



Workday Drive: Disciplinary Actions by Manager and Job Profile

The **Disciplinary Actions by Manager and Job Profile** report is available to select Central HR personnel. The report is available in Workday Drive and is updated **monthly**. It displays the total number of actions with the percentage of total employees by Sup Org, Manager, Job Profile, Reason Category, and Reason. The data is also displayed for with a rolling twelve (12) month total and historical numbers since Workday go-live (April 1, 2022).

Accessing the Report

1. From within Workday, select your profile icon, then select **Drive**.
2. Reports that you have access to are listed in Drive.
3. Double click the report name to run the report.

Note the panel on the right provides additional options such as marking the report as a favorite.

Name	Owner	Access	Modified
Disciplinary Actions by Manager and Job Profile	Thomas Strandquist	7 People	06/01/2025

Apply Filters

Each tab of the report can be filtered with Drive. Filters can be saved and shared. For more information on applying and sharing filters, see the Quick Reference Guide below:

[Using Workbook Filters](#)



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Report Tabs & Details

Past Year
=
Rolling 12 months

Historical
=
Begins 4/1/2022

Sup Org Historical and Sup Org Past Year tabs:

Displays employee **Total Actions** grouped by **Supervisory Organization**.

	A	B	C	D	E
1	Supervisory Organization	# of Actions	# of Employees w/ Action	# of Total Employees	% of Employees w/ Action
2	Sample Sup Org One (Clark Kent (0112233)) (S123456A)	66	42	151	27.8%
3	Sample Sup Org Two (Peter Parker (0113355)) (S115588A)	65	48	269	17.8%

Manager Historical and Manager Past Year tabs:

Shows counts of employee **Verbal & Written Actions**, **Termination Actions**, and **Total Actions** grouped by **Manager**.

	A	B	C	D	E	F	G	H	I	J
1	Manager ID	HR Entity	Manager	# of Verbal Actions	# of Written/Final Actions	# of Termination Actions	# of Actions	# of Employees w/ Action	# of Total Employees	% of Employees w/ Action
2	0112233	Vanderbilt University Hospital	Clark Kent (0112233)	60	38	0	98	57	101	56%
3	0113355	Vanderbilt University Hospital	Peter Parker (0113355)	63	29	0	92	50	123	41%

Job Profile Historical and Job Profile Last Year tabs:

Displays employee **Total Actions** grouped by **Job Profile**.

	A	B	C	D	E
1	Job Profile	# of Actions	# of Employees w/ Action	# of Total Employees	% of Employees w/ Action
2	1234 - First Sample Job Profile	713	407	739	55%
3	2345 - Another Sample Job Profile	579	424	1942	22%

Reason Category Historical and Reason Category Past Year tabs:

Displays total **Occurrences** grouped by **Reason Category**.

	A	B	C
1	Reason Category	# of Occurrences	% of Total
2	Attendance	4027	68.9%
3	Policy Violation	958	16.4%
4	Performance	805	13.8%
5	Performance,Policy Violation	25	0.4%
6	Attendance,Performance	15	0.3%
7	Attendance,Policy Violation	13	0.2%
8	Attendance,Performance,Policy Violation	2	0.0%

Reason Historical and Reason Past Year tabs:

Displays total **Occurrences** grouped by **Reason**.

	A	B	C
1	Reason	# of Occurrences	% of Total
2	Attendance (United States of America)	4023	69.14%
3	Unsatisfactory Performance (United States of America)	623	10.71%
4	Other/policy violation (United States of America)	592	10.17%
5	Unprofessional Conduct (United States of America)	213	3.66%
6	Unproductive use of Work Time (United States of America)	106	1.82%
7	Sleeping on the job (United States of America)	35	0.60%