

WORKDAY FINAL CHECK GUIDE FOR GSFB MANAGERS

The information below outlines the process that GSFB leaders should follow in Workday when:

1. Issuing an involuntary termination.
2. Submitting a voluntary termination (resignation) when the team member has given us at least 72 hours notice.
3. Submitting a voluntary termination (resignation) when the team member has given us less than 72 hours notice.

Adhering to these processes is crucial to ensuring we are in compliance with the California final pay regulations. Failure to comply can result in disciplinary action.

For more information on how to submit a termination in Workday, please click the links on [voluntary](#) and [involuntary](#) terminations.

The below chart outlines the available termination reasons to choose from in Workday. If you are unsure what termination reason to select, please work with your HR Business Partner.

Workday Termination Reasons

Involuntary							Voluntary		
Attendance	Drug Free Workplace Violation	Failure to Follow Instructions	NCNS New Hire	Shipping Policy Violation	Unauthorized Work	Weapon / Dangerous Implement	Child / Dependent Care Issues	Personal	Return to School
Cash Handling	Eliminated Position / RIF / Closure	Failure to Provide Work Authorization Documentation	Negligent Conduct	Terminated with Cause	Unprofessional Behavior		Fail Return from LOA	Relocation	Unable to Perform Job
Deceased	End Temporary Position / Project	Insubordination	Padding	Theft	Unsafe Acts		Medical	Resign Due to NCNS	Unable to Return LOA
Disorderly Conduct	Excessive Absences	Misuse of Employment Relationship	Reckless Conduct	Unauthorized Solicitation / Distribution	Unsatisfactory Performance		Other Career Opportunity	Retirement	Voluntary Resignation

INVOLUNTARY TERMINATION PROCESS

The information below outlines the process that GSFB leaders should follow when submitting an involuntary termination.

STEPS

1. The manager places the team member on suspension and confirms team member's home address during this conversation.

HR Business Partner approval is not required for this step, but partnering with your HRBP is a best practice to ensure the termination process goes smoothly.

2. The manager approves the team member's timecard in Workday through the suspension date.

Hourly Team Members: The majority of suspensions for hourly team members are unpaid, starting from the date/time they are suspended. In the rare case that the team member is not placed on suspension prior to the termination, they should be paid for the full day on the termination date.

Salaried Team Members: Unpaid suspensions for salaried team members are only permissible if the team member is suspended for an entire workweek. Any exceptions to this must be approved by SVP or VP of HR.

3. Manager initiates termination business process in Workday and completes required questionnaire.

Ensure the termination date selected is **3 business days** (business days are Monday - Friday noncompany holidays) after the date you submit the termination to Workday. Please include the date the suspension started in the comments section. Managers should not communicate the termination to the team member until further instructed by the HR Support team. For example, if the team member is placed on suspension on a Monday, the Manager should initiate termination business process on Monday with a termination effective date of Thursday.

Managers, please ensure to fill in each termination date as follows:

Last Day Worked - this is the last day the team member physically worked.

Termination Effective Date - this is the team member's final day employed. Please ensure the termination effective date is 3 business days after the date you submit the termination to Workday.

Pay Through Date - this is most often the same date as the "Last Day worked."

4. The HR Business Partner team will review the termination business process submitted and may reach out to the Manager for any concerns or clarification needed.

5. The HR Support Team emails the manager with instructions on when the Manager should communicate the termination to the team member and what payment method the team member will receive their final paycheck (direct deposit, pay card, or physical check).

6. The manager, with a witness, calls the team member to inform them of their termination by 2pm PST on the termination effective date.

During this conversation, managers should inform the team member that they will receive their termination documentation by mail and inform the team member of the method they will receive their final check (direct deposit, pay card, or physical check). If the Manager cannot get ahold of the team member, Payroll will still move forward with issuing the final check.

7. Payroll initiates the team member's final payment, and the HR Support Team emails the team member their termination documents.

TEAM MEMBER VOLUNTARY TERMINATION PROCESS WITH A 72-HOUR NOTICE

The information below outlines the process that GSFB leaders should follow when a team member voluntarily resigns and provides at least 72 hours of advanced notice.

STEPS	ADDITIONAL INFORMATION
1. The manager asks the team member to complete the physical copy of the Voluntary Resignation Form. Alternatively, the team member can submit the termination themselves in Workday.	If the team member is not enrolled in direct deposit, they must confirm their final paycheck preference (i.e., pick up at their work location on their last day of work or receive it in the mail) on the resignation form or Workday submission.
2. The manager approves the timecard and must add any scheduled hours the team member is planned to work for the last <u>3 calendar days</u> prior to the termination effective date.	To enter the forecasted hours, the Manager should enter time blocks using <u>individual punches including meal breaks</u> . The team member should continue clocking in throughout their notice period, as usual.
3. The manager initiates the termination business process in Workday <u>as soon as they are notified of the resignation</u> and uploads the Voluntary Resignation Form. The termination effective date should be the date the team member says will be their last day of work, unless otherwise approved by your HRBP.	Please also fill in the field the team member gives their resignation (resignation date). If the team member submitted their resignation in Workday themselves, then the Manager will receive a termination task for completion in their inbox. Please complete all required fields and submit the task immediately.
4. The HR Support Team emails the manager with instructions for the next steps. Payroll and the HRBP are copied on the email.	Next steps are based on whether or not the team member is enrolled in direct deposit.

IS THE TEAM MEMBER ENROLLED IN DIRECT DEPOSIT?

YES	NO
No Further Action Needed From Managers. <i>Payroll initiates the direct deposit 2 business days before the team member's termination effective date. HR Support emails the team member their termination documents.</i>	If the team member chooses to receive their final check at their work location, Payroll will work with the Manager to issue an ADP Wisely check at the store. In this case, Payroll will call the Manager 3 hours prior to the end of the team member's shift to walk them through the steps. Please refer to the <i>ADP Wisely Check Guide</i> for more information. OR If the team member chooses to have their final check mailed, no further action is needed from managers. <i>Payroll will mail the check via ADP to the team member's home address and HR Support will email the team member their termination documents.</i>

TEAM MEMBER VOLUNTARY TERMINATION PROCESS LESS THAN 72-HOUR

The information below outlines the process that GSFB leaders should follow when a team member voluntarily resigns and provides less than 72 hours of advanced notice.

STEPS	ADDITIONAL INFORMATION
1. The manager asks the team member to complete the physical copy of the Voluntary Resignation Form. Alternatively, the team member can submit the termination themselves in Workday.	
2. The manager approves the timecard and must add any scheduled hours the team member is planned to work for the last <u>3 calendar days</u> prior to the termination effective date.	To enter the forecasted hours, the Manager should enter time blocks using <u>individual punches including meal breaks</u> . The team member should continue clocking in throughout their notice period, as usual.
3. The manager initiates the termination business process in Workday <u>as soon as they are notified of the resignation</u> and uploads the Voluntary Resignation Form. The termination effective date should be the date the team member says will be their last day of work, unless otherwise approved by your HRBP.	Please also fill in the field the team member gives their resignation (resignation date). If the team member submitted their resignation in Workday themselves, then the Manager will receive a termination task for completion in their inbox. Please complete all required fields and submit the task immediately.
4. The HR Support Team emails the manager with instructions for the next steps. Payroll and the HRBP are copied on the email.	Next steps are based on whether or not the team member is enrolled in direct deposit.

IS THE TEAM MEMBER ENROLLED IN DIRECT DEPOSIT?

YES	NO
No Further Action Needed From Managers. <i>Payroll initiates the direct deposit on the team member's termination effective date. HR Support emails the team member their termination documents.</i>	No Further Action Needed from Managers. <i>Payroll will mail the team member their final paycheck to their home address via ADP and HR Support will email the team member their termination documents.</i>