



Start Disciplinary Action for Employee

VUMC Managers start a Disciplinary Action for an employee in Workday. The process is triggered when an investigation and review of employee misconduct has been determined. The manager determines the appropriate disciplinary action with the HR Business Partner, if necessary. Follow the steps below to start a Disciplinary Action for Employee task in Workday. **Note: When submitting a Disciplinary Action-Termination, it does not Terminate the employee. A Termination must be submitted separately.**

From the Workday Homepage:

1. Type **Start Disciplinary Action for Employee** into the search bar.

2. Select the **Start Disciplinary Action for Employee Task**.

3. Next to **Employee**, type the **name** of the employee or select the **prompt** icon to choose an employee from a list.

4. Select the **prompt** icon next to **Review Template** and choose the **appropriate option** from the menu based on the violation.

5. Select the **prompt** icon next to **Disciplinary Action Reasons** and choose **Reasons for Employee's Country** from the Menu. Then select the **appropriate option** from the next menu that appears.

Note: If there is a previous related action on file, you can select it using the **Related Disciplinary Actions** field.

6. Choose today's date as the **Period Start Date**.

7. Select the **Period End Date**. In most cases, this will be 12 months from the start date.

8. Select **Submit**.

9. A confirmation screen will appear. Select **Open**.

Note: This can also be found in My Tasks.

10. Select **Get Started** to begin the Manager Evaluation.



From the Manager Evaluation:

As you complete the Manager Evaluation, fill in the details as required for each section. Ensure that you have consulted with your HR Business Partner on language and details to include and not to include on this form. All of the information you include on this form, including attachments, will be visible to the employee.

1. Select **Next** to begin the Manager Evaluation.
2. Under **Description of Issue**, type a response to each question.
3. Select **Next**.
4. Under **Expectation(s) for Resolution**, type a response to each question.
5. Select **Next**.
6. Under **Supporting Documents**, attach any relevant documents by clicking **Select Files**.
7. Select **Next**.
8. Review the Manager Evaluation by scrolling down. Select **Submit** when finished.

Note: **Disciplinary Action-Written/Final** and **Disciplinary Action-Terminations** will route to HR for approval and need to be approved before the leader proceeds to the conversation with the employees. Verbal warnings are not routed to HR for review.

The screenshots show the following steps in the Manager Evaluation process:

- 1:** 'Disciplinary Action Information' screen. The 'Disciplinary Action Reason' is 'Attendance (United States of America)'. A 'Next' button is highlighted with a green circle containing the number 1.
- 2:** 'Description of Issue' screen. It contains two questions: 'Please describe this employee's ongoing issues and the policies that have been violated.' and 'What previous measures have been taken to address the issue(s)?'. Both have text boxes for the manager's response. A green circle with the number 2 is next to the first text box.
- 3:** 'Description of Issue' screen. A 'Next' button is highlighted with a green circle containing the number 3.
- 4:** 'Expectation(s) for Resolution' screen. It contains two questions: 'Moving forward, what improvements are expected from the employee in order to address their issue(s)?' and 'How long will this disciplinary action remain active?'. Both have text boxes for the manager's response. A green circle with the number 4 is next to the first text box.
- 5:** 'Expectation(s) for Resolution' screen. A 'Next' button is highlighted with a green circle containing the number 5.
- 6:** 'Supporting Documents' screen. It shows a 'Drop files here' area and a 'Select files' button. A green circle with the number 6 is next to the 'Select files' button.
- 7:** 'Supporting Documents' screen. A 'Next' button is highlighted with a green circle containing the number 7.
- 8:** 'Supporting Documents' screen. A 'Submit' button is highlighted with a green circle containing the number 8.



From Complete To Do:

1. The next step in this process is to have a conversation with the employee. After this conversation, you will Complete the **To Do** item that appears in your Tasks. You can add a comment to this regarding the conversation and select **Submit**.

Note: The employee will be able to view the entirety of the Disciplinary Action after submission.

2. The next portion will appear after you have completed the conversation with the employee. You will provide Manager Review Comments for the Disciplinary Action. Select **Get Started**.

3. Review the **Summary** of the Manager Review by scrolling down. Select **Next** to continue.

4. Under **Acknowledgment**, select whether you would like to **Acknowledge with Comments** or **Acknowledge without Comments** using the field next to **Status**. Depending on your response, you can type an **optional comment**.

5. Select **Submit**.

Note: This will act as a signature. The employee will also complete this step.

Complete To Do Disciplinary Action Review with Employee

For: Holly Wood (1234567)

Overall Process: Disciplinary Action - Verbal: Holly Wood (1234567)

Overall Status: In Progress

Instructions: Note as soon as you complete this action and submit, the employee will be able to view the document, please ensure you have spoken to the employee prior to submission.

enter your comment

Submit **1** Skip for Later Close

Provide Manager Review Comments

Manager Evaluation: Disciplinary Action - Verbal: Holly Wood (1234567)

Evaluated By: Sandy Beech (0123456) Disciplinary Action Reason: Attendance (United States of America)

Review Period: 04/17/2023 - 04/17/2024

The disciplinary action has been completed. An acknowledgment request has been sent to the employee. Once they acknowledge, you will receive a notification confirming the same. If you do not receive any notification within 5 business days, please proceed with the following steps:

- Acknowledge this task. In the comment box, specify the employee did not acknowledge.
- Navigate to the employee profile, click on the Performance tab, and then Disciplinary Actions.
 - Identify and select the highlighted link of the review that employee has not acknowledged. It will show under the Completed section
 - Click on the Process tab
 - Under the Process History table, click on the Related Actions button for the process of the step "Provide Employee Review Comments"
 - Click on Business Process and Advance Manually
 - Select the checkbox under confirm and click OK

Get Started **2**

Provide Manager Review Comments

Manager Evaluation: Disciplinary Action - Verbal: Holly Wood (1234567)

04/17/2023 - 04/17/2024
Evaluated By: Sandy Beech

Summary

Summary

Disciplinary Action Information

Disciplinary Action Reason: Attendance (United States of America)

Description of Issue

Question: Please describe this employee's ongoing issues and the policies that have been violated.
Manager
Answer: Manager's description of employee's ongoing issues and violated policies.

Question: What previous measures have been taken to address the issue(s)?
Manager
Answer: Manager's description of previous measures that have been taken to address the issue(s).

Provide Manager Review Comments

Manager Evaluation: Disciplinary Action - Verbal: Holly Wood (1234567)

04/17/2023 - 04/17/2024
Evaluated By: Sandy Beech

Acknowledgement

Manager

Status: Acknowledge with Comments **4**

Comment: Manager's comment to acknowledge the Disciplinary Action manager review

Process History

- Sandy Beech (0123456) Complete Manager Evaluation for Disciplinary Action- Submitted 1 minute ago
- Review Complete Manager Evaluation- Not Required
- Sandy Beech (0123456) To Do: Disciplinary Action Review with Employee- Step Completed Just now
- To Do: Acknowledgment () Next Steps for Disciplinary Action- Delayed
- Holly Wood (1234567) Provide Employee Review Comments- Awaiting Action
- Sandy Beech (0123456) Provide Manager Review Comments- Awaiting Action

Submit **5** Skip for Later

Next **3** Close