



Termination Checklist

Departments must submit timely termination via Workday to remove inactive employees from payroll. The termination effective date is the last day the employee physically worked.

| Documents Required by HR-Records | All Employee Types |
|--|--------------------------|
| Workday-Job Change-End Job | <input type="checkbox"/> |
| Resignation Form or Resignation Letter <i>(required when Resignation is chosen as the termination reason)</i> | <input type="checkbox"/> |

Documents Required and Remain in Personnel File* (Do not send to HR)

| | |
|---|--------------------------|
| Employee Exit Checklist | <input type="checkbox"/> |
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*Contact your HR Business Center to determine the location of the personnel file for your unit.

Dismissal Ineligible for Rehire

Note: Prior to submitting a termination for OPS employees (non-student) with a designation of Dismissal, Ineligible for Rehire, contact your HR-Director within your Human Resources Business Center.

Resignation Ineligible for Rehire

For employee’s records being marked as resignation-ineligible for rehire due to **not providing two weeks’ notice**, the following process must be followed:

- 1) Resignation form must be completed and signed by the employee and supervisor and attached to the ePAF. **OR**
- 2) Resignation Documentation including a) employee’s intent to resign, b) copy of a certified letter issued by the department notifying the employee of their ineligible for rehire status, and c) copy of the mailing slip must be attached to the Job Change-End Job action in Workday