

How a PI or Manager Submits a Terminate Employee Request

1. Log in to Workday using your **ID** and **Password**.
2. In the Workday landing page, type **Terminate Employee ❶** in the search bar. Then click on the **Terminate Employee ❷**. A pop-up **Terminate Employee** window will open seen in **Figure 2** below.



Figure 1

3. Click on the **Menu ❸** bar and choose **My Team ❹**. A drop-down menu with the employees will open to choose from **❺**. After choosing an employee, click **OK ❻**.

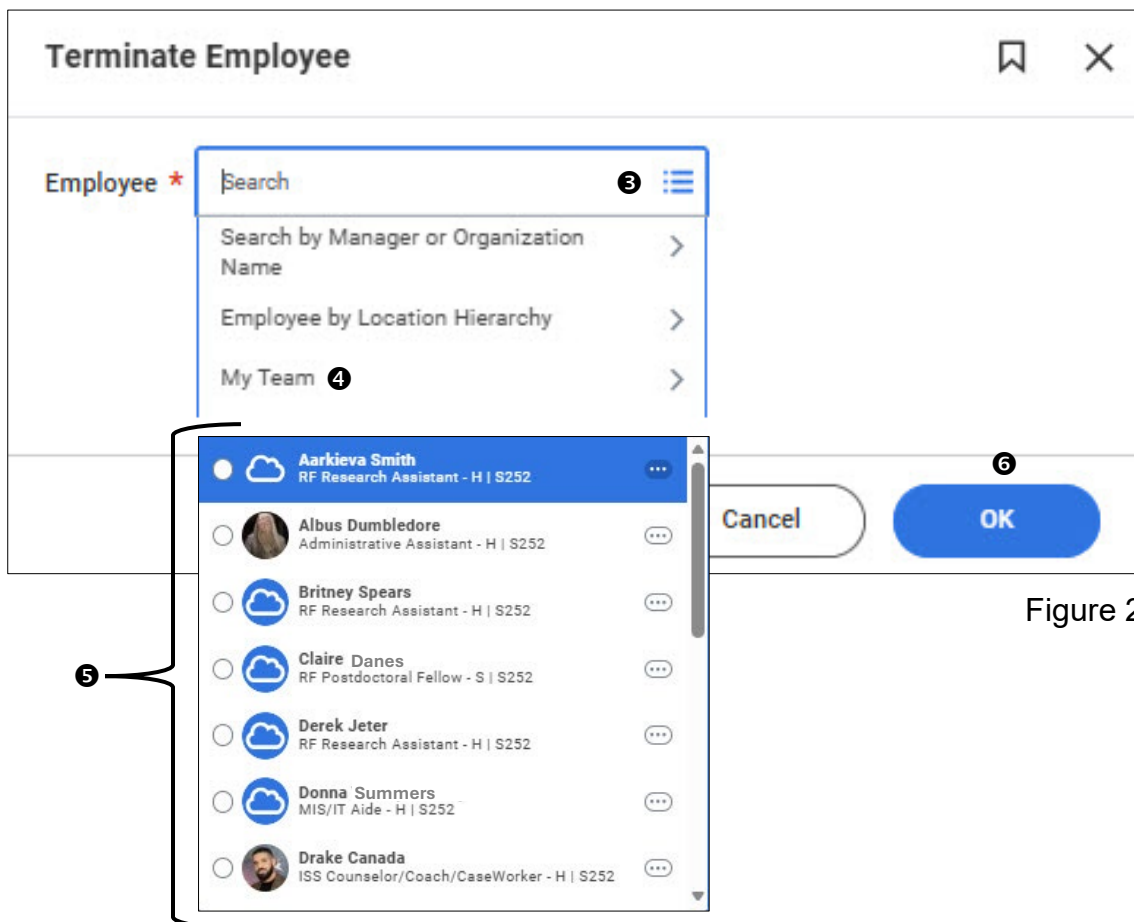


Figure 2

4. **Reason ①**, click the **Pencil Icon ②** to edit. A **Search** bar will open, click the **Menu bars ③**. Click **Involuntary ④**, choose Involuntary – **End of Appointment ⑤**. Click on the **Check mark ⑥** when completed to save edits. **Details ⑦**, click the **Pencil Icon ⑧** to edit dates. Click on the **Check mark ⑨** when completed to save edits. Follow the same edit steps for the rest.

Eligibility, when terminating an employee, you will be asked to indicate whether the individual is Eligible for Rehire.

- Select **Yes ⑩**, if the employee may return to work at RFCUNY in the future.
- Select **No ⑪**, only if the employee should not be rehired under any circumstances.

Terminate Employee Graduate Research Assistant - H Sally Staff

Reason ①

Primary Reason * ② ⑥

Search ③

Conversion >

Involuntary ④ >

Voluntary >

Details ⑦

Termination Date * ⑧ ⑨

MM/DD/YYYY

Last Day of Work *

MM/DD/YYYY

Pay Through Date *

MM/DD/YYYY

Resignation Date

Eligibility

Eligible for Rehire * ⑩ ⑪

Yes

No

Position Details

Close Position

No

Is this position available for overlap? ⑫

Yes

⑬

Submit Save for Later Cancel

Involuntary

- ☒ Involuntary > Death
- ☐ Involuntary > Deceased
- ☒ Involuntary > End Of Appointment
- ☐ Involuntary > Term-Assignment Completed
- ☐ Involuntary > Term-Attendance/Punctuality
- ☐ Involuntary > Term-Company Rules
- ☐ Involuntary > Term-Css-Generated
- ☐ Involuntary > Term-Cuny Tax Levy

Figure 3

Important

Choosing **No** permanently prevents the employee from being rehired by RFCUNY. This option should be used **only in cases of severe performance, conduct, or compliance issues**.

For routine terminations (end of appointment, funding ended, project ended, student returning next semester, etc.), you should select **Yes**.

5. Choose **Position Details** 12 as seen in **Figure 3** on **Page 2**
6. Then click **Submit** 13 as seen in **Figure 3** on **Page 2**.

A **You have submitted** 1 banner will appear as seen in **Figure 3** below.

The steps for this process will be routed to the **Grant Officer**, then the **HR Partner**, then **Grant Manager/Assistant Grant Manager** for approval.

Please Note: If it is **not** a GO driven campus, the route will go to **HR Partner**, then **Grant Manager/Assistant Grant Manager** for approval.

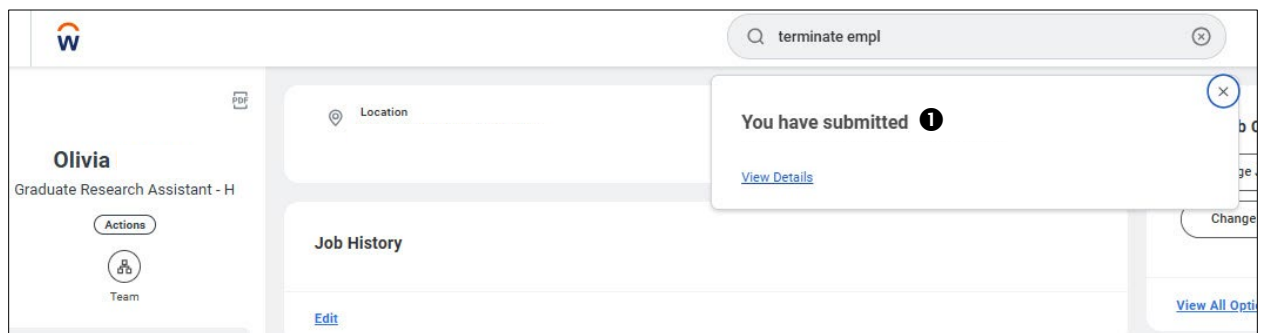


Figure 4