

Terminate an Employee

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PURPOSE

Use this process to terminate an employee who is leaving state service. **If an employee is transferring to another State agency, DO NOT use the Terminate Business Process. Instead, use the Job Change > Transfer Employee Business Process.**

LOG IN TO WORKDAY (EMPLOYEE WORK CENTER)

1. Log in to Workday (Employee Work Center) from this page, <http://link.nebraska.gov/>.
 - a. **If you have an @nebraska.gov email**, click the first link that says, “Log in with your @nebraska.gov email.” On the next screen, type your email address and your email address password.
 - b. **If you do NOT have an @nebraska.gov email**, click the second link that says, “Log in with your User Name / Workday password.” On the next screen, type your User Name and Workday password.
2. Click Sign In (or press Enter).

OVERLAP FEATURE

The Overlap feature can be used to hire a replacement employee into the same position as the current, soon-to-be-leaving, employee, whether she/he is leaving State Government, or is moving/transferring to a different position.

All of the following have to be true in order to use the Overlap feature:

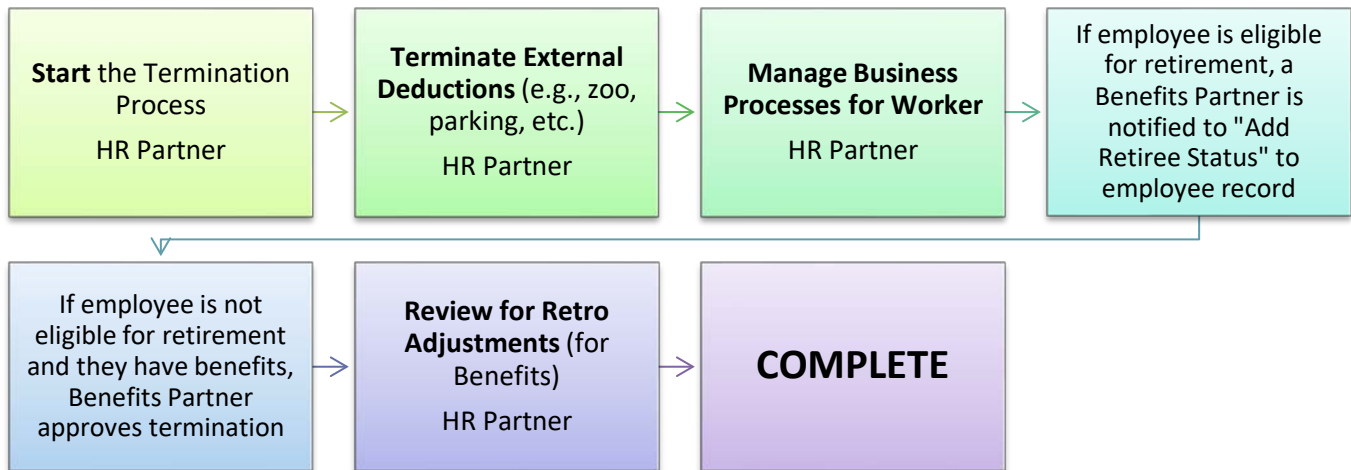
1. The termination date of the leaving employee (or moving employee) has not passed.
2. The effective date for the “hire/promotion/demotion/transfer” of the new person is before the termination date for the leaving employee.

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3. Both events are entered BEFORE the termination date of the leaving employee.

If the termination is not entered before the date the replacement starts, the overlap function will not be available. In that case, a temporary overlap position needs to be created to hire the replacement into until the current employee termination date has passed. Then the replacement employee can be transferred to the existing position and the temporary overlap position can be closed.

PROCESS FLOW



REQUIRED DOCUMENTATION

The following documents / information / knowledge is required to terminate an employee:

1. Employee Name or Employee ID.
2. Employee Age.
3. Whether or not the employee has benefits.
4. Effective Date of the termination.
5. Reason for Termination.
6. Last Day of Work.
7. Retro Adjustment for Benefits (if applicable).

WHEN TO ENTER A TERMINATION IN WORKDAY

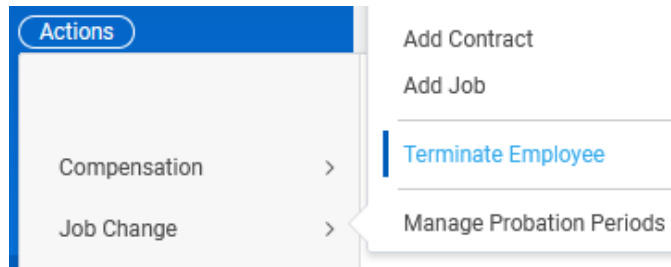
Terminations are entered into Workday as soon as possible. This allows the overlap function to be available for replacement hires.

Additionally, when the termination feeds over to Payroll & Financial Center, PFC allows thirty (30) calendar days from the termination effective date to do final payouts (e.g., vacation or sick leave).

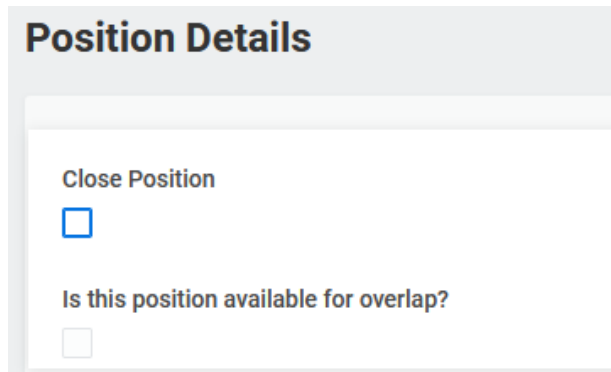
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TERMINATE AN EMPLOYEE

1. Search for the employee, using her/his name or employee ID. Select the item that has Employee as the type.
2. Click Actions, and then go to and click on Job Change → Terminate Employee.



3. Complete the following fields (* Fields marked with an asterisk are required):
 - a. Reason
 - (1) Primary Reason * – Select from the options in the list:
 - (2) Secondary Reason – Use this field to list an additional reason for the termination, IF needed.
 - (3) Local Termination Reason – **Do not use this field.**
 - b. Details
 - (1) Termination Date * – Effective date of the termination.
 - (2) Last Day of Work * – Auto-populates based on the termination date entered above.
 - (3) Pay Through Date * – Auto-populates based on the termination date entered above.
 - (4) Resignation Date – The date the employee submitted her/his resignation.
 - c. Position Details
 - (1) Close Position – check this box ONLY if you do not plan to use the position again. Once closed, a position cannot be reopened by the agency HR Partner. You would have to create a new position to replace it.



- (2) Is this position available for overlap? – check this box to be able to hire a replacement before the current employee leaves. See the [Overlap Feature section](#) at the beginning of this document.
 - d. Attachments – Attach any relevant documents here.
4. Select one of the following:
 - a. Submit
 - b. Save for Later (not recommended)
 - c. Cancel

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TERMINATE EXTERNAL DEDUCTIONS

1. If the employee has external deductions (e.g., Parking, Combined Campaign, Zoo), those deductions need to have an End Date added on that Deduction in Workday.
2. Click the To Do button, and then click Submit.

This is a To Do; the system does not automatically open the screen where changes need to be made. If the employee has external deductions to be stopped, follow the instructions below:

- a. Click Actions on the employee record, then click Payroll Interface > Maintain Input.
- b. On the next screen, click OK.
- c. On the next screen, enter an End Date for each external deduction listed, and then click OK.
 - a. **DO NOT** click the X to delete the deduction. Deleting the deduction from Workday does not delete it in Payroll & Financial Center; the result is that this deduction continues on payroll but is no longer “active” in Workday.

MANAGE BUSINESS PROCESSES FOR WORKER

- 1) If the terminated employee has unfinished items in her/his inbox, they need to be reassigned to someone with the security access to complete or cancel the process. For example, if it is an HR-related item, select an agency HR Partner. If it is a Benefits-related item, select from the list of Benefits Partners.
- 2) Click Open.
- 3) Click Submit.
 - a) If the terminated employee does not have any unfinished items in the Inbox, this item will not display.
 - b) If the terminated employee has Inbox Items Assigned to Worker, or Business Processes about the Worker, or Delegations to the Worker, you will see a page that shows those three tabs.
 - c) Click each tab, and disseminate, as appropriate.
 - i) Inbox Items Assigned to Worker
 - (1) For each item in the person's inbox, either reassign or cancel that action. In MOST cases, Cancel is NOT the correct Action. The type of action determines what is to be selected. In the Action column, click the prompt to select either reassign or cancel. In most cases, the only option is to reassign.
 - (2) If you click reassign, go to the Reassign To prompt, and select an appropriate person. Type HR Partner in that box and press enter; it will populate with the names of the people to whom the task can be reassigned. Else, type part of a name in the Reassign To box, and then press enter; this should populate that box with the specific person's name.
 - ii) Business Processes about the Worker
 - (1) Click Cancel (in the left column) for each item, then click Submit.
 - iii) Delegations to the Worker
 - (1) This does not occur very often. If you see that someone has tasks that have been delegated to her/him, please contact Loraine Epperly or Chase Olson.

REVIEW FOR RETRO ADJUSTMENTS

1. Determine whether or not adjustments need to be made to benefit premiums or external deduction amounts on remaining paychecks. Those adjustments are made in the Payroll & Financial Center.

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ELIGIBLE FOR RETIREMENT – EMPLOYEES OVER 55 BUT UNDER 65

1. If the employee is eligible for retirement, AND, has been paying into Retirement, the process moves to the Benefits Partner/Retiree Partner to add the retiree status to the employee record.
2. If the employee is not eligible for retirement AND there is an effect on employee's benefits, the process moves to the Benefits Partner to approve the termination.
3. If the employee is not eligible for retirement and does not have benefits, the process is done.

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk assists with the following programs:

- Workday
- The Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234