

- **Bowie State**
- **Coppin State**
- **Frostburg State**
- **Salisbury University**
- **University of Baltimore**



Termination and End Job

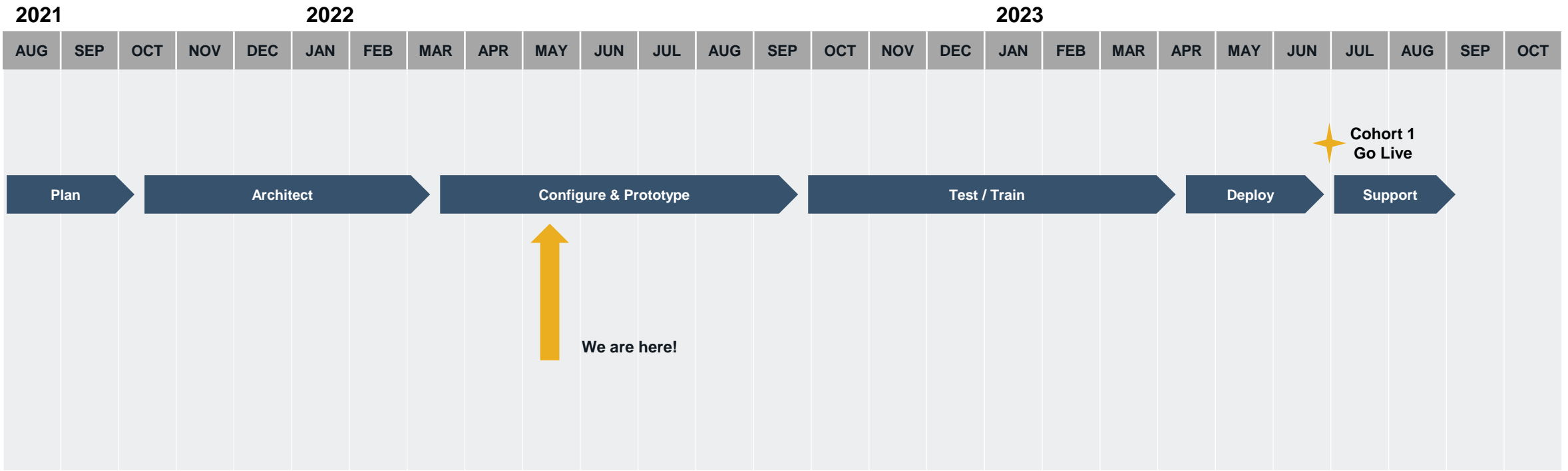
Wednesday, May 11, 2022

Maryland Connect Program Goals



Provide	Provide easy and consistent access to information for managing resources
Modernize	Modernize business processes and systems to take advantage of emerging technologies
Ensure	Ensure the system meets business and compliance requirements
Minimize	Minimize administrative overhead for staff, faculty and end-users
Increase	Increase effectiveness in business process areas
Facilitate	Facilitate rapid adoption to business and system updates
Improve	Improve faculty and employee user experience

Workday will Go-Live July 2023 for Cohort 1



Customer Confirmation Session Overview

Customer Confirmation Sessions are:

- High Level demonstration of the Maryland Connect Workday system configuration and future-state process designs.
 - Sessions will cover functions and processes across HCM and Financials.
- First opportunity for program team to highlight transformational benefits of the future-state for the USM institutions.
- Opportunity for campus stakeholders to share feedback about the Workday system and process designs.

Customer Confirmation Sessions are not:

- A training activity
- A testing activity
- A full-scale demonstration of the Workday solution
- An opportunity for redesign

Safe Harbor Statement

- This presentation may contain forward-looking statements for which there are risks, uncertainties, and assumptions.
- Forward-looking statements include any comments regarding USM design considerations or plans for future processes; any comments concerning new features and configurations.
- Forward-looking statements are subject to change, and therefore, what is seen today could differ materially from results implied by the forward-looking statements.

Introductions



Cynthia Drews
Cinnamon
HCM Core Team (USM)



Bryce Beeghley
Lead (Huron)

Agenda



- Terminations
 - Terminations Concepts
 - Key Terms
 - Process Overview
 - Demonstration
- End Job
 - End Additional Job Concepts
 - Key Terms
 - Process Overview
 - Demonstration
- Efficiencies & Change Impacts
- Reporting, data conversion, integrations
- Questions/Next Steps



Terminations in Workday

Termination

Termination is the process of **ending a Worker's employment with the institution.** This is different from an End Job transaction, which is ending a secondary Job/Position when an employee has more than one.

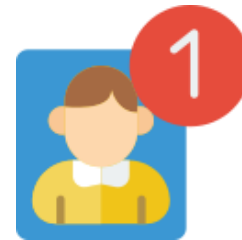
Future State:



Employees can submit a resignation which notifies the manager



Terminations will be grouped into **voluntary vs involuntary.**



Provost Office is notified when Faculty employment ends



Additional steps triggered: End Academic Appointment, Payout of Leave Balances, End Job, Offboarding Checklist, etc.

Key Terms

Terminations

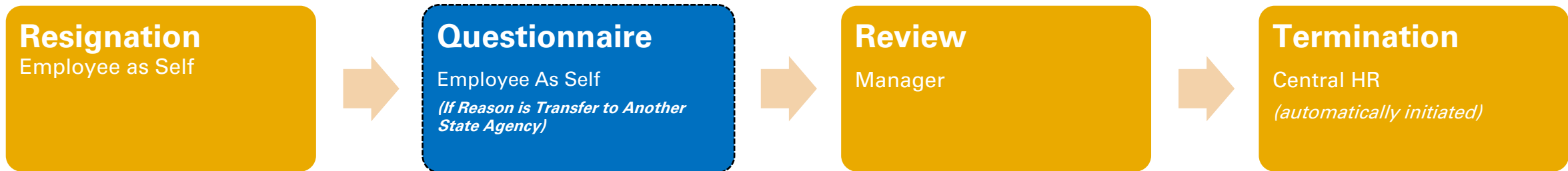


Workday Term	Description
Termination	The process of ending a Worker's employment with the institution. This business process should be used for Workers who will no longer work at any of the companies in the ERP.
Termination Reason	Reason selection from a list of voluntary and involuntary termination categories, to be used for reporting and for routing in the Termination business process.
Submit Resignation	A process that allows Employee as Self to submit the date they would like to be terminated, along with an Employee Resignation Reason. This process automatically triggers Termination to be initiated.
Termination Date	The Effective Date of the Termination transaction. This is the last day that the Employee is active; the employee remains active until 11:59 on the date of termination. The following day they will show in Workday as "terminated".
Last Day Worked	The last day of work is the last day the employee is physically working, this is typically the same date as the Termination effective date.
Resignation Date	The resignation date would be the date the employee handed in their resignation.

Process Overview

Submit Resignation

- Resignation interface is designed to be self-service (Employee As Self only)
- Route to central HR if additional job exists.



Process Overview

Termination

- Termination is automatically initiated and routed to central HR.
- Specialty tasks and approvals are routed, only if applicable.



Demo: Scenarios and Roles

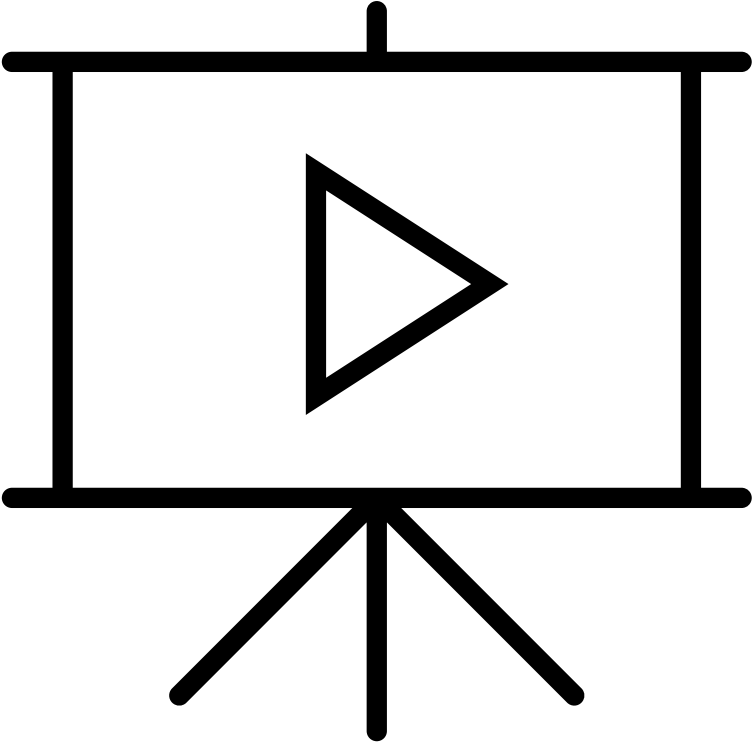
Submit Resignation and Termination



Demo Scenario(s)	Notes
Resignation	Employee submits resignation. Routes to Manager. Termination automatically started and routed to HR Partner to update and complete.

Role in Scenario
Employee as Self
Manager

Demo: Termination





End Job

End Job



End Job is the process of **ending one of an employee's multiple Jobs**, and it is different from Termination. With End Job, only one of the additional Jobs is ended, leaving at least ONE position active.

Future State:



End Job transactions can be **initiated by department or central HR**. Depending on initiator, approvals may **route to the HR Partner** (Unit/Department Level Approver) at a minimum, and it **may route as high as the Provost/President Level**.



Warning validations will fire if a Worker's combined Jobs **add up to more than 100% FTE**, there is a **need to switch primary jobs**

Key Terms

End Job



Workday Term	Description
End Date	This is the last day that the Employee is active in the additional position; the following day the job is considered inactive.

Process Overview

End Additional Job

- Specialty tasks and reviews are routed, only if applicable.

End Additional Job

Department initiator or Central HR



Specialty Tasks

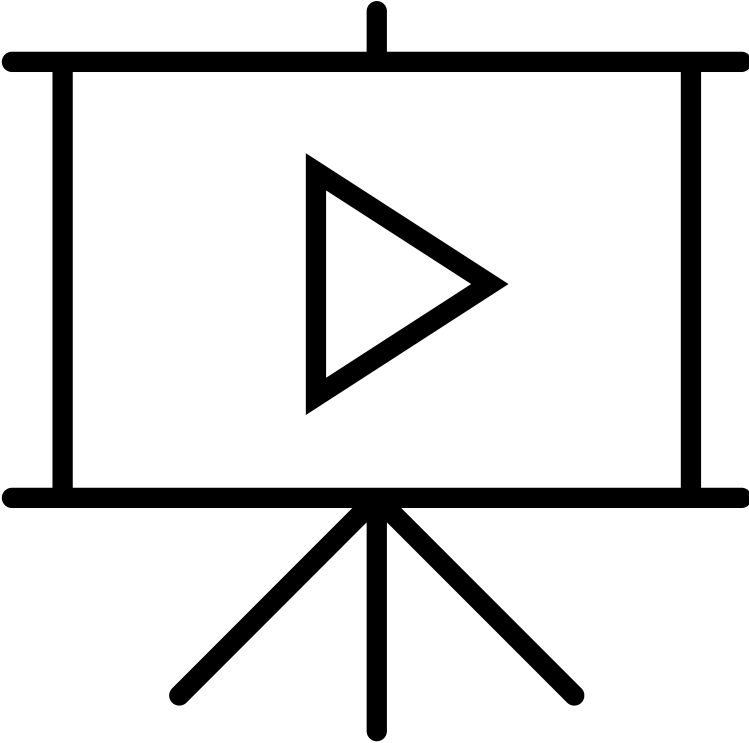
Switch Primary Job,
Offboarding Checklist,
Adjust Time Off Balance
End Academic Appointment



Specialty Review

HR Partner,
Academic HR Partner,
Security Administrator, Benefits
Partner
HR Executive
Manager

Demo: End Additional Job



Efficiencies & Change Impacts

Terminations and End Additional Job

- Self-service for employees to submit resignation and visibility of the submitted transaction.
- Self-service for visibility for managers
- Automated Workflows
 - Elimination of paper forms and chasing down emails
 - HR is notified if submitted resignation is a 'Termination' vs. 'End Job' for employee with multiple jobs.
 - Streamline termination for employees with multiple jobs, they can all be ended as part of Termination
 - Subprocess step for ending Compensation that has an outstanding balance (Period Activity Pay or One-Time Payment)
 - HR messages and notifications are system-generated
 - Benefits Office will be notified of all Termination including Termination with Retirement Reason
 - To Do step to employee to Change their Benefits **at the State**

Conversions, Integrations, and Reports



Legacy System Data Conversion(s)

- One year of termination to be loaded from legacy systems

Reports (campus-facing)

- Supervisor organization staffing report includes active and vacant positions.

Next Steps



Participants

- Participate in other sessions
- Submit feedback via survey

Maryland Connect Project Team

- Review feedback, parking lot items & other comments made during sessions