

1. Select the **My Team** Worklet
2. Select the employee's related action button you wish to terminate
3. Hover over **Job Change**
4. Select the option **Terminate Employee**
5. Use the drop menu in the **Reason** box and select whether the termination is **Voluntary** or **Involuntary** and select which reason relates best to the situation
6. Enter the **Termination Date** and confirm the Last Day and Pay Through Date are correct
7. Click **Submit**

Note:

- *Before terminating an employee, check the employee's profile. If the employee has the double arrow icon next to the job title refer to the **End Additional Job** or **Switch Primary Job** tutorial.*
- *If you attempt to terminate the employee and you receive a notice saying you cannot terminate them because they have another job, see the **Switch Primary Job** tutorial and then continue to the **End Additional Job** tutorial.*
- *For accurate tracking of data, please select the appropriate reason for ending the position.*

What's Next?

- *If a student is terminated and they had manager role in Workday, these roles will need to be reassigned to someone else or removed from the student. If the student holds a role, an **Assign Organization Assignment** notification will appear in the managers' inbox. The roles can be assigned to someone new by entering the name of the new student or removed from the student by selecting submit.*
- *If the termination of an employee is **Involuntary**, a notification will be sent to Human Resources. If there are any questions about a situation, please contact Zach Hoskin Ext. 1717*