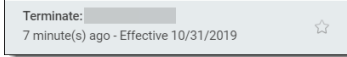


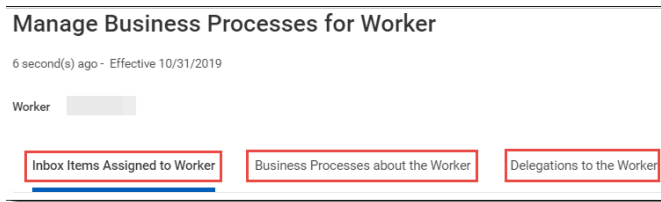
Terminated Worker, manage business processes for worker

This job aid provides step by step instructions for how a manager will complete the Manage Business Processes task for an employee who has terminated.

Step 1: Click on the inbox task.



Step 2: Review each of the tabs to determine what action should be taken on the tasks; Cancel or Reassign.



If the terminated employee is a delegate for another employee, you can view who has assigned them and the date range. These tasks cannot be reassigned.

Step 3: Click on the menu prompt for each task and select **Cancel** or **Reassign** (1). If you select **Reassign**, you will be prompted to select **Reassign To** (2). Work the task to completion. Click **Submit**.



This task cannot be saved for later. Once you click **Submit**, you will not be able to return to this task. Complete all **Actions** before submitting, or **Cancel** to keep the task in your inbox until you have determined the assignments for all tasks.



Depending on the task, you may not have the ability to cancel it. Cancel or Reassign to the appropriate role. If you have questions or need assistance, reach out to the Workday Helpdesk. Reassigned tasks will route to a Workday Administrator to **Approve** or **Deny**.

Inbox Items Assigned to Worker 11 items

Task	Business Process	Action	Reassign To	Subject
Review	Photo Change: [redacted]	X Reassign 1 ☰	search 2 ☰	[redacted]
Manager to Review Absence Request	Absence Request: [redacted]	☰	HR Administrator >	[redacted]
Who Reviews Employees Work	Edit Position Restrictions Additional Data: Homeless Services Section Manager	☰	HR Executive >	[redacted]
Who Reviews Employees Work	Edit Position Restrictions Additional Data: HMIS Administrator	☰	HR Partner >	Edit Position Restrictions Additional Data: Homeless Services Section Manager
Review Pay Equity Survey	Offer for Job Application: (Internal) - REQ-8300 Information System Specialist 2 (CAND- [redacted])	☰	Implementers >	[redacted]
			Management Chain >	[redacted]
			Manager >	Edit Position Restrictions Additional Data: HMIS Administrator
			Top Level Manager's Approver >	[redacted]
				Offer for Job Application: (Internal) - REQ-8300 Information System Specialist 2 (CAND- [redacted])