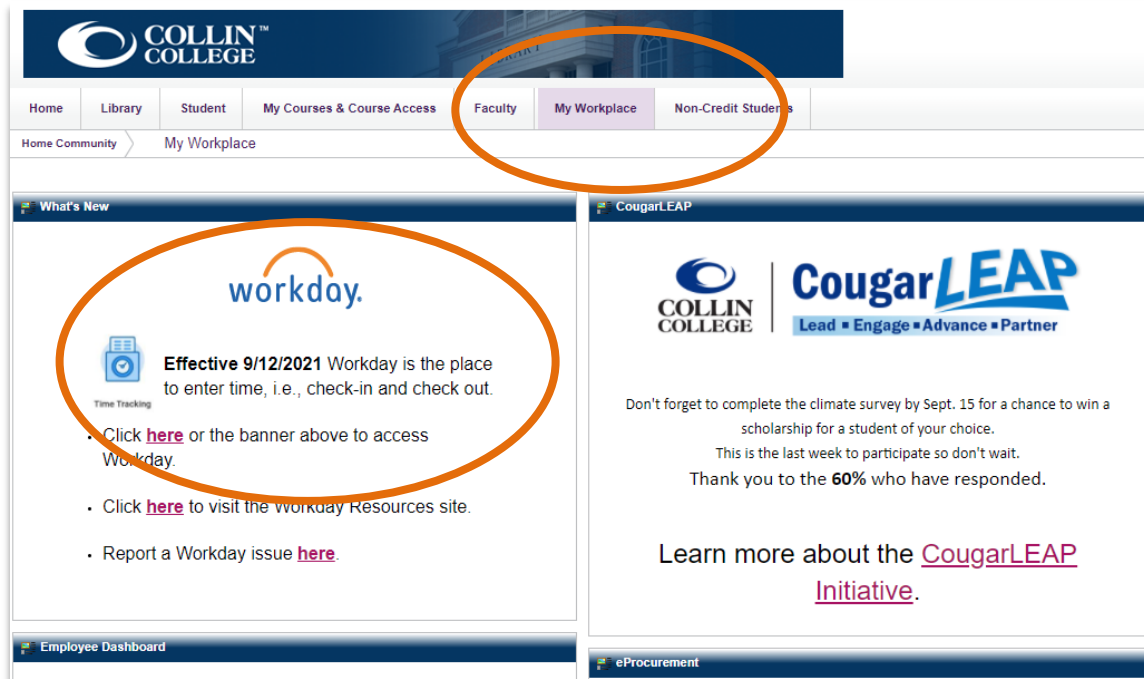
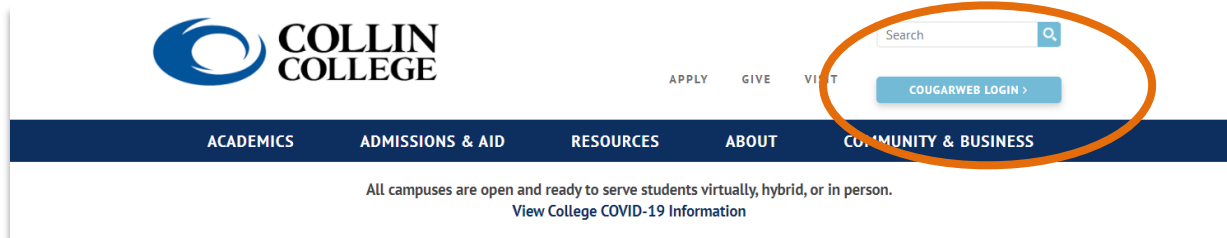




## TERMINATION WORKFLOW

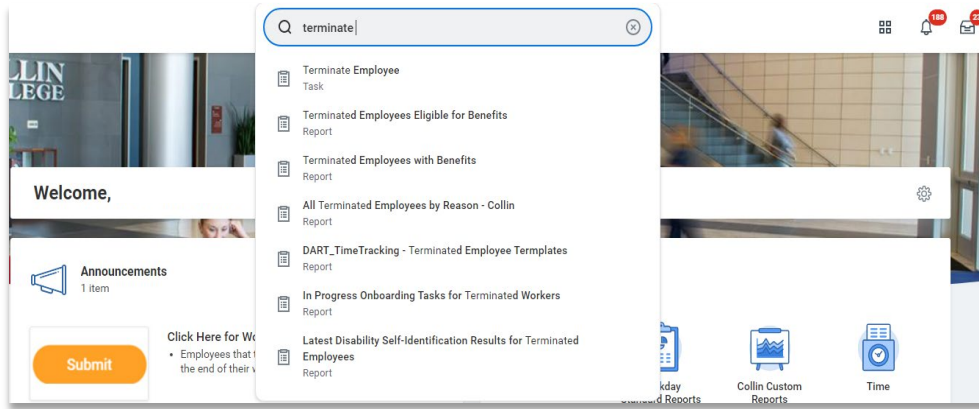
Log in to Workday from CougarWeb > My Workplace > Workday or via Collin.onelogin.com.



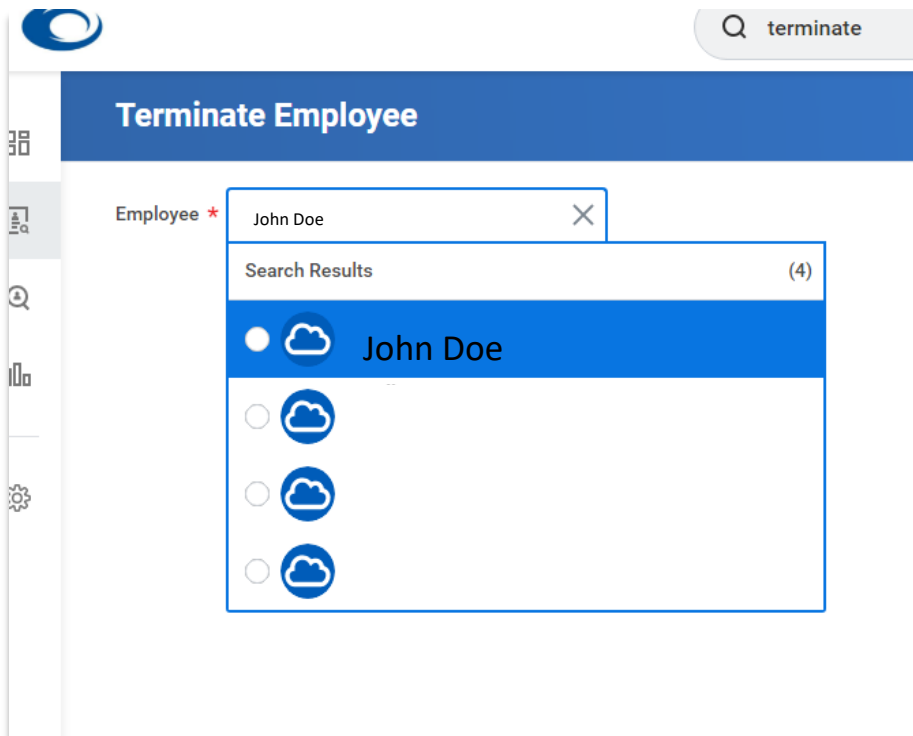


From the **Home** page:

1. In the search bar, type **Terminate**.
2. Select **Terminate Employee**.

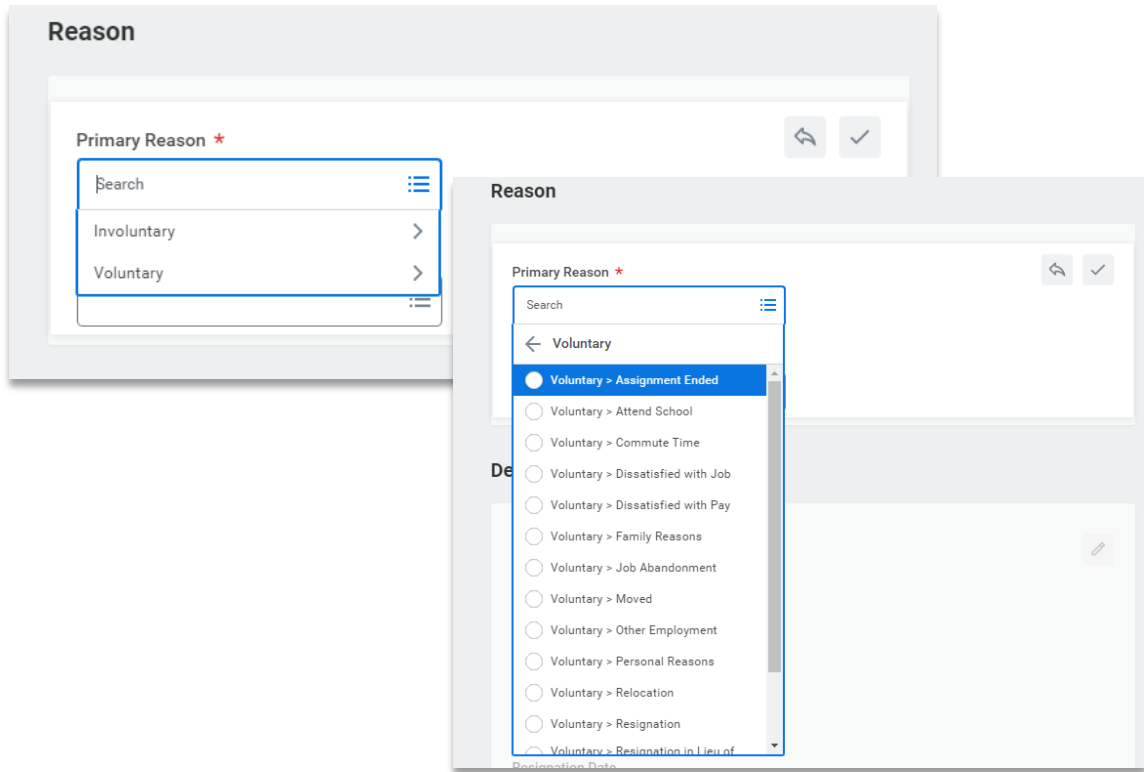


3. Search by typing in the employee's name. Select the employee name and click **OK**.

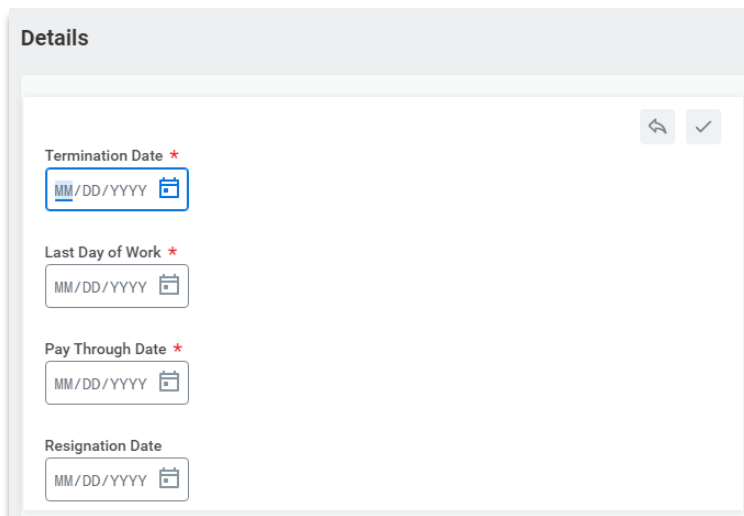




- 4. Select the separation reason under **Primary Reason**.



- 5. Enter the employee's final day of work as the **Termination Date**. This should populate the **Last Day of Work** and **Pay Through Date** fields.





- 6. Click the pencil icon to identify whether the employee’s termination is regrettable. Select **Yes** or **No** from the drop-down menu.

*A termination is considered regrettable if a solid performer in good standing is leaving the college. Regrettable means that the organization regrets the employee is leaving.*

- 7. These two options are critical when determining how to backfill the vacancy.

**Close Position:** Select the checkbox only if you do not want to replace the position.

**Is this position available for overlap?:** Select the checkbox if you need to allow a hire to be completed prior to the exiting employee’s last day of employment.

- 8. Upload the employee’s resignation letter as an attachment. Select **Submit** to complete the task.