**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**Graphical user interface, application

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3. Select the **Terminate** option under the **Actions** menu.

Graphical user interface, application

Description automatically generated

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

Graphical user interface, text, application, chat or text message

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

Graphical user interface, application

Description automatically generated

* 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.

Graphical user interface, application

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* 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.

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

Graphical user interface, text, application

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