

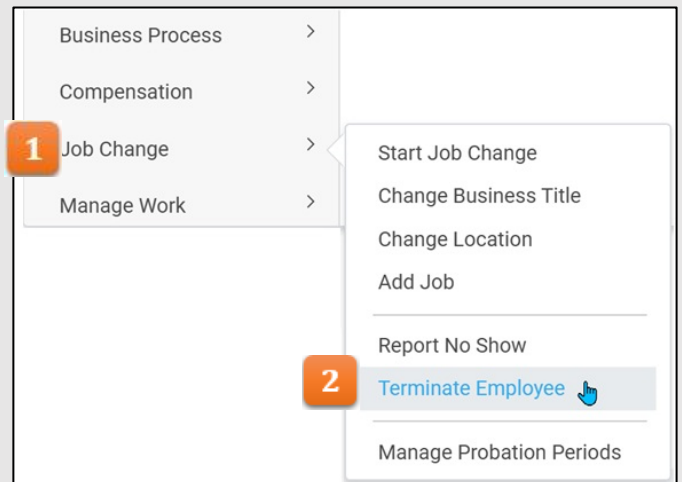
Introduction: This job aid is for ending the employment of a staff, faculty, or adjunct position at Willamette. There is a separate job aid for terminating student employees. Please note that involuntary terminations must be discussed and approved by Human Resources prior to ending employment in Workday. If you need any help, please reach out to HR at hr@willamette.edu.

1. Go to the employee’s profile by entering their name in the search bar in Workday.

2. Click the **Actions** button underneath the employee job title.

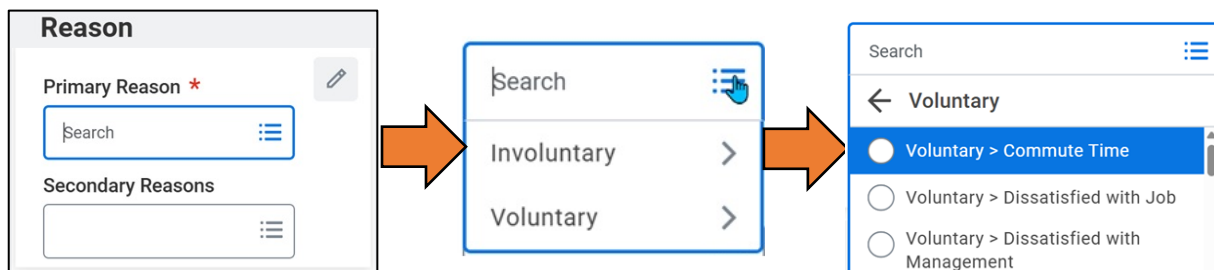


3. Select Job Change from the menu and then Terminate Employee from the submenu.



4. You will be led to a form with four sections. Click in each section or on the pencil icon to open the section up for information entry.

The first section requires you to enter the reason the employee is leaving. You must enter a primary reason and entering a secondary reason is optional. Upon clicking in the Primary Reason field, you will need to select either Voluntary or Involuntary, after which you will be presented with a submenu to select the specific reason from.




5. In the next section, Details, enter the **Termination Date**, **Last Day of Work**, and **Pay Through Date**. For voluntary terminations, these dates will often be the same. Sometimes, particularly in the case of involuntary terminations, the Last day of Work and Pay Through date will be set to a future date. Consult with HR if you are not sure what to enter in these fields.


There is also a field to note the date an employee turns in their resignation. Make sure to enter this date if advanced notice has been provided.

Details


Termination Date *

MM / DD / YYYY


Last Day of Work *

MM / DD / YYYY


Pay Through Date *

MM / DD / YYYY


6. In the Position Details section, click the **Close Position** box if the person currently working in the position will depart prior to the new hire's arrival. If the person currently holding the position will remain for a period of time after the new hire has started, check the **"Is this position available for overlap?"** box.

Position Details

Close Position

Is this position available for overlap?

7. If the person leaving submitted a termination letter or email, convert it into a PDF and drop it in the **Attachments** section. Other documents related to the termination can also be attached as needed. Unless already discussed with HR, you should provide an attachment here to explain the termination.

Attachments

Drop files here

or

Select files