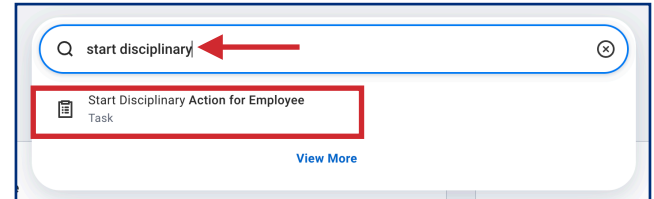


HOW TO DOCUMENT COACHINGS IN WORKDAY

1. Log in to Workday > Search “start disciplinary” in the Workday search bar > Click the **Start Disciplinary Action for Employee** task



2. Review the reminder about *Coaching* > Enter the name of the team member under the *Employee* field

3. Under *Review Template*, Select *By Type* > GCNA/GIMV/GSFB Coaching and Expectations Form

4. Under *Disciplinary Action Reasons*, Click *Reasons for employee, country* > United States of America > Disciplinary Action Reasons > Select the appropriate option from the list by clicking the checkbox

5. Enter the **Period Start and Period End Dates**. **Note:** The **Period Start Date** and the **Period End Date** should be the same day the coaching is conducted.

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 * Team Member Gina ...

Review Template * GCNA/GIMV/GSFB - Coaching and Expectations Form

Disciplinary Action Reasons * Attendance (United States of America)

Related Disciplinary Actions

Period Start Date * 04/21/2025

Period End Date * 04/21/2025

enter your comment

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)

Cancel

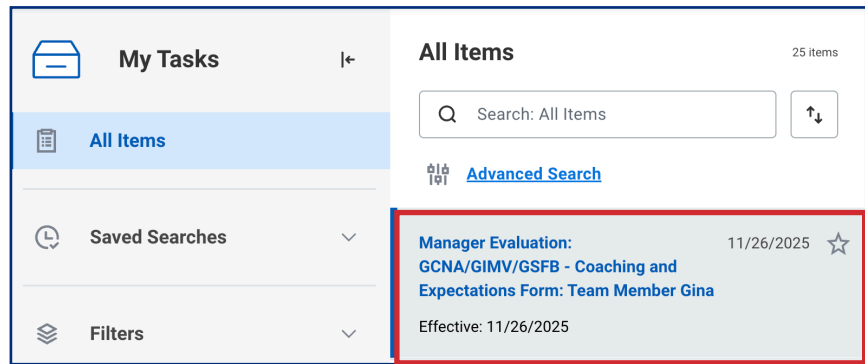
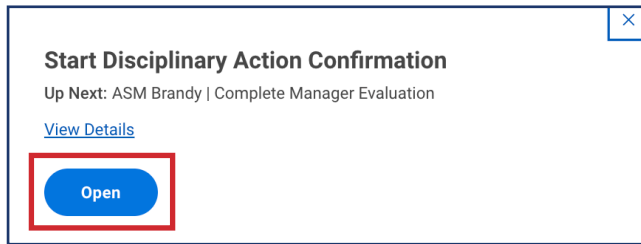
Submit

GOODWILL

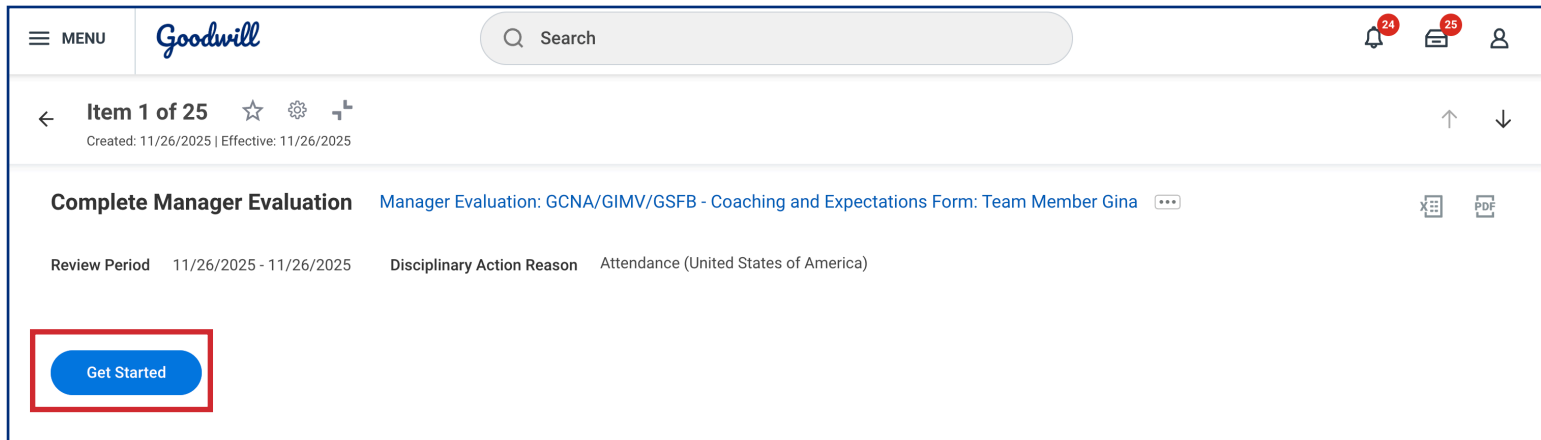
1

HOW TO DOCUMENT COACHINGS IN WORKDAY

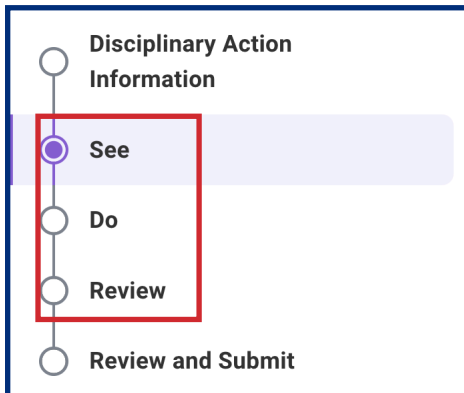
7. Click **Open** on the pop-up **OR** Click on the *Manager Evaluation Task* from the “My Tasks” Inbox



8. Select the blue **Get Started** button



9. Complete the **See, Do, and Review** sections of the form > Click **Submit** when complete



IMPORTANT! Be as specific as possible in each section of the form. Include information about who, what, when, where, why, and how. Include as much detail as possible while leaving out any emotion or speculation.

10. To view documented Coachings, Disciplinary/Corrective Actions, and/or Performance Improvement Plans (PIPs), Navigate to the team member’s Workday profile > Click **Performance** > Click **Disciplinary Actions** > Click **View**

