




Employee Separation for Managers




The Employee Separation tip sheet is for Managers.

Employees, Managers, and HR Partners can initiate separations in Workday.

Managers and HR Partners may use the steps below to submit a resignation on behalf of an Employee.

1. In the Workday Search bar, type the name and select the matching employee. Workday displays the Worker Profile.
2. Select **Actions** > **Job Change** > **Separate Employee**.
3. Under Reason, select **Edit**  and select a **Primary Reason**.

NOTE: Select **Voluntary** to view all available voluntary reasons.

4. Select **Save** .
5. Under Details, select **Edit** and enter an appropriate date for each of the following fields.
 - **Separation Date:** This is the date the employee is leaving the college. The **Last Day of Work** and **Pay Through Date** fields auto-populate based on **Separation Date** but can be edited.
 - **Last Day of Work:** This is the last date the employee is with the college.
 - **Pay Through Date:** This date matches **Separation Date**.
 - **Resignation Date:** This is the date the employee submits their resignation and may be different from the previous three dates.
6. Select **Save**.
7. Under Position Details, select **Edit** and select from the following options:
 - **Close Position:** Check this box if you would like to close this position and not backfill or hire again in the future. By checking this box, the **Available for Overlap** checkbox is deselected.
 - **Available for Overlap:** Select this checkbox to allow the position to be backfilled and posted immediately. This option also allows the position to be temporarily occupied by two employees. For example, someone retiring may work concurrently to train their replacement.
8. Attach a resignation letter.
9. In **Category**, select **Separation**.
10. Select **Submit**.

Human Resources will review the details of the separation. When processed, if the position is eligible for backfill, the Manager receives the Job Requisition task in the Workday Inbox.

Reviewing an Employee-Submitted Resignation

If an employee submits a resignation via Workday, the Manager receives a Workday Inbox task to review and approve the resignation.

A Manager should never **Cancel** or **Deny** unless the date on the request does not match the resignation letter.

NOTE: If an Employee submits a **Primary Reason** for the resignation that is not visible to the Manager, the review request routes to the top-level Manager.

If the Manager approves the request, an HR Partner receives a Workday Inbox task to review the resignation request. HR Partners should review dates of the resignation letter and the reason assigned for the separation.