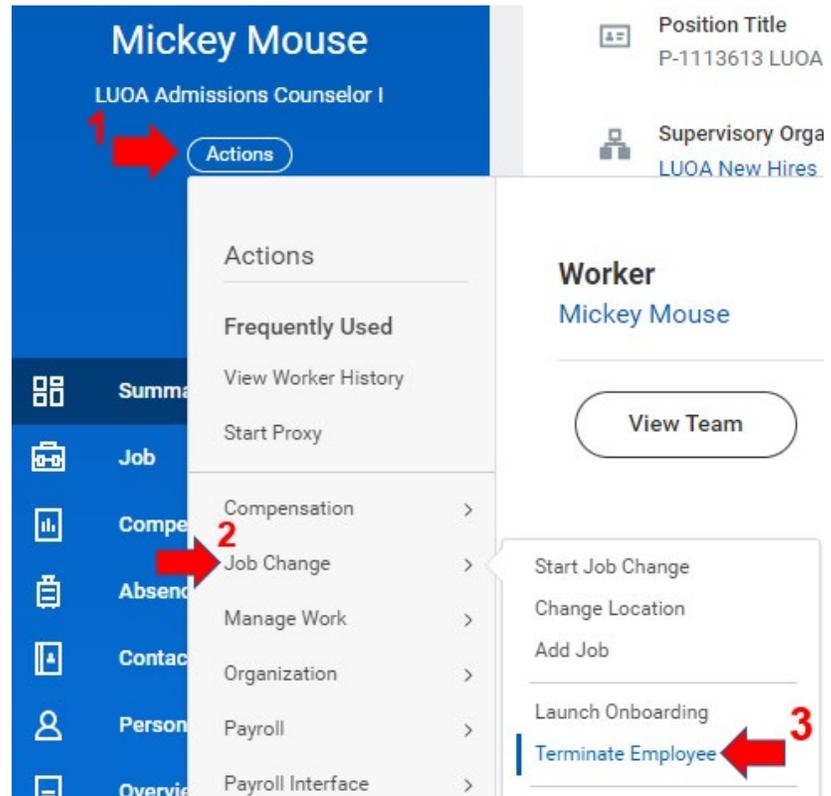


Initiated by: HR Analyst

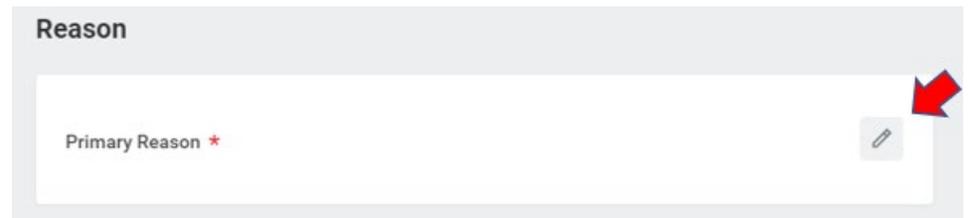
1. Go to the **employee's Workday profile**.

2. Click **Actions**.

3. Hover over **Change Job** and click **Terminate Employee**.



4. Click the pencil to edit and select the **Primary Reason** as either Voluntary or Involuntary, then choose the appropriate sub-reason for the termination.



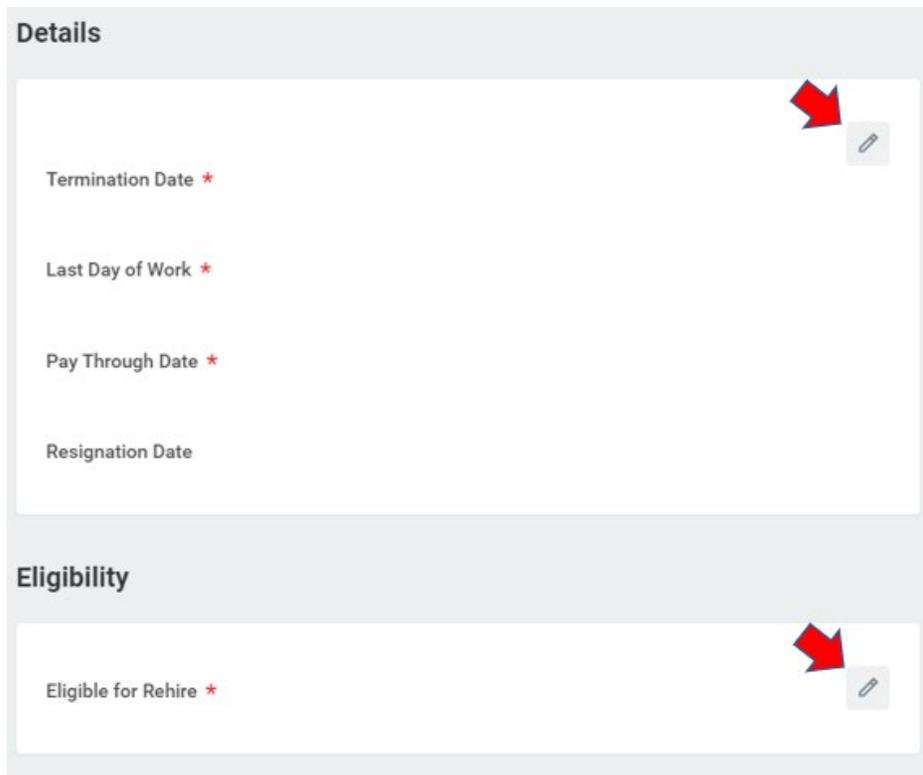
Note: If you select Involuntary, you will need to attach supporting documentation. Any Involuntary terminations should occur after discussing the Employee Relations (employeerelations@liberty.edu).

- Indicate the **Termination Date, Last Day of Work, Pay Through Date** (typically these three are the same), and the **Resignation Date**, if applicable.

Note: The Termination Date is the last day the employee is active. If the last day they are working is August 20th, August 20th will be their termination date. They will not lose their access until the very end of the day on August 20th.

- Indicate if the employee is **Eligible for Rehire**. If you mark “No”, you will need to attach supporting documentation.

- Lastly, you will indicate if you would like to Close the Position. If you select yes, this means the position the employee was in terminates with them. Most often you will select ‘No’. The question ‘Is this position available for overlap?’ is asking if you can hire a new employee into the position before the terminating employee leaves. Most often you will select ‘Yes.’



Details

Termination Date *

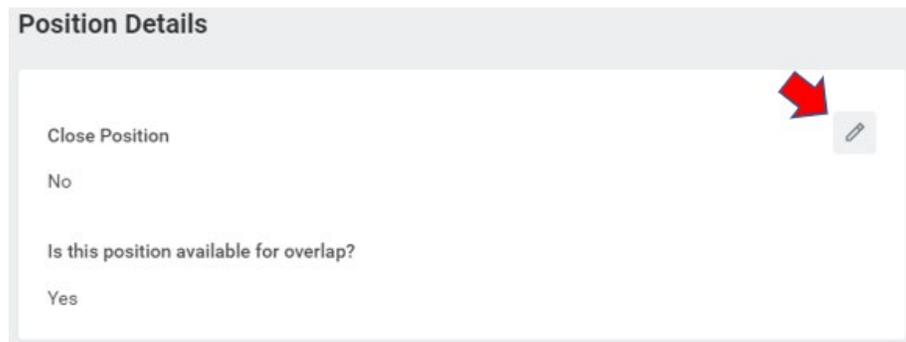
Last Day of Work *

Pay Through Date *

Resignation Date

Eligibility

Eligible for Rehire *



Position Details

Close Position

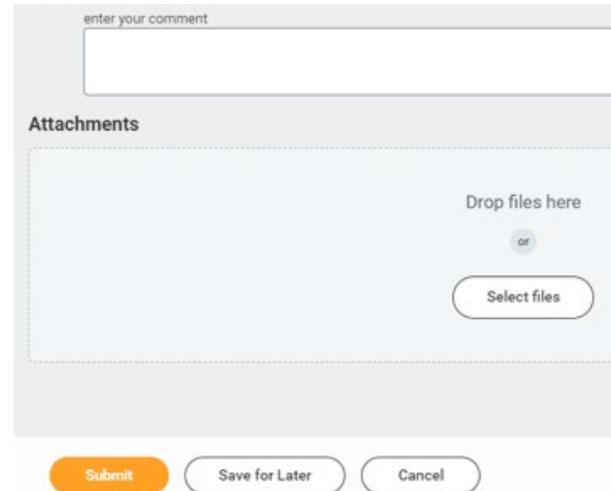
No

Is this position available for overlap?

Yes

- You **MUST** attach either a letter of resignation for voluntary terminations, or supporting documentation for involuntary terminations.

If you do not have a letter of resignation, you may upload a letter explaining no resignation letter is available. You may also add a comment if needed.



- Submit.**

- Once submitted, the Termination will follow one of the following processes:

Voluntary Termination

- Time & Absence Approver** will have an inbox task to review the employee's time off requests. Any time off requests that are scheduled for after the termination date should be removed.
- The **HR Office Partner** will approve the termination.
- The **HR Analyst** gets the termination back in their Workday inbox and will submit the following tasks: reassign any pending Workday tasks, an Exit Interview if needed, **Submit the Termination Checklist in ServiceNow**, Collect Key & Flames Pass, and Collect University Assets.

Involuntary Termination

- The **HR Executive** will need to review and approve the Termination in their Workday inbox.



Termination

2. **Employee Relations HR Office Partner** will need to review and approve the Termination in their Workday inbox.
3. The **Time & Absence Approver** will have an inbox task to review the employee's time off requests. Any time off requests that are scheduled for after the termination date should be removed.
4. The **HR Office Partner** will approve the termination.
5. The **HR Analyst** gets the termination back in their Workday inbox and will submit the following tasks: reassign any pending Workday tasks.