Employee Separation for HR Partners

The Employee Separation for HR Partners tip sheet is for HR Partners.

Separation Process

Both Managers and Employees can initiate the separation process in Workday for employees who submit their resignation or retirement. The following steps outline the separation process for termination, resignation, or retirement.

- Separation initiation by Employee, Manager, or HR Partner
- Review separation
- End Job
- Manager business process for employee

Review Employee Separation

If an Employee initiates a separation, it routes to the Manager, then an HR Partner.

If a Manager initiates the separation, it routes to an HR Partner. The HR Partner must approve the action to proceed.

End Job

If the employee has two positions, the End Job task must be used to close the second position.

1. In the Workday Search bar, type “**End Job**” and select the task.
2. Select the **Employee**.
3. Select the **Job** that is ending.
4. Select **OK**.
5. Complete the required fields:
    - **End Date**
    - **Reason**
    - **Close Position?**
    - **Is this Position Available for Overlap?**
    - **Additional Information** (Optional Step)
    - **Attachments**: Attach a resignation letter

Mange Business Processes for Worker

1. In the Workday Search bar, type "**Manage Business Processes for Work**" and select the task.
2. Search Worker
3. Click on Tab, Manage Business Processes for Worker