

# 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 Q icon.
- 3. Click the worker name hyperlink.
- 4. Click the **Related Actions and Preview** button.

# Professional Profile for Worker - Profile View

Available Actions	Worker Brya (T1000334)	/an Adams 🛛 🔎 🕼 👘 )		am .	Ø	Hank Williams-T (T100000
Business Process Compensation Job Change	Contact Work Address			re - 301 W. Prestr		
Organization		9 301 W. Preston Street		ormance	Career	
Payroll Interface Personal Data	View Team	Baltimore, United Sta	MD 21201 tes of America	iger History	Management Chai	n Organizat
Talent Worker History	View Skills and Exp Start Performance F	perience Review	Jivision G			
Favorite Integration IDs	View Employee Rev Start Disciplinary Ac	Action T (T1000001)				
Security Profile	Location Q Time in Position 1	Baltimore - 3 1 year(s), 2 m	301 W. Preston St nonth(s), 16 day(s)			
	● Talent					

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



hyperlink.

## Start Disciplinary Action for Employee

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mployee	* pryan Adams (11	(UUU334) 5E	
eview Template	* search	〈王	
isciplinary Action Reas	ons * aearch	E	
elated Disciplinary Acti	ons search	Œ	
eriod Start Date	* <u>_/_/</u> @		
eriod End Date	* _/_/ 1		
triod End Date	* _/ 1		

- 6. Click the search prompt (IIII) to the right of the Review Template field.
- 7. Click the Disciplinary Actions

#### Start Disciplinary Action for Employee

mployee	* Bryan Adams (T1000334)	Œ			
eview Template	* search	<= <	search	Q	
sciplinary Action Reasons	* search	Œ	Top > Disciplinary Actions		
lated Disciplinary Actions	search	()	Denial of Annual Increment		
eriod Start Date	* =		Forfeiture of Annual Leave		
riod End Date	* _/_/ =		Suspension Without Pay		
			Written Reprimand		
0				-	View Comment
enter your comm					Process History

- 8. Select the template that corresponds to the disciplinary action you need to enter.
  9. Click the search prompt (1) 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

Employee	Bryan Adams (T1000334)	(E)	
Review Template *	Written Reprimand	〈王	
Disciplinary Action Reasons *	search	<=	
	Unsatisfactory Performance (Un States of America)     Attendance (United States of	ited	
	America)		
Related Disciplinary Actions	search	<=	
	X Written Reprimand: Bryan Adams (T1000334)		
Period Start Date *	09/15/2014 創		
Period End Date *	09/22/2014 館		
enter your commer	n		View Comments ( Process History Related Links
		Submit Cancel	

17. If needed, type a comment in the Comment field.



## Start Disciplinary Action for Employee

mployee	*	Brvan Adams (T1000334)	3		
leview Template	*	Written Reprimand	I		
isciplinary Action Reasons	*	search	Ξ		
		<ul> <li>Unsatisfactory Performance (United States of America)</li> </ul>	d		
		X Attendance (United States of America)			
Related Disciplinary Actions		search (	I		
		X Written Reprimand: Bryan Adams (T1000334)			
Period Start Date	*	09/15/2014 飽			
eriod End Date	+	09/22/2014 節			

nce will be on Friday, September 19, 2014 from 6.

18. Click the Submit

Submit button.



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

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- 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

		workday.	Hank Williams-1 (T1000001) 💓 1
	Start Disciplinary Action Confirmation	on Written Reprimand: Bryan Adams (T1000	0334) \cdots 🛛 🖾
	Up Next	Do Another	
	Hank Williams-T	Start Disciplinary Action for Employee	
	Complete Manager Evaluation Due Date 09/17/2014		
	Open		
	Details and Process		
	System Status: The next Weekly Service Update and Quarterly	Maintenance will be on Friday, September 19, 2014 from 6:	© 2014 Workday, Inc. All rights re-
	Open		
Onen	button		



## **Complete Manager Evaluation**

Complete Manager Evaluation Manager Evaluation: Written Reprimand: Bryan Adams (T1000334) Go to Guided Editor IIII Go to Guided Editor IIIII Go to Summary Editor IIII	Review Period 09/15/2014 - 09/15/2014
Review Period 09/15/2014 - 0	Review Period 09/15/2014 - 09/15/2014
Go to Guided Editor 🐌 Go to Summary Editor 🇮	
A simple step-by-step guide Edit everything on one page	
Go to Guided Editor Go to Summary Editor	

System Status: The next Weekly Service Up	date and Quarterly Maintenance will be on Friday, September 19, 2014 from 6	© 2014 Workday, Inc. All rights reserved.
20. Click the Go to Guided Editor	Go to Guided Editor	button.

Complete Manager Evaluation

	M		v	-
Complete Ma (T1000334)	anager Evaluation M	anager Evaluation: Written Reprimand: Br	ryan Adams	1
			Review Period 09/15/2014 - 09/	15/20
Disciplinary Actio	Disciplinary Actions	Summary		
Disciplinary Actio Disciplinary Action Infor	Disciplinary Actions mation Disciplinary Action Reason.	Summary Attendance (United States of America); Unsatisfactory Performance	e (United States of America)	
Disciplinary Actio Disciplinary Action Infor	Disciplinary Actions mation Disciplinary Action Reason Related Disciplinary Actions	Summary Attendance (United States of America), Unsatisfactory Performance Written Reprinand: Bryan Adams (T1003334)	e (United States of America)	

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

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ce Update and Quarterly Maintenance will be on Friday, September 19, 2014 from 6....

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



# Complete Manager Evaluation

		Implementation - stateofmarylar	nd4			۲		
		E Q bryan adams		workday.	Hank Williams T (T1000001)	I 🖉		
		Complete M (T1000334	Manager Evaluation	Manager Evaluation: Written Repriman	nd: Bryan Adams			
					Review Per 09/15/201	od 4 - 09/22/2014		
		Disciplinary Action I 🛷	Disciplinary Acti	Summary				
		Disciplinary Actions						
			$\oplus$					
					Back	Next		
		System Status: The next Weekly	Service Update and Quarterly N	Maintenance will be on Friday, September 19, 2014 from 6	© 2014 Workday, Inc.	All rights reserved.		
23	You do not have t	o optor or u	ndata anv	information on this p	ago Click th	o Novt	Next	button
23.	Tou do not nave t			inionnation on this pa	aye. Click li			Dutton.
24.	Click the Submit	Submit	button.					
	1							
	🎽 🛛 Tip: li	f you do not	t want to s	ubmit the request at t	his point, you	ı can als	o click on	e of the
		ing buttons	: or to covo	vour changes but not	cubmit			
		ave for Lau	ei iu save	your changes but not	Submit			
				coo anu iniish it al an				
25.	Click the Done	Done	outton.					

26. The System Task is complete.