| Terminate Board Member |
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| This job aid provides step by step instructions on how to complete the termination of an end of term or voluntary resignation of a board member. A Board Administrator Partner can complete these tasks. |

⚠️	See the appropriate section for the correct worker type Employee or Contingent Worker, or appointment as an Additional Job.

Terminate Board Member – Employee Type Limited Duration [OR#]

Step 1: Navigate to the employee's Profile page. Click on **Actions** (1), hover over **Job Change** (2), and select **Terminate Employee** (3).
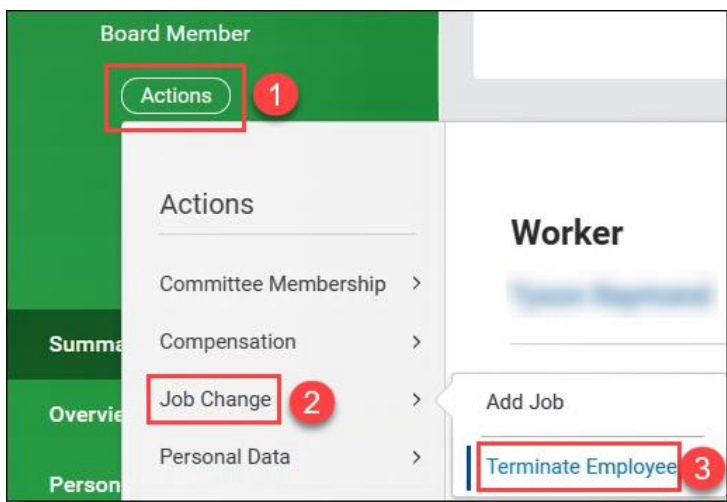
Step 2: Click on the pencil icon and then on the menu prompt to select the **Primary Reason** for the termination. For end appointment select **Board or Commission Member End > Board or Commission Member End > Appointment End**.
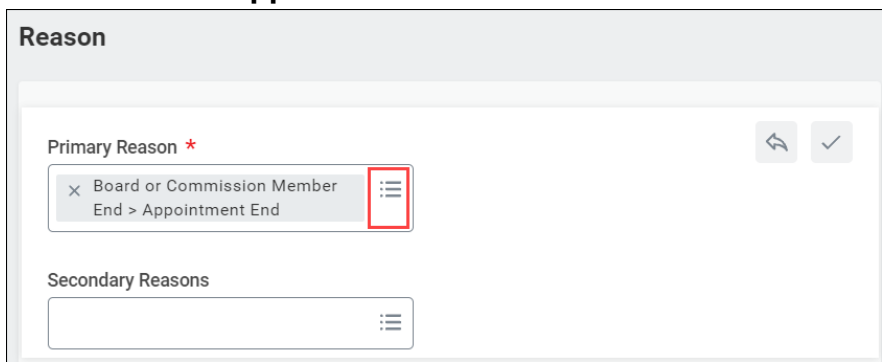
Step 3: Click on the pencil icon in the *Details* section and add the required dates **Termination Date** (1), **Last Day of Work** (2), and **Pay Through Date** (3). Note: These dates are required even if the member is not receiving remuneration. Click **Submit**.

Step 4: The process will complete retro terminations (prior to today's date) when the Workday integration runs. Current (today's date) and future dated terminations will remain in progress until the day after the effective date, when they will complete. Click **View Details** and **Done**.

Future dated termination will not show on the worker profile, only in the Worker History.

Tasks that were awaiting the worker will route to the Board Administrator Partner for reassignment. See the job aid Terminated Worker, manage business processes for worker for instruction on how to complete this task.
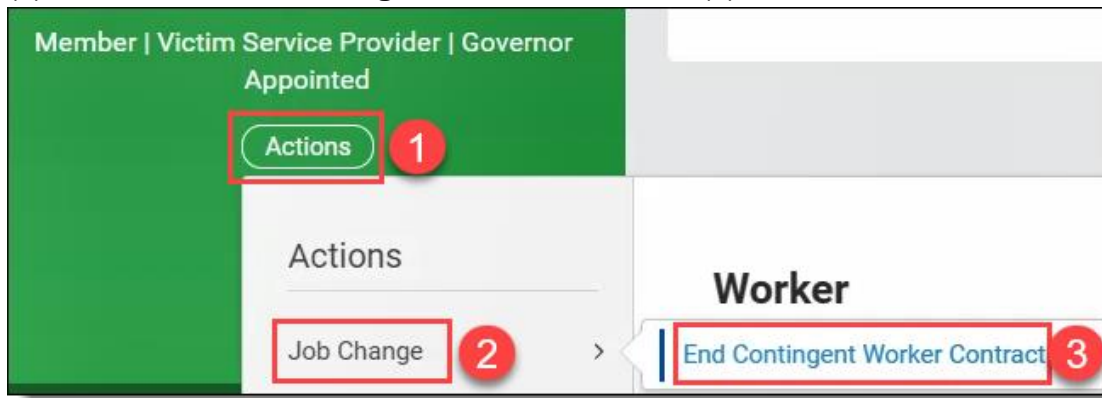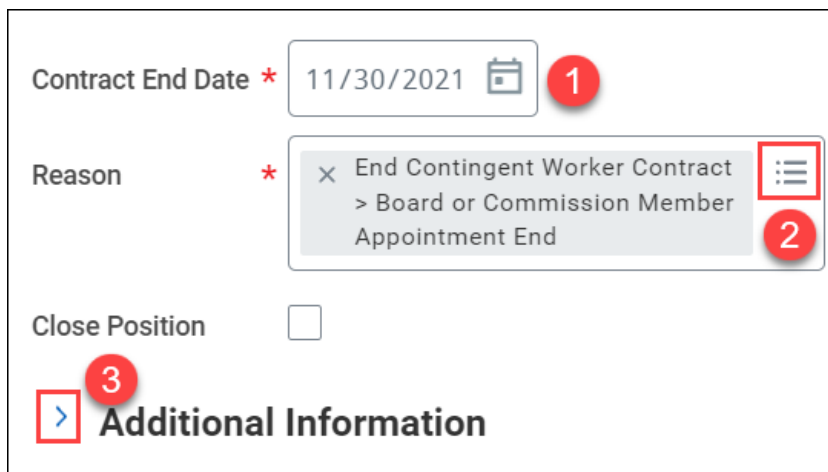
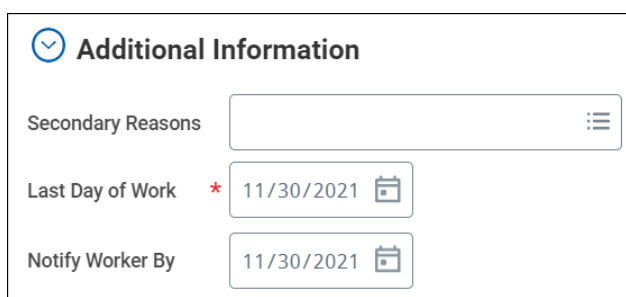## Terminate Board Member – Contingent Worker Type [CW#]

Step 1: Navigate to the Contingent Worker's Profile page. Click on **Actions** (1), hover over **Job Change** (2), and select **End Contingent Worker Contract** (3).
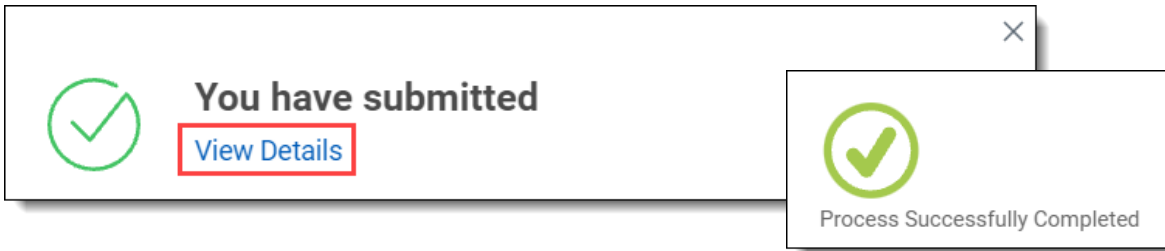

Step 2: Verify/update the **Contract End Date** (1), use the menu prompt to select the **Reason End Contingent Worker Contract > Board or Commission Member Appointment End** (2), and click on open prompt for **Additional Information** (3).

**Step 3:** Verify/update the **Last Day of Work**. Click **Submit**.

Step 4: The green check mark signifies the task is complete. Click **View Details** and **Done**.

Terminate Board Position Additional Job – [OR#]

Step 1: Navigate to the employee's Profile page. Click on the two arrows to display additional jobs. Select the board member position that will be ending. Note: There may be more than one additional job, so be sure to select the correct one by verifying the supervisory organization after you click on the job.
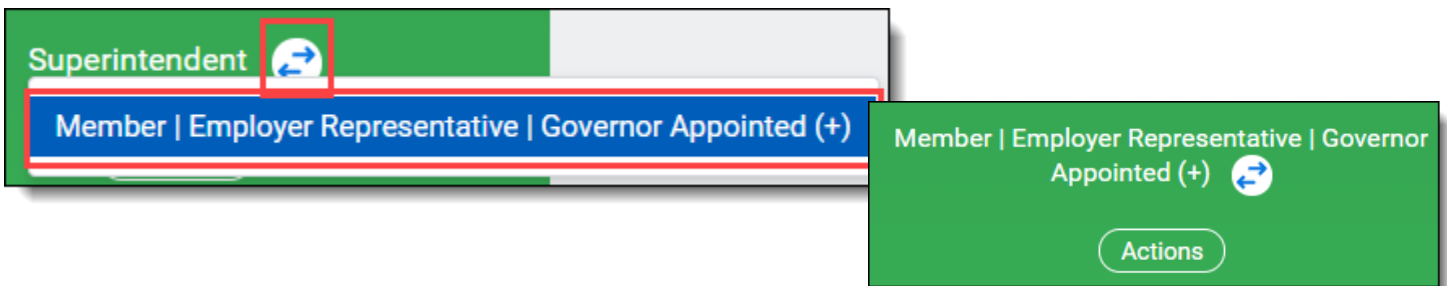
Step 2: Click on **Actions** (1), hover over **Job Change** (2), and select **End Job** (3).
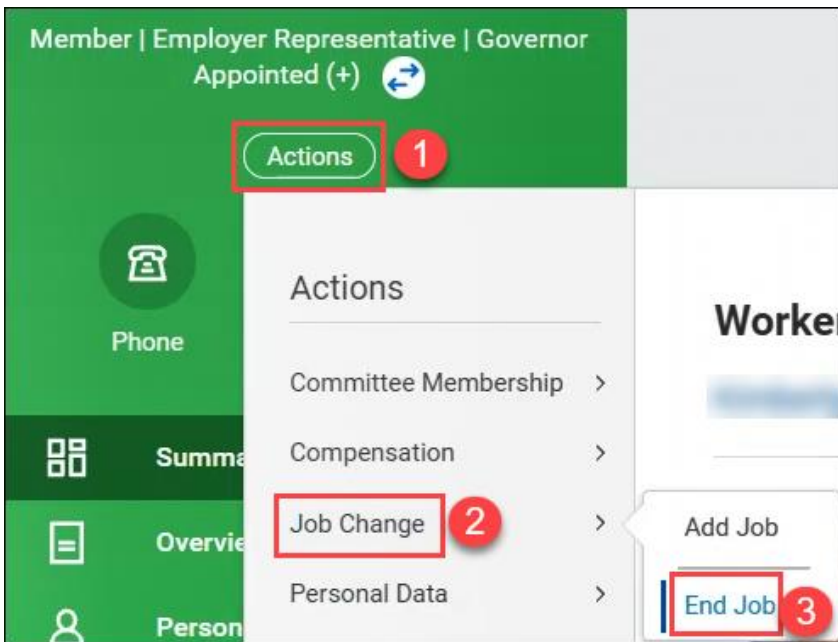
Step 3: Enter the **End Date** of the additional job (1), the **Reason** (*End Additional Employee Job > Assignment > Board or Commission Member Appointment Ends*) (2) and click on the open prompt for *Additional Information* (3).

Step 4: Enter/verify the **Last Day of Work, Pay Through Date** and **Notify Date**. Comments or attachments can be added. Click **Submit**.

Step 5: Up Next displays that the overall process is still in progress. The process will complete in just a couple minutes when the Workday integration runs.

You have submitted

Up Next: Overall process still in progress

View Details

The worker profile will display a future dated end additional job.

Superintendent

Member | Employer Representative | Governor Appointed (Position Vacate:12/31/2021) (+)

Job Details

Employee ID	OR0
Supervisory Organization	The People of Oregon >> Public Employees' Benefit Board (Official Board)
Position	Member	Employer Representative	Governor Appointed (Position Vacate:12/31/2021) (+)