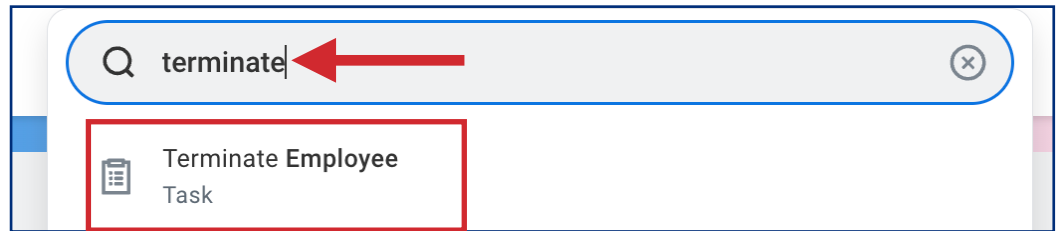


HOW TO SUBMIT AN INVOLUNTARY TERMINATION IN WORKDAY (GSFB)

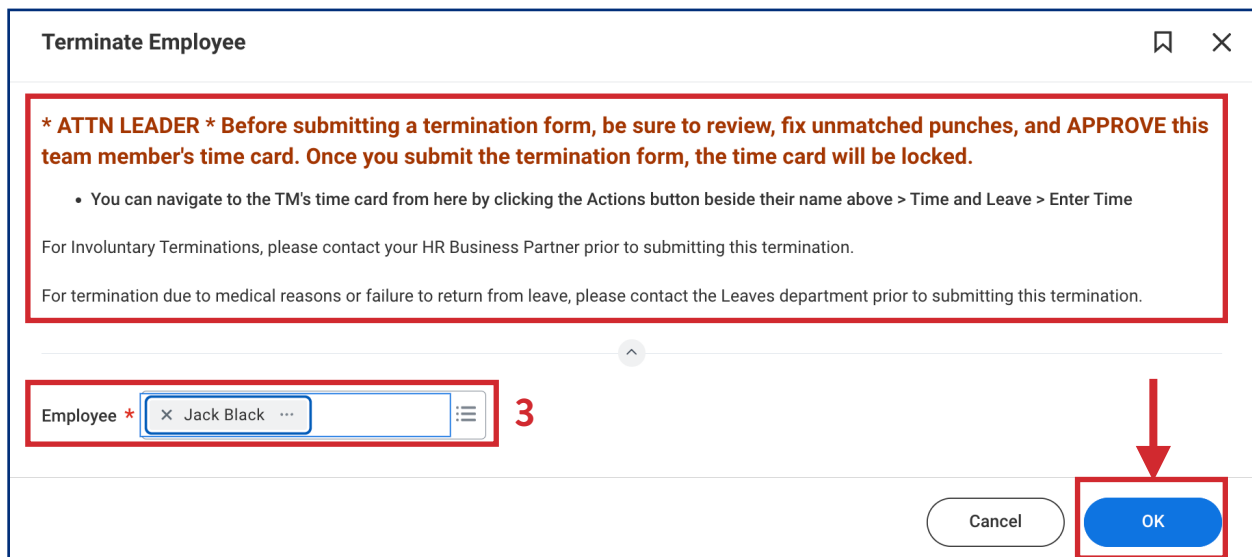
IMPORTANT! Review the [GSFB Final Check Process Guide](#) before submitting the termination in Workday.

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

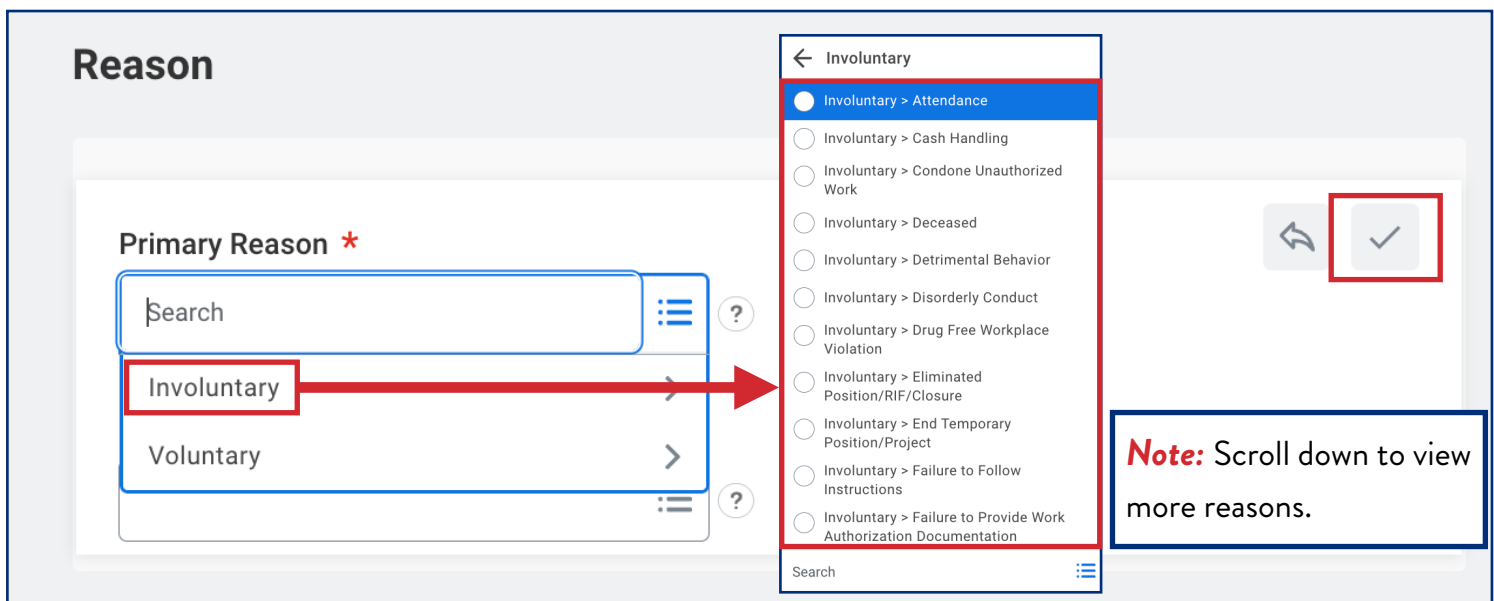


2. Review all of the important information in the form before proceeding with the task.

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



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



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

IMPORTANT! Ensure the Termination Date is 3 business days (business days are Monday - Friday, non-company holidays) after the date you submit the termination in Workday. *For example, if the team member is placed on suspension on a Monday, the Manager should submit the termination in Workday on Monday with a termination effective date of Thursday. The manager should not communicate the termination to the team member until further instructed by HR Support.*

Details

Termination Date *

01/16/2026

Last Day of Work *

01/12/2026

Pay Through Date *

01/16/2026

Note: The team member's final day of employment. Ensure the termination effective date is 3 business days after the date you submit the termination to Workday.

Note: The last day the team member physically worked.

Note: This is most often the same date as the "Last Day worked."

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

Note: Team Members who are involuntarily terminated are sometimes 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.

Eligible for Rehire *

X Yes

6

?

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. Scroll down and enter the team member’s suspension date in the comment section of the form > Review the entire form for accuracy > Click **Submit**

enter your comment

 Jack Black was suspended on 1/12/2026

Submit

Save for Later

Cancel

8. Click **Complete Questionnaire** on the pop-up window **OR** select the *Involuntary Termination information* task from the manager’s “My Tasks” Inbox.

You have submitted

Up Nex S | Involuntary Termination
Information Request

[View Details](#)

Complete Questionnaire

My Tasks

All Items

Saved Searches

Filters

All Items

Search: All Items

Advanced Search

Involuntary Termination Information Request: Jack Black

01/06/2026

Effective: 01/16/2026

9. Enter the required information.

10. 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 the team member’s termination date.

Involuntary Termination Information Request

'Involuntary Termination' for Terminate: Jack Black

Involuntary Termination

9

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

☐ Yes

☒ No

What was the situation that is the cause for the termination?
Be specific, include who, what, when, where and why.
(Required)

Example Comment

10

Submit

Save for Later

Cancel