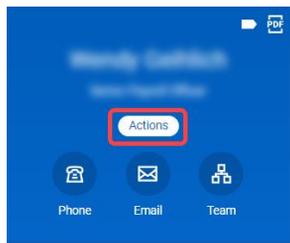
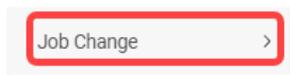


To initiate, navigate to the employee's profile and *select* Actions.



Click on *Job Change*.



Select *Terminate Employee* if the employee holds only one position at Flinders. Select *End Job* if the employee holds more than one position at Flinders and specify which job you are ending.



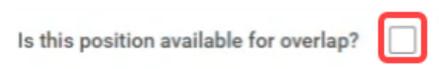
Enter *End Date* - Date end job/termination to take effect and select *Reason* for contract ending.



If you the position should be closed, tick *Close Position*.



If you are going to have a new person fill this position while hand over of role takes place, tick *Is this position available for overlap?*



Click *Submit*.



Once you submit the request, the *You have submitted* screen will appear. This screen is to advise you on next steps, in this case People and Culture needs to complete some tasks before you can end the fixed-term contract.



Once P&C actions their associated tasks, you will receive a To Do task in your Workday Inbox to complete a task.



If the employee, contract is ending has outstanding tasks on their inbox, you will receive a task to reassign them to other members of your team. If there are no task outstanding, you won't be prompt to complete this task.

Manage Business Processes for Worker

35 second(s) ago - Effective 30/09/2022

Worker [redacted]

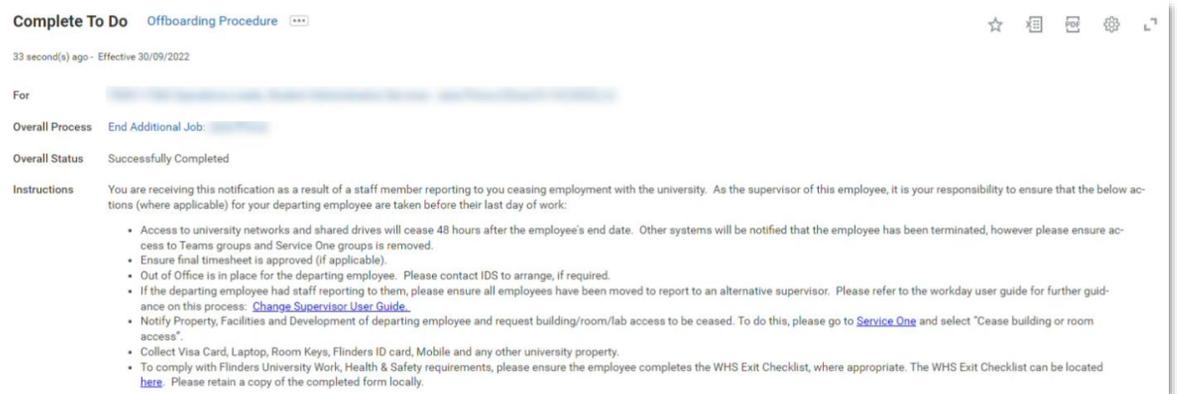
You can submit up to 350 rows on the Inbox Items Assigned to Worker tab. If you exceed this limit, you will need to access this task again and reselect your actions on the tab.

Inbox Items Assigned to Worker Business Processes about the Worker Delegations to the Worker

Inbox Items Assigned to Worker 179 items

Task	Business Process	Assigned To	Action	Reassign To	Subject	Due Date	Date Received
Flinders Employment Agreement	Generate Document for Employment Agreement (Default Definition): Flinders Employment Agreement	22			Employment Agreement for Job Application: [redacted]		03/03/2022 05:12:07 023 pm

Then, you will receive a To Do task in your Workday Inbox to complete the Offboarding Procedure (including actions required outside of Workday).



Complete To Do Offboarding Procedure

33 second(s) ago - Effective 30/09/2022

For [Redacted]

Overall Process End Additional Job: [Redacted]

Overall Status Successfully Completed

Instructions You are receiving this notification as a result of a staff member reporting to you ceasing employment with the university. As the supervisor of this employee, it is your responsibility to ensure that the below actions (where applicable) for your departing employee are taken before their last day of work:

- Access to university networks and shared drives will cease 48 hours after the employee's end date. Other systems will be notified that the employee has been terminated, however please ensure access to Teams groups and Service One groups is removed.
- Ensure final timesheet is approved (if applicable).
- Out of Office is in place for the departing employee. Please contact IDS to arrange, if required.
- If the departing employee had staff reporting to them, please ensure all employees have been moved to report to an alternative supervisor. Please refer to the workday user guide for further guidance on this process: [Change Supervisor User Guide](#).
- Notify Property, Facilities and Development of departing employee and request building/room/lab access to be ceased. To do this, please go to [Service One](#) and select "Cease building or room access".
- Collect Visa Card, Laptop, Room Keys, Flinders ID card, Mobile and any other university property.
- To comply with Flinders University Work, Health & Safety requirements, please ensure the employee completes the WHS Exit Checklist, where appropriate. The WHS Exit Checklist can be located [here](#). Please retain a copy of the completed form locally.

Click *Submit* once all applicable offboarding tasks have been completed.



Once submitted the *You have marked as Complete* screen will appear. The process is now finalised.

