

Workday: Terminations

Document Information

Department: Office of Human Resources | HR Training Template No.:

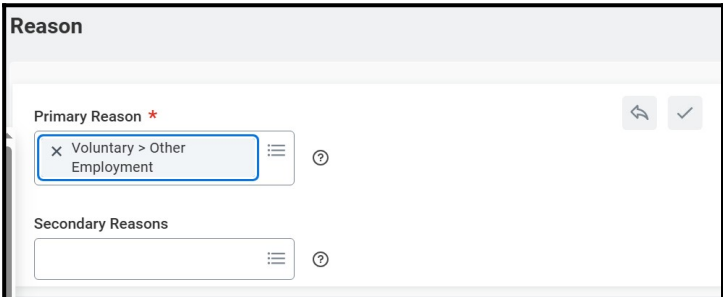
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Subject: Terminations

Purpose: Guides managers through initiating a termination in Workday. Note that once a termination is initiated, HR will review to ensure accuracy before processing the termination. All involuntary terminations must be processed by HR.

Related References:

Instructions

Step	Actions
1.	Navigate to the search bar and type in Terminate Employee . Select the task when it populates.
2.	Enter the Employee you wish to terminate, then select OK.
3.	Search and select a Primary Reason for the termination. a. To view a list of reason codes, click the drop down menu and select the appropriate reason. a. Voluntary: Commute Time, Dissatisfied with Job, Dissatisfied with Management, Dissatisfied with Pay, Family Reasons, Job Abandonment, Moved, Other Employment, Retirement, Unknown 
4.	Enter the Details of the termination: a. Termination Date – Last day they will be considered an employee. b. Last Day of Work – Will default based on the termination date, but may be changed. c. Pay Through Date – Last date the employee should be paid through.
5.	Enter the Position details: Note that you should leave these as their defaults unless directed otherwise by HR. a. Close Position – Check this box if you want to close out the position, rather than leaving it open for a future hire to backfill. It defaults to being unchecked. b. Available for Overlap – Selecting Yes indicates this position can

Step	Actions
	temporarily be occupied by two employees (e.g. When someone is retiring and will remain on to train their replacement). It defaults to being checked.
6.	Select Submit .
7.	The termination request will route to HR for review. If you noted the position as being eligible for backfill, you will receive the Job Requisition task in your My Tasks once the transaction has been processed.

Please reach out to workday@famu.edu for additional information.