



STATEWIDE PERSONNEL
— S Y S T E M —

**Terminate an Employee
(for HR Coordinators)**

December 2024



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Terminate Employee Business Process

Process Overview

The process steps in the Termination business process are listed in the table below.

#	Process Steps	Role	Description
1	Initiate Termination	HR Coordinator	Specify employee, termination reason, date of termination, etc.
2	Agency Approvals	Appointing Authority Partner	Agency approval of termination request
		Budget and Finance Partner	Agency budget approval for termination request.
3	To Dos: Security	HR Coordinator HR Partner	Review the security role of the position and outside of Workday, fill out the Application & Authority for OPSB System Access (if applicable).
		Security Administrator	Remove user-based security groups (if applicable)
		HR Coordinator	Assign roles to another worker
4	To Dos: Manage Business Processes Assigned for a Worker	HR Coordinator	Route assigned tasks to another worker.
5	Update Retiree Status	Retiree Partner	Add/Update retiree status (if applicable)
6	To Dos: Payroll	Payroll Partner	Request severance payout and/or final leave payout (if applicable)
			Process final paycheck
7	Terminate User Account	Workday System	Terminate user Workday account

NOTE: Routing is based on the reason selected when initiating the business process.

Events and Reasons

The table below includes valid voluntary and involuntary reasons that a manager can terminate an employee.

You must always select a primary reason. Secondary reasons are generally entered for informational purposes.

Table 1 – Termination Primary Reasons

Event	Reason
Termination (Primary Reasons - Voluntary)	Resignation in Lieu of Termination
	Resignation Without Proper Notice
	Resigned for Military Service
	Resignation State Service *
	Transfer to a non-SPMS Agency
	Retired
Termination (Primary Reasons - Involuntary)	Terminated
	Terminated on Probation
	Terminated with Prejudice
	Contract Expired *
	Deceased *
	End of Temporary Employment *
	New Hire – No Show *
	New Hire – Declined Offer After Acceptance *
	Leave Without Pay (Medical, Military, Personal)
	Laid Off From Allocated Position
	Position Abolished

NOTE: An asterisk (*) indicates a reason for which a manager can initiate a termination.

Table 2 – Termination Secondary Reasons

Event	Reason
Termination (Secondary Reasons)	Accepted Another Job*
	Best Interest of the State
	Continuing Education*
	Insufficient Salary*
	Job Affiliated with a Union*
	Job Location*
	Job Not Affiliated with a Union*
	Lack of Career Path with Job*
	Lack of Parking at Job Location*
	Lack of Tuition Assistance*
	Military Obligation*
	Personal Reasons*
	Relocating Outside of Area*
	Unable or Unwilling to Perform All Job Duties*
Unsatisfactory Report of Service	

NOTE: An asterisk (*) indicates a reason for which a manager can initiate a termination.



Information: Approval is required for termination processes.

The designated Appointing Authority approves the following termination reasons:

- *Laid Off from Allocated Position*
- *LWOP-Medical*
- *LWOP-Military*
- *LWOP-Personal*
- *Position Abolished*
- *Terminated*
- *Terminated On Probation*
- *Terminated With Prejudice*
- *Resignation in Lieu of Termination*
- *Resignation Without Proper Notice*

The designated Budget and Finance Partner approves the following termination reasons:

- *Laid Off from Allocated Position*
- *Position Abolished*

Before you begin...

You will need the following information to complete the Termination business process.

- Terminated Employee Name or Employee ID Number
- Termination Date
- Reason for Termination
- Last Day of Work
- Pay Through Date

Procedure: Terminate Employee

Use this procedure to enter and submit an employee termination in Workday.

IMPORTANT:

- All employee timesheets should be submitted and approved prior to the termination date. Timesheets should include any time off taken.
- If there is going to be a position overlap:
 - The termination must be processed in advance of the termination date.
 - The overlap hire (employee assuming the position) must be processed in advance of the termination date.
- The effective date of contractual employee terminations should be the last day of work

The screenshots used in this guide show a future change from Inbox to My Task Box. This will be a change effective March 2024.

Procedure:

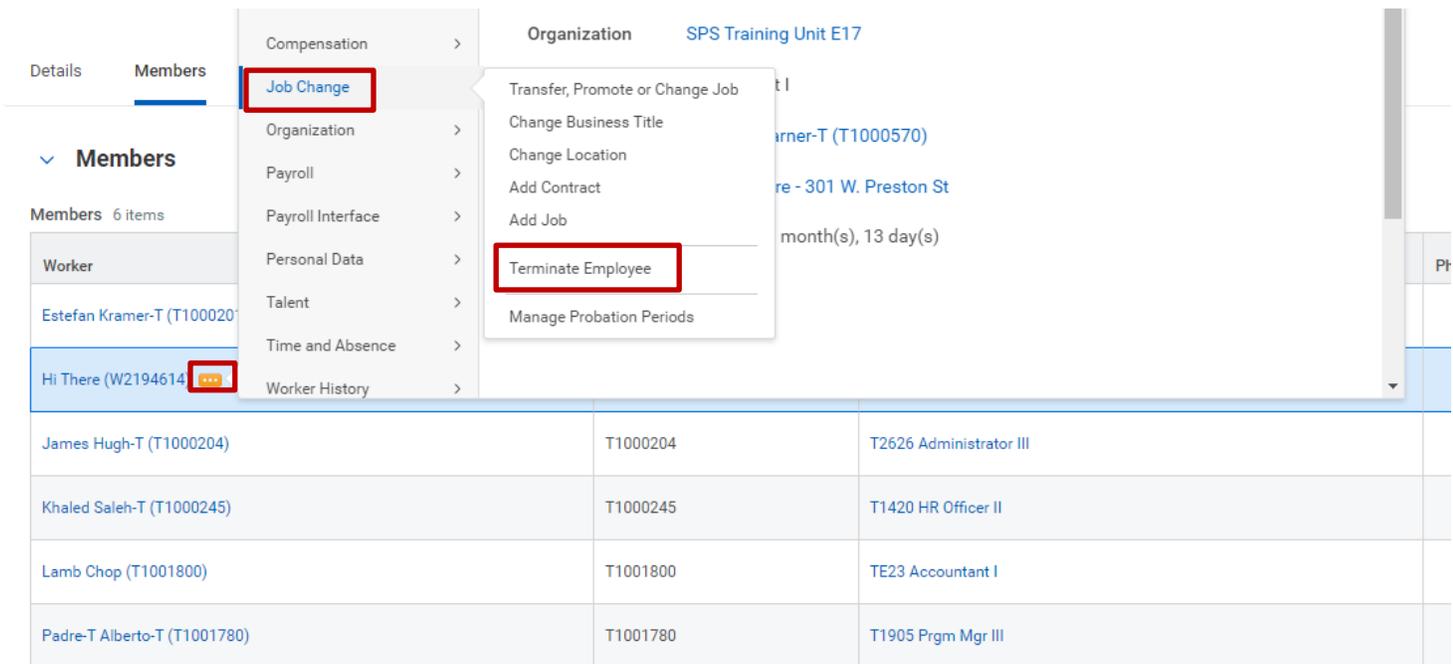
1. Navigate to the employee that will be terminating.



Tip: To find an employee...

- Type the employee's name or employee ID in the **Search** field. Then, click the **Search** icon,
- Find the employee in their assigned Supervisory Organization on the **Members** tab. OR
- Go to the employee's profile

2. Click the Related Actions and Preview icon next to (or beneath) the employee's name.
3. In the drop down menu, hover over Job Change and then click Terminate Employee.



Organization		SPS Training Unit E17
James Hugh-T (T1000204)	T1000204	T2626 Administrator III
Khaled Saleh-T (T1000245)	T1000245	T1420 HR Officer II
Lamb Chop (T1001800)	T1001800	TE23 Accountant I
Padre-T Alberto-T (T1001780)	T1001780	T1905 Prgm Mgr III

Terminate Employee

4. In the **Primary Reason** field, use the prompt  to select the reason for termination.



Information: Any former terminated employee that has a termination anywhere in their Workday history with the **Primary Termination Reason: *Involuntary > Terminated with Prejudice*** will be found on the Pre-Offer Check Website/Report (POC) and in JobAps as MS106P.

Terminate Employee TE25 Accountant I ... Hi There (W2194614) ...

Reason

Primary Reason * 

Secondary Reasons

Notice Period

Notification Date 

Notice Period

Recommended Termination Date

5. A secondary reason may be required. If applicable, use the prompt  to select a secondary reason for termination in the **Secondary Reason** field.

6. In the Details section, click the Edit icon to complete the fields.

Details

↩ ✓

Termination Date *
02/13/2024 

Last Day of Work *
02/13/2024 

Pay Through Date *
03/19/2024 

Resignation Date
MM/DD/YYYY 

Regrettable

7. Enter the dates on the Terminate Employee page based on the criteria below. **Note:** Refer to the **Workday Termination Reference** table on page 9 for examples



Note: Remember that a retiree's termination date must be on the last day of the month for their benefits to be effective immediately.



Terminate Employee: Date Guide

#	Date Field	Description
1	Termination Date	<ul style="list-style-type: none"> • Mandatory Field. • This is the effective date of the termination event. • This field is mandatory and should reflect the employee's last day in the position, which would include work time and the use of paid leave. • The termination is assumed to take effect at the end of the workday. • The Termination Date for an employee retiring directly from employment should reflect the last day of the month, and the retirement date would reflect the first day of the following month.
2	Last Day of Work	<ul style="list-style-type: none"> • Mandatory Field. • This date should be the same as the Termination Date. • This date will auto populate after the Termination Date is entered and should not be changed. • The last day of work may include the last physical day at work or the last day on paid leave as an active employee, whichever is later.
3	Pay Through Date	<ul style="list-style-type: none"> • Mandatory Field. Allows employee to be remain on payroll CPB. • This date is used to remove the employee from Payroll; Reflects the date the employee will be removed from the State's payroll. • Allows the processing of pay/time card corrections prior to the final payments. • Must be two full pay periods after the Termination Date; should always be the pay period end date of the pay period. • Will not prevent the agency from recruiting activities for the vacant position. <p>Note: Workday will calculate what is owed the employee for accrued/earned leave based on COMAR. This will be automatically paid out to the employee on the first pay date following the Pay Through Date.</p>
4	Resignation Date	<ul style="list-style-type: none"> • Optional Field. The Resignation Date applies to voluntary terminations only. • This is the date the employee submitted their notice of resignation. • This information may be useful in situations that involve employee relations activities.



Title: Terminate Employee
Role(s): HR Coordinator
Functional Area: Staffing

Workday Termination Date Reference				
Dates (System date fields in bold)	Scenario Employee Resigned: 2/2/2024 Last day in the office: 2/20/24 Leave: No leave taken	Scenario Employee Resigned: 1/26/2024 Last day in the office: 2/9/2024 Leave: 2/12/2024 – 2/20/2024	Scenario Retirement Submitted: 2/3/2024 Retirement Date: 3/1/2024 Last day in the office: 2/29/2024 Leave: No leave taken	Scenario Retirement Submitted: 2/3/2024 Retirement Date: 3/1/2024 Last day in the office: 2/9/2024 Leave: 2/12/2024 – 2/29/2024
Resignation Date	February 2, 2024	January 26, 2024	February 2, 2024	February 2, 2024
Timesheets approved by	February 20, 2024	February 20, 2024	February 29, 2024	February 29, 2024
Termination Date	February 20, 2024	February 20, 2024	February 29, 2024	February 29, 2024
Last Day of Work	February 20, 2024	February 20, 2024	February 29, 2024	February 29, 2024
Pay Through Date	March 19, 2024	March 19, 2024	April 2, 2024	April 2, 2024
Final Payout Pay Date	March 27, 2024	March 27, 2024	April 10, 2024	April 10, 2024
Retirement Date	N/A	N/A	March 1, 2024	March 1, 2024

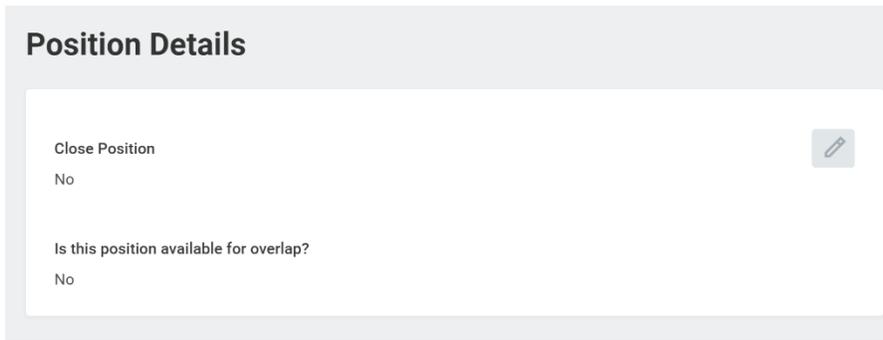
8. Do not enter any information into the *Regrettable* or *Eligibility* prompts for any reason.

Regrettable

Regrettable
✎

Eligibility

Eligible for Rehire
✎



Position Details

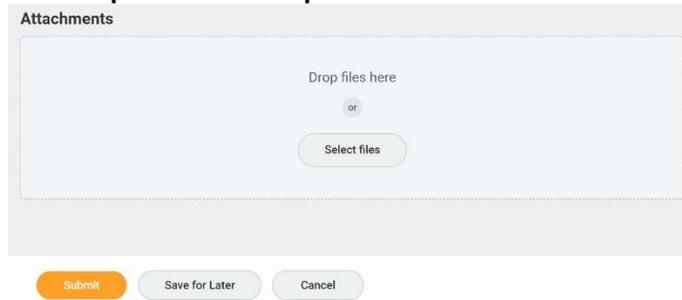
Close Position

No

Is this position available for overlap?

No

9. In the "Position Details" section, you may overlap the position if appropriate.
NOTE: This checkbox is only active when the Termination Date entered is in the future.
*****Do not close the position in this process.*****



Attachments

Drop files here

or

Select files

Submit Save for Later Cancel

10. If applicable, attach the appropriate documents in the Attachments section at the bottom of the transaction screen.

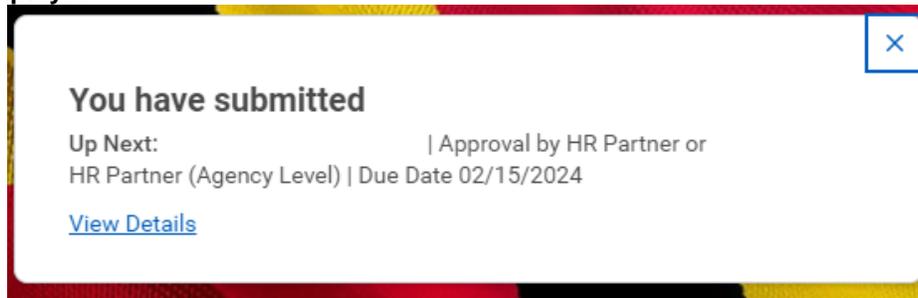
NOTE: All termination related documents must be uploaded into Workday, either in the Attachments section of the termination event or under Personal Documents for the employee. Termination related documents may include a resignation letter, disciplinary action form, Unsatisfactory Report of Service form (MS-106 form), termination memo, etc.

11. Click the  button. This will submit the termination and route to the next step in workflow.



Information: The termination will be routed for approval. Additional tasks (e.g. To Dos are completed and will appear in the HR Coordinator's My Task box. Refer to the [Process Overview](#) for details.

Terminate Employee



12. Review the next step in the process and then do one of the following:
13. Click the grey button in the **Up Next** section if there is another task for you to complete in the process.
14. The System Task is complete.



Information: If the termination reason is retirement, the transaction will be routed to the HRC and Retiree Partner to be completed. You should navigate back to your My Task box to complete this step.



Title: Terminate Employee
Role(s): HR Coordinator
Functional Area: Staffing

Procedure: Terminating a Retiring Employee

If Retirement is selected as the termination reason, there will be an “Add Retiree Status” task in the My Task box of the HRC and Retiree Partner to be completed, after the termination is approved.

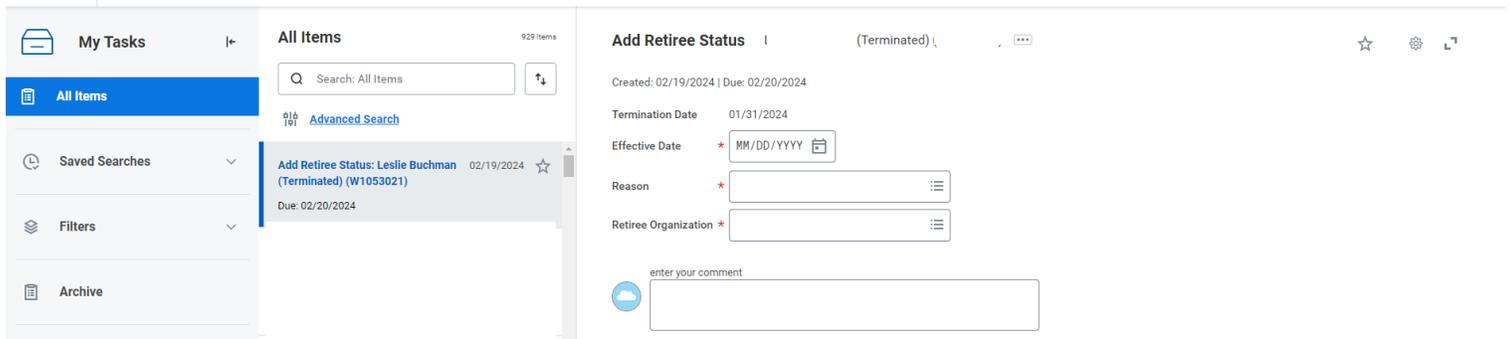
The screenshots used in this guide show a future change from Inbox to My Task Box. This will be a change effective March 2024.

Procedure:

1. Click the **My Tasks**  icon.



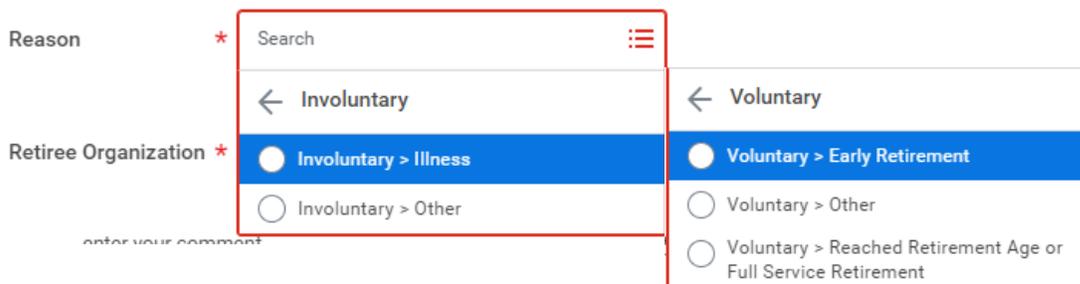
Information: This task will appear in the “All Items” box or in Archive under the overall “Terminate” business process, as an open item in the *My Actions* tab.



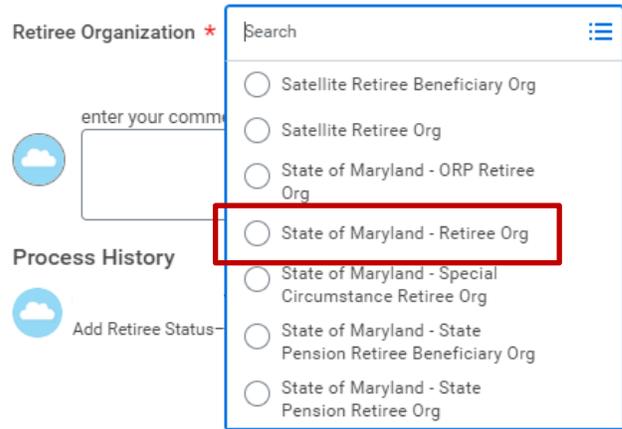
2. Expand the task to full screen and navigate through the prompts to complete with the correct information.
 1. Remember that a retiree’s termination date must be on the last day of the month for their benefits to be effective immediately, so The *Effective Date* needs to be the first of the month following the term date.



2. Choose the correct retirement reason (*select from Involuntary or Voluntary drop down*):



3. Selecting the correct Retiree Org is important. It should be "**State of Maryland - Retiree Org**". (EBD will move them from this group if necessary.)



The screenshot shows a web form with a dropdown menu for 'Retiree Organization'. The dropdown is open, displaying a list of options. The option 'State of Maryland - Retiree Org' is highlighted with a red rectangular box. Other options include 'Satellite Retiree Beneficiary Org', 'Satellite Retiree Org', 'State of Maryland - ORP Retiree Org', 'State of Maryland - Special Circumstance Retiree Org', 'State of Maryland - State Pension Retiree Beneficiary Org', and 'State of Maryland - State Pension Retiree Org'. The form also includes a 'Process History' section with a 'Add Retiree Status' button and a 'Submit' button.

3. Hit the submit  button. The System Task is complete.

******Retiree Reminders:**

- To retire, the employee must terminate from ALL positions.
- A retired employee may not be rehired into State service for at least 45 days after termination.

Procedure: End Additional Job

Use this procedure to remove employee from the additional job as identified in the system.

As a reminder, you may only use the "End Addition Job" process if the position is shown with a (+) next to it in the Workday system. If it is not, you may need to process a Primary Job Switch transaction.

*The screenshots used in this guide show a future change from **Inbox** to **My Task Box**. This will be a change effective March 2024.*

Procedure:

1. Search for the employee.

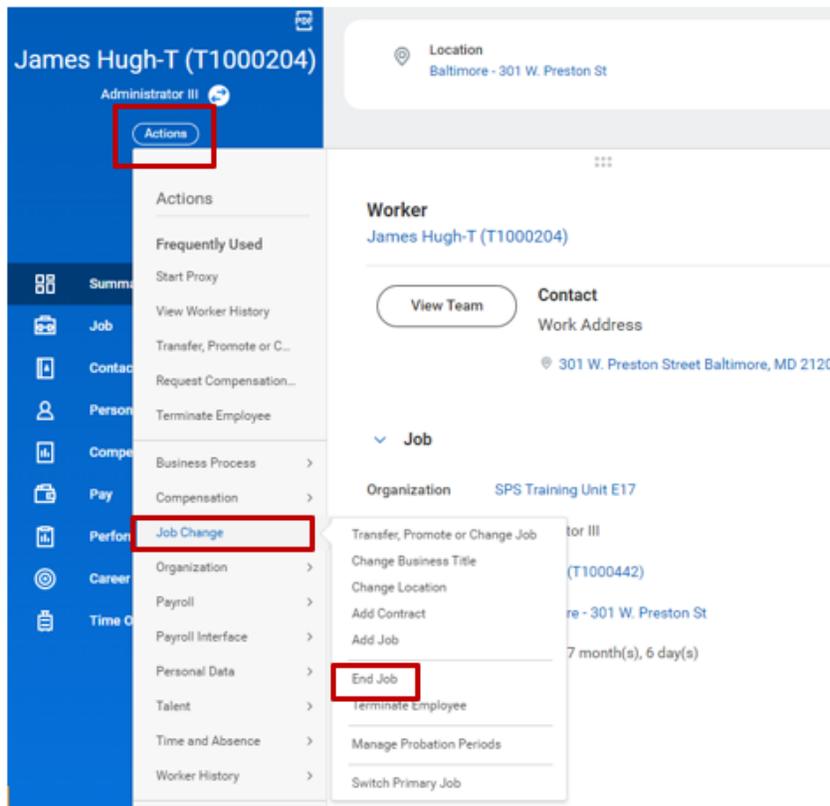


Tip: To find an employee...

- Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon, OR
- Find the employee in their assigned Supervisory Organization on the **Members** tab.

2. Click the Related Actions and Preview icon next to the employee's name, then Job Change, and select "End Job".

Actions



The screenshot shows the Workday interface for an employee named James Hugh-T (T1000204), Administrator III. The 'Actions' menu is open, and the 'Job Change' option is highlighted. Within the 'Job Change' sub-menu, the 'End Job' option is also highlighted. The employee's location is listed as Baltimore - 301 W. Preston St, and their organization is SPS Training Unit E17.



Title: Terminate Employee
Role(s): HR Coordinator
Functional Area: Staffing

3. In the prompt, Identify the job to be ended (needs to be an additional job) and hit the **OK** button.

End Job

Employee * James Hugh-T (T1000204)

Job * Search

- Additional Jobs >
- Primary Job >

4. Complete the prompts with accurate information including the Pay Through Date under "Additional Information". Attach any documents needed and then hit the **Submit** button.

NOTE: All termination related documents must be uploaded into Workday, either in the Attachments section of the termination event or under Personal Documents for the employee. Termination related documents may include a resignation letter, disciplinary action form, Unsatisfactory Report of Service form (MS-106 form), termination memo, etc.

End Job Lamb Chop (T1001800) THRE74 Accountant II - Lamb Chop (T1001800) (+)

Supervisory Organization SPS Training Division E

End Date * 02/03/2022

Reason * End Additional Employee Job >
Voluntary - Other

Close Position

Is this position available for overlap?

Additional Information

Last Day of Work * 02/03/2022

Pay Through Date 03/15/2022

Notify By 02/03/2022

enter your comment

Attachments

Drop files here
or
Select files

Submit Save for Later Cancel

5. You will receive a system confirmation and a task for "Manage Business Processes for Worker" in your My Tasks box. Complete the rest of the employee's off boarding processes from the My Tasks box.

6. The System Task is complete.



Title: Terminate Employee
Role(s): HR Coordinator
Functional Area: Staffing

Procedure: Remove User-Based Security Group Assignments

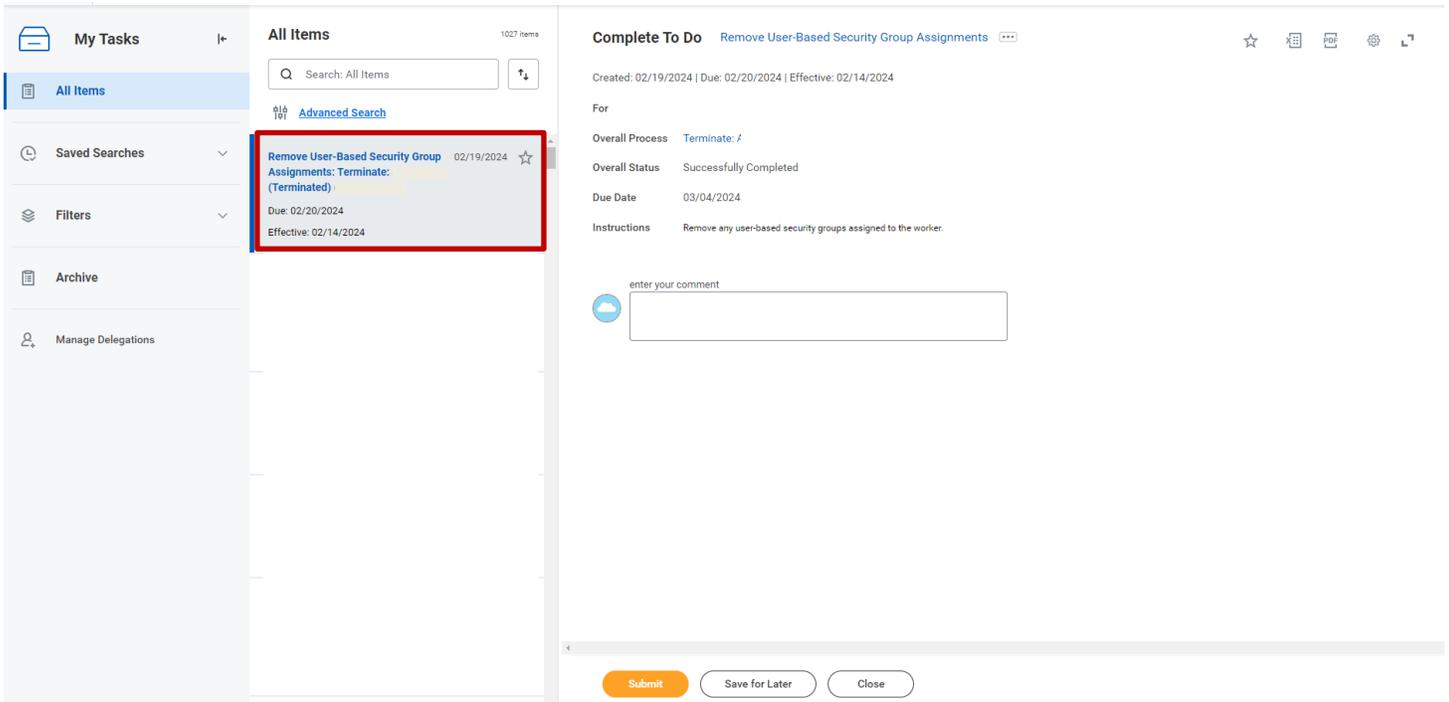
Use this procedure to review and mark the “Remove User Based Security Group Assignments” task complete.

A reminder to evaluate the terminated employee’s user-based role assignments may also appear in the HR Coordinator’s My Tasks box. The user-based role assignments (such as an administrator) for the terminated worker need to be evaluated, if applicable. An OPSB System Access form should be submitted to shared.services@maryland.gov to add, delete or change role assignments.

The screenshots used in this guide show a future change from Inbox to My Task Box. This will be a change effective March 2024.

Procedure:

1. Click the **My Tasks**  icon.
2. Locate and select the *Remove User-Based Security Group Assignments To Do* for the employee.
3. Click on the arrow  icon to expand the screen.



The screenshot displays the 'My Tasks' interface. On the left, a sidebar contains 'All Items', 'Saved Searches', 'Filters', 'Archive', and 'Manage Delegations'. The main area shows a list of tasks under 'All Items' (1027 items). A task titled 'Remove User-Based Security Group Assignments: Terminate (Terminated)' is highlighted with a red box. The task details on the right include: 'Created: 02/19/2024 | Due: 02/20/2024 | Effective: 02/14/2024', 'Overall Process: Terminate: /', 'Overall Status: Successfully Completed', 'Due Date: 03/04/2024', and 'Instructions: Remove any user-based security groups assigned to the worker.' At the bottom, there is a comment field and three buttons: 'Submit' (highlighted in orange), 'Save for Later', and 'Close'.

4. Read the instructions and then click the **Submit**  button.



Information: The roles for the terminated worker need to be evaluated and reassigned to another worker, if applicable. An OPSB System Access form should be submitted to shared.services@maryland.gov to add, delete or change role assignments.

5. The System Task is complete.



Title: Terminate Employee
Role(s): HR Coordinator
Functional Area: Staffing

Procedure: Manage Business Processes for Worker

Use this procedure to cancel or reassign pending tasks for a worker that is leaving. This task appears in the HR Coordinators My Tasks box when an employee leaves a position (e.g., after a termination is approved in the system) and has tasks awaiting action.

The screenshots used in this guide show a future change from Inbox to My Task Box. This will be a change effective March 2024.

Procedure:

1. Click the **My Tasks**  icon.
2. Locate and select the *Manager Business Processes for Worker* task for the terminated employee.
3. Click on the arrow  icon to expand the screen

6. Identify any tasks in this employee's My Task box that should be reassigned to a current employee.
7. You can choose from the "Action" drop down menu to cancel or reassign the task.

Task	Business Process	Assigned To	Action	Reassign To	Subject	Due Date	Date Received	Comment
Open	Benefit Change - New Hire : Hi There (Terminated) (W2194614) on 01/31/2024	1	<div style="border: 1px solid red; padding: 2px;"> <input type="text" value="Search"/> </div>		Hi There (Terminated) (W2194614)		02/13/2024 02:02:55:642 PM	<input type="text"/>
Open	Contact Change: Hi There (Terminated) (W2194614)	1	<div style="border: 1px solid blue; padding: 2px;"> <input type="radio"/> Cancel <input type="radio"/> Reassign </div>		Hi There (Terminated) (W2194614)		02/13/2024 02:02:55:642 PM	<input type="text"/>
Open	Onboarding for Hi There (W2194614)	1	<input type="text"/>		Onboarding for Hi There (W2194614)		02/13/2024 02:02:55:642 PM	<input type="text"/>

8. Use the prompt to select the employee to reassign the task to and add a comment if necessary.
9. Click the **Submit**  button.
10. The System Task is complete.

Procedure: Assign Roles to Worker

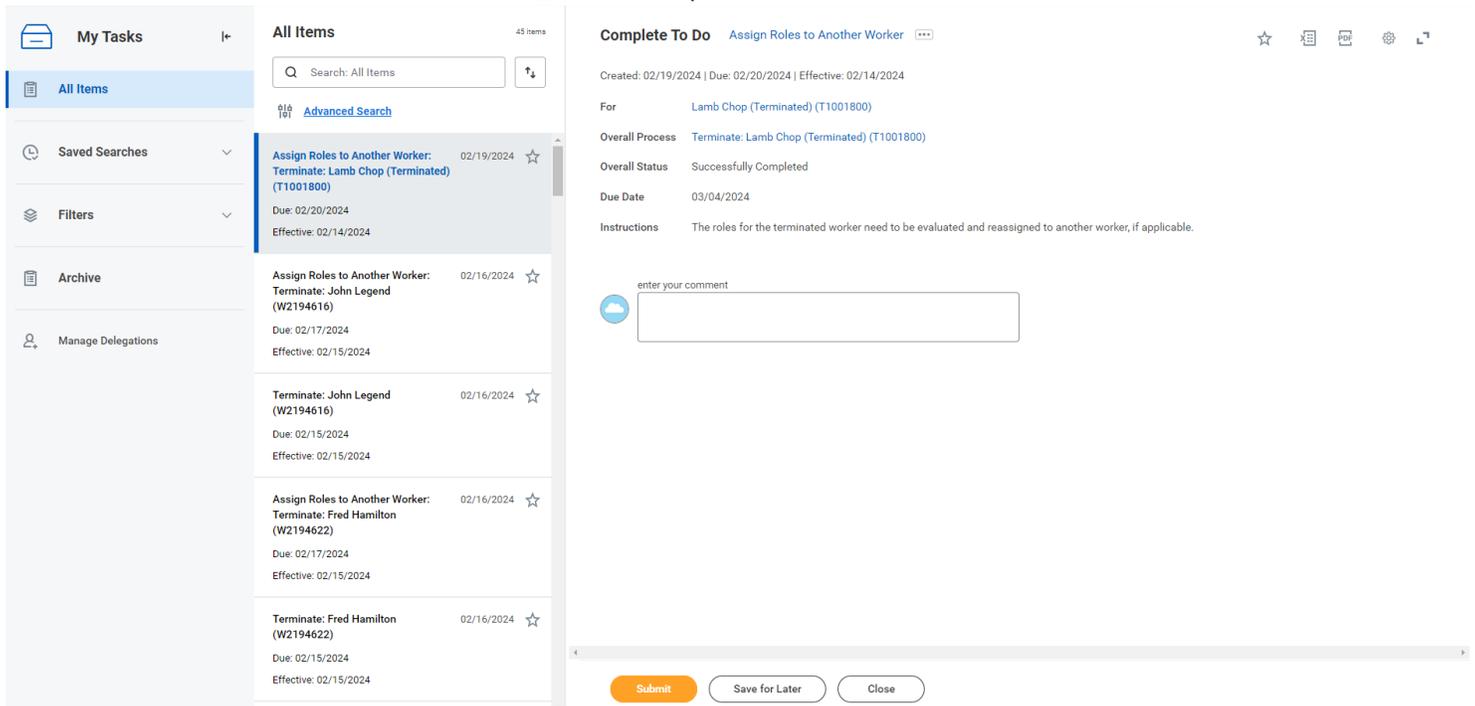
Use this procedure to review and mark the “Assign Roles to Another Worker” task complete.

The Assign Roles to Worker task is a “To Do” that displays when a worker leaves a position. When a worker leaves a job, you may need to assign that worker’s roles to another worker. The roles for the terminated worker need to be evaluated and reassigned to another worker, if applicable. An OPSB System Access form should be submitted to shared.services@maryland.gov to add, delete or change role assignments.

*The screenshots used in this guide show a future change from **Inbox** to **My Task Box**. This will be a change effective March 2024.*

Procedure:

4. Click the **My Tasks**  icon.
5. Locate and select the *Assign Roles to Another Worker* To Do, followed by the name of the employee.
6. Click on the arrow  icon to expand the screen



The screenshot displays the 'My Tasks' interface. On the left is a navigation sidebar with options: My Tasks, All Items, Saved Searches, Filters, Archive, and Manage Delegations. The main area shows a list of tasks under the 'All Items' tab. The selected task is 'Assign Roles to Another Worker: Terminate: Lamb Chop (Terminated) (T1001800)'. The task details on the right include: Created: 02/19/2024 | Due: 02/20/2024 | Effective: 02/14/2024; For: Lamb Chop (Terminated) (T1001800); Overall Process: Terminate: Lamb Chop (Terminated) (T1001800); Overall Status: Successfully Completed; Due Date: 03/04/2024; Instructions: The roles for the terminated worker need to be evaluated and reassigned to another worker, if applicable. There is a comment input field and buttons for Submit, Save for Later, and Close.

11. On the All Items tab, click the “Assign Roles to Worker” task for the terminated employee.

12. Read the instructions and then click the **Submit**  button.



Information: The roles for the terminated worker need to be evaluated and reassigned to another worker, if applicable. An OPSB System Access form should be submitted to shared.services@maryland.gov to add, delete or change role assignments.

13. The System Task is complete.