

SPS TERMINATION INSTRUCTIONS FOR VOLUNTARY SEPARATION PROGRAM (VSP)

SPMS agencies and Non-SPMS agencies will follow the same termination process that they have been using in Workday for these VSP terminations. However, a new Secondary Reason has been added to Workday in order to track these employees and their benefits. Please review the following steps before starting a VSP Termination in Workday. No other dates or reasons should be used for these terminations. Additionally, these positions are not available for Overlaps.

- The **Effective Date** of the VSP Terminations will be **Tuesday, April 28, 2015**.

Please select this specific date for the **Termination Date** field. This will fill in the appropriate dates on the rest of the process page.

- The **Primary Reason** for these terminations will be:
Voluntary-Resigned State Service, or
Voluntary-Retired

Please select one of these Primary Reasons above for the **REASON** field on the termination process page.

- The position will be **Closed or Abolished** as this employee is terminated from the position.

Please select the **CLOSE** check box to close this position during this process. This will not affect the employee's payout or benefits.

- The **Secondary Reason** for all VSP Terminations will be:
Voluntary Separation Program (VSP)

Please select this Secondary Reason above for the **SECONDARY REASON** field on the termination process page.

See the tables below to review the Primary and Secondary Reasons. You may also use the SPS *Terminate an Employee Job Aid* on the SPS website for the general termination process.

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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. However, disciplinary termination reasons marked with a caret (^) require a secondary reason. When you select one of these primary reasons, you must also select the "Unsatisfactory Report of Service" secondary reason. Primary and secondary reasons are listed in the tables below.

Table 1 – Termination Primary Reasons

Event	Reason
Termination (Primary Reasons - Voluntary)	Resignation in Lieu of Termination*
	Resignation Without Proper Notice*
	Resigned for Military Service*
	Resigned 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	

NEW EVENT REASON

Termination (Secondary Reasons)	Voluntary Separation Program (VSP)
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