



## Termination Checklist

HRBC must submit timely termination actions via Workday. The termination effective date is the last day the employee physically worked.

### Actions or Documentation Required:

- HRBC processes End Job Action in Workday.
- [Resignation Form](#)/Letter/Email required when termination reason of resignation is selected.
- [Retirement Form](#)/Letter/Email required when termination reason of retirement is selected.
- [Employee Exit Checklist](#)- after the termination is processed, supervisor will receive a task to complete the exit checklist and attach to the Workday profile.

For additional information about processing terminations, please refer to the [End Job Actions Knowledge Article](#).

### Not Eligible for Rehire

#### Resignation

For employees' records being marked as resignation-not eligible for rehire due to **not providing the appropriate notice** as defined in the applicable [regulations](#)., complete the following process:

- Resignation form must be completed and signed by the employee and supervisor, acknowledging not eligible for rehire status, and attached to the end job action **OR**
- 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.

#### Other Not Eligible for Rehire Designations

Prior to submitting a termination with a designation of not eligible for rehire, contact your HR-Director within your Human Resources Business Center.