

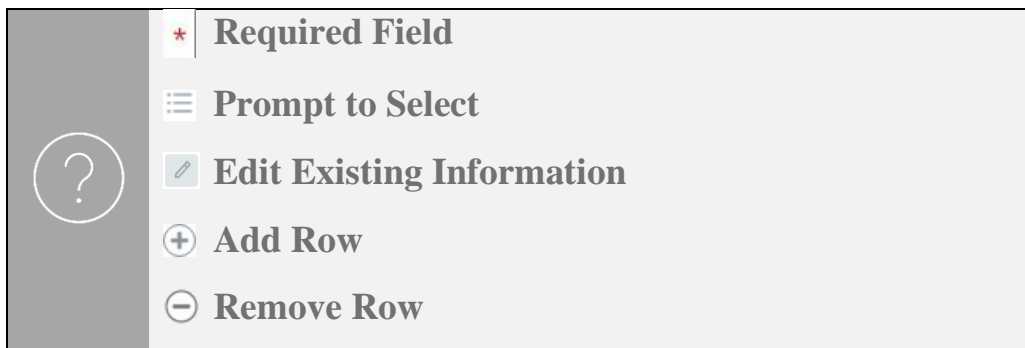
# Voluntary Termination of Employees

## Overview

This quick reference guide provides managers with instructions on how to process voluntary terminations for one of your employees. Voluntary terminations consist of resignations and retirements.

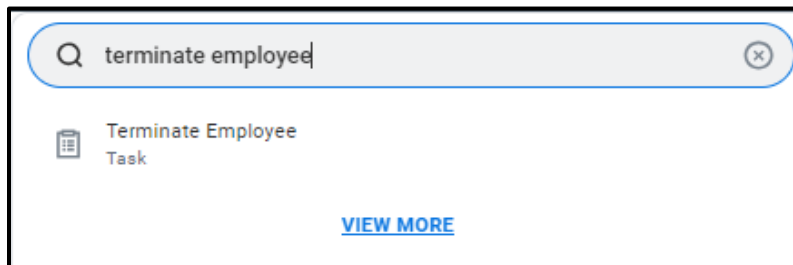
Note: This QRG covers the steps to terminate a full-time employee. This QRG can also be used as a guide to terminate students, adjuncts and part time employees, though all steps covered in this guide may not be applicable. Workday will prompt you through the process.

Icons:

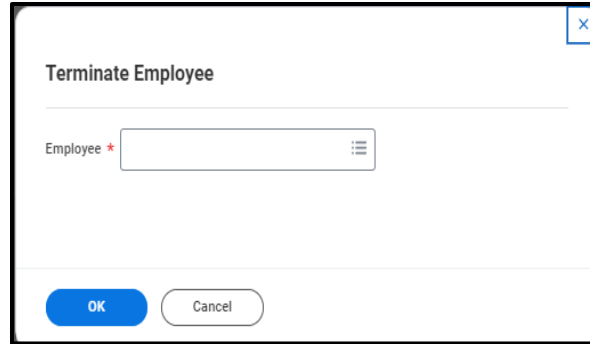


## Process

1. In the Workday search bar, type ‘**Terminate Employee**’ and select the task



2. Search for and select the employee in the Employee prompt

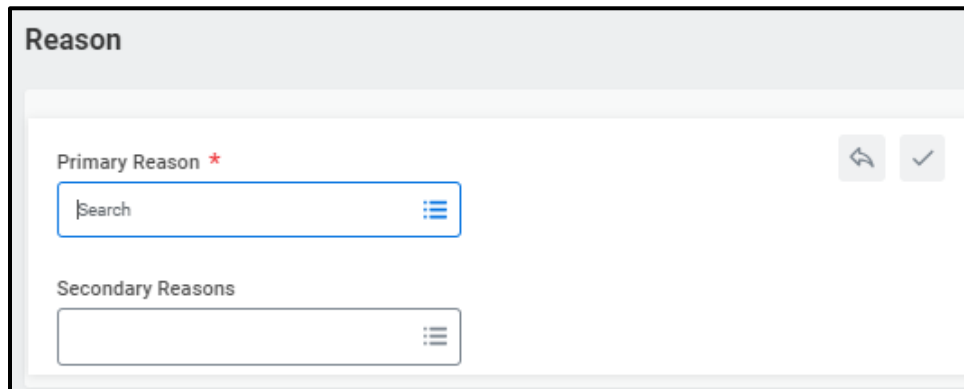


Terminate Employee

Employee \*

OK Cancel

3. Click OK at the bottom of the page.
4. Under the **Reason** section you are required to select a *Primary Reason* for the voluntary termination. The *Secondary Reasons* are optional and multiple reasons can be selected.



Reason

Primary Reason \*

Search

Secondary Reasons

5. Under the Details section you are required to enter three dates. All three dates should be the same and should auto populate once the termination date is entered. Please review for accuracy and adjust if necessary.
  - a. Termination Date = The termination date is the last date of employment.
  - b. Last Day of Work = This date should be the same as the Termination Date even if the employee is planning to use vacation time leading up to their official last date of employment.
  - c. Pay Through Date = This date should always match the Termination Date.
  - d. Please ensure that all hours worked and time taken (absence) has been approved.

**Details**

Termination Date \*  
MM/DD/YYYY

Last Day of Work \*  
MM/DD/YYYY

Pay Through Date \*  
MM/DD/YYYY

6. Click **Submit** at the bottom of the field.
7. Complete the **To Do** step of retrieving company properties

**Complete To Do** Retrieve Company Property

For [REDACTED]

Overall Process **Terminate** [REDACTED]

Overall Status In Progress

Due Date 12/15/2023

Instructions Please meet with the employee to retrieve all University issued property including but not limited to:

- P Card
- Laptop
- ID Card
- Keys


enter your comment

8. Enter any comments in the box
9. Click **Submit** at the bottom of the field.
10. The process will flow to Human Resources first, then to the employee
11. The employee will receive a notification in My Tasks to review and acknowledge receipt of the separation documents.


**Please review your separation documents** Review Documents for Terminate: [REDACTED] [...]

Created: 12/28/2023 | Due: 12/30/2023 | Effective: 03/30/2024

**Documents**

Document	 Post Employment Restrictions
Instructions	Please download/print and retain for your records
Signature Statement	Your signature will verify that you have been advised of this information.
I Agree	<input type="checkbox"/>

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Document	 Instructions for Unemployment Benefits
Instructions	Please download/print and retain for your records
Signature Statement	I acknowledge that I have kept a copy for my records.
I Agree	<input type="checkbox"/>

Comment

a.

12. The Termination process will create another notification for the terminated employee in My Tasks to complete the Exit Interview Questionnaire.

**Complete Questionnaire** 'Exit Interview -Version 2' for Terminate: [Name]

Exit Interview

Please fill this out - Your feedback matters

What was your main reason for leaving William Paterson University?  
(Required)

How would you rate your working experience at WP?

Outstanding  
 Satisfactory  
 Unsatisfactory

Did you feel that your compensation matched your contribution to WP?

Yes  
 No

How would you rate total compensation (Pay + Benefits) compared to what you could earn elsewhere?

Fair  
 Unfair

How would you rate University-wide employee treatment?

a.

13. The business process will be directed to other levels for approval and review.