Separation

Process

Resignations should be submitted in writing to the direct supervisor and include an effective date, and the direct supervisor should acknowledge receipt of the resignation in writing. Email is acceptable for both. PDFs of both the resignation and acceptance should be uploaded to the Termination business process in Workday.

Resources

HR:
- Employee Separation Checklist
- Separation Process
- Leave Payouts
- Refund of TRS Contributions

Workday:
- Staff Termination W.I.G.

Frequently Asked Questions

See the askUS knowledge base for other frequently-asked questions.

Access to UT systems

Q. How long does an employee retain access to their UT email account after termination of employment?
A. See ServiceNow: What Happens to My Email After I Leave the University? - Faculty, Staff, and Students.

Q. How long does an employee retain access to Workday after termination of employment?
A. See Duration of Worker Access to Workday.

Leave balance payouts

Q. How do I pay out leave balances upon termination of employment?
A. See the Payouts at Termination or Loss of Leave Eligibility W.I.G.

Q. I’m getting an error while trying to pay out a separated employee’s vacation balance in Workday.
A. Double-check your time type selection when paying out vacation hours. Instead of choosing the usual a. Vacation time type, be sure to select the x. Payout at Separation - Vacation time type. See step 11 of the Payouts at Termination or Loss of Leave Eligibility W.I.G. for more information.

Q. I’m having other issues processing a leave balance payout.
A. See Common Issues to Avoid When Processing a Payout.

Processing a retirement in Workday
Q: While processing a termination business process in Workday with reason of “retirement,” I receive the error “This termination reason is only available for employees pre-approved for retirement.”

A: Either a) the prospective retiree has not yet submitted the necessary paperwork to central HR, or b) central HR has not yet processed their paperwork. Contact your Benefits and Leave Specialist about paperwork status by looking them up at HR: Find Your HR Representatives.