

Managers: Termination of Employment

WHAT IS A TERMINATION?

“Termination” is when an employee is leaving Geisinger. **This is not when they are leaving your department to go to another department.**

Terminations may be voluntary resignations or involuntary conclusion. For more information, please discuss with your HR Partner.



Note: Timely terminations are extremely important! As soon as you are made aware of the employee’s intention to leave, please submit the Terminate action.

If you need to ‘terminate’ a contingent worker, please use the [End Contingent Worker Contract](#) process.

SUBMITTING A TERMINATION

INITIATING A TERMINATION



My Team Management

1. Click the **My Team Management** application to start.
2. Under **Staffing Actions: End** select **Terminate**.
3. Click the  icon and select **My Team**.
4. Select employee to terminate and click **OK**.



Note: If your employee [submitted their resignation](#) in Workday, you may get an **inbox task** instead of steps 1 through 4.



6. Select the **Termination Date**.
7. Confirm the **Last Day of Work** date. This automatically populates from the Termination Date. This is the last physical day worked.
8. Confirm the **Pay Through Date**. This automatically populates from the Termination Date.
9. In the **Eligible for Rehire** section select **Yes** (Eligible) or **No** (Not Eligible). For more information check out [this HR policy](#).

For Full & Part Time Employees, you may get these two options:



Position Details

Close Position

No

Is this position available for overlap?

No

Close Position: If you intend to backfill this position, leave the checkbox **unchecked (No)**. If you are not backfilling and no longer need the position, **check the box (Yes)**.

Is this position available for overlap: If you are backfilling, **check the box (Yes)**. For more information, check out [this job aid](#).

10. Click **Submit**.

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WHAT HAPPENS NEXT?

1. You may receive a **Questionnaire** as the next step. Click the grey **Complete Questionnaire** button to open and respond to the questions. This helps document more details related to the employee's termination. Click **Submit** when finished.

2. You may get notifications in your bell icon.



Note: Do you want a copy of your bell notifications to come to you via email? [Adjust your notification settings](#).

3. The Termination **may route to Human Resources** for approval.
4. [Manage Business Processes for Worker](#) will trigger if your employee has incomplete tasks in their Workday inbox.
 - a. You may see an **Exit Interview** task here. If you do, please encourage your employee to complete the survey prior to taking action on your inbox task. For more information on Exit Interviews, please contact your HR Partner.
5. If you chose to backfill the employee, the [Create Job Requisition task](#) will trigger for you to start the job posting process.

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FREQUENTLY ASKED QUESTIONS

For assistance, please contact our Employee Contact Center at 570-271-6640 or employeecontactcenter@geisinger.edu.

TERMINATION DATE CHANGES

If the new termination date is today or in the past, please be sure to submit access suspension per the Terminations/suspensions section at the bottom of the [HR Manager Toolkit](#).

Once you have submitted the access suspension, you can contact HR_Technology@geisinger.edu with a subject line of "Term Date Change: [Worker Name & ID]". Include these details in the body of the email:

- Requestor's relationship to employee (manager, administrative assistant, etc)
- Old Termination Date
- New Termination Date
- Reason for date change

Be sure to mark these types of emails as high importance and cc your HR Partner for awareness.

SWITCH PRIMARY

In instances where the worker's primary job is ending but they are keeping their additional job, your Recruiter can assist you. These types of transactions are called Switch Primary because the worker is making their additional job their only (primary) job.

TERMINATIONS IN ERROR

If you submit a termination by mistake, or an employee chooses to rescind their resignation, contact HR_Technology@geisinger.edu with a subject line of "Term in Error: [Worker Name & ID]".

- Requestor's relationship to employee (manager, administrative assistant, etc)
- Termination Date
- Reason for rescinding termination

Be sure to mark these types of emails as high importance and cc your HR Partner for awareness.

ACCESS SUSPENSION

To submit access suspension, follow the instructions in the Terminations/suspensions section at the bottom of the [HR Manager Toolkit](#).

BENEFIT CONTINUATION/COBRA

For assistance, please contact our Employee Contact Center at 570-271-6640 or employeecontactcenter@geisinger.edu or our Employee Benefits team at employeebenefits@geisinger.edu.

PTO PAYOUTS

For assistance, please contact our Employee Contact Center at 570-271-6640 or employeecontactcenter@geisinger.edu.