

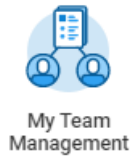
Staffing: Terminate Employee

This job aid provides managers step-by-step instructions on how to use Workday for employee job changes. Included in these instructions is the **Terminate Employee** process.

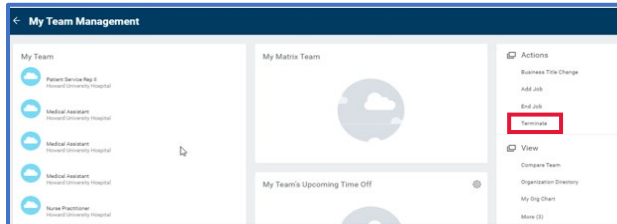
TERMINATE AN EMPLOYEE

From your **Home Page**:

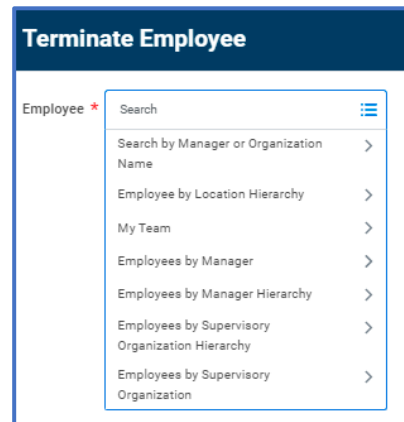
1. Click on the **My Team Management** application.



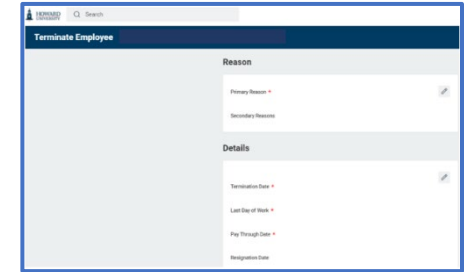
2. In the **Actions** section, click **Terminate**.



3. From the **Terminate Employee** page, select the employee to terminate by using the options in the drop-down box.

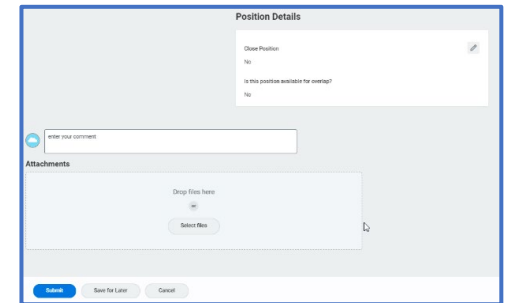


4. In the **Reason** and **Details** sections, complete the required termination information. Here, you will select a termination reason and date.



Note: The employee will still have an active status until midnight on the termination date.

5. In the **Position Details** section, indicate whether you will close the position or if the position is available for overlap after this termination. Position overlap allows you to hire a replacement worker into the same position before the current worker leaves.



6. Click **Submit**.



Note: You can also terminate an employee by navigating to the targeted employee's profile page, selecting **Actions**, **Job Change**, and **Terminate Employee**.

