IMPORTANT: Do not use for student employees. Please contact the Student Employment Office for student job termination.
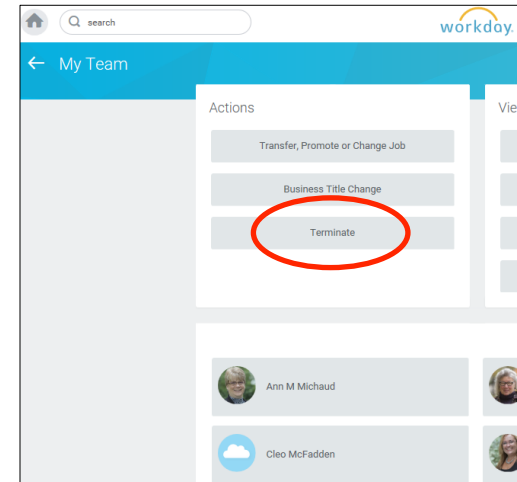
To terminate an employee

> Before you begin the termination process, please ensure that all vacation and holiday saved time the employee plans to use has been entered AND approved in Workday.
>
> For example, if the employee has 3 days of earned vacation and plans to use 2 of those days before his termination date, the employee should enter those days and you should approve them before submitting the termination.
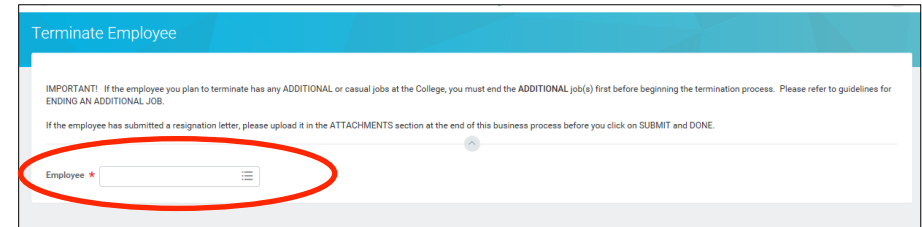>
> The employee will be paid for any unused or holiday saved time. Unused sick time is not paid out.

1. Log into Workday using your Bowdoin username and password.
2. Click on the My Team worklet on the Workday home page.

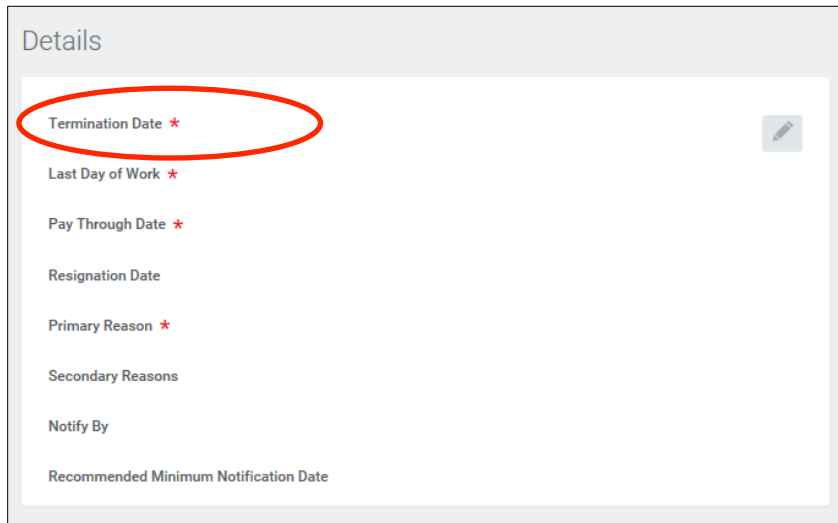3. In the Actions panel, click Terminate.

4. In the Employee field, enter the name of the employee.

If the employee held any additional job at the College outside of your department (e.g., a casual waitstaff job, casual lifeguard, etc.), you must contact his/her manager FIRST to end the additional job(s) before terminating employment. Please refer to the guidelines for Ending an Additional Job or consult HR.

5. In the Details window, enter the **Termination Date**.

The **Last Day of Work**, **Pay Through Date** and **Notify By** fields are populated with the same date automatically. Per College policy, the employee's termination date cannot be extended by use of other paid time (vacation).

Details

Termination Date *

Last Day of Work *

Pay Through Date *

Resignation Date

Primary Reason *

Secondary Reasons

Notify By

Recommended Minimum Notification Date

6. Enter the **Resignation Date**. This field is not required but can be added – this would be the date the employee informed you of his/her intention to leave employment at the College.

7. Enter a **Primary Reason**. The termination reason may vary depending on the type of employee: faculty, staff, or student. Review the entire list before selecting the most appropriate reason.

IMPORTANT NOTE: STAFF > RETIREMENT should only be selected when the employee meets the criteria to be a retiree of the College (benefits eligible employee with 15 uninterrupted years of service after attaining the age of 40).

If you have any questions about which reason to select, please contact Human Resources. The Secondary Reason selection list is identical to the Primary Reason list.

8. Indicate whether the termination is **Regrettable**. Is it regrettable that this employee is leaving employment at the College? If so, then be certain to edit that the employee's termination is Regrettable – YES.
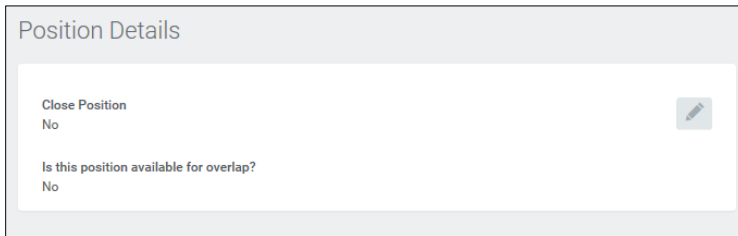

Regrettable

Regrettable
No

Eligibility

Not Eligible for Rehire
No

9. Determine **Eligibility for Rehire**. Would you be willing to rehire this employee? If so, then the correct response for Eligibility is to enter YES.

10. Enter information about the position in **Position Details**. *Close Position* defaults to NO and there is no need to change this. *Is this position available for overlap?* We recommend that you edit to YES. This indicates that an incoming new employee could have overlap with the employee who is leaving the position.
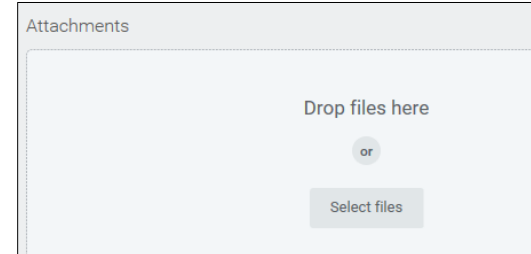
Position Details

Close Position
No

Is this position available for overlap?
No

11. Enter any **Comments** .If you have additional comments about the circumstances of this termination, enter (or copy and paste) them in the expandable Comment box. The employee will not be able to view these comments.

12. If the employee submitted a resignation letter, you may add it. Click on Select file and browse to the electronic version of the document and upload.
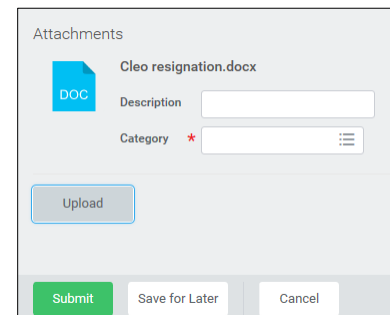
Attachments

Drop files here

or

Select files

13. The name of the file will show in the Attachments section. If the file needs more description, you may add additional text. Under Category, select Resignation. To upload additional documents supporting the termination, click on the UPLOAD button. To remove any documents, simply click on the small trash can icon in the upper right.

Attachments

DOC   Cleo resignation.docx

Description

Category *

Upload

Submit   Save for Later   Cancel

Any documents loaded here will be accessible from the employee's Personal Information > Documents tab.

14. You have the ability to come back to this termination if you click on Save for Later. When you are completely done, click on Submit.

> If you have any questions about terminating an employee, please contact Human Resources for assistance!