



Terminating Employment

Overview

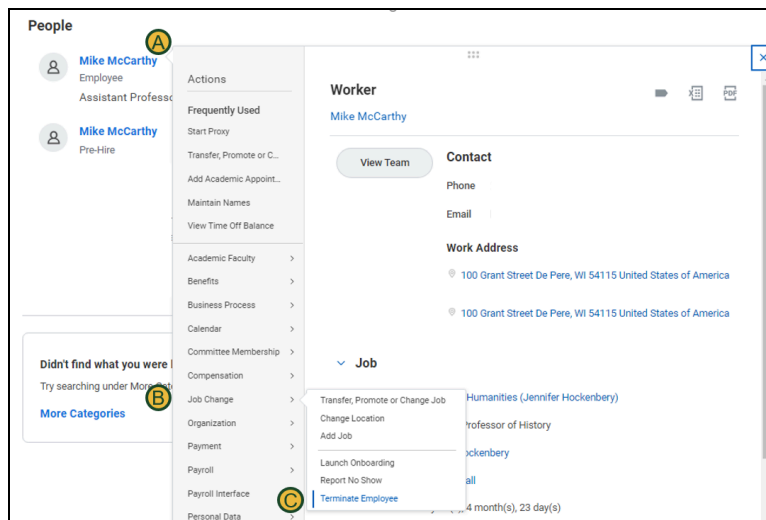
This job aid outlines the process of terminating an employee's employment with St. Norbert. This example will also include the step required in a faculty member's termination of employment. Each voluntary termination should have a signed resignation letter uploaded and attached.

NOTE: If an employee uses the Resignation process to begin the termination of employment, this process will automatically follow that resignation.

Terminating Employment

Security Role(s): HCM Initiator, HR Administrator, HR Partner, Manager

1. In the Workday search box, enter the name of the employee who is terminating. Next, select
 - a. **Related Actions**
 - b. **Job Change > Terminate Employee**
 - i. If **End Job is available** in the menu, this means the worker has more than one job on campus, use caution when terminating a worker. You may need to consider *using the **End Job** task instead of terminate as "terminate" will end all jobs on campus.*



2. Enter the required information regarding the termination:

a. **Primary Reason**

- i. **Faculty who work 9 months and are paid over 9 months (9/9):** Reason should be a faculty reason that includes 9/9
 - Health and Dental continue through the end of August. All other benefits and pay end on the last check in May.
- ii. **Faculty who work 9 months but are paid over 12 months (9/12):** Reason should be a faculty reason that includes 9/12
 - Use 8/15 as termination date, then actual last day worked would be mid May.

b. **Termination Date (Last Day of Work and Pay Through Date** will default as the same date as Termination Date)

c. **Close Position** (Leave this box unchecked if you are planning to staff this position again in the future)

d. If possible, attach a signed resignation letter at the bottom of the page. If you are unable to attach a letter, send a signed resignation letter to the HR Office.

Select **Submit**.

Terminate Employee P-000056-00 Assistant Professor of History Mike McCarthy

Please attach a signed resignation letter. If unable to attach, please send a signed resignation letter to the HR Office.

Reason

A Primary Reason

Details

B Termination Date

Last Day of Work

Pay Through Date

Resignation Date

Eligibility

Eligible for Rehire

Position Details

C Close Position

No

Is this position available for overlap?

Yes

Submit Save for Later Cancel

3. If this termination is a faculty member, the process will route to the Academic Faculty Partner to **End the Academic Appointment**. (refer to job aid End Academic Appointment). This step will have its own approval process as part of ending the academic appointment.

Remaining Processes

1. Manager Approval
2. HR Partner
3. Benefits Partner
4. Budget Manager Approval

Last Updated: 3/12/25

5. The process is complete. Both the Manager and the Employee will receive an Offboarding Checklist for key items to complete before the employee's last day.