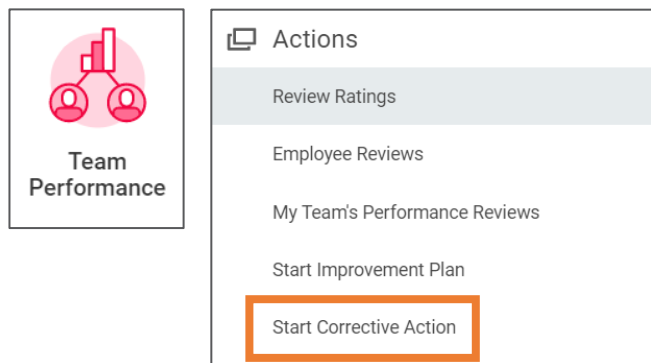


Use this job aid to initiate a corrective action (disciplinary action) for Team Members.

Start Corrective Action

From your home screen:

1. Navigate to the **Team Performance** application.
2. Under the **Actions** column, select **Start Corrective Action**.

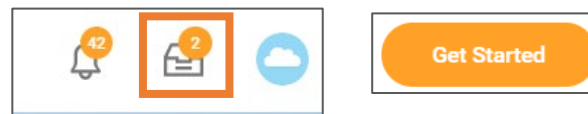


3. In the **Employee** field, select the Team Member to start the corrective action for.
4. In the **Review Template** field, select Corrective Action.
5. In the **Related Corrective Actions** field, select from the available reasons.
6. In the **Related Corrective Action** field, select from any available past related corrective actions. If this is a Team Member's first corrective actions, none will be available. *Not a required field.*
7. In the **Period Start Date and Period End Date** fields, enter the date of the corrective action. These should be the same date.
8. Click **Submit**.

Complete Manager Evaluation

From your home screen:

1. Navigate to your Workday inbox > select the **Complete Corrective Action** task.
2. Click **Get Started**.



3. Provide input in complete sentences in the follow fields:
 - Was the Team Member suspended from employment pursuant to the issue that resulted in Corrective Action?
 - Description of Violation (details of what, when and where violation occurred).
4. Click **Next**.
5. Click **Submit**.

Next Steps

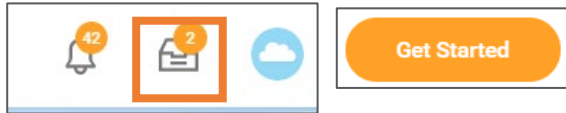
The corrective action is sent to HR for review and approval. Once approved, the initiating Manager receives an inbox task to meet with the Team Member to review the corrective action. When the review is complete, click submit to send an acknowledgement to the Team Member to complete.

Team Member Acknowledgement

From your home screen:

1. Navigate to your Workday inbox > select the **Corrective Action** task.
2. Click **Get Started**.

Team Member Acknowledgement (continued)



3. Review **Description of Violation**. Click **Next**.
4. In the **Status** field, select **I acknowledge the receipt of this document**. Enter comments, if applicable.
5. Click **Submit**.

Next Steps

After the corrective action is completed, the Team Member progress will be evaluated and assessed for next steps.