



## Clawback and Forfeit (People Leaders)

When a termination occurs, you may see a Clawback Payments or Forfeit section (or both) within the termination task. This happens when an employee terminates and either a bonus payment (sign-on bonus, etc.) was paid or is scheduled to be paid in the future. Please reference the offer letter or payment agreement to determine if a bonus should be forfeited or clawed back. **Clawback Payments** refers to any bonuses already paid out that need to be collected. Under the Clawback Payment Process, when **Recover Manually** is indicated, the HR Team is notified to contact the employee for repayment. **Forfeit** refers to preventing any bonus payment that is scheduled to pay out to the employee in the future. When marked as Forfeit, this notifies the Payroll Department to not pay this bonus to the employee.

### Clawback and Forfeit (People Leaders)

1. Once the termination is submitted in Workday, if the employee has any bonuses on file, an Inbox Task will generate. Select **Open**.

**Note:** Only **Managers** or **HCM Business Assistants with Compensation** can complete this process

2. If the **Forfeit check box** is not checked, the manager will need to provide comments as to why this bonus payment should not be forfeited.

**Note:** If you receive the following Error, please proceed to step 6:

#### Page Error

Error running task: instance (xxxxxxxx) does not meet the restrictions defined for this task (xxxxxxxx).

3. Click inside the Clawback Payments box, and then select **Recovery Method**.

4. Select **Recover Manually**. (No other option should ever be selected.)

5. Select **Approve**.

6. Go to your My Task Inbox and select **Forfeit Future Dated One-Time Payment**.

The screenshot illustrates the process flow for handling a Clawback Payment and Forfeit. It includes the following elements:

- Step 1:** A notification box titled "You have submitted" for "Walter Melon | Forfeit Future Dated One-Time Payments | Due Date 02/14/2024" with an "Open" button.
- Step 2:** A "Future-Dated Payments" modal showing a "Forfeit" checkbox checked, a scheduled payment date of 05/26/2024, and a payment amount of 5,000.00 USD.
- Step 3:** A "Clawback Payments" modal showing details for a sign-on bonus of 20,000 USD from 07/01/2023, with a scheduled clawback date of 02/02/2024.
- Step 4:** The "Recovery Method" section in the Clawback Payments modal, where "Recover Manually" is selected.
- Step 5:** An "Approve" button in the Future-Dated Payments modal.
- Step 6:** A notification in the "Awaiting Your Action" section for "Forfeit Future Dated One-Time Payments: Walter Melon (0145879)" from 16 days ago.



## Clawback and Forfeit (People Leaders) (con't)

### Clawback and Forfeit (People Leaders) (con't)

7. Select the **Settings** icon, and then select **Reassign**.
8. Enter the Previous Manager in the **Proposed Person** field.  
**Note:** You can retrieve this information under *Job -> Manager History*.
9. Enter the **Reassignment Reasoning** here.
10. Select **OK**.

**All Items** 2 items

Search: All Items

**7** **7** Reassign  
View Details

Sue Shi (0257089) P001437 Central Sterile Process Tech 1

This step is to either **CLAWBACK** previously paid one-time payments or **FORFEIT** existing future dated one-time payments for the terminated employee, not creating a new one-time payment.

- For **Previously paid one-time payments**, please change the **Clawback Recovery Method** to "Recover Manually,"
- For **Future dated one-time payments**:
  - Please review each payment below and check the **FORFEIT** checkbox to cancel the existing one-time payment.
  - If the **FORFEIT** checkbox is not checked, you need to add a comment explaining why the terminated employee should still receive this one-time payment as it will pay out after they have left VUMC.

**Future-Dated Payments**

**10** Approve Save for Later Close

**Reassign This Task**

To reassign a step, you must enter a reason in the Reassignment Reason field.

Business Process \* One-Time Payment: - P001437 Central Sterile Process Tech 1

My Tasks 1 item

Step	Business Process	Subject	Due Date	Proposed Person <b>8</b>	Reassignment Reason <b>9</b>
Request One-Time Payment	One-Time Payment: Walter Melon (01458790) - P001437 Central Sterile Process Tech 1	Terminate: Walter Melon	12/28/2024	<input type="text"/>	<input type="text"/>

**10** OK Cancel