



View Disciplinary Action

VUMC Managers and Business Partners can View Disciplinary Actions 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 View Disciplinary Action in Workday.

From the Workday Homepage:

1. Type the name of the **Employee** in the **Search** field.
2. Select the **appropriate employee**.
3. Select **Performance** on the Employee's profile page.
4. Select the **Disciplinary Actions** tab.

Note: The grid displays all disciplinary actions with In Progress items being at the top and the Completed actions at the bottom.

5. To view an individual Disciplinary Action report, select **View**.

6. This will open the **View Printable Employee Review** page. Select **OK** when you are finished reviewing the disciplinary action information.

1. Search for Holly Wood

2. Select Holly Wood (1234567) - Sr Financial Manager | VICTR | 2525 WEST END AVE (LOC00248)

3. Select Performance in the left-hand navigation menu

Individual Goals Archived Goals Development Items Performance Reviews Reviews **Disciplinary Actions**

Completed 1 item

Review	Review Period		View	Create New PDF
	Start Date	End Date		
Disciplinary Action - Verbal: Holly Wood (1234567)	04/06/2023	04/06/2023		

View Printable Employee Review

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

04/06/2023 - 04/06/2023
Evaluated By: Sandy Beech

- Disciplinary Action Information
- Description of Issue
- Expectation(s) for Resolution
- Supporting Documents
- Acknowledgement
- 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 description of employee's ongoing issues.

Question What previous measures have been taken to address the issue(s)?

Manager Answer Manager description of measures taken to address the issue.

Expectation(s) for Resolution

OK Back Close

QUESTIONS?

Please email BusinessEducation@vumc.org.