Position Management and Terminations

Workday utilizes Position Management.
This means an open, approved position is required before you can hire, promote, transfer, or demote workers. An easy way to think of position management is to think of a big family dinner and all the chairs at the dining table. Everyone needs a chair to sit at the table. Chairs can be removed and added at any time, but everyone has to have a chair.

For terminations in Workday, a chair opens when someone leaves. The chair can be removed (closed) or be filled by someone else.
If we leave the chair open, a process automatically kicks off to the Recruiting team to let them know they need to fill it.

BEFORE YOU COMPLETE A TERMINATION PROCESS PLEASE COMPLETE THE FOLLOWING ACTIONS:

1. Notify Payroll of any additional payouts such as vacation and PTO
2. Notify Payroll if employment with the employee terming will overlap with another worker taking on that role
3. Submit and approve all open time sheet items prior to the term process being started. Payroll will not be able to complete their final pay cycle correctly if you do not complete this step!
4. The final check will go to the district on the Friday of the pay period they are paid out on.

TO TERMINATE AN EMPLOYEE

1. To terminate an employee, go to the My Team Worklet on your home page
2. Click Terminate
3. Complete the Position details section
4. DO NOT make any selections under the REGRETTABLE or ELGIBILITY tabs.
5. If you want to remove the chair, click the Close Position button.
6. If your employee is not leaving right away and, for example, they will be training a replacement, click the Overlap option. This lets the Recruiting team know that they need to find a replacement.
7. If for any reason an employee DOES NOT start work, advise your recruiter or payroll to rescind the hire as soon as possible.