ensure that all vacation and holiday saved time the

employee plans to use has been entered AND approved in Workday.

For example, if the employee has 3 days of earned vacation and plans to use 2 of those days before his termination date, the employee should enter those days and you should approve them before submitting the termination.

The employee will be paid for any unused or holid0828.28n (d08oc q (pa) 1 (i) 5 (d) 5 (f) 5 (or) 4 ( ) 28n (d08ok28n (( ) 5 1082(or) 5 1

5. In the Details window, enter the **Termination Date**.

The **Last Day of Work**, **Pay Through Date** and **Notify By** fields are populated with the same date automatically. Per College policy, the employee's termination date cannot be extended by use of other paid time (vacation).

Details

Termination Date ★

Last Day of Work ★

Pay Through Date ★

Resignation Date

Primary Reason ★

Secondary Reasons

Notify By
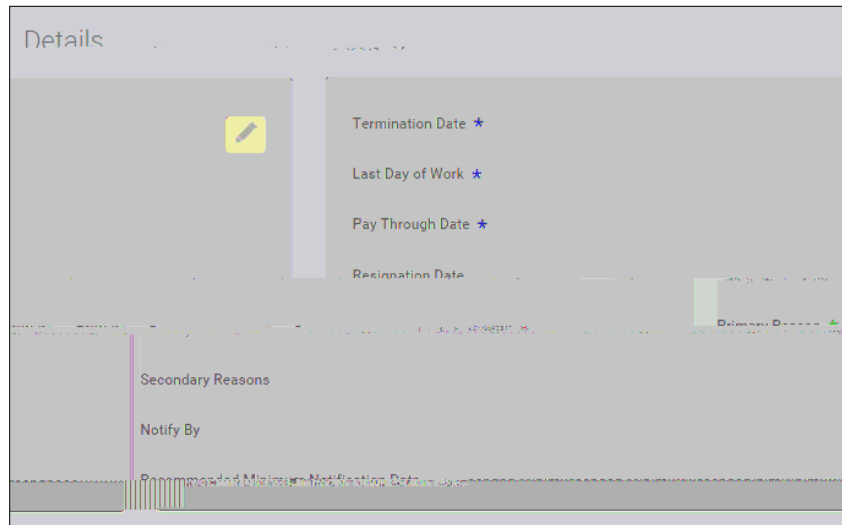
6. Enter the **Resignation Date**. This field is not required but can be added – this would be the date the employee informed you of his/her intention to leave employment at the College.

7. Enter a **Primary Reason**. The termination reason may vary depending on the type of employee: faculty, staff, or student. Review the entire list before selecting the most appropriate reason.

IMPORTANT NOTE: STAFF > RETIREMENT should only be selected when the employee meets the criteria to be a retiree of the College (benefits eligible employee with 15 uninterrupted years of service after attaining the age of 40).

If you have any questions about which reason to select, please contact Human Resources. The Secondary Reason selection list is identical to the Primary Reason list.

8. Indicate whether the termination is **Regrettable**. Is it regrettable that this employee is leaving employment at the College? If so, then be certain to edit that the employee's termination is Regrettable – YES.

Determine **Eligibility for Rehire**. Would you be willing to rehire this employee? If so, then the correct response for Eligibility is to enter 6

Enter information about the position in **Position Details**.
Close Position defaults to NO and there is no need to change this.
Is this position available for overlap? We recommend that you edit to YES. This indicates that an incoming new employee could have overlap with the employee who is leaving the position.

11. Enter any **Comments** .If you have additional comments about the circumstances his position ciThis7l6.Tf0.08 Tc stah26c s8(h26c s8(h2)TTJ/TT0r6 Tm(1T (bout)3 ( ) (v)3 (e)3 ( )1 (a))3 R21 (a)€3(cu)2 f)1 ( )4f( )1 (a)

My Team