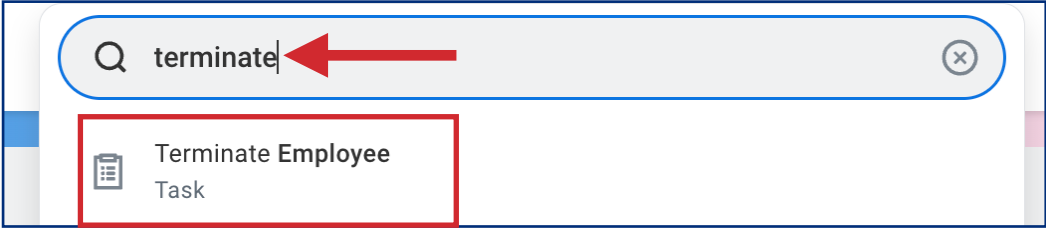


IMPORTANT! Review the [GSFB Final Check Process Guide](#) before submitting the termination in Workday.

1. Log in to Workday > Type “terminate” in the *Workday Search Bar* > Select the **Terminate Employee Task**.



2. Review all of the important information in the form before proceeding with the task.

3. Enter the name of the appropriate team member > Click **OK**.

A screenshot of the "Terminate Employee" form. A red box highlights the instructions section, which includes a warning about submitting the form and approving the team member's time card. Below this, there is a section for "Employee" with a dropdown menu showing "Jack Black". A red box highlights this field, and a red number "3" is next to it. At the bottom right, there are "Cancel" and "OK" buttons. A red arrow points to the "OK" button.

4. Click the pencil icon to edit the form > Select **Voluntary** under the *Primary Reason* field and then select the appropriate option from the menu > Click the checkmark icon to save changes.

A screenshot of the "Reason" section of the form. The "Primary Reason" field is highlighted with a red box, and it shows "Voluntary" selected. A red arrow points to the "Voluntary" option in the dropdown menu. To the right, a list of reasons is shown, with "Voluntary > Better Career Opportunity" highlighted by a red box. A red arrow points to the checkmark icon to save changes. A note box says "Note: Scroll down to view more reasons."

HOW TO SUBMIT A VOLUNTARY TERMINATION (TM DID NOT RESIGN IN WORKDAY)

5. Scroll down on the form and enter the Termination Date, Last Day of Work, Pay Through Date, and Resignation Date.

IMPORTANT! The *Termination Date* is the date specified by the team member as their last day of work unless otherwise approved by an HRBP. The *Resignation Date* is the date the team member notified their manager(s) of their resignation.

6. Scroll down and select the team member's rehire eligibility status.

Note: Team Members who voluntarily resign are usually eligible for rehire. If you are unsure of the team member's rehire eligibility, click the question mark icon to view information about the rehire eligibility policy. Managers can also consult their leader or an HR Business Partner for guidance.

Details

Termination Date *
01/31/2026

Last Day of Work *
01/31/2026

Pay Through Date *
01/31/2026

Resignation Date
01/31/2026

Eligible for Rehire *
X Yes

Rehire Eligibility

Leaders: Please note, for rehire eligibility if you select NO, the employee will be restricted in Workday from being rehired at GCNA/GIMV/GSFB. 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

7. If available, click **Select Files** > Select any relevant documentation (such as the [Voluntary Resignation Form](#), a screenshot of a text message, etc.) to upload.

Note: If no documentation is available, continue to step #9. Managers can also add any relevant comments to the comment section of the form.

Attachments

Drop files here
or
Select files

Attachments

PDF

Successfully Uploaded!

Description J.B. Resignation 1/31/26

Category * X Resignation

Note: Convert any attachments to a PDF file before uploading.

8. If applicable, Select **Resignation** for the document *Category* > Enter an optional description (i.e., team member's initials with the resignation date, etc.).

9. Review the entire form for accuracy > Click **Submit** to complete.

Note: The task will route to Human Resources for review. The team member's *Workday Profile* will still appear active through their termination date.