

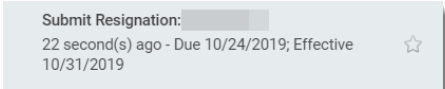
## Voluntary Termination, manager tasks

This job aid provides step by step instructions for how a manager will process an employee submitted voluntary resignation in Workday.




**Caution: If the employee is moving to another state agency, DO NOT terminate them. See the [Job Change, same or different agency](#) job aid.**

Step 1: Click on the inbox item to **Review Resignation Request**.



Step 2: Review the resignation *Proposed Termination Date* (1) and *Primary Reason* (2). Click **Approve**.



Make note of any Warning messages that may require additional tasks to be completed. If an employee has an additional job, it will need to be ended with the same effective date as the termination, before the process will complete.

### Review Resignation Request

Submit Resignation: [Redacted] Actions

22 second(s) ago - Due 10/24/2019; Effective 10/31/2019

**Warning**

[Redacted] has an Additional Job that must be ended before the Termination event can complete. However, you can still complete the Resignation event and initiate the Termination.

Notification Date	10/07/2019
Notice Period	0 Day(s)
Proposed Termination Date *	10 / 31 / 2019 <span style="border: 1px solid #ccc; border-radius: 3px; padding: 2px 5px;">📅</span> <span style="background-color: red; color: white; border-radius: 50%; padding: 2px 6px; font-weight: bold;">1</span>
Primary Reason	* Worker Resignation > Voluntary > Retirement <span style="background-color: red; color: white; border-radius: 50%; padding: 2px 6px; font-weight: bold;">2</span>
Secondary Reasons	(empty)

Step 3: You will immediately receive a **To Do** task to *Schedule Exit Interview*. Click on **To Do**. Enter a comment if you'd like. Click **Submit**. You have now marked this To Do as complete. Up Next displays a task was sent to the employee to complete the *Exit Interview*. Click **Done**.

Up Next

Schedule Exit Interview  
Due Date 10/25/2019

To Do

Up Next

Exit Interview  
Due Date 10/25/2019

> **Details and Process**

**Step 4:** You will be returned to your inbox where you have a *Revise Employee Termination* task. Click on the pencil icon to edit the *Reason* field. Use the menu prompt to enter the **Primary Reason** for the resignation. Review the *Notice Period* and *Details*. Enter a comment if you'd like. Click **Submit**.

Terminate: [redacted] 7 minute(s) ago - Effective 10/31/2019

**Revise Employee Termination**  
 Human Resource Analyst 1 (Actions) [redacted] (Actions)

Current Organization The People of Oregon >> 0250 Recruit/Class/Comp/Records - ODOT 25 second(s) ago - Effective 10/31/2019

**Attention:** Oregon state government is one employer. ONLY submit this termination if your employee is leaving state employment. Do not initiate a termination if your employee is moving to a position in another state agency, or another branch of state government. Your employee's new agency will complete the necessary actions to start your employee's transfer. If your employee is leaving state government employment, or retiring, please continue submitting this termination.

**Reason**

Primary Reason \*

search [redacted]

- Retirement
- Retirement > Retirement

**Step 5:** The HR Partner will receive an inbox task to *Review the Termination*.

Up Next

HR Partner

Review Employee Termination

> Details and Process

**Step 6:** Once the HR Partner approves, a To Do task will be sent to the manager to ensure necessary steps have been taken to recover items and remove access from the employee who is leaving. When complete, click **Submit**. If the employee has inbox tasks to complete, a *Manage Business Processes for Worker* task will come up. See the job aid Terminated Worker, Manage Business Processes for Worker to complete this task.

**Complete To Do**  
 Message to Managers for Voluntary Termination (Actions)

35 second(s) ago - Effective 10/31/2019

For [redacted]

Overall Process Terminate: [redacted]

Overall Status In Progress

Instructions

- ATTENTION:**

The "Termination" process has been initiated in Workday. This message is being sent to ensure you have completed the necessary steps to recover items and remove access from the employee who is leaving:

- Has someone removed the employee's access to all computer systems?
- Has someone recovered the employee's identification badge?
- Has someone recovered any assigned mobile equipment (e.g. laptop, cell phone)?
- Is the employee scheduled for an exit conversation (if applicable)?
- Has someone recovered any other agency-assigned property from the employee?
- Has someone discussed this with Payroll to coordinate a final paycheck?

**Manage Business Processes for Worker**

10 second(s) ago - Effective 10/31/2019

Worker [redacted]

Inbox Items Assigned to Worker    Business Processes about the Worker    Delegations to the Worker

