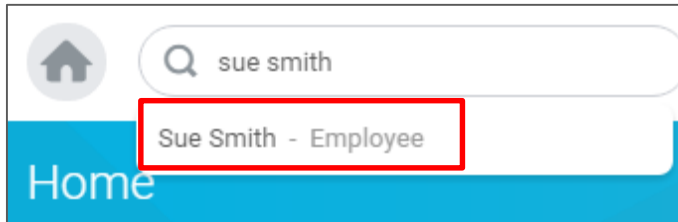
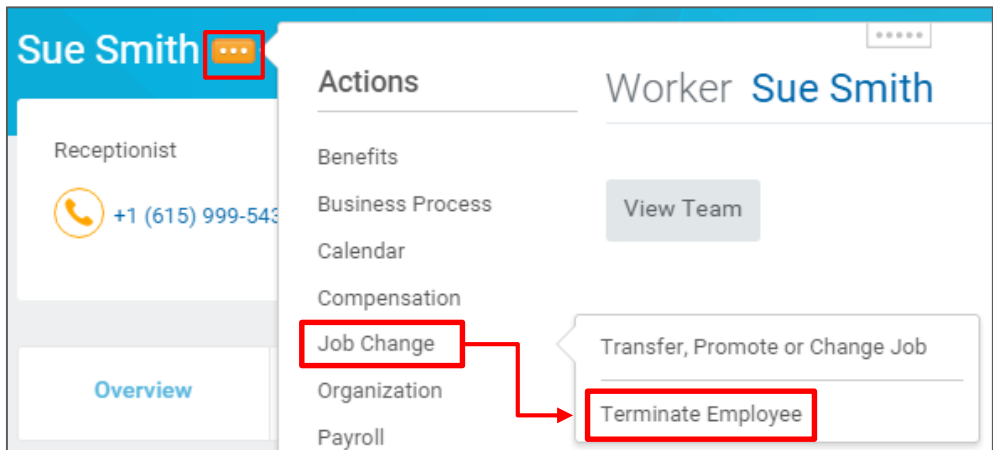


To terminate an employee in Workday, follow the instructions below.

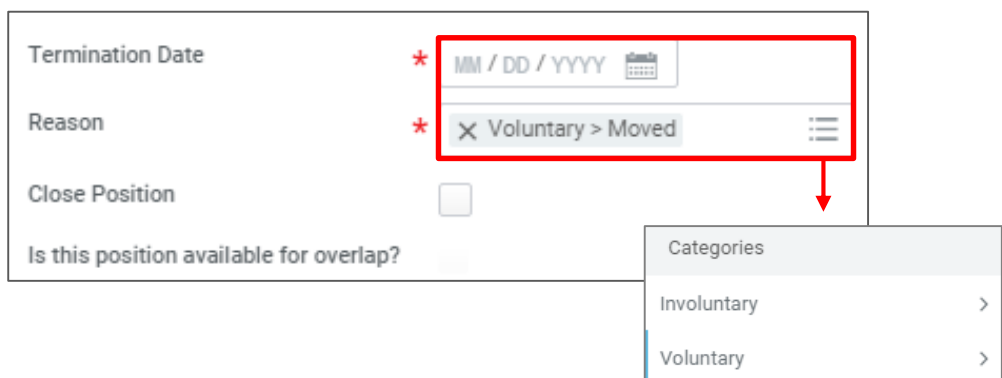
- 1 Enter the employee name in the **Search** box and click the employee.



- 2 Click the **Related Actions** icon next to the employee name and hover over **Job Change**. Select **Terminate Employee**.



- 3 Use the **Calendar** icon to choose the **Termination Date**. Click the **Prompt** icon to select the **Reason** for the termination.



4 Under the Additional Information section, click the **Calendar** icon to select the **Last Day of Work** and **Pay Through Date**.

If the employee is eligible for rehire, click the **Regrettable** checkbox.

Click the **Plus** icon (under attachments) to attach termination documentation if available (see sample resignation letter - scan letter and save to your computer in order to attach in Workday).

Click **Submit** and **Done**.

Additional Information

Secondary Reasons

Last Day of Work *

Pay Through Date *

Resignation Date

Notify By

Recommended Minimum Notification Date (empty)

Regrettable

Attachments 1 items

	Worker Document	*Document Category	Comment	File
<input type="button" value="+"/>		<input type="text" value="Termination"/>	<input type="text" value="resignation letter"/>	<input type="button" value="Attach"/>

Done

Sample Resignation Letter

1/31/2016

Dear Mark,

This is to inform you that I have accepted a position with (new company name). I want to express my gratitude for a rewarding professional association during my employment with (your company name).

This decision was not an easy one and involved many hours of thoughtful consideration, particularly with respect to my own plans for my future. I am confident, however, that this new position represents a positive move toward fulfilling my career goals.

Sincerely,

Susan Smith