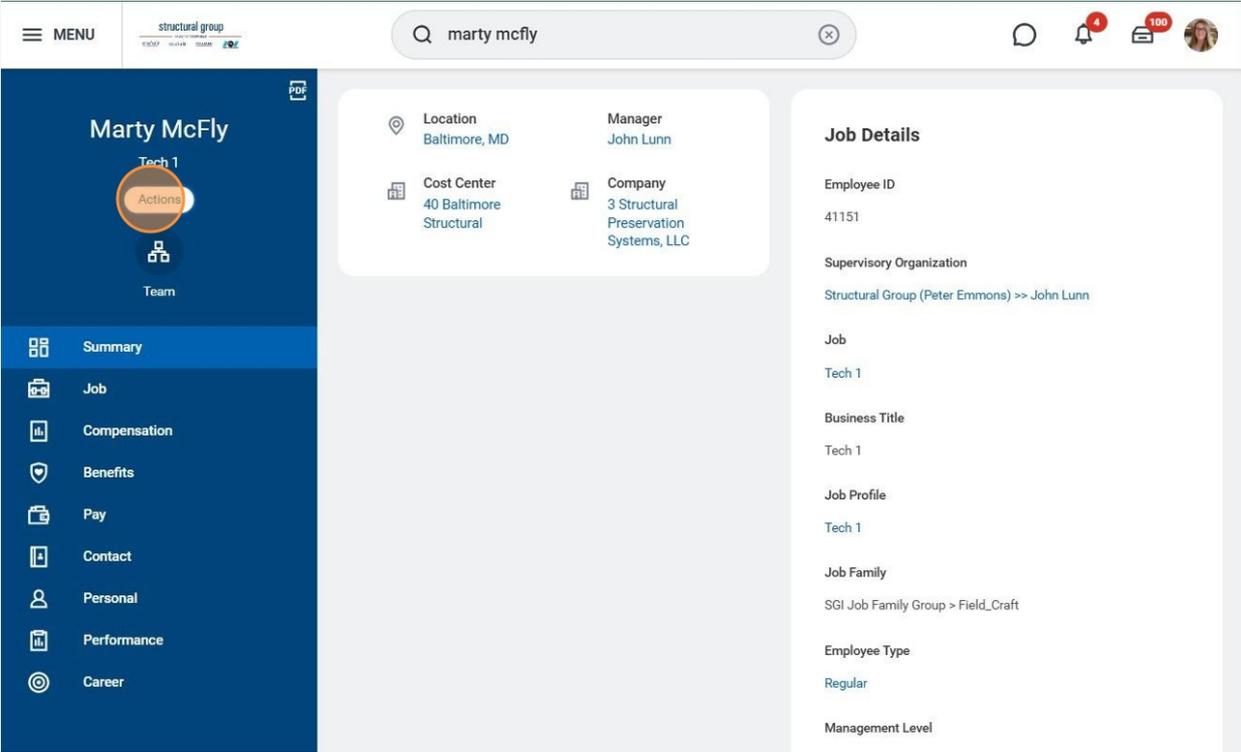


# Workday - Submit An Involuntary Termination

1 Navigate to a worker's record and click the Actions button.



## 2 Click "Terminate Employee"

The screenshot shows the HR system interface for Marty McFly. The top navigation bar includes a menu icon, the company name 'structural group', a search bar with 'marty mcfly', and notification icons. The main content area displays employee details for Marty McFly, including Location (Baltimore, MD), Manager (John Lunn), Cost Center (40 Baltimore), and Company (3 Structural). A 'Job Details' section shows Employee ID. A 'Worker' card for Marty McFly is visible, with a 'View Team' button and contact information: 6955 San Tomas Rd Elkridge, MD 21075 United States of America. The 'Job' section lists Organization (John Lunn), Business Title (Tech 1), Manager (John Lunn), Location (Baltimore, MD), and Time in Position (0 year(s), 4 month(s), 23 day(s)). A 'Actions' menu is open, with 'Terminate Employee' highlighted by an orange circle.

## 3 Select Primary Reason - Involuntary

The screenshot shows the 'Terminate Employee' form. The top navigation bar includes a menu icon, the company name 'structural group', a search bar with 'marty mcfly', and notification icons. The main content area displays the 'Terminate Employee' form for Marty McFly. The 'Reason' section has a 'Primary Reason \*' dropdown menu with options: Search, Involuntary, and Voluntary. The 'Involuntary' option is selected, highlighted by an orange circle. The 'Details' section has fields for 'Termination Date \*' and 'Last Day of Work \*'. At the bottom, there are three buttons: 'Submit', 'Save for Later', and 'Cancel'.

4 Click appropriate secondary reason, if necessary.

The screenshot shows a web application interface for terminating an employee. The page title is "Terminate Employee" and the employee name is "Marty McFly". The "Reason" section is visible, with a "Primary Reason" dropdown set to "Involuntary > Policy Violation". A "Secondary Reasons" dropdown is open, showing a list of options under the "Involuntary" category, including "Involuntary > Position Eliminated", "Involuntary > Reduction in Force", "Involuntary > Severe Policy Violation - No Rehire", "Involuntary > Substandard Performance", "Involuntary > Temporary Lay Off", and "Involuntary > Terminated with cause". The "Save for Later" button is highlighted with an orange circle.

5

Populate the effective termination date, last date worked and the date the worker should be paid through.

The screenshot shows a web form with three date input fields highlighted by an orange border. The first field is labeled "Termination Date \*" and contains the date "02/03/2025". The second field is labeled "Last Day of Work \*" and contains the placeholder "MM/DD/YYYY". The third field is labeled "Pay Through Date \*" and also contains the placeholder "MM/DD/YYYY". Each field has a calendar icon to its right. In the top right corner of the form area, there are two small icons: a left-pointing arrow and a checkmark. Below the date fields, there are two sections: "Regrettable" and "Eligibility". The "Regrettable" section has a text input field containing the word "Regrettable" and a pencil icon to its right. The "Eligibility" section has a text input field containing "Eligible for Rehire \*" and a pencil icon to its right. At the bottom of the form, there are three buttons: a blue "Submit" button, a white "Save for Later" button, and a white "Cancel" button.

6

Regrettable = "are we regretful the employee is no longer with the company?"

### Regrettable

Regrettable ↶ ✓

☰

### Eligibility

Eligible for Rehire \* ✎

enter your comment



### Attachments

Drop files here

7 Select Eligibility for rehire, then click Submit.

The screenshot shows a web form with two main sections: "Regrettable" and "Eligibility".

- Regrettable:** A dropdown menu is open, showing "Regrettable" (selected) and "No".
- Eligibility:** A dropdown menu is open, showing "Eligible for Rehire \*" (selected) and "No".

Below the dropdowns is a text input field with the placeholder "enter your comment" and a profile picture icon. Below that is an "Attachments" section with a dashed box and the text "Drop files here". At the bottom are three buttons: "Submit" (highlighted with an orange circle), "Save for Later", and "Cancel".

8 After submitting the Involuntary Termination, approval will route to the HR Business Partner for that supervisory organization.

The screenshot shows a confirmation message box with the following text:

- You have submitted**
- Up Next: Brittney Carmichael | Approval by HR Partner | Due Date 02/06/2025
- [View Details](#)

At the bottom right, there is a label "Supervisory Organiz:" and a partially visible label "Structural Group (Bo".

9

Once the HRBP approves the termination, AND the effective date is met, the worker's record will be reflected with "(Terminated)" next to their name.

The screenshot displays an HR system interface for an employee record. At the top, there is a search bar with the text "marty mcfly". The employee's name, "Marty McFly (Terminated)", is prominently displayed in a blue header and is highlighted with an orange rectangular box. Below the name, the job title "Tech 1" is shown, along with an "Actions" button. A left-hand navigation menu lists various sections: Summary, Job, Compensation, Benefits, Pay, Contact, Personal, Performance, and Career. The main content area is divided into two columns. The left column contains key information: Location (Baltimore, MD), Manager (John Lunn), Cost Center (40 Baltimore Structural), and Company (3 Structural Preservation Systems, LLC). The right column, titled "Job Details", lists: Employee ID (redacted), Supervisory Organization (Structural Group (Peter Emmons) >> John Lunn), Job (Tech 1), Business Title (Tech 1), Job Profile (Tech 1), Job Family (SGI Job Family Group > Field\_Craft), and Employee Type (Regular).

10

Information will flow to Payroll and the Involuntary Termination process is complete.