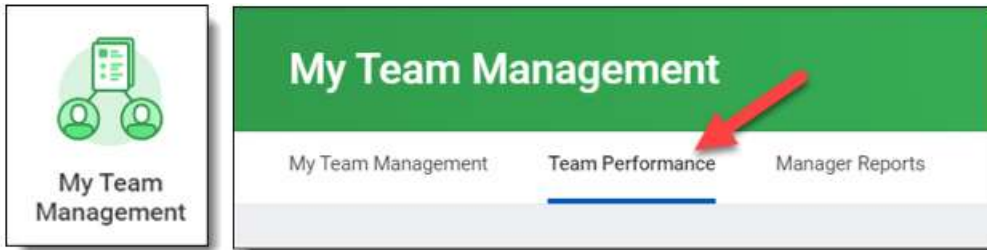


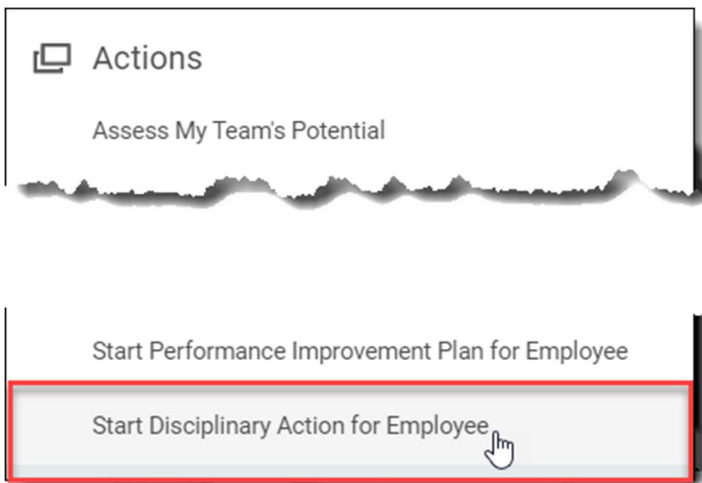
## Completing a Disciplinary Action

This job aid will walk you step by step on how to create and complete a disciplinary action.

**Step 1:** On the *Home Screen*, click the **My Team Management** worklet, then click on the Team Performance tab.



**Step 2:** From the *Actions* menu, click **Start Disciplinary Action for Employee**.



**Note:** A disciplinary action can be started by the employee’s manager or the HR Partner. If the manager starts the disciplinary action then the HR Partner needs to review and approve it. If the HR Partner starts the disciplinary action then the manager needs to review and approve it.

### Step 3: Complete the following fields.

1. In the *Employee* field, select the employee from the drop down menu.
2. In the *Review Template* field, select the disciplinary action template from the drop down menu.
3. In the *Disciplinary Action Reason* field, select the reason for the disciplinary action from the drop down menu.
4. In the *Related Disciplinary Actions* field, select any related disciplinary actions that have been taken in the past from the drop down menu.
5. In the *Period Start Date* field, select the effective date of the disciplinary action. Use the Period Start Date and Period End Date to indicate the effective date of this action. In most cases you, will enter the same date into both fields.
6. In the *Period End Date* field, select the effective date of the disciplinary action. Use the Period Start Date and Period End Date to indicate the effective date of this action. In most cases, you will enter the same date into both fields.
7. Click **Submit**.

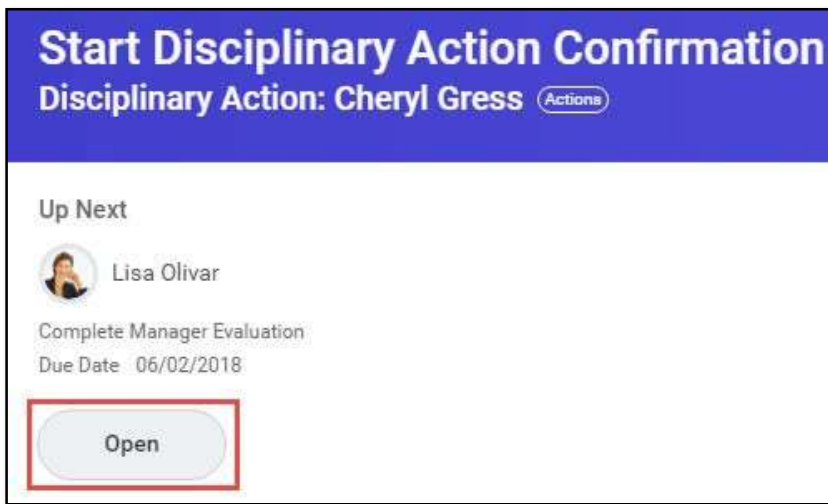
The screenshot shows a form with the following fields and callouts:

- Employee**: A dropdown menu with a three-dot icon and a red circle with the number 1.
- Review Template**: A dropdown menu with a three-dot icon and a red circle with the number 2.
- Disciplinary Action Reasons**: A dropdown menu with a three-dot icon and a red circle with the number 3.
- Related Disciplinary Actions**: A dropdown menu with a three-dot icon and a red circle with the number 4.
- Period Start Date**: A date input field with a calendar icon and a red circle with the number 5.
- Period End Date**: A date input field with a calendar icon and a red circle with the number 6.
- Submit**: An orange button with a red circle with the number 7 above it.
- Cancel**: A grey button.

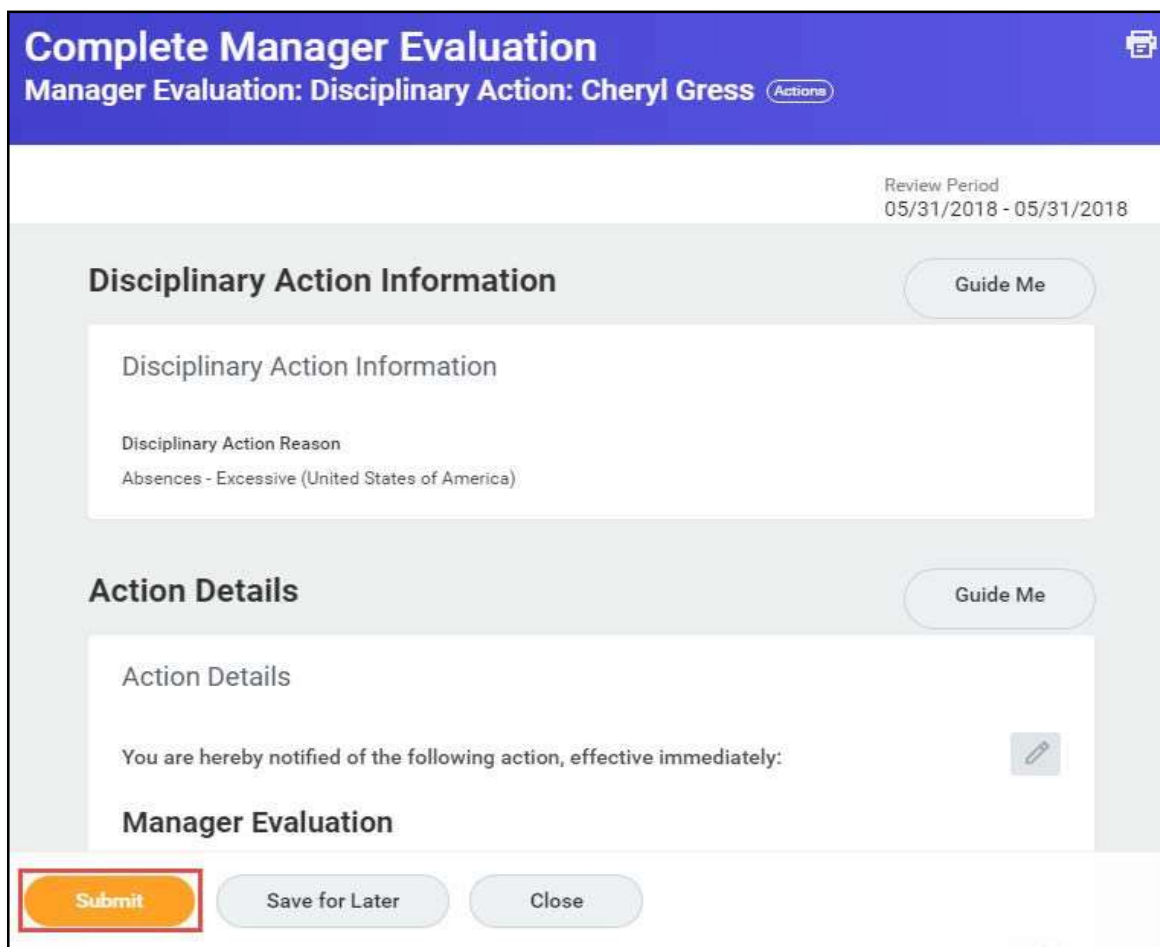


**Note:** Any section with three dots and lines has a drop down with a list of available options.

Step 4: You'll see a confirmation that the disciplinary action has started. Click **Open** to complete the manager evaluation portion of the disciplinary action.




Step 5: The manager evaluation form will be displayed. Click **Submit** when you have completed all the components of the evaluation.



After submitting the evaluation it will go to the final approver (either the manager or the HR Partner) who reviews and approves your evaluation.


**Success! Event submitted**  
**Manager Evaluation: Disciplinary Action: Cheryl Gress**

Up Next


Delbert Maultsby

Review Complete Manager Evaluation

Due Date 06/02/2018

	<p><b>Note:</b> If the disciplinary action is going to result in a salary sanction, the Appointing Authority will have to review and approve it in order to complete the process.</p>
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