

# Timely Terminations in Workday

A termination is considered timely if completed on or before the employee's last day of employment. Best practice is to enter the termination as soon as known.

*The following guidance applies only to true termination and NOT inter-entity transfers.*

## Is it a termination or inter-entity transfer?

1. To correctly process an employee, it needs to be determined if the employee is leaving OR remaining at a UVA-affiliated entity or not.
2. If an employee is leaving your area but remaining at another UVA-affiliated entity, do not proceed with termination in Workday; Recruiting will handle the next steps.
3. If an employee is leaving and not remaining at another UVA-affiliated entity, proceed with termination in Workday.

## Why is it important to enter employee terminations in Workday as soon as possible?

1. Beginning the recruiting process for a replacement is dependent on terminating the current employee.
2. The termination will be included in reports that are being run by HR so tracking of the termination process can be managed. Did pay stop? Did Cobra notices get sent? Did benefits end?
3. Timely termination allows IT to remove system access on the date of termination.

## We have experienced a large number of delayed termination entries recently. The following problems may occur when entries occur AFTER the employee's last day:

1. The continuation of insurance, or COBRA notice, has a set timeline that must be met. Failure to provide a COBRA election notice within this time period can come with a hefty per day penalty as well as the cost of medical expenses incurred by the employee/dependent.
2. Salary and benefits continue, which is huge financial burden on departments and the exiting employee.
3. Salary & benefit errors are reportable to the IRS when certain fringe benefits are impacted.

## Did you know?

1. Clinical Faculty have both a UPG position (Clinician Physician) and SOM position. You must first initiate the End Additional Job process for the UPG position. Once complete, you can proceed with the Termination action.
2. Terminations can be future dated in the system. Even if someone gives a 30 day or more notice, go ahead and enter it as soon as you are aware.
3. If the termination date changes, it is okay! It can be easily rescinded or edited.
4. Future pay, like incentives, can still be paid by submitting a ticket to AskHR. Terminating the employee doesn't stop the ability to pay in the future, but it will stop the salary from being paid in error to that employee and it will end benefits, allowing the normal notifications to proceed.
5. Timely termination allows IT to remove system access on the date of termination.

## Need More Info or Assistance?

- Reach out to [AskHR@virginia.com](mailto:AskHR@virginia.com)
- Job Aid Links: <https://workday.hr.virginia.edu/job-aids> and reference termination Job Aids under Transfer-Promotion-Demotion-Termination

Thank you for your attention, and for adhering to these guidelines.