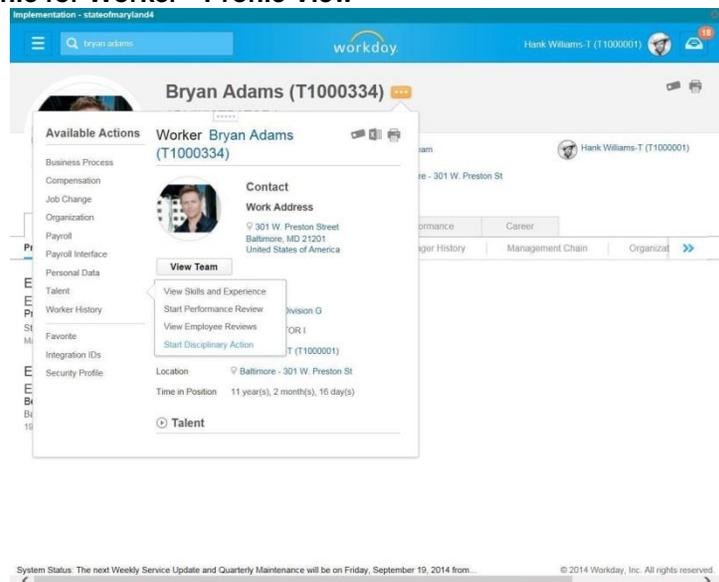


## Start Disciplinary Action on a Worker

### Procedure:

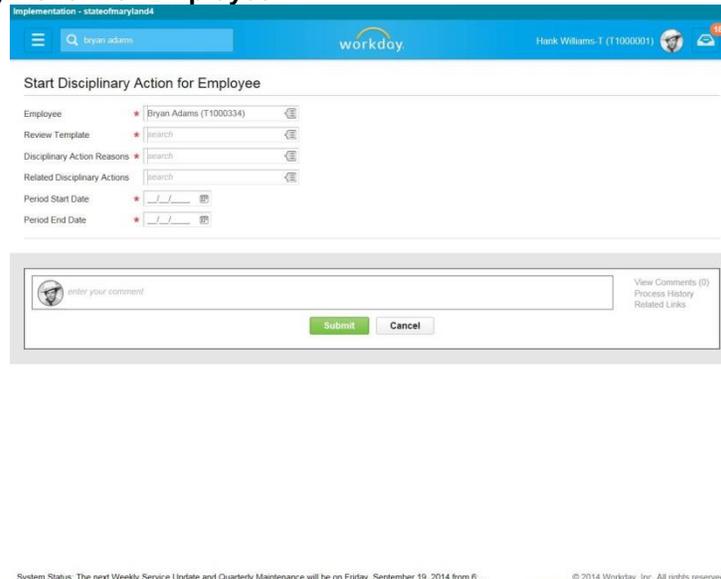
1. Type the name of the employee for whom you need to enter a disciplinary action in the search field.
2. Click the search  icon.
3. Click the worker name hyperlink.
4. Click the **Related Actions and Preview**  button.

### Professional Profile for Worker - Profile View

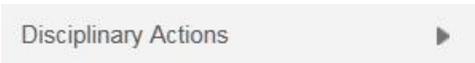


5. Hover over Talent and then click Start Disciplinary Action.

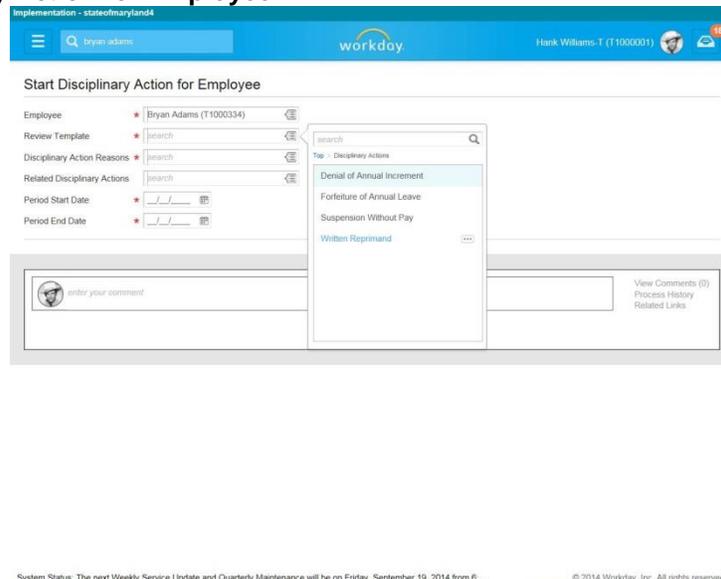
### Start Disciplinary Action for Employee



6. Click the search prompt  to the right of the Review Template field.

7. Click the **Disciplinary Actions**  hyperlink.

### Start Disciplinary Action for Employee



8. Select the template that corresponds to the disciplinary action you need to enter.

9. Click the search prompt  to the right of the Disciplinary Action Reasons field.

10. Click the **United States of America**  hyperlink.

11. Select the same option that you entered in the Review Template field.

12. Select the disciplinary action in the list that corresponds to the reason on the form.



**Information:** If you cannot find the reason that relates to the disciplinary action that's on the Disciplinary Action form, please select the reason "Other" and add a brief description of the reason in the comment section.

- 13. If needed, select each reason listed on the form. There can be multiple entries in this field.
- 14. If there was a previous disciplinary action related to this one, use the prompt to search for and select that action from this list.



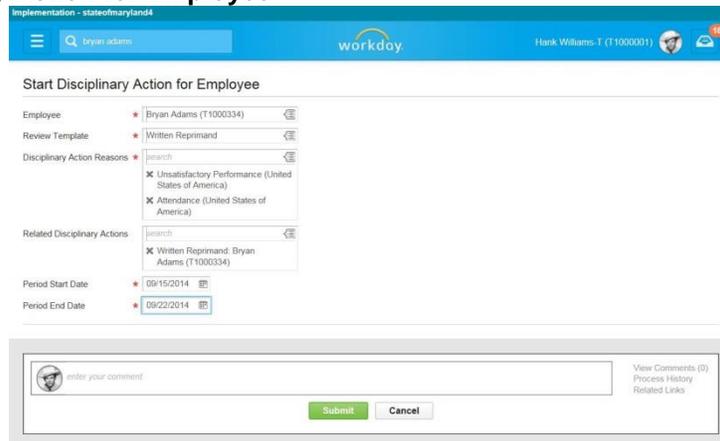
**Information:** You will only find a related disciplinary action in the search field, if the worker had a prior related issue.

- 15. Use the Calendar icon to select the start date for the disciplinary period.
- 16. Use the Calendar icon to select the end date for the disciplinary period.



**Information:** The Start Date and End Date should be entered into Workday as the same date. This date refers to the date of the Disciplinary Action.

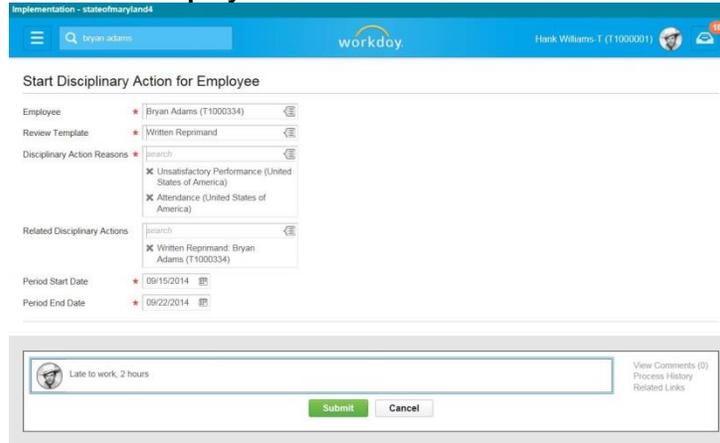
### Start Disciplinary Action for Employee



System Status: The next Weekly Service Update and Quarterly Maintenance will be on Friday, September 19, 2014 from 6:00 AM to 7:00 AM. © 2014 Workday, Inc. All rights reserved.

- 17. If needed, type a comment in the Comment *enter your comment* field.

## Start Disciplinary Action for Employee



System Status: The next Weekly Service Update and Quarterly Maintenance will be on Friday, September 19, 2014 from 6:00 AM to 7:00 AM. © 2014 Workday, Inc. All rights reserved.

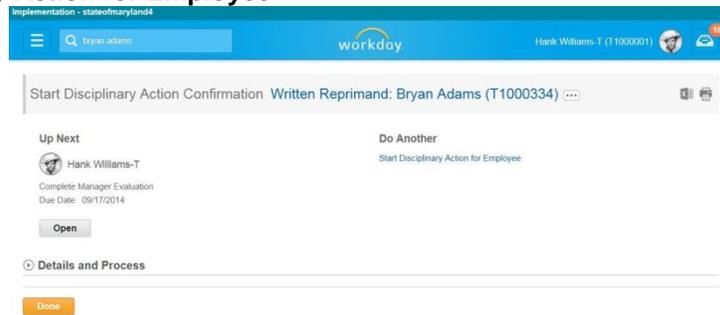
18. Click the **Submit**  button.



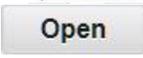
**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

## Start Disciplinary Action for Employee



System Status: The next Weekly Service Update and Quarterly Maintenance will be on Friday, September 19, 2014 from 6:00 AM to 7:00 AM. © 2014 Workday, Inc. All rights reserved.

19. Click the **Open**  button.

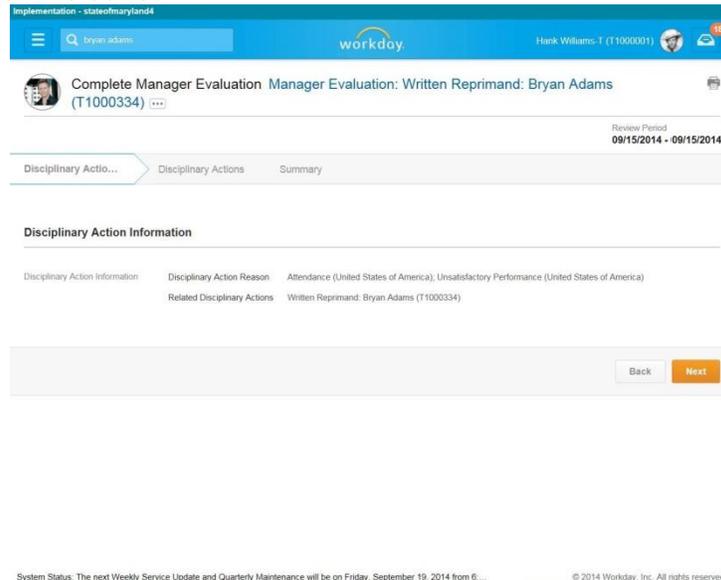
## Complete Manager Evaluation



The screenshot shows the Workday interface for a 'Complete Manager Evaluation'. The header includes the Workday logo and user information for Hank Williams. The main content area displays the title 'Complete Manager Evaluation' and 'Manager Evaluation: Written Reprimand: Bryan Adams'. Below this, there are two buttons: 'Go to Guided Editor' and 'Go to Summary Editor'. The 'Go to Guided Editor' button is highlighted with a grey background and a white border. At the bottom of the page, there is a system status message: 'System Status: The next Weekly Service Update and Quarterly Maintenance will be on Friday, September 19, 2014 from 6:00 AM to 7:00 AM (UTC-04:00)'. The copyright notice '© 2014 Workday, Inc. All rights reserved.' is also visible.

20. Click the **Go to Guided Editor** button.

## Complete Manager Evaluation



The screenshot shows the Workday interface for 'Disciplinary Action Information'. The header is the same as the previous screenshot. The main content area displays the title 'Disciplinary Action Information' and 'Manager Evaluation: Written Reprimand: Bryan Adams'. Below this, there is a table with the following information:

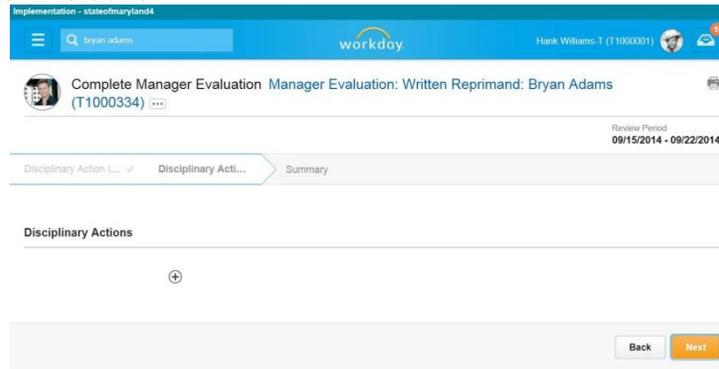
| Disciplinary Action Information | Disciplinary Action Reason   | Attendance (United States of America), Unsatisfactory Performance (United States of America) |
|---------------------------------|------------------------------|--|
|                                 | Related Disciplinary Actions | Written Reprimand: Bryan Adams (T1000334)  |

At the bottom of the page, there are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted with an orange background and a white border. At the bottom of the page, there is a system status message: 'System Status: The next Weekly Service Update and Quarterly Maintenance will be on Friday, September 19, 2014 from 6:00 AM to 7:00 AM (UTC-04:00)'. The copyright notice '© 2014 Workday, Inc. All rights reserved.' is also visible.

21. Confirm that the information on the screen matches the disciplinary form sent to you by the manager.

22. You do not have to enter or update any information on this page. Click the **Next** button.

## Complete Manager Evaluation



23. You do not have to enter or update any information on this page. Click the **Next**  button.

24. Click the **Submit**  button.



**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click Save for Later to save your changes but not submit
- Click Close to close the process and finish it at another time

25. Click the **Done**  button.

26. The System Task is complete.