

Workday – MSS Terminations Quick Reference Guide



Managers	Initiate termination for your Part Time employees Note: Managers should NOT initiate for Full Time employees.
Regional Office HR Admins DTD Managers	Initiate termination for employees in your Region Initiate termination for DTD employees

Logging in at a store or shared company computer
Click the Workday icon on your desktop to get started:



Logging in anywhere else
Point your web browser to: <https://www.myworkday.com/tires>

Use your employee ID number to log in.

Forgot your password? Follow on-screen instructions if you need help signing in.

Request Termination

Termination Reasons:

For clarification on any of the available reasons, access a list of definitions from the link at the top right of the termination screen.



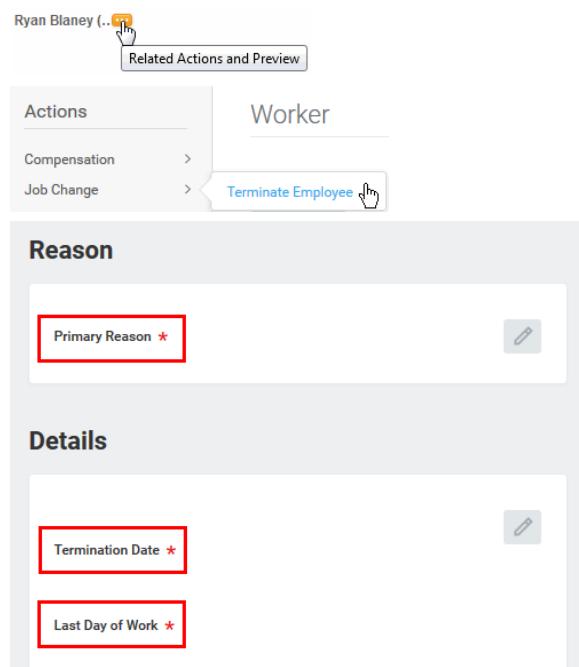
Termination Date:

Future dated terminations are not allowed.

Other fields:

Only complete the fields you are instructed to complete. Do **NOT** complete other fields on this screen.

1. From the Workday home page, click **My Team**.
2. Click **Related Actions** button next to employee name.
3. Select **Job Change > Terminate Employee**.
4. Click  to edit.
5. Click **Primary Reason**. Click Termination category, then click the specific Termination reason.
6. Enter **Termination Date**.
7. Update the **Last Day of Work** date, if it is different than Termination Date.
8. Click Submit.



Termination Approval

For Employee Type:	Termination Initiated by:	Approval Process:
Part Time Employees (Store, Maintenance, Warehouse)	Manager Regional Office HR Admin AVP	Regional Office HR Admin Automatically approved Automatically approved
Full Time Employees (Store, Maintenance, Warehouse)	Regional Office HR Admin	Automatically approved AVP and VP receive an email notification
DTD Employees	DTD Manager DTD Regional Office HR Admin	DTD Regional Office HR Admin Automatically approved
Regional Office Employees	Manager	Regional Administration Manager

NOTE: In some cases, final approval of the termination will route to your Corporate HR Partner.

Contact: Please contact your Regional Office with any questions or concerns.