

Voluntary Separation (Termination)

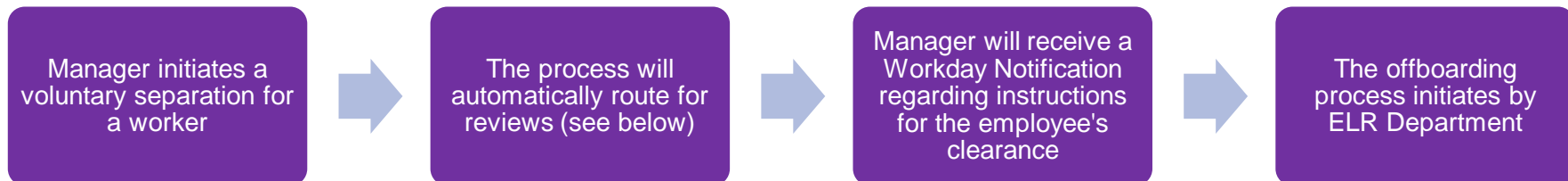
Workday Job Aid for Managers

Overview

This job aid explains how managers can submit a voluntary separation (termination) for a worker. WDCE Faculty, PT Faculty, Short Term Temp, and Student employees must contact their manager directly to resign. If a worker notifies you of their resignation, you will be able to initiate the separation in Workday. Staff, FT faculty, and Temp with Benefits can submit a resignation in Workday. If a direct report submits a resignation, then you receive a Workday notification with instructions to follow. Refer to the sections in this job aid for guidance. If the separation is involuntary and not a Student worker, please contact the ELR Department.

Important: For Retirement, employees should contact the Benefits Department in HRSTM to start the process. If an employee has multiple jobs and they are separating from only one of their jobs, use the steps in the *Add/End Additional Job* job aid. To end all the employee's jobs, use the steps outlined below in this job aid.

Process Flow: Separation



Reviews: Separation

- If the primary reason is Retirement or Disability, then the Benefits Partner will review the separation.
- If the employee type is Full-Time Faculty, Staff, or Temporary with Benefits, then the Employee & Labor Relations Partner will review the separation.
- If the separation is involuntary, then the Employee & Labor Relations Partner will complete the separation.
- If the job family is Workstudy Student Aide, then the Federal Work Study Partner will review the separation.

Separate Employee

1. From the Workday search bar, enter and select the **Separate Employee** task.

Note: You may also click **View All Apps > My Team Management** then select **Separate** in the Actions column.

2. The Separate Employee screen displays.
3. Select the **Employee**.
4. Click **OK**.
5. Enter a voluntary **Primary Reason** using the table below.

Note: For involuntary separations, contact the ELR department.

Category	Reason
Voluntary	Completion of Contract
	Dissatisfied with Job/Pay
	Dissatisfied with Management
	Family Reasons
	Job Abandonment
	Other Employment
	Personal Reasons
	Relocation

6. Enter a **Separation Date**.

Note: The **Last Day of Work** and the **Pay Through Date** default. Modify as necessary.

7. Enter the **Resignation Date**, if applicable.
8. Click **Submit**.

Note: The process automatically routes as applicable.

Employee Resignation

If an employee (Staff, FT Faculty, or Temp with Benefits) submits a resignation in Workday, you will receive a Workday Notification that includes clearance instructions to follow.

The resigning worker must receive clearance from the department. As your direct report, if this employee has any outstanding item or asset belongs to the department or the College, email a list of items/assets (grades, uniform, tools, etc.) prior to the last day of employment to Elline.damirdjian@montgomerycollege.edu and the separated employee.