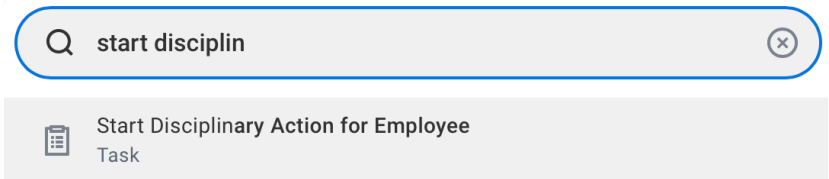


Behavior Coaching Documentation

1. Use the search bar to type “start disciplinary”. Choose **Start Disciplinary Action for Employee** when it appears



Q start disciplin

Start Disciplinary Action for Employee Task

[VIEW MORE](#)

Start Disciplinary Action for Employee

Coaching:

Both start date and end date should be the date the coaching is completed.

Example: A coaching is completed on 7/7/2021. The **Period Start Date** will be 07/07/2021, and the **Period End Date** will be 07/7/2021.

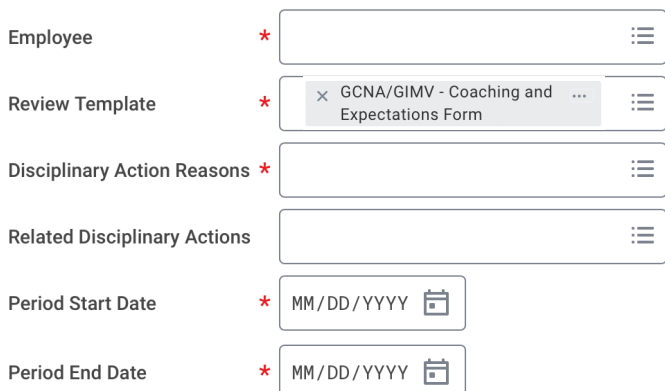
Disciplinary Action:

The "**Period Start Date**" should be the date the corrective action will be issued.

The "**Period End Date**" should be 6 months after the issue date.

Example: A disciplinary action is issued on 06/01/2021. The **Period Start Date** will be 06/01/2021, and the **Period End Date** will be 12/01/2021.

Note: for "Final Warnings", the Employee must be employed for at least 90 days, so if you do not see the appropriate template, that this Employee has not been employed for at least 90 days.



Employee *

Review Template *

Disciplinary Action Reasons *

Related Disciplinary Actions

Period Start Date *

Period End Date *

2. Type team member's name.

3. Choose **By Type > GCNA/GIMV Coaching and Expectations Form**

Submit

Cancel

Start Disciplinary Action for Employee

Coaching:

Both start date and end date should be the date the coaching is completed.

Example: A coaching is completed on 7/7/2021. The **Period Start Date** will be 07/07/2021, and the **Period End Date** will be 07/7/2021.

Disciplinary Action:

The "**Period Start Date**" should be


The "**Period End Date**" should be


Example: A disciplinary action is completed on 06/01/2021. The **Period Start Date** will be 06/01/2021, and the **Period End Date** will be 12/01/2021.


Note: for "Final Warnings", the Employee must have been employed for at least 90 days, so if you do not see the appropriate template, that this Employee has not


Employee *

Review Template *

Disciplinary Action Reasons * Search 

Related Disciplinary Actions 

Period Start Date * MM/DD/YYYY 

Period End Date * MM/DD/YYYY 

Submit

Cancel

← Disciplinary Action Reasons

- Attendance (United States of America)
- Cash Handling (United States of America)
- Conduct - Policy Violation (United States of America)
- Conduct - Values (United States of America)
- NCNS (United States of America)
- Padding (United States of America)
- Performance (United States of America)

4. Choose **Reasons for employee's country > United States of America > Disciplinary Action Reasons** > Choose the appropriate category from the list by clicking in the check box.

5. **Period Start** and **End Date** should match and be the day the coaching

6. Choose **Submit**.

7. Choose **Open** from the pop-up.

Note: if you are unable to complete the coaching documentation or dismiss this pop-up, you can find this in your in-box

Start Disciplinary Action Confirmation

Up Next: Jessica Rhoades | Complete Manager Evaluation

[View Details](#)

Open





Go to Guided Editor

A simple step-by-step guide



Go to Summary Editor

Edit everything on one page

8. Choose between **Guided Editor** and **Go to Summary Editor**.

Note: *Guided Editor is recommended because it will show each part of the form as you need it.*

9. Complete the **See**, **Do**, and **Review** portions of the form.

Important: *Be as specific as possible in each section. Include information on who, what, where, when, why, and how. Include as much detail as possible while leaving out any emotion or speculation. For more information see the “Performance Management or Disciplinary Action?” document.*

Submit

Save for Later

Close

8. Choose **Submit**.

Note: *If you are unable to finish at any point, you can choose **Save for Later** and return to the form from your **in-box**.*

