

Termination - Involuntary HR Business Partner works closely with the PI PI completes applicable forms based on PI identifies the employee they intend to involuntarily terminate and notify their HR Initiation to determine the type of involuntary designated involuntary termination termination applicable by the employee requirements and returns to the HR Business Business Partner handbook and request form completion Partner Legal Review HR sends the pre-termination packet to the General Counsel sends its determination back General Counsel for legal sufficiency review to HR and determination PI is required to schedule the termination meeting with the employee in coordination with the Business Partner to ensure all PI/HR Business Partner completes the meeting to notify the employee of the involuntary HR Business partner meets with the PI to review the next steps in the involuntary compliance requirements are followed. HR Business Partner will provide legal termination and is given the legal termination process documentation for their awareness documentation Termination HR Business Partner sends the involuntary communication to the HR Operations Specialist HR Business Partner sends a termination HR Operation Specialist initiates the confirmation email to the PI/Cost Center transaction in Workday for processing Manager/Office of Research