

## Terminate Employee

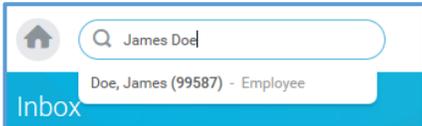
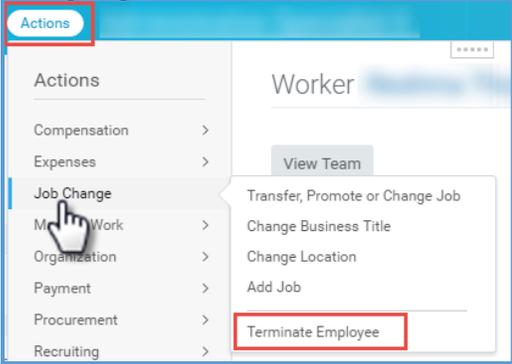
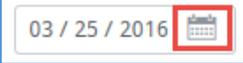
### PURPOSE

The purpose of this job aid is to assist primary manager in initiating a Termination for his/her direct report in Workday. Termination means separation of employment (both voluntary and involuntary) with Broward College, including all additional jobs.

All voluntary terminations, including retirement, must be submitted in Workday by the primary manager. For involuntary terminations, please [contact](#) Employee Relations.

**Note:** Prior to terminating an employee in Workday, all additional jobs he/she has (if any) must be ended. Refer to [End Additional](#) job aid for step by step instructions on how to end additional job(s). If the employee is terminating his/her primary job, but keeping an additional job, please [contact](#) Records for the appropriate procedure.

### PROCEDURE

Step 1	Login to Workday
Step 2	Type employee's name in the search field and select his/her name 
Step 3	Click on <b>Actions</b> button next to employee's name 
Step 4	Select <b>Job Change &gt; Terminate Employee</b> 
Step 5	Enter <b>Termination Date</b> by clicking on the calendar icon or by typing the date. The termination date is the last day the employee will be employed by Broward College 

<p><b>Note</b></p>	<p>The <b>Last Day of Work</b> (required field), <b>Pay Through Date</b> (required field) and <b>Notify By</b> defaulted to the <i>Termination Date</i>. Change dates as needed.</p> <table border="1" data-bbox="391 331 1464 554"> <tr> <td data-bbox="391 331 678 405">Last day of Work</td> <td data-bbox="678 331 1464 405">is the last day the employee is employed by Broward College</td> </tr> <tr> <td data-bbox="391 405 678 478">Pay Through</td> <td data-bbox="678 405 1464 478">may be different. <a href="#">Contact</a> Payroll to determine last day of pay</td> </tr> <tr> <td data-bbox="391 478 678 554">Resignation Date Notify By</td> <td data-bbox="678 478 1464 554">Optional. Leave the date blank or enter the day employee informed you of his/her resignation</td> </tr> </table>	Last day of Work	is the last day the employee is employed by Broward College	Pay Through	may be different. <a href="#">Contact</a> Payroll to determine last day of pay	Resignation Date Notify By	Optional. Leave the date blank or enter the day employee informed you of his/her resignation
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Resignation Date Notify By	Optional. Leave the date blank or enter the day employee informed you of his/her resignation						
Step 6	Select the <b>Primary Reason</b> by clicking on the prompt  icon						
Step 7	<p><b>Recommended Minimum Notification Date</b> or <b>Regrettable</b> fields should be left blank</p> 						
Step 8	<p>Leave the <b>Close Position</b> box unchecked if the position will be filled at a later date</p> <p><b>Note</b> <b>Closing a Position</b> means that the position can <b>never</b> be used again. To close the position permanently, please <a href="#">contact Budget</a> department.</p>						
Step 9	Check <b>Is this position available for overlap</b> box if the position will be filled by two employees simultaneously for training (succession) or other purposes prior to the incumbent’s termination date						
Step 10	Enter <b>Comments</b> > <b>Submit</b>						
Note	If you have the resignation letter from employee, please submit it to HR						
Up Next	Termination is now pending approval by the Payroll department						
<p><b>Approval Path &amp; Remaining Process</b></p>	<p>Click on  icon to expand <b>Details and Process</b> and click on <b>Process</b> tab to view the progress of the approval path and the remaining process</p> 