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.

Start Disciplinary Action for Employee

7. Click Submit.

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

Coaching:

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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 <u>date the corrective action will be issued</u>.

The "**Period End Date**" should be <u>6 months after the issue date</u>.

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.

	<u>^</u>	Search	:=
Employee	★ × Team Member Gina … 2 📰	← Disciplinary Actions	
Review Template	* GCNA/GIMV - Attendance	GCNA/GIMV - Attendance Corre	ctive
·	Corrective Action-Final Warning 3	GCNA/GIMV - Attendance Corre	ctive
Disciplinary Action Reasons	 ★ Attendance (United States of America) ↓ ← Disciplinary Action Reasons 	GCNA/GIMV - Cash Handling Corrective Action-Final Warning	
Related Disciplinary Actions	GCNA/GIMV - Coaching and :=	GCNA/GIMV - Cash Handling Corrective Action - Written Warn	ing
Related Disciplinary Actions	X Expectations Form: Team 5 Conduct - Policy Violation (United States of Americs)	GCNA/GIMV - Conduct Policy Vi Corrective Action-Final Warning	olation
Pariad Start Data	Conduct - Values (United States of America)	- GCNA/GIMV - Conduct Policy Vi Corrective Action - Written Warn	olation
	Construction of the states of America) Padding (United States of America)	GCNA/GIMV - Conduct Values Corrective Action-Final Warning	
Period End Date	* 10/22/2025 E	GCNA/GIMV - Conduct Values Corrective Action - Written Warn	ing
Γ.		GCNA/GIMV - No Call No Show Corrective Action-Final Warning	
enter your commen	Note: The Period Start Date is the date that the	GCNA/GIMV - Padding Correctiv	e
<u> </u>	employee is issued the Disciplinary Action. The Period		
E	End Date is the date six months after the issue date.	7	
		Cancel	

	Q	start disciplinary	\otimes
c		Start Disciplinary Action for Employee Task	
ſ		View More	

HOW TO SUBMIT DISCIPLINARY ACTION IN WORKDAY



Ē	My Tasks	←	All Items 8 items
Ē	All Items		Q Search: All Items ↑↓ the Advanced Search
Ŀ	Saved Searches	~	Manager Evaluation: GCNA/GIMV - 04/22/2025
	Filters	~	Effective: 10/22/2025

9. Select either Guided Editor OR Summary Editor

Complete Manager Evaluation	Manager Evaluation: GCNA/GIMV - Attendance Corrective Action-Final Warning: Team Member Gina 🚥	PDF
Review Period 04/22/2025 - 10/22/2025		
	Go to Guided Editor Go to Summary Editor A simple step-by-step guide Edit everything on one page	
Process History		
ASM Brandy Complete Manager Evaluation for Disc	iplinary Action - Awaiting Action	

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



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**

110201 - Jackrabbit Store	Finance
Process History	Process History
ASM Brandy Complete Manager Evaluation for Disciplinary Action– Awaiting Action	Complete Manager Evaluation for Disciplinary Action – Awaiting Action
Submit Save for Later Close	Submit Save for Later Close



HOW TO SUBMIT DISCIPLINARY ACTION IN WORKDAY

12. Click View Details on the pop-up <u>OR</u> 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

Success! Event submitted
Up Next: HR Analyst Review Complete Manager Evaluation
View Details

Remaining Process Sitems			
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 Employe	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	Bestric Hernandez Sanchez Daniella Torarez Debra Alaxandar Gray Lee-Kin Holey Armstrong

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 > Review the Disciplinary Action > Click Approve

	←	All Items 8 items		
			ASM Brandy Complete Manager Evaluation for Disciplinary Action – Submitted	
All Items		Q Search: All Items		
Air items		ele Advanced Search	Beatriz Hernandez Sanchez	
		Iți Auvalced Search	Review Complete Manager Evaluation – Approved	
(L) Saved Searches	\sim	Manager Evaluation: GCNA/GIMV - 04/22/2025	ASM Brandy Approval by Initiator- Awaiting Action	
😂 Filters	~	Warning: Team Member Gina Effective: 10/22/2025	Approve Send Back Add Approvers Close	

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 t**ask > Click **Submit.** <u>This</u> <u>action routes the Disciplinary Action to the team member's "My Tasks" Inbox.</u>

E	My Tasks	+	All Items	0 iterns	☆ ③ L ^T Created: 04/24/2025 Effective: 10/22/2025
1	All Items		Q Search: All Items	1	Complete To Do Schedule Meeting with Employee
			010 Advanced Search		For Team Member Gina
G	Saved Searches	×	Schedule Meeting with Employee: 04/24/3 Manager Evaluation: GCNA/GIMV -	2025 😭	Overall Process GCNA/GIMV - Attendance Corrective Action-Final Warning: Team Member Gina
			Attendance Corrective Action-Final Warning: Team Member Gina		Overall Status In Progress
8	Filters	\sim	Effective: 10/22/2025		Instructions Now that you have completed your evaluation, schedule time with the employee.
	Archive			☆	DO NOT PRESS SUBMIT UNTIL YOU ARE READY FOR EMPLOYEE TO SEE THEIR EVALUATION enter your comment
₽	Bulk Approve			☆	0
8	Manage Delegations				
				\$	
				\$	
				☆	
0			Effective: 04/14/2025		Save for Later Close

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 should 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 <u>NOT</u> 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

Search Ackn withc Ackn Comr	owledge Review ut Comments owledge Review with ments		S		k ²
Disciplin	ary Action Infor	mation			
Disciplinary	Action Reason	merica)			
Related Dis	ciplinary Actions	pectations For	rm: Team Memb	eer Gina	
See					



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 three consecutive working 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.

knowledgement	
Manager Acknowledgement	Employee Acknowledgement
Status *	Status
Manager acknowledges on behalf of EE with witness?	Acknowledge Review without Comments
Comment Witness Store Manager Carlos - Store	Comment
Manager	Entered by
	Team Member Gina
	Date
	04/24/2025 11:23 AM

GOODWILL 9