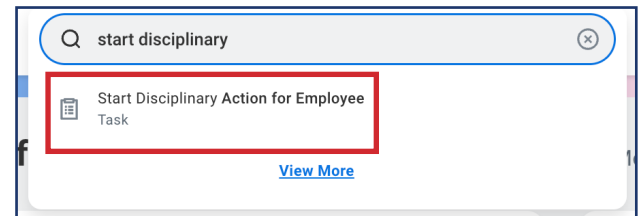


HOW TO SUBMIT A DISCIPLINARY ACTION IN WORKDAY

1. Log in to Workday > Search “start disciplinary” in the Workday search bar > Click the **Start Disciplinary Action for Employee** task
2. Review the reminders about *Disciplinary Action* > Enter the name of the team member under the *Employee* field
3. Under *Review Template*, Click **Disciplinary Actions** > Select the appropriate option from the list
4. Under *Disciplinary Action Reasons*, Click **Reasons for employee’s country** > **United States of America** > **Disciplinary Action Reasons** > Select the appropriate option from the list
5. **(OPTIONAL)** Select any *Related Disciplinary Actions* (i.e., Coachings, PIPs, previous Disciplinary Actions)
6. Enter the **Period Start Date** and **Period End Date**.
7. Click **Submit**.



IMPORTANT! The options selected under the *Review Template* field and the *Disciplinary Action Reasons* field must match unless the reason for the Disciplinary Action is performance.

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 * 2

Review Template * 3

Disciplinary Action Reasons * 4

Related Disciplinary Actions 5

Period Start Date * 6

Period End Date * 6

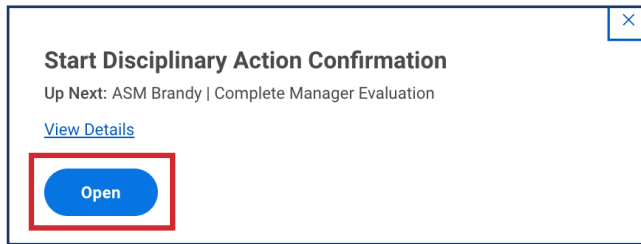
Note: The Period Start Date is the date that the employee is issued the Disciplinary Action. The Period End Date is the date six months after the issue date.

Note: Scroll down to view all.

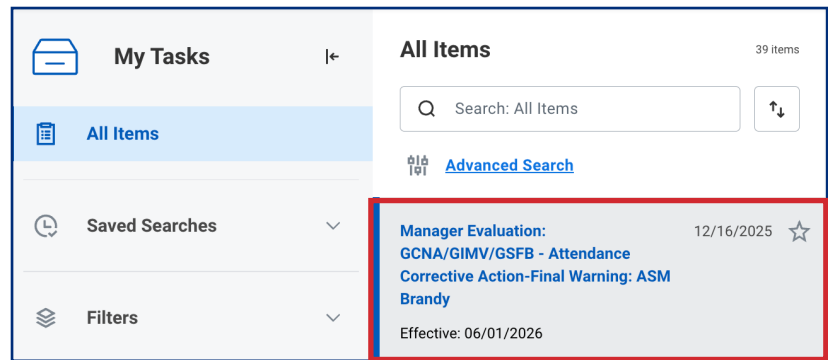
Cancel Submit 7

HOW TO SUBMIT DISCIPLINARY ACTION IN WORKDAY

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

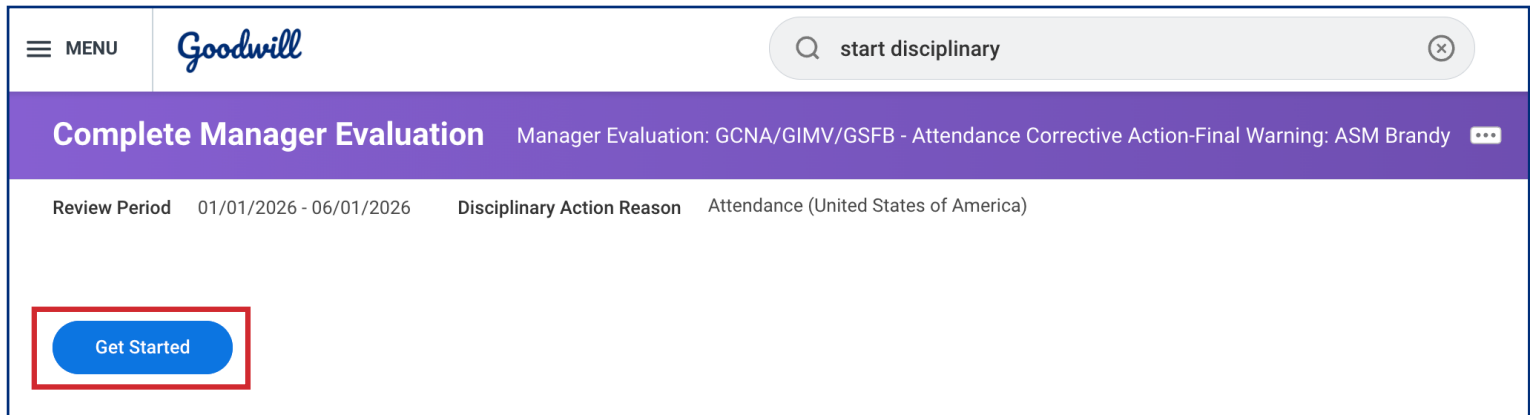


A pop-up window titled "Start Disciplinary Action Confirmation". It contains the text "Up Next: ASM Brandy | Complete Manager Evaluation" and a link "View Details". A blue button labeled "Open" is highlighted with a red box.



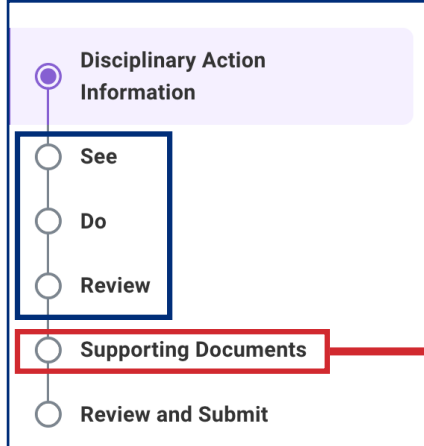
The "My Tasks" and "All Items" interface. The "All Items" list shows a task for "Manager Evaluation: GCNA/GIMV/GSFB - Attendance" with a due date of 12/16/2025. The task details include "Corrective Action-Final Warning: ASM Brandy" and "Effective: 06/01/2026". The task entry is highlighted with a red box.

9. Select **Get Started**



The "Complete Manager Evaluation" form. It shows the review period "01/01/2026 - 06/01/2026" and the disciplinary action reason "Attendance (United States of America)". A blue button labeled "Get Started" is highlighted with a red box.

10. Complete the **See, Do, and Review** sections of the form > Upload any supporting documents

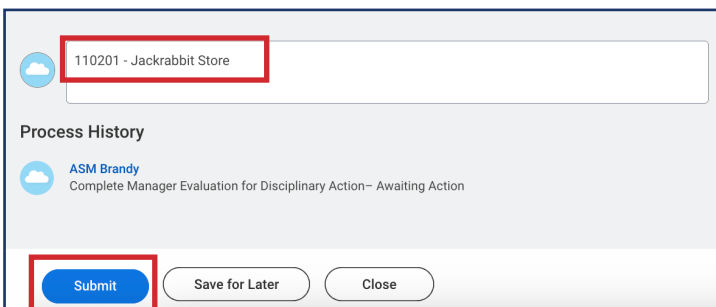


A flowchart titled "Disciplinary Action Information" showing the steps: See, Do, Review, Supporting Documents, and Review and Submit. The "Supporting Documents" step is highlighted with a red box and an arrow pointing to the right.

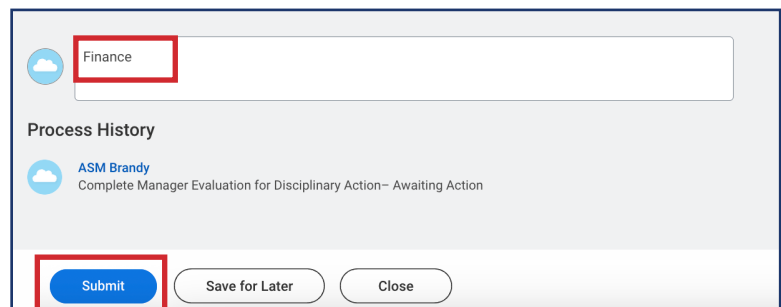
Note: Be as specific as possible in each section of the form. Include information about who, what, when, where, why, and how. Include as much detail as possible while leaving out any emotion or speculation.

IMPORTANT! Documents that are added will be seen by the team member receiving the Disciplinary Action. Do **NOT** add any documentation that exposes third-party involvement.

11. Enter the store number **OR** the department name (i.e., IT, Finance, etc.) in the comment box of the summary section of the form > Click **Submit**



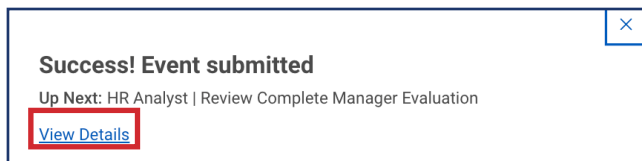
The summary section of the form for "110201 - Jackrabbit Store". It shows the process history for "ASM Brandy" and a blue button labeled "Submit" highlighted with a red box.



The summary section of the form for "Finance". It shows the process history for "ASM Brandy" and a blue button labeled "Submit" highlighted with a red box.

HOW TO SUBMIT DISCIPLINARY ACTION IN WORKDAY

12. Click **View Details** on the pop-up **OR** Navigate to the “My Tasks” Inbox > Click **Archive** > Select the Disciplinary Task > Click the **Process** tab > Scroll down and Click the **Remaining Process** button to view the remaining steps in the business process

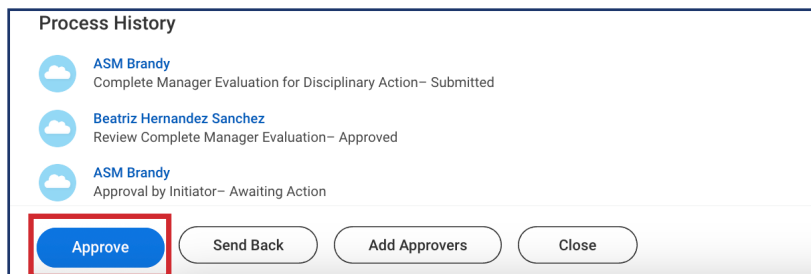
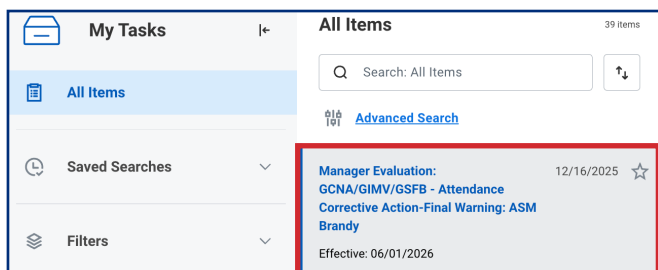
A table titled "View Remaining Process" with the subtitle "Manager Evaluation: GCNA/GIMV - Attendance Corrective Action-Final Warning: Team Member Gina". It shows 5 remaining process items. A red box highlights the "Step" column for the first two items.

Process	Step	Group	Person
Complete Manager Evaluation for Disciplinary Action	Approval by Initiator	Initiator	ASM Brandy
Complete Manager Evaluation for Disciplinary Action	To Do: Schedule Meeting with Employee	Initiator	ASM Brandy
Complete Manager Evaluation for Disciplinary Action	Provide Employee Review Comments	Employee As Self	Team Member Gina
Complete Manager Evaluation for Disciplinary Action	Provide Manager Review Comments	Initiator	ASM Brandy
Complete Manager Evaluation for Disciplinary Action	Approval by HR Analyst	HR Analyst	Beatriz Hernandez Sanchez, Daniela Torres, Delia Alexander, Gray Lee-Kin, Haley Armstrong, More (10)

THE DISCIPLINARY ACTION ROUTES TO HUMAN RESOURCES FOR APPROVAL

Note: Once the Disciplinary Action is approved, the task will appear in the initiating manager’s “My Tasks” Inbox and/or under the “Awaiting Your Action” section on the manager’s Workday homepage.

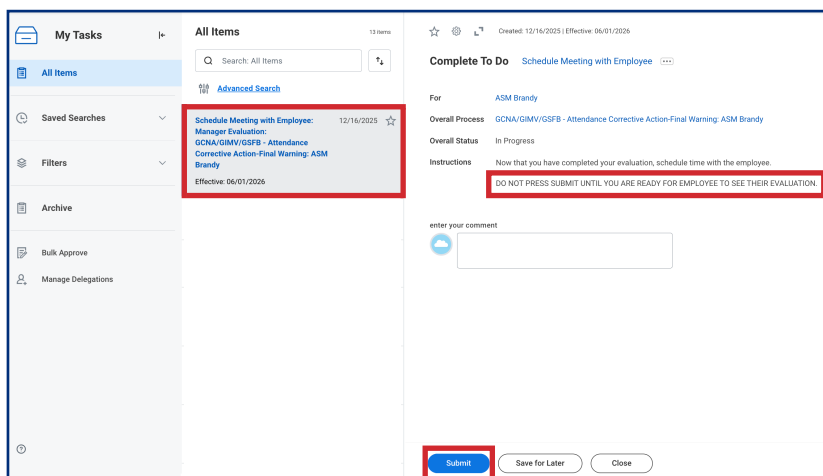
13. Click on the task > Click **Get Started** > Review the Disciplinary Action > Click **Approve**



THE MANAGER MUST SCHEDULE A MEETING WITH THE TEAM MEMBER AND A WITNESS

14. The manager must schedule a meeting with the team member and an appropriate witness to formally issue and discuss the Disciplinary Action with the team member.

15. When the manager is ready for the team member to view their Disciplinary Action, the manager should navigate to their Workday “My Tasks” Inbox > Click the appropriate **Schedule Meeting with Employee** task > Click **Submit**. This action routes the Disciplinary Action to the team member’s “My Tasks” Inbox.



IMPORTANT! A witness must be present during the meeting with the manager and the team member. The witness must be in a higher position than the team member receiving the Disciplinary Action.

Note: Managers can wait to submit the task until they are in the meeting with the team member and the witness, if they do not wish for the team member to view their Disciplinary Action before the meeting.

HOW TO SUBMIT CORRECTIVE/DISCIPLINARY ACTION IN WORKDAY

16. Instruct the team member to navigate to their Workday “My Tasks” inbox to access their Disciplinary Action.

17. The team member must click **Get Started** > Review their Disciplinary Action > Click to select **Acknowledge Review without Comments** OR Select **Acknowledge Review with Comments** and enter a comment > Click **Submit**

Note: Comments are optional. The team member has three shifts to acknowledge their Disciplinary Action.

IMPORTANT! If the team member enters a comment, do NOT discuss it with them. Inform the team member that HR will contact them to discuss their comments.

18. The manager must navigate to their Workday “My Tasks” inbox > Click the Disciplinary Action task > **Acknowledge Review with Comments**

19A. Enter the name and job title of the witness, in the comment section of the form > Click **Submit**

This screenshot shows the 'Employee Acknowledgement' form. A red box highlights the 'Status' dropdown menu, which has two options: 'Acknowledge Review without Comments' and 'Acknowledge Review with Comments'. Below the status menu, the 'Disciplinary Action Information' section is visible, including fields for 'Disciplinary Action Reason' (Attendance (United States of America)) and 'Related Disciplinary Actions' (GCNA/GIMV - Coaching and Expectations Form: Team Member Gina). At the bottom, there are three buttons: 'Submit' (highlighted with a red box), 'Save for Later', and 'Close'.

This screenshot shows the 'Acknowledgement' form with two main sections: 'Manager Acknowledgement' and 'Employee Acknowledgement'. In the 'Manager Acknowledgement' section, a red box highlights the 'Status' dropdown (set to 'Acknowledge Review with Comments') and the 'Comment' text area, which contains the text 'Witness Store Manager Carlos - Store Manager'. The 'Employee Acknowledgement' section shows the status as 'Acknowledge Review without Comments', the comment as 'Team Member Gina', and the date as '04/24/2025 11:23 AM'.

WHAT IF A TEAM MEMBER REFUSES TO ACKNOWLEDGE THEIR DISCIPLINARY ACTION?

Note: If the team member refuses to acknowledge the Disciplinary Action or does not acknowledge it within working three consecutive shifts, managers should reach out to their HRBP to manually advance the process.

Once the task appears in the manager’s inbox, managers should select the “**Manager Acknowledges on Behalf EE with Witness**” option when completing the manager acknowledgment portion of the Disciplinary Action process. Managers need to have their witness present while they complete the acknowledgment.

This screenshot shows the 'Acknowledgement' form, specifically the 'Manager Acknowledgement' section. A red box highlights the 'Status' dropdown, which is set to 'Manager acknowledges on behalf of EE with witness?'. Below this, the 'Comment' field contains the text 'Witness Store Manager Carlos - Store Manager'. The 'Employee Acknowledgement' section is also visible, showing the status as 'Acknowledge Review without Comments', the comment as 'Team Member Gina', and the date as '04/24/2025 11:23 AM'.