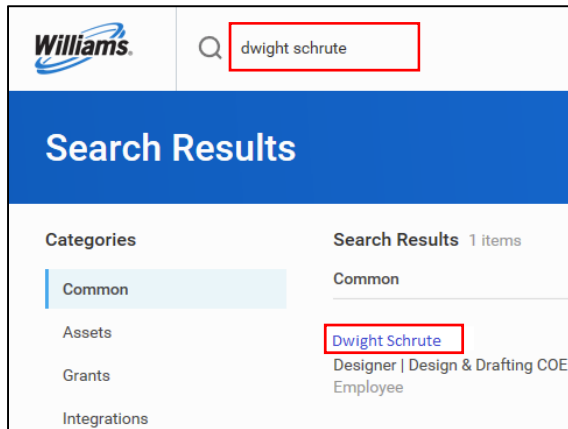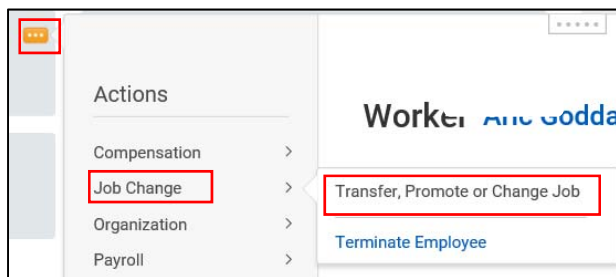## Terminate Employee (Voluntary)

Voluntary terminations can be initiated by both the HRBP and the Manager in Workday. Employees can also submit their own resignation through Workday.

1. To get started, first search for the employee you wish to terminate using the Workday search bar.

2. Using related actions, click **Job Change**, then **Terminate Employee**.

3. This will bring you to the **Terminate Employee** process. Use the edit icon 🖉 to edit the designated fields.

4. First select the **Primary Reason** for the termination. You will only have the option to select **Voluntary** reasons. Involuntary terminations can only be initiated by the HRBP.
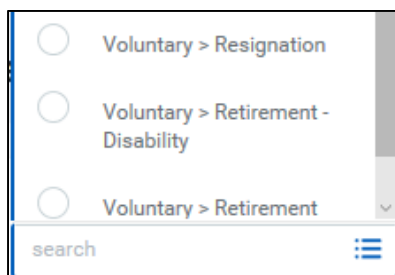
5. If the reason for the termination is **Voluntary > Retirement**, Workday will automatically validate the employee's retirement eligibility (must have a minimum three year tenure and be age 55 or older). If the employee is not eligible for retirement, you will receive an error notification.

6. Next enter the termination **Details**, including:

- **Termination Date**: the date at which the employee status will change to terminated in Workday
- **Last Day of Work**: the last day the employee will be considered an active Williams employee
- **Pay Through Date:** the last day for which the employee will be paid as a Williams employee

As you enter the termination date, the other dates will also populate, but can be adjusted.

You may also enter an optional **Resignation Date** if desired. Workday will not require the use of an "effective date"

Termination Date ✱
06/22/2018

Last Day of Work ✱
06/22/2018

Pay Through Date ✱
06/22/2018

Resignation Date
06/08/2018

7. Review the **Position Details**. If you wish to close the position after the termination is completed, click the checkbox for **Close Position**.

If you plan to backfill, do <u>not </u>check **Close Position**. To start the recruiting process before the outgoing employee's termination date, click the checkbox for **Is this position available for overlap**.

Position Details

Close Position
☐

Is this position available for overlap?
☐

8. Comments are not required for voluntary terminations. However, if you choose to include a comment, please note that these comments will be shared with HR leadership for their awareness.

enter your comment

9. Click **Submit**, then **Done** to submit the termination for approval by your HRBP.

10. Once submitted, you cannot change or rescind a termination through Workday. Due to significant downstream impacts, contact the HRBP if the termination requires any changes.

11. Upon approval of the voluntary termination, Workday will kick off a series of termination follow-up procedures, including the Termination Checklist, employee next steps and documentation, Employee Exit Survey, face-to-face Exit Interview, and HRBP Follow-Up Survey. The order of these procedures vary dependent upon the termination date.

12. The HRBP will receive the results of the survey once the employee submits it, which can be used to dialogue during the exit interview.

13. Employees terminated on a voluntary basis will have 60 days post-termination to update/view personal information and pay in Workday.