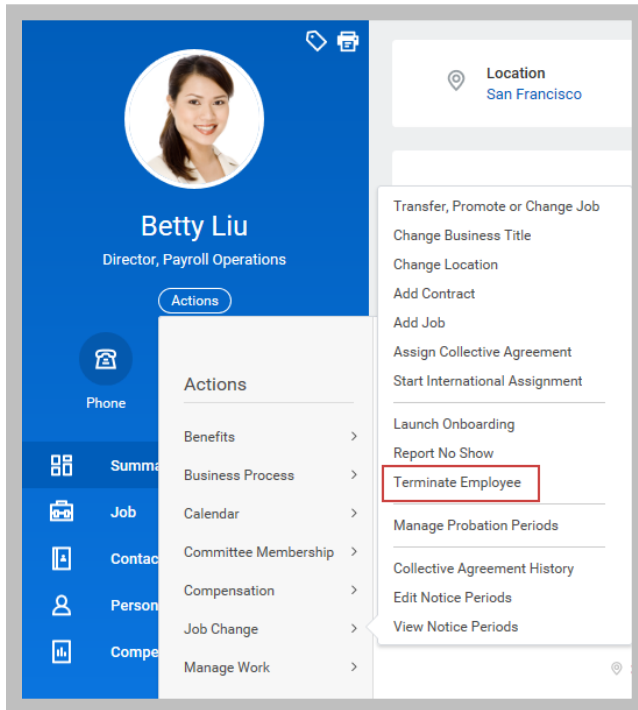


## TERMINATING AN EMPLOYEE

As a leader, you may have to terminate an employee after they have been asked to leave or have resigned.

From an employee's profile:

1. Select the **Actions** button. 
2. Select **Job Change > Terminate Employee** to display the Terminate Employee page.



3. Complete the required termination information. Here, you will enter a termination date and reason. The employee is still considered active until midnight on the termination date. If an employee is transferring to another role at MAHEC you will not process a termination.
4. Indicate whether the position is to be closed or available for overlap after this termination. ***\*\*Please note that, if you close a position in Workday, this action cannot be undone. Do not close a position unless you do not plan to backfill within the fiscal year\*\****
  - a. Position overlap allows a replacement worker to be hired into the same position before the current worker leaves. ***\*\*If you plan to backfill a position prior to an individual leaving you must indicate that the position is available for overlap.\*\****
5. Click **Submit** and the termination will go to HR to approve.
6. Please contact Human Resources if you have any questions about this process. All resignation letters should be sent to Ask.HR@mahec.net after the leader has received them.