



Termination

Action: System Admins

Click
Actions →
Terminate Employee

The screenshot shows a web application interface. At the top left, there is a 'MENU' button and a logo. A search bar at the top right contains the text 'mary'. The main content area displays a worker's profile with fields for Location (DDMI - Okemos), Manager, Supervisory Organization, and Employee ID. A 'Worker' section includes a 'View Team' button and a 'Contact' section with fields for Phone, Email, and Work Address (4100 Okemos Rd Okemos, MI 48864 United States of America). A 'Job' section is partially visible. On the left, a blue navigation sidebar contains icons for various functions. An 'Actions' button in the sidebar is highlighted with an orange box, and its dropdown menu is open, showing options like 'View Worker History', 'Start Proxy', 'Transfer, Promote or C...', 'Terminate Employee', 'View Goals', 'Benefits', 'Compensation', 'Job Change', 'Organization', 'Payroll', 'Payroll Interface', 'Personal Data', 'Talent', 'Time and Absence', 'Union Membership', and 'Worker History'. The 'Terminate Employee' option is highlighted with an orange box, and a tooltip shows 'Job Change' and 'Terminate Employee'.

Choose Reason

Reason

Primary Reason *

- Search
- Involuntary
- Voluntary

Details

Termination Date *

Last Day of Work *


Pay Through Date *

Resignation Date



Add details and dates


Reason


Primary Reason * 


Voluntary > Dissatisfied with Job


Secondary Reasons



Details

Termination Date *
MM/DD/YYYY 

Last Day of Work *
MM/DD/YYYY 

Pay Through Date *
MM/DD/YYYY 

Resignation Date
MM/DD/YYYY 



Fill Out Eligibility

The screenshot shows a 'Workday' interface for filling out an 'Eligibility' form. The 'Eligible for Rehire' section is highlighted with a blue border. It contains a search bar and two radio button options: 'Yes' and 'No'. Below this, the 'Close Position' section is visible, with a 'No' option selected. The 'Is this position available for overlap?' section is also visible, with a 'Yes' option selected. The 'workday' logo is in the bottom right corner.

Eligibility

Eligible for Rehire ↶ ✓

Search ☰

Yes

No

Position Status

Close Position ✎

No


Is this position available for overlap?

Yes





Add Position Details

Eligibility

Eligible for Rehire 

Yes

Position Details

Close Position  

Is this position available for overlap?



Click Submit

enter your comment

Attachments

Drop files here

or

Select files

Submit Save for Later Cancel

A screenshot of a web form. At the top, there is a text input field with the placeholder text "enter your comment" and a small blue cloud icon to its left. Below this is a section titled "Attachments" with a dashed border. Inside this section, there is a light blue area with the text "Drop files here" and "or" below it. A "Select files" button is positioned to the right. At the bottom of the form, there are three buttons: "Submit" (highlighted with an orange box), "Save for Later", and "Cancel".

Click 'To Do'

✕

You have submitted

Up Next: | Is Employee Allowed PTO Pay Out?

[View Details](#)

To Do



Review and *Submit*

Complete To Do [Is Employee Allowed PTO Pay Out?](#) ⋮

For

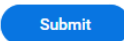
Overall Process [Terminate](#)

Overall Status [In Progress](#)

Due Date [02/08/2024](#)

Instructions [Check to make sure that employee has a PTO balance to be paid out and has given their notice. Notify Payroll if there is a balance.](#)

enter your comment

 Submit

Save for Later

Close

