

View or Print Employee Disciplinary Action

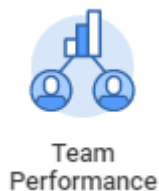
Overview

Disciplinary actions are used to document performance or behavior issues and set clear expectations going forward as applicable. This job aid will provide instruction on viewing a disciplinary action for one of your direct reports.

Who Does This: Manager

Things to Know:

- Only the HR Business Partner (HRBP) can initiate a disciplinary action.
- The direct manager is the only leader in the supervisory chain who can view an employee's disciplinary actions.



Step 1

Click on the **Team Performance** worklet from your Workday home page.



Step 2

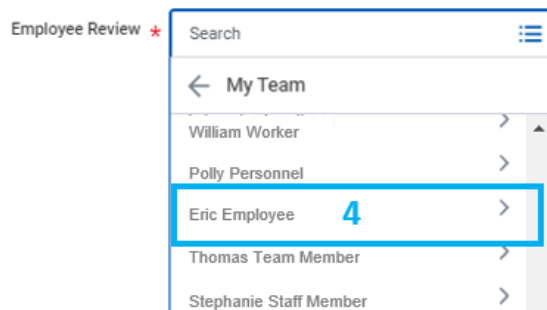
Under the **My Team's Performance** heading, select **View Printable Employee Review**

View Printable Employee Review



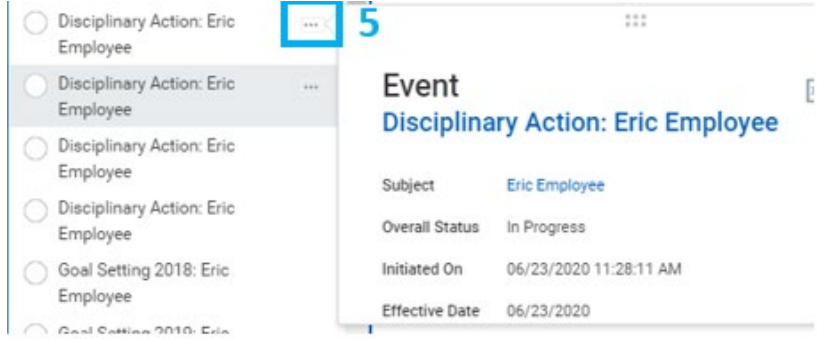

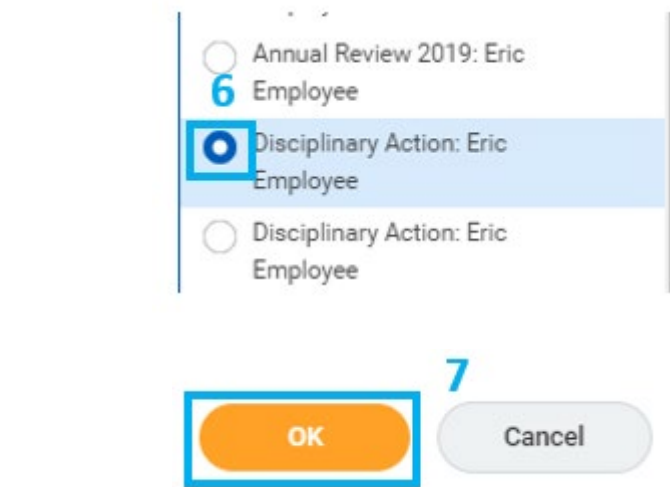
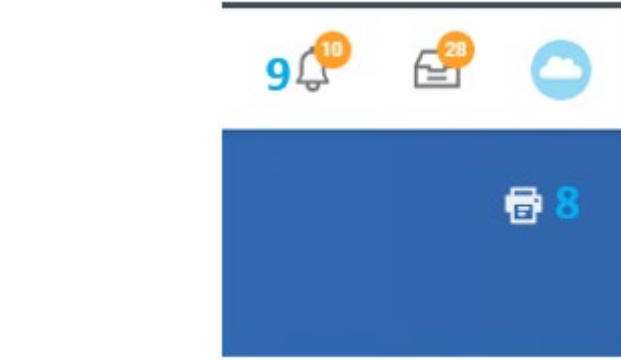

Step 3

From the drop-down menu, select **My Team**.



Step 4

From the list of your direct reports, select the employee whose disciplinary action you want to view/print.

	<p>Step 5 Any completed or in process review will be listed for the employee you select. If you want more details about an event, select the related actions icon  to see the overall status and date information about that event.</p>
	<p>Step 6 Click the radio button <input type="radio"/> next to the disciplinary action that you wish to print</p> <p>Step 7 Click OK</p> <p>The resulting disciplinary action will be available to view.</p>
	<p>Step 8 If you wish to print the disciplinary action, select the print icon  at the top right corner of the screen. You will receive a message that a printable document is being generated</p> <p>Step 9 Once the report has generated, you will receive a notification (bell icon) and can open that notification to print the .pdf of the document.</p>

FAQ's

Can I see disciplinary actions for employees who recently started reporting to me? Yes, you will be able to see previous disciplinary actions for employees who currently report to you. Likewise, if an employee transfers out of your supervisory organization, you will no longer be able to view disciplinary actions for that employee.