

Workday - Voluntary Termination QRG

for Corporate Managers receiving voluntary resignations

Use your employee ID and Okta password to log in to Workday.

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



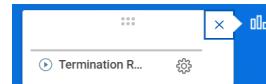
Upon Receipt of Resignation

1. Meet with the employee to discuss what prompted the resignation and explore opportunities for the employee's continued employment or confirm the resignation.
2. Initiate the termination in Workday as soon as the resignation is confirmed.
 - a. From the Workday home page, click **My Team Management**.
 - b. Click the **employee's name**.
 - c. Under the employee's name, click the **Actions** button > **Job Change** > **Terminate Employee**

Please Note: If an employee is leaving for military reasons, you must notify HR before submitting the termination. Do not use this QRG for Involuntary Terminations or Retirements.

Complete Voluntary Termination

1. If needed, click the icon on the top right of the page to view detailed explanations of termination reasons.



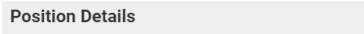
2. In the **Primary Reason** field, choose **Voluntary**, then choose the reason for the voluntary termination.

Reason
Primary Reason * Voluntary > reason for termination
Details
Termination Date * Last Day of Work * Pay Through Date *

3. Enter **Termination Date**.

**Last Day of Work and Pay Through Date will automatically populate. Do not update the default dates. The HR Generalist will update these dates as needed when the termination is finalized.*

4. Under Position Details, click the pencil icon



5. Check the box to Close Position



6. Click submit



Note: Recruiters and Generalists will be automatically notified of the termination via email. An exit interview questionnaire will be sent to the employee and a Generalist will schedule an exit interview meeting.

Additional Steps Needed

1. On the employee's last day, the Manager should collect all Discount Tire property in the employee's possession.
2. If the Manager needs extended access to the employee's accounts or computer beyond their last day, they must submit a ticket in [Service Now](#).

Contact: Please contact the Generalist Team at HR_General@discounttire.com with any questions or concerns.