

How to terminate/end job in Workday

If you have students that are no longer working for you please follow the below process to end their position.

There are 3 current situations that your student can have. If you do not know if your student has other jobs you will want to start at step 1. Workday will give you an error if that step will not work and you can continue on to step 2 or step 3 if necessary

1. The student only has one job and it reports to you.

In this case you can go to the related actions off the student – job change and terminate

The screenshot shows the Workday interface for a student. On the left, there's a sidebar with 'Student Name' and a dropdown menu. Below it are links for 'View Team', 'Skill Hall & Annex', and 'Job'. The 'Job' tab is selected, showing 'Job Details' and 'All Jobs'. On the right, the 'Available Actions' menu is open, listing 'Compensation', 'Job Change', 'Organization', 'Personal Data', 'Talent', 'Time and Leave', and 'Worker History'. The 'Job Change' option is highlighted with a red arrow. Below the menu, the 'Worker Student Name' section shows 'Transfer, Promote or Change Job', 'Add Job', 'Terminate Employee' (highlighted with a red arrow), and 'Switch Primary Job'.

The screenshot shows the 'Terminate Employee' form in Workday. The form includes fields for 'Termination Date' (01/21/2014), 'Reason' (01/21/2014), 'Close Position' (checked), and 'Is this position available for overlap?' (unchecked). Below these are 'Additional Information' fields for 'Secondary Reasons', 'Last Day of Work' (01/21/2014), 'Pay Through Date' (01/21/2014), and 'Resignation Date'. A dropdown menu is open, showing options like 'Fixed Term > Fixed Term', 'Fixed Term > Adjunct Term Ended', 'Fixed Term > Faculty Contract Term Ended', 'Fixed Term > Staff Temporary Position Ended', and 'Fixed Term > Student Position Ended' (highlighted with a red arrow). The 'Please click the Close Position check box. It is important to use the last day physically worked as the termination date to ensure p' instruction is visible at the top.

If your student does have multiple jobs you will get the below error: You will need to move on to step 2 or 3 now.

The screenshot shows an error message in Workday. The message is titled 'Errors: 1' and contains the text: 'You cannot terminate this employee because the employee has active additional jobs. End the additional jobs before you terminate the employee.'

2. The Student has multiple jobs and the position that reports to you is NOT considered their primary position.

In this case you will just need to End the Additional Job. To complete this you can go to the related actions off the student – job change and End Additional Job



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Student Name [More]

Available Actions

- Compensation
- Job Change
- Organization
- Personal Data
- Talent
- Time and Leave
- Worker History

Worker Student Name

- Transfer, Promote or Change Job
- Add Job
- End Additional Job
- Switch Primary Job

Job Details | All Jobs

3. The Student has multiple jobs and the position that reports to you is considered their primary position.

In this case you will need to switch their primary job first - you can go to the related actions off the student – job change and Switch Primary Job. This will require an approval. When you are switching the primary job please make sure the put the effective date as the beginning of the pay period date (Ex. 12/29, 1/12, 1/26)

Student Name [More]

Available Actions

- Compensation
- Job Change
- Organization
- Personal Data
- Talent
- Time and Leave
- Worker History

Worker Student Name

- Transfer, Promote or Change Job
- Add Job
- Terminate Employee
- Switch Primary Job

Job Details | All Jobs | Pro

Switch Primary Job

Student Name

Details

Date and Reason Reason *

Effective Date *

Proposed Primary Job Primary Job

Proposed Primary Job *

All Jobs

Primary Job

Additional Jobs

After completing the switch primary job you will then need to end the job of your student.

To do this you can go to the related actions off the student – job change and End Additional Job

