

# Disciplinary Actions - Manager

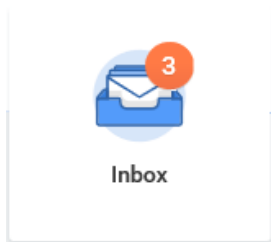
## Overview

Disciplinary actions are used to document performance or behavior issues and set clear expectations going forward as applicable.

## Who Does This: Manager

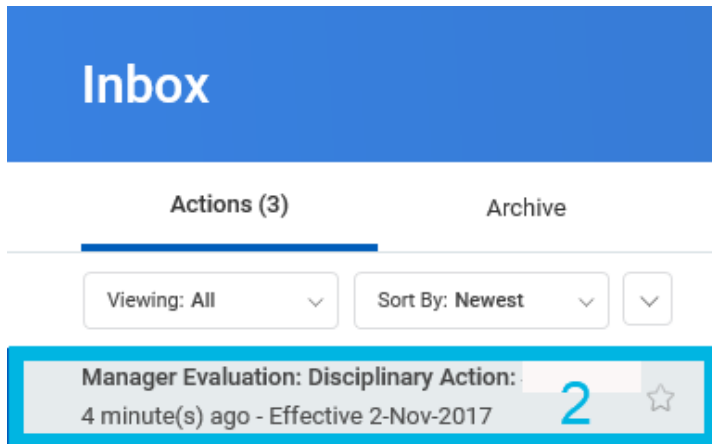
### Things to Know:

- HR Business Partner (HRBP) initiates this process.
- All levels of disciplinary actions are included from a written warning to a termination.



### Step 1

Once the HR Business Partner has initiated the disciplinary action, there will be a **task** in your **Inbox**. Choose the **Inbox** worklet.



### Step 2

Select the Inbox task **Manager Evaluation: Disciplinary Action**.

### Complete Manager Evaluation

Manager Evaluation: Disciplinary Action: Jim Jones Actions



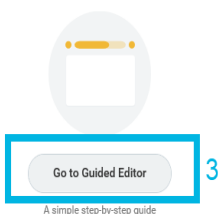
Review Period  
2-Nov-2017 - 2-Nov-2017

4 minute(s) ago - Effective 2-Nov-2017

Sometimes, an employee's actions require disciplinary review and it may be necessary to prepare a formal Disciplinary Action Plan to alert an employee of behaviors that, if not corrected, could lead to more formal steps.

Coaching sessions can occur at any time throughout the disciplinary period. This plan should provide a very clear outline of what behaviors are unacceptable, future consequences if undesired behaviors continue, and should assist both the employee and manager to keep track of progress.

To begin the process, click on the Guided or Summary Editor and input the required information.



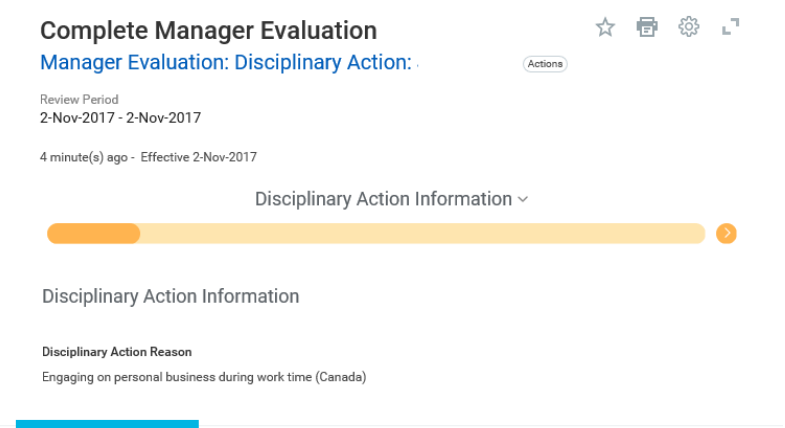
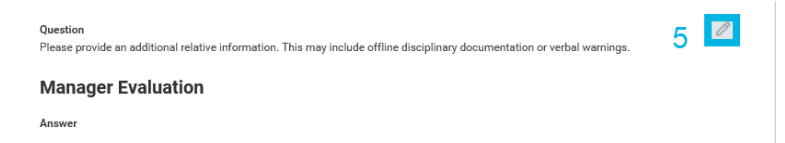


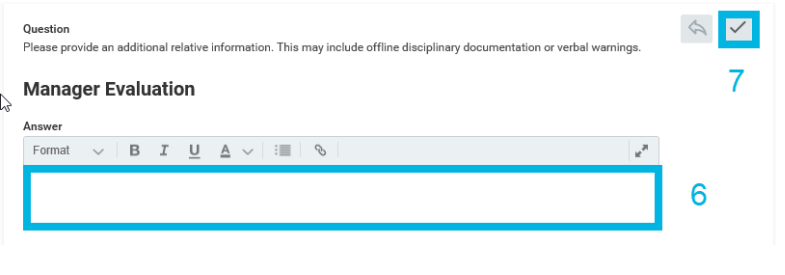


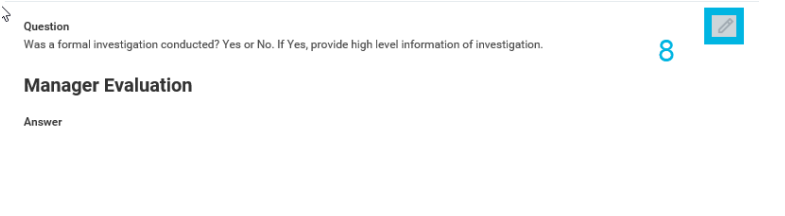




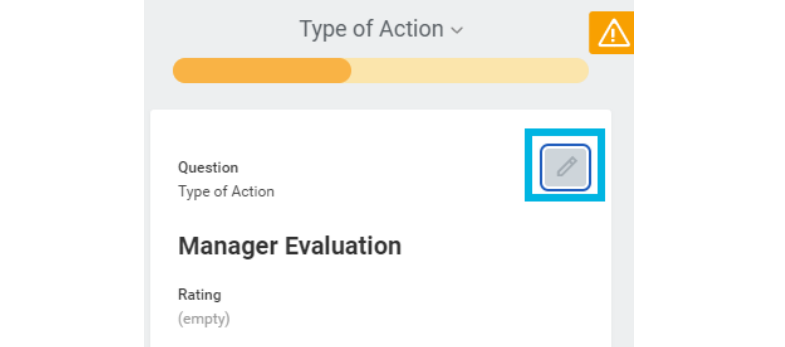



A simple step-by-step guide



Edit everything on one page

### Step 3

Select **Go to Guided Editor**.

 <p><b>Complete Manager Evaluation</b>  <b>Manager Evaluation: Disciplinary Action:</b> <span>Actions</span></p> <p>Review Period  2-Nov-2017 - 2-Nov-2017</p> <p>4 minute(s) ago - Effective 2-Nov-2017</p> <p>Disciplinary Action Information <span>▼</span></p> <p>Disciplinary Action Information</p> <p>Disciplinary Action Reason  Engaging on personal business during work time (Canada)</p> <p><b>Next</b> 4</p>	<p><b>Step 4</b>  Review the information entered by the HR Business Partner.</p> <p>Click <b>Next</b>.</p>
 <p>Question  Please provide an additional relative information. This may include offline disciplinary documentation or verbal warnings.</p> <p><b>Manager Evaluation</b></p> <p>Answer</p> <p>5 </p>	<p><b>Step 5</b>  Use the pencil icon  to answer the question.</p>
 <p>Question  Please provide an additional relative information. This may include offline disciplinary documentation or verbal warnings.</p> <p><b>Manager Evaluation</b></p> <p>Answer</p> <p>Format <span>▼</span> B I U <span>▼</span> <span>☰</span> <span>🔗</span></p> <p>6</p> <p>7 </p>	<p><b>Step 6</b>  Enter your answers in the text box.</p> <p><b>Step 7</b>  Use the check mark icon  to close the box.</p>
 <p>Question  Was a formal investigation conducted? Yes or No. If Yes, provide high level information of investigation.</p> <p><b>Manager Evaluation</b></p> <p>Answer</p> <p>8 </p>	<p><b>Step 8</b>  Continue working through other questions using the pencil icon  open each text box and the check mark icon  to close them.</p>
 <p>9</p> <p>Back <b>Next</b></p>	<p><b>Step 9</b>  After answering each question, click <b>Next</b>.</p>
 <p>Type of Action <span>▼</span> </p> <p>Question  Type of Action</p> <p><b>Manager Evaluation</b></p> <p>Rating  (empty)</p> <p>10 </p>	<p><b>Step 10</b>  Use the pencil icon  to select the Type of Action.</p>

Question  
Type of Action

## Manager Evaluation

Rating


A screenshot of a dropdown menu. The menu is open, showing a list of options. The top option is "select one" with a downward arrow. Below it is another "select one" option, which is highlighted in blue. The other options are "1st Written", "2nd Written", "Final Written", and "Termination". The entire dropdown menu is enclosed in a blue rectangular border.

### Step 11

Select the Type of Action from the drop down list.

A screenshot of the "Manager Evaluation" form. The form has a "Question" field with "Type of Action" below it. To the right of the form is a checkmark icon in a square box, which is highlighted with a blue border and the number "12". Below the form is a "Rating" dropdown menu with "1st Written" selected. At the bottom of the form are two buttons: "Back" and "Next". The "Next" button is highlighted with a blue border and the number "13".


### Step 12

Use the check mark icon  to close this section.

### Step 13

Click **Next**.


Details of Incident ▾

15 

Question  
When did the incident occur?

**Manager Evaluation**


Answer

15 

Question  
Where did the incident occur?

**Manager Evaluation**

Answer

15 

Question  
Describe what occurred. Include any witnesses or names of others involved.

**Manager Evaluation**

Answer

16

Back **Next**


**Step 15**

Use the pencil icons  to answer each question on the Details of Incident page.

**Step 16**

Click **Next**.

Action Plan ▾

17 

Question  
What must occur to address the problem?

**Manager Evaluation**

Answer

18

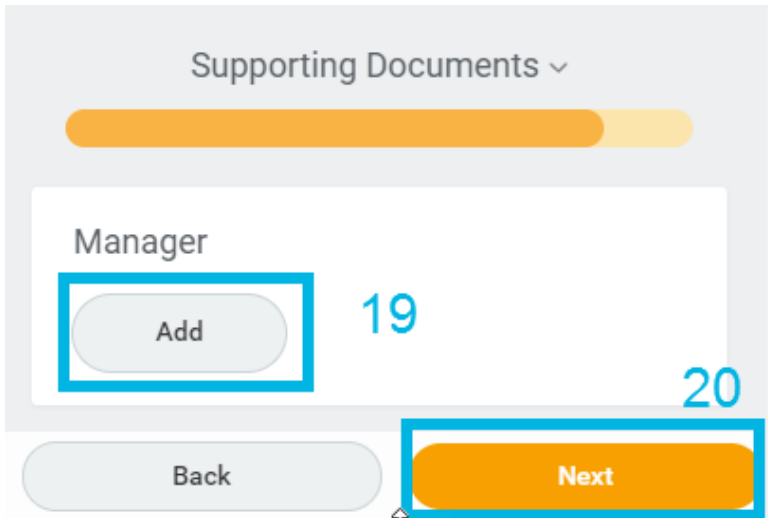
Back **Next**

**Step 17**

Use the pencil icons  to answer the question on the Action Plan page.

**Step 18**

Click **Next**.

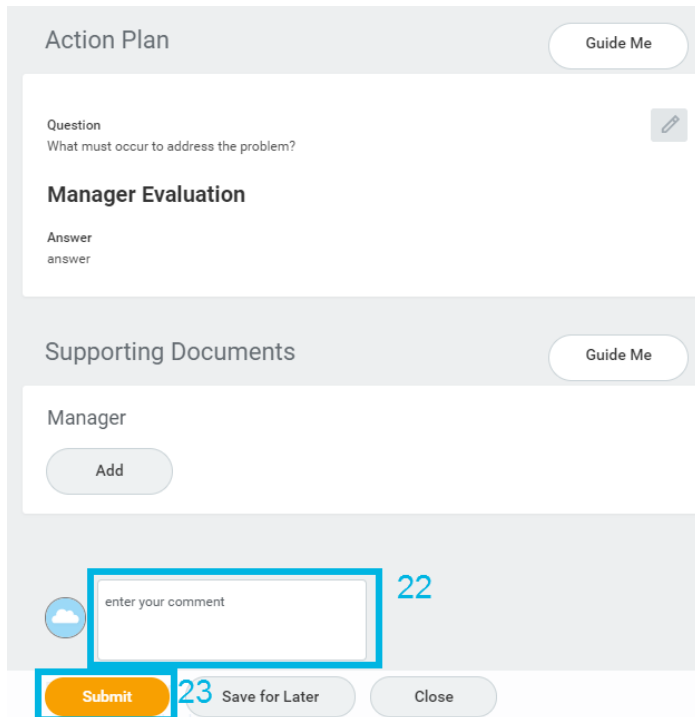


**Step 19**

Click **Add** to attach any necessary documents to the record.

**Step 20**

Click **Next**.



**Step 21**

Review the summary of the information you entered for the disciplinary action.

Use the pencil icon  to make changes, if needed.

**Step 22**

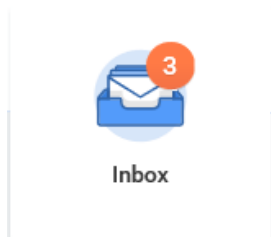
Enter comments (optional). These comments will be visible to HR. After you have a performance conversation with your employee, these comments will be visible to him/her.

**Step 23**

Click **Submit**.

Then, click **Done**.

**The next step in the process is for the HR Business Partner to approve the information input into the disciplinary action.**



**Step 24**

After HR approval, you will receive an additional Inbox task. Choose the **Inbox** worklet.

# Inbox

Actions (3)

Archive

Viewing: All

Sort By: Newest

Disciplinary Action Review: Manager Evaluation:  
Disciplinary Action: [REDACTED]

4 minute(s) ago - Effective 2-Nov-2017

## Step 25

Select the Inbox task **Manager Evaluation: Disciplinary Action**.

## Complete To Do

Disciplinary Action Review Actions

4 minute(s) ago - Effective 12/07/2017

For **Nina Newhire**

Overall Process **Disciplinary Action: Nina Newhire**

Overall Status **In Progress**

Instructions

Please have a conversation with your employee about the disciplinary incident and outline a plan of action to monitor improvement and/or close out the plan.

Coordinate with your HR Business Partner to get a copy of the Disciplinary Action form to use in your conversation.

enter your comment

Submit

Save for Later

Close

## Step 26

Follow the instructions in the **To Do** item to get a copy of the disciplinary action from HR and have a conversation with your employee.

## Step 27

Enter comments (optional). Comments will be visible to your employee during his/her acknowledgement step.

## Step 28

Click **Submit**.

Next, your employee will receive an Inbox task to acknowledge the disciplinary Action.

# Inbox

Actions (3)

Archive

Viewing: All


Sort By: Newest

Manager Evaluation: Disciplinary Action: [REDACTED]

1 minute(s) ago - Effective 2-Nov-2017

## Step 29

After your employee acknowledges the disciplinary action, you will receive an Inbox task **Manager Evaluation: Disciplinary Action** to provide additional comments.

	<p><b>Step 30</b> Review your employee's comments, if any.</p> <p><b>If you have any concerns regarding your employee's comments, work with your HRBP.</b></p> <p><b>Step 31</b> Use the pencil icon  to add your acknowledgement.</p> <p><b>Step 32</b> Click <b>Submit</b>.</p>
	<p><b>Step 33</b> Click <b>Done</b>.</p>

## FAQ's

**Can I select more than one reason for a disciplinary reason?** Yes, you can select multiple reasons for issuing a disciplinary action. You can select as many as may apply to the situation.

**Why do I see a different list of reasons than shown in the example?** Depending on your country, you may have different reasons. Each country has their own specific disciplinary reasons.

**If I want to save my work and come back to it later, how can I do that?** Once you come to the summary screen, you can select save for later.

**How can I see what is happening with this employee to know when this process is complete?** In your Inbox, select the Archive tab. Then click on the Manager Evaluation: Disciplinary Action task.

**Who can see the completed Disciplinary Action (DA)?** Only your employee's HRBP can see the completed DA. A copy can be requested from HR at any time.

**Explanation of the alert message, “Review Contains Hidden Sections From Employee.”** The disciplinary action form will not be visible to the employee in Workday except during the business process step when he/she receives an Inbox task to acknowledge the disciplinary action.