

# Terminations

There are three types of Terminations: Voluntary, Involuntary, and No-Show.  
These three termination types have similar steps.

## Voluntary Terminations

This termination type should be used when an employee submits their resignation or hands in notice of their intent to leave Goodwill.

1. Select **My Team Management** from the **Menu**



Team Absence



My Team Management



Dashboards

2. Using the **Actions** list on the right, choose **Terminate Employee**.



Actions

Start Job Change

Terminate

Change Contingent Worker Details

End Contingent Worker Contract

**Note:** read the help text and perform any of the actions that have not already been completed before moving forward.

### Terminate Employee

**\* ATTN LEADER \* Before submitting a termination form, be sure to review, fix unmatched punches, and APPROVE this team member's time card. Once you submit the termination form, the time card will be locked.**

- You can navigate to the TM's time card from here by clicking the Actions button beside their name above > Time and Leave > Enter Time

For Involuntary Terminations, please contact your HR Business Partner prior to submitting this termination.

For termination due to medical reasons or failure to return from leave, please contact the Leaves department prior to submitting this termination.

Employee \*

3. Type the team member's name and choose **OK**.

4. Use the pencil icons on the right side to edit the form. Go through each area and select or add the appropriate information.

Choose **Voluntary**

Select appropriate reason

Add the team member's last day in each of these.

The date the team member handed in their resignation

Choose whether or not the team member is eligible for rehire

**Reason**

Primary Reason \*  

Secondary Reasons

**Details**

Termination Date \*  

Last Day of Work \*

Pay Through Date \*

Resignation Date

**Eligibility**

Eligible for Rehire \*  

5. Choose **Submit**.

# Involuntary Terminations

This termination type should be used when the team member's conduct, performance, or attitude cause the need for the team member to be severed from employment at Goodwill

1. Select **My Team Management** from the **Menu**



Team Absence



My Team Management



Dashboards

2. Using the **Actions** list on the right, choose **Terminate Employee**.



Actions

Start Job Change

Terminate

**Note:** read the help text and perform any of the actions that have not already been completed before moving forward.

## Terminate Employee

**\* ATTN LEADER \* Before submitting a termination form, be sure to review, fix unmatched punches, and APPROVE this team member's time card. Once you submit the termination form, the time card will be locked.**

- You can navigate to the TM's time card from here by clicking the Actions button beside their name above > Time and Leave > Enter Time

For Involuntary Terminations, please contact your HR Business Partner prior to submitting this termination.

For termination due to medical reasons or failure to return from leave, please contact the Leaves department prior to submitting this termination.

Employee \*

3. Type the team member's name and choose **OK**.

OK

Cancel

4. Use the pencil icons on the right side to edit the form. Go through each area and select or add the appropriate information.

Choose Involuntary and then select the appropriate reason

Choose the termination date for each of these fields.

Choose whether or not the team member is eligible for rehire

The screenshot shows a form with three main sections: **Reason**, **Details**, and **Eligibility**. Each section has a pencil icon on the right side for editing. Orange boxes highlight the following fields: **Primary Reason \*** in the Reason section; **Termination Date \***, **Last Day of Work \***, and **Pay Through Date \*** in the Details section; and **Eligible for Rehire \*** in the Eligibility section.

**Note:** if you need help determining an employee's rehire status, click on the question mark next to the drop down and read the help text that appears

The screenshot shows a help popup titled **Rehire Eligibility**. The text reads: "Leaders: Please note, for rehire eligibility if you select NO, the employee will be restricted in Workday from being rehired at GCNA/GIMV. The following termination reasons are not eligible for rehire: Condone Unauthorized Work, Detrimental Behavior, Disorderly Conduct, Production Padding, Theft, Misuse of Employment Relationship, Negligent Conduct, Shopping Policy Violation, Reckless Conduct, Weapons/Dangerous Implements". A question mark icon in a blue circle is highlighted with an orange box.

5. Choose **Submit**.

6. Choose **Complete Questionnaire** to continue

### You have submitted

Up Next:  
Request

| Involuntary Termination Information

[View Details](#)

**Complete Questionnaire**

7. Fill out the GCNA Involuntary Termination Questionnaire to complete the involuntary termination of the employee.

GCNA Involuntary Termination

Was there previous coaching, corrective action or PIPs issued? (Required)

Yes

No

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What was the situation that is the cause for the termination?

Be specific, include who, what, when, where and why. (Required)

8. Choose **Submit** to complete the termination.

**Submit**

Save for Later

Cancel

**Note:** if you are unable to complete the questionnaire, you may use the **Save for Later** button. You can return to the task from **My Tasks**.