Syssero® Solution Packet

Edit/Add Field to Termination Notification

Solution Overview

When updating Termination Notifications in Workday, it's often to include extra details like specific reasons for an employee's departure or compliance-related information. This tweak is crucial for ensuring that offboarding processes are thorough, compliant with policies, and informative for all parties involved, from HR to management. It's all about keeping your termination procedures up-to-date and relevant to your organization's needs.

Impacted Functional Areas

- **Core HCM**

Step 1: Navigate to the Termination Business Process

Begin by going to "**BP: Termination**". Once there, select the "**Notifications**" tab and locate the custom notification you wish to modify. For editing, navigate to Related Actions and choose "**Business Process | Edit Notification**".
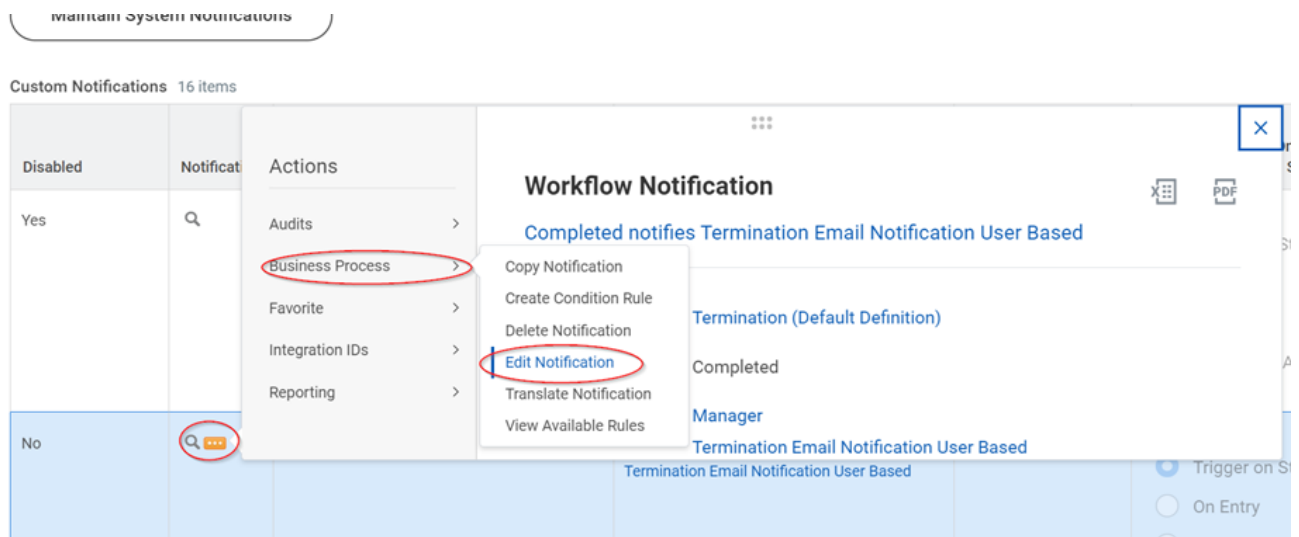
Edit Workflow Notification

Effective Date * 08/29/2022

Effective date should always be current date. Cannot use a past date.

Workflow Notification * Completed notifies Termination Email Notification User Based

Business Process * Termination (Default Definition)

OK   Cancel

Step 2: Edit the Notification Body

Scroll down and look to the right of the window and locate the "Body" section of the notification. Scroll down to the last line of the section and choose the "+" sign to add a row.
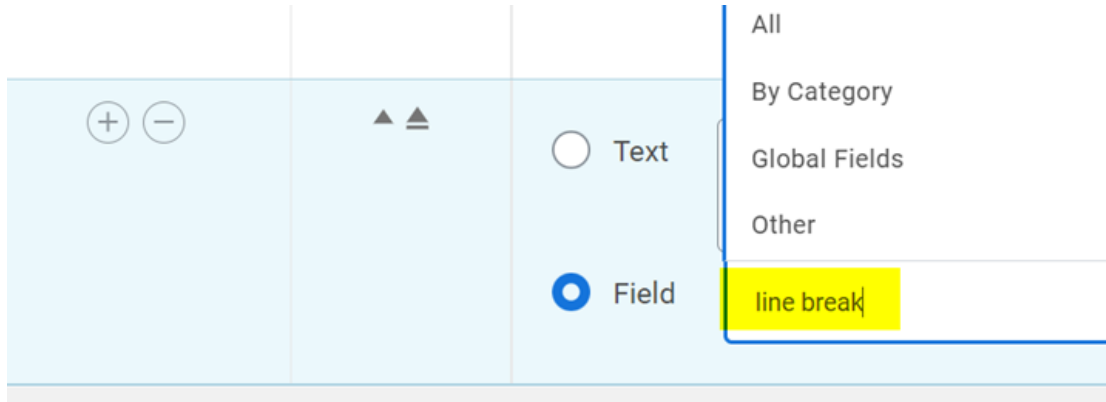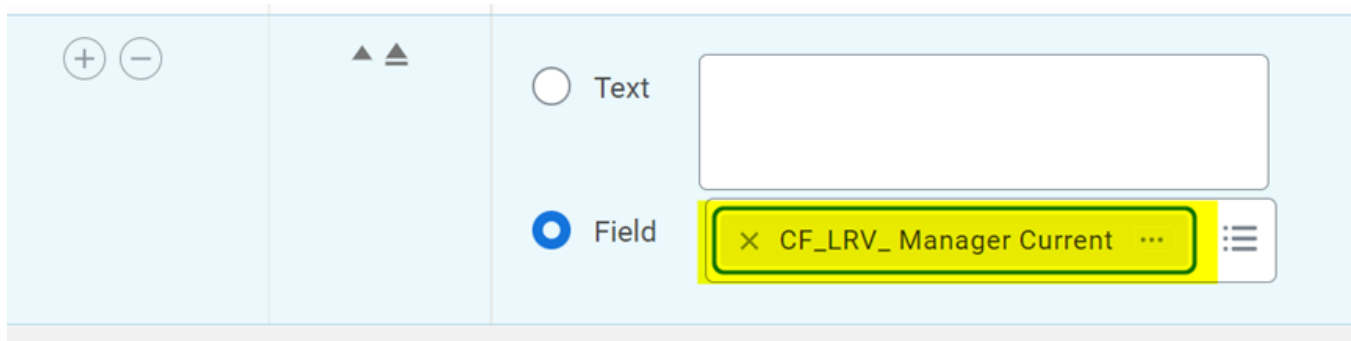
First, add a line break row by searching for and selecting "Line Break" in Field Name.

Select the "+" to add another row. In Field Name, search for and select "CF_LRV_Manager Current" (this example uses a calculated field that has been created previously).

After making the additions, click "OK" at the bottom of the notification screen to save your changes. It's advisable to first make these changes in a sandbox (SBX) environment to ensure they work as intended. To test the updated notification, simulate a termination in the system. Then, use the report "Business Process and Integration Notifications Indexed" and input the relevant date and timestamp parameters that cover the termination instance. This will allow you to verify that the notification is functioning correctly with the new additions.

Now you can successfully add new fields to a termination notification, ensuring that your termination process communicates all necessary information effectively. We hope this helps!

For help or more info, reach out to info@syssero.com