**Purpose:** This job aid describes the steps to be performed for terminating a team member. Termination of a team member may be a result of resignation or when the member is asked to leave.

**Steps to manage team member termination:**

1. Log in to Workday.
2. Navigate to **My Team Management worklet**
3. Select the **Terminate** option under the **Actions** menu.



1. Search and select the team member using the **Employee** searchfield.



1. The employee profile appears on the **Terminate Employee** page. Complete the following mandatory information fields:



* 1. Select a Voluntary or Involuntary Primary Termination **Reason** from the list of options. The Primary and Secondary Reason codes are used to support global reporting. Managers will only be able to view the voluntary termination reasons.



* 1. Enter the effective **Termination Date**. The termination date is the last date for which the team member is paid for regular working hours/schedule.
	2. Select the **Last Day of Work**. This is the last day that the employee is physically present at work.
	3. Select the **Pay Through Date**. This is the last day that the employee has the opportunity to be paid.
	4. Select the **Resignation Date**, if applicable. This is the date on which the employee resigned. Ensure to click the check button to save the information.



1. Click **Submit.**
2. The termination will proceed to the next business process step for review and approval.



**Result:** You have successfully submitted the request to terminate a team member.