

## **TERMINATION WORKFLOW**

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

|   | LLIN<br>LLEGE   | APPI   | LY GIVE VI  | Search Q<br>T COUGARWEB LOGIN >  |
|---|---|--|---|--|
| ACADEMICS   | ADMISSIONS & AID  | RESOURCES  | ABOUT   | Co. MUNITY & BUSINESS  |
|   | All campuses are open and<br>View   | d ready to serve students<br>w College COVID-19 Info | virtually, hybrid, or<br>rmation  | in person.   |
| The Community Student My Courses  | & Course Access Faculty   | My Workplace Nor                                     | -Credit Studer s  |  |
| What's New Workdo   | ay.   | CougarLEAP   |   | ougar  |
| Effective 9/12/2021 V<br>to enter time, i.e., che<br>Click <u>here</u> or the banner abov<br>Wolkday. | Vorkday is the place<br>ck-in and check out.<br>re to access<br>y Resources site. | Don't forge  | t to complete the clir<br>scholarship fo<br>This is the last we<br>'hank you to the | <ul> <li>d = Engage = Advance = Partner</li> <li>mate survey by Sept. 15 for a chance to win a<br/>r a student of your choice.</li> <li>ek to participate so don't wait.</li> <li>60% who have responded.</li> </ul> |
| Report a Workday issue here   |   | Lea  | arn more ab<br><u>Ir</u>  | pout the <u>CougarLEAP</u><br><u>nitiative</u> .   |
| Employee Dashboard  |   | eProcurement   |   |  |





Your screens and processes may vary from this document.





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**.

| C   | $\supset$  |                                |          | Q terminate |
|-----|------------|--------------------------------|----------|-------------|
| 38  | Termina    | ate Employee                   |          |             |
|     | Employee * | John Doe                       | $\times$ |             |
| ٩   |            | Search Results                 |          | (4)         |
| 100 |            | Iohn Doe                       |          |             |
| ŝ   |            | ି <b>ଦ୍ୱି</b><br>ି <b>ଦ୍ୱି</b> |          |             |
|     |            |                                |          |             |









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.

| Details            |      |
|--------------------|------|
| Termination Date * | \$ V |
| Last Day of Work * |      |
| Pay Through Date * |      |
| Resignation Date   |      |





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.

| Regrettable   |   |
|---------------|---|
| Regrettable * | 1 |

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 <u>allow a hire</u> to be completed <u>prior</u> to the exiting employee's last day of employment.

| Position Details                        |      |
|---|------|
| Close Position                          | \$ ✓ |
| Is this position available for overlap? |      |

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

| Attachments |                 |  |
|-------------|-----------------|--|
|             | Drop files here |  |
|             | or              |  |
|             | Select files    |  |
|             |                 |  |



