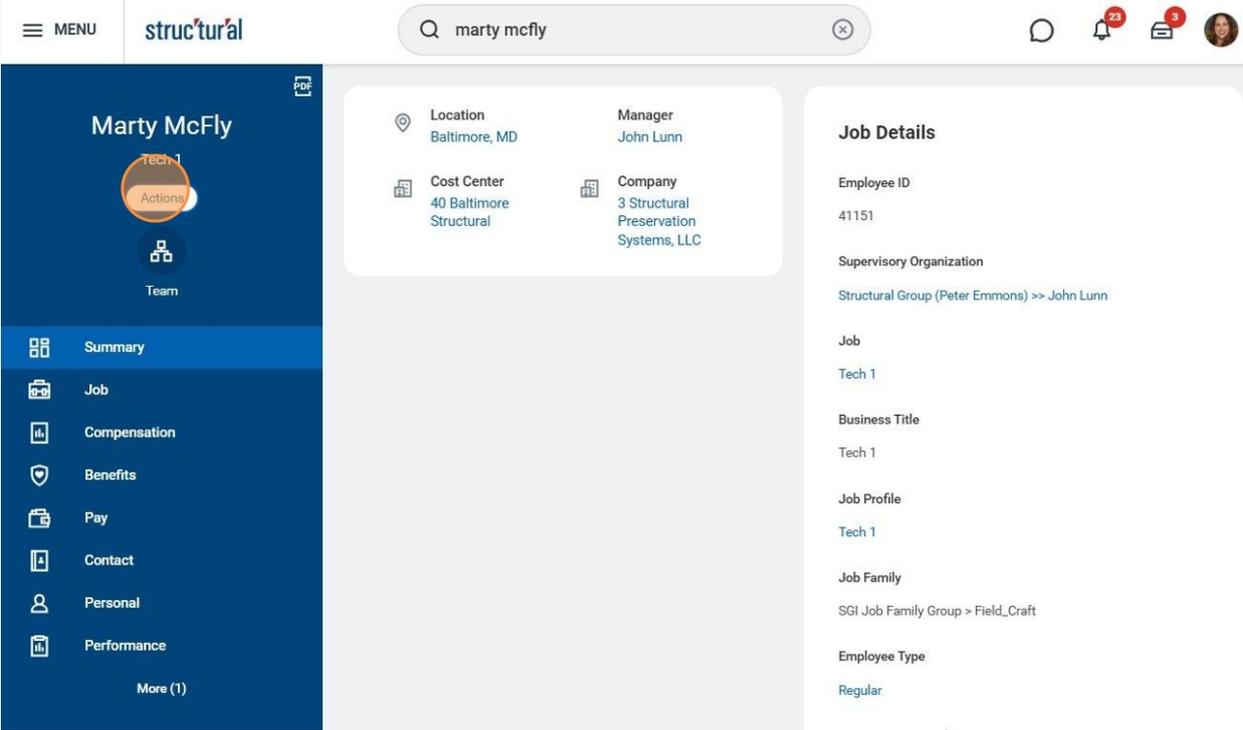


Workday - Submit a Voluntary Termination

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



2 Click "Terminate Employee"

The screenshot displays the Structural HR system interface. At the top, a search bar contains the name "marty mcfly". The main content area is divided into several sections: a left-hand navigation menu, a central worker profile, and a right-hand "Job Details" section. The worker profile for "Marty McFly" is the primary focus, showing fields for Location (Baltimore, MD), Manager (John Lunn), Cost Center (40 Baltimore), and Company (3 Structural). A "Worker" card is open, displaying "Marty McFly" and a "View Team" button. Below this, a "Contact" section shows the work address: "6955 San Tomas Rd Elkridge, MD 21075 United States of America". A "Job" section lists details such as Organization (John Lunn), Business Title (Tech 1), Manager (John Lunn), and Location (Baltimore, MD). On the left, a dark blue navigation menu is open, showing a list of categories: Summary, Job, Competency, Benefits, Pay, Contact, Personal, and Performance. The "Actions" menu is expanded from the "Job" category, and the "Terminate Employee" option is highlighted with an orange circle. Other options in the "Actions" menu include "Start Proxy", "View Worker History", "Maintain Worker Docu...", and "View All".

3 Select Primary Reason - Voluntary

Click appropriate secondary reason, if necessary.

The screenshot shows the 'Terminate Employee' form for employee 'Marty McFly'. The 'Reason' section is active, with the 'Primary Reason' dropdown set to 'Voluntary > Family Reasons'. The 'Secondary Reasons' dropdown menu is open, showing a list of options: 'Voluntary > Commute Time' (highlighted), 'Voluntary > Disability', 'Voluntary > Dissatisfied with Job', 'Voluntary > Dissatisfied with Management', 'Voluntary > Dissatisfied with Pay', and 'Voluntary > Failure to Return from'. The form includes 'Submit', 'Save for Later', and 'Cancel' buttons at the bottom.

4

Populate the effective termination date, last day of work, pay through date and the actual date of resignation and then click the check mark to save.

Details

Termination Date *
MM/DD/YYYY 

Last Day of Work *
MM/DD/YYYY 

Pay Through Date *
MM/DD/YYYY 

Resignation Date
MM/DD/YYYY 

Regrettable

Regrettable 

Submit

Save for Later

Cancel

5

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

02/03/2025

Resignation Date

Regrettable

Regrettable

× Yes



Eligibility

Eligible for Rehire *



enter your comment



Attachments

Submit

Save for Later

Cancel

Drop files here

6 Select Eligibility for rehire, then click Submit.

Eligibility

Eligible for Rehire *  

enter your comment 

Attachments

Drop files here

or

7 No approvals needed to submit a VOLUNTARY termination for a worker.

8

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

The screenshot displays the Structural HR system interface. At the top, there is a search bar containing 'marty mcfly'. The left-hand navigation menu is visible, with the 'Summary' tab selected. The main content area shows the following details:

- Employee Name:** Marty McFly (Terminated) - This text is highlighted with an orange box.
- Job Title:** Tech 1
- Location:** Baltimore, MD
- Manager:** John Lunn
- Cost Center:** 40 Baltimore Structural
- Company:** 3 Structural Preservation Systems, LLC
- Job Details:**
 - 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
 - Employee Type:** Regular