DISCIPLINARY ACTION

From the **TEAM PERFORMANCE WORKLET** or Search start disciplinary action

1. Select Start Disciplinary Action under the “Actions” section.

2. Fill out the following required fields:
   
   - **ASSOCIATE NAME**
   
   **REVIEW TEMPLATE** – For most countries there will be two options:  **Warning with Hard-Copy Acknowledgment** (used for associates that don’t have access to a laptop, ex: retail or manufacturing associates. The manager prints the form and the associate sign the hard copy. Manager would uploads completed form into system)
   **Warning with Online Acknowledgment** (process to be completed online with both the manager and associate providing digital signatures)

   - **DISCIPLINARY ACTION REASONS**
   
   - **RELATED DISCIPLINARY ACTIONS** can be used if the associate had previous disciplinary actions in the system. If they don’t, this can be left blank

   - **PERIOD START AND END DATE** – should be the date you are completing the form.

3. Manager completes the Disciplinary Action Form

4. Once completed and submitted, HR Partner reviews and approves

5. Once HR Partner approves, the Disciplinary Action Form goes back to the manager

6. The manager will get a task in their inbox to “**MEET WITH ASSOCIATE TO DISCUSS REVIEW**”.

If you are doing an **ONLINE FORM** it is important to have the discussion before you submit the form to the associate in Workday. You will get an Alert that says: **Page Alert Review Contains Sections Hidden From Associate**. This is expected and you can still Submit and move forward in the process.
If you are doing a **HARD COPY FORM** you will receive a PDF to print and bring to your meeting. You will get an Alert that says: *Page Alert Review Contains Sections Hidden From Associate*. This is expected and you can still Submit and move forward in the process.

7. Once you submit the online form, it will go to the Associate to acknowledge and add comments and then back to the manager to acknowledge for the online form. If you are completing a hard copy form you will get a To Do with instructions on how to upload the signed copy.