

## Termination Reasons and Final Paychecks

### Reasons for Voluntary Terminations

When an employee voluntarily resigns, ask them the reason they have decided to no longer work for the Company. When entering the termination in Workday, choose the reason below that best matches their explanation. If an employee stops showing up for work without explanation or notice, use the "Job Abandonment" reason.

Reason	Definition
Accepted Job Never Worked	<i>accepted offer but did not report to work</i>
Accepted Other Position	<i>accepted another job</i>
Dissatisfied With Hours	<i>unhappy with schedule or number of hours</i>
Dissatisfied With Job	<i>unhappy with job duties</i>
Dissatisfied With Location/Commute	<i>unhappy with distance/commute</i>
Dissatisfied With Management	<i>unhappy with management</i>
Dissatisfied With Pay	<i>unhappy with pay and/or benefits</i>
Job Abandonment	<i>no call, no show for multiple shifts or leaving work without permission</i>
Not available / other commitments	<i>not available to work scheduled hours due to outside commitments</i>
Personal Reasons	<i>resigned for personal/family reasons</i>
Relocation	<i>moved; relocated residence</i>
Resignation	<i>unable to determine or obtain reason for resignation</i>
Return to School	<i>returning to school</i>
Transportation Problems	<i>unable to secure transportation to/from work</i>

### Reasons for Involuntary Terminations

Choose a reason in this category when the employee is not voluntarily resigning.

Reason	Definition
Attendance	<i>excessive absenteeism or tardiness</i>
Dishonesty/Misconduct	<i>dishonesty or inappropriate behavior or conduct, including insubordination, cash shortages, falsification, unauthorized removal of Company property</i>
Failed/Refused Drug/Alcohol Test	<i>failed/refused to take drug or alcohol test</i>
Unsatisfactory Performance	<i>unable to successfully meet performance expectations of position</i>
Violation of Rules	<i>violation of established rules, guidelines, policies or laws</i>
Lack of Work - Reduced Hours	<i>reduction in scheduled hours / seasonal</i>

If You Work In:	Final Paycheck Must Be Received:
California, Colorado, Minnesota, Missouri, Nevada or Oregon	Immediately Upon Dismissal
Utah	Within 24 Hours
South Carolina	Within 48 Hours
New Mexico	Within 5 Days
Texas	Within 6 Days
Arizona	Sooner of 7 Days or Next Paycheck
All other states	Final Check May Be Paid on Next Payroll Date

**PLEASE CONTACT PAYROLL ASAP WITH EMPLOYEE HOURS UPON DISMISSAL.**