| New Job Aids | Description |
|---|---|
| **Termination (Voluntary)** | includes process for voluntary termination, added information about what happens when the employee submits resignation in workday as well as more details on follow up actions and To Dos for HR Contact or HR Partner. |
| **Remove Employee From Merit** | focuses on how to remove an Employee from the merit process and add them back |
| **Termination (Involuntary)** | overviews the business process for an involuntary termination |
| **Merit Process - Remove / Add Back Employee** | describes how to remove and add an employee back to the compensation review process for Merit |
| **Add Retiree Status (Termination)** | Focuses on the Retiree Partner's tasks in the termination process to make a worker a retiree and set them up with benefits |
| **Updated Job Aids** | **Explanation** |
| **Add a Graduate Fellow** | Updated the routing of Change Organization Assignment to the Benefits and Retiree Partners |
| **Add a Surviving Dependent** | Updated the routing of Change Organization Assignment to the Benefits and Retiree Partners |
| **Change Organization Assignments (Staffing Event)** | Further clarification on the purpose of this business process and the need for the alignment between the company and system member part assigned to a worker and the company and system member part assigned to the supervisory organization to which they belong |
| **Retired/Obsolete Job Aids** | **Replaced by (if any)** |
| *Separation* | Termination Voluntary and Termination Involuntary |
| *Separation with Add Retiree Status* | Add Retiree Status |