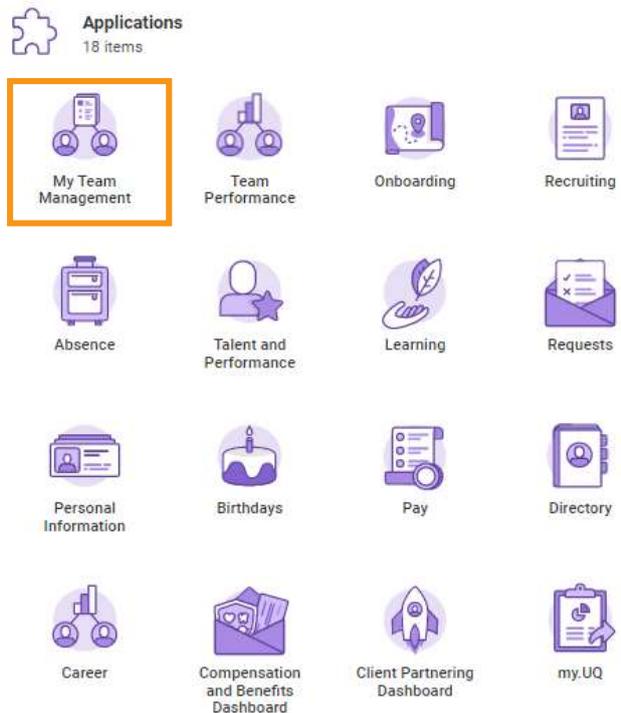


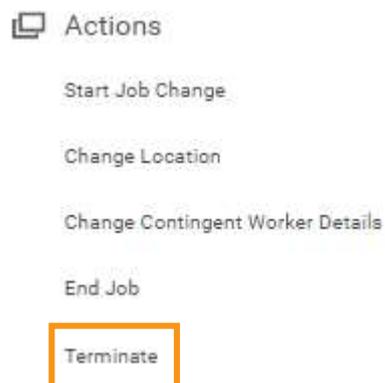
Fixed Term Expiry (Non Renewal)

Managers will get a prompt 2 months prior to the fixed term contract ending for a direct report. If the appointment is not being renewed the manager will need to complete the termination process.

A Navigate to the Workday home page and select **My Team Management**



B Under **Actions** select **Terminate**.



Fixed Term Expiry (Non Renewal)

- C** Select the **Employee** whose contract is ending and then select **OK**.

Terminate Employee

Employee *

OK **Cancel**

- D** Select the **pencil icon** to update the **Primary Reason**.

Terminate Employee

Reason

Primary Reason * 

Notice Period

Notification Date 

Notice Period

Recommended Termination Date

Details

Termination Date * 

Last Day of Work *

Pay Through Date *

Resignation Date

Eligibility

Eligible for Rehire

Submit **Save for Later** **Cancel**

- E** Select **Involuntary > Fixed Term Non Renewal** and then select the tick icon.

Primary Reason Options:

- *Fixed Term Non Renewal* – UQ has no further contract for the employee
- *Expiry of contract* – the employee has not accepted the renewal and therefore the contract has come to an end

Reason

Primary Reason *  

Involuntary > Fixed Term Non Renewal 

*Please note that the Expiry of Contract option will indicate that no severance is applicable. If severance should be paid please select the first option

Fixed Term Expiry (Non Renewal)

F Select the **pencil icon** to edit the **Details** section.

Details

Termination Date *

Last Day of Work *

Pay Through Date *



G Enter the **contract end date** in all 3 fields.

Details

Termination Date *

DD/MM/YYYY 

Last Day of Work *

DD/MM/YYYY 

Pay Through Date *

DD/MM/YYYY 




H Select the **pencil icon** to edit the **Position Details** section.

Position Details

Close Position 

No

Is this position available for overlap?

Yes

I Select the **close position** checkbox and then select the **tick icon**.

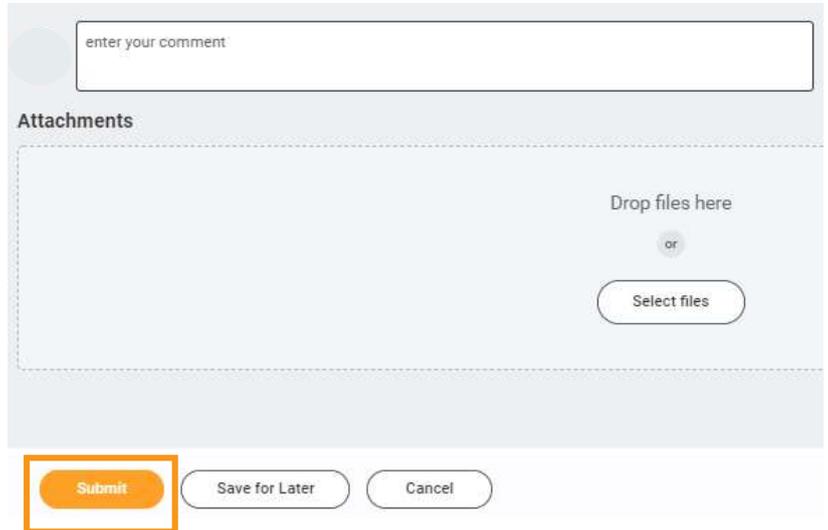
Note – Only close the position if there is no longer a requirement for this role moving forward

Close Position  

Is this position available for overlap?

Fixed Term Expiry (Non Renewal)

- J Enter a comment (e.g. Decision made not to renew fixed term contract) and select **Submit**.



enter your comment

Attachments

Drop files here

or

Select files

Submit Save for Later Cancel