

# Hexcel's Workday User Manual

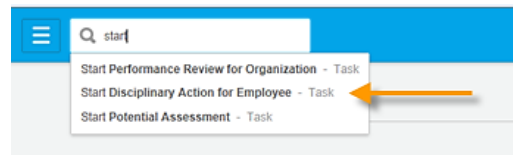
## Chapter 2-05

### DISCIPLINARY ACTION TRACKING

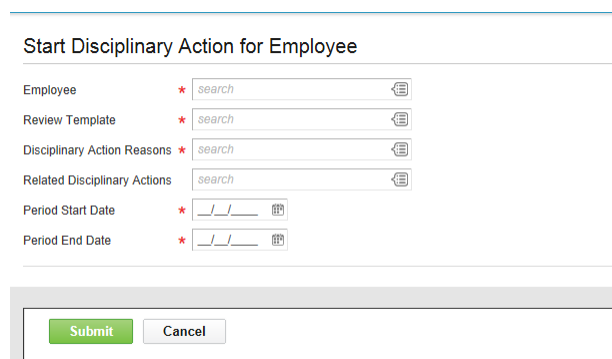
This process has been developed to allow for the tracking of disciplinary actions in Workday. The initial process allows only HR to initiate disciplinary action tracking in Workday and the uploading of related documents. Disciplinary action information can be viewed by the HR partner and supervisor. The intent is for employees to be able to view their disciplinary action information in Workday. This is currently being configured.

Here are the steps which must be followed:

1. Type **Start Disciplinary Action for Employee** in the search bar.



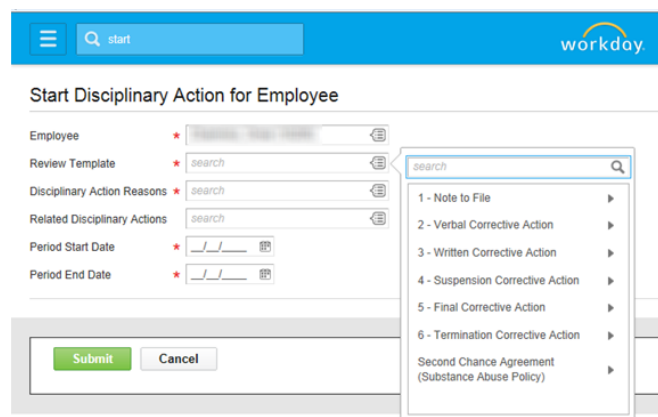
2. Populate all fields with the **red \***.

A screenshot of the 'Start Disciplinary Action for Employee' form. The form has several fields: 'Employee', 'Review Template', 'Disciplinary Action Reasons', 'Related Disciplinary Actions', 'Period Start Date', and 'Period End Date'. Each of these fields has a red asterisk (\*) next to it, indicating that they are required. The 'Employee' field is currently empty. Below the form are 'Submit' and 'Cancel' buttons.

3. Select the appropriate level of disciplinary action in the **Review Template** field.



**Note:** Some options may not be applicable at your location.

A screenshot of the 'Start Disciplinary Action for Employee' form. The 'Review Template' field is selected, and a dropdown menu is open. The dropdown menu contains the following options: '1 - Note to File', '2 - Verbal Corrective Action', '3 - Written Corrective Action', '4 - Suspension Corrective Action', '5 - Final Corrective Action', '6 - Termination Corrective Action', and 'Second Chance Agreement (Substance Abuse Policy)'. The 'Submit' and 'Cancel' buttons are visible at the bottom of the form.

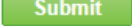

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4. Select the applicable reason in **Disciplinary Action Reasons** field.



**Note:** The reason selections were based on common infractions of company policy. The list was not meant to be all inclusive and additional reason categories can be added.

5. Enter the appropriate start and end date of the disciplinary action. Click .
6. To attach a document click on Open – Complete Manager Evaluation. If you do not want to attach a document, click . The following instructions assume documents will be added. Adding documents is a local decision. It is not a requirement.



**Note:** Supervisors and, when configured, employees will be able to view attached documents.

7. Click on the **Go to Summary Editor** button.

Go to Guided Editor 

A simple step-by-step guide

[Go to Guided Editor](#)

Go to Summary Editor 

Edit everything on one page

[Go to Summary Editor](#)

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8. Click on the ( + ) sign. You will be able to attach related disciplinary documents.


Attach Supporting Documents by clicking on the "+" below

Manager

9. Upload a document and add comments, if appropriate. Click  .



**Note:** Comments are viewable by Supervisors and, when configured, Employees.

Complete Manager Evaluation [Manager Evaluation: Final Corrective Action: \[REDACTED\]](#) 


Review Period  
10/24/2014 - 10/25/2015

**Disciplinary Action Information**

[Disciplinary Action Information](#) [Disciplinary Action Reason](#) [Attendance \(United States of America\)](#)

Attach Supporting Documents by clicking on the "+" below

Manager

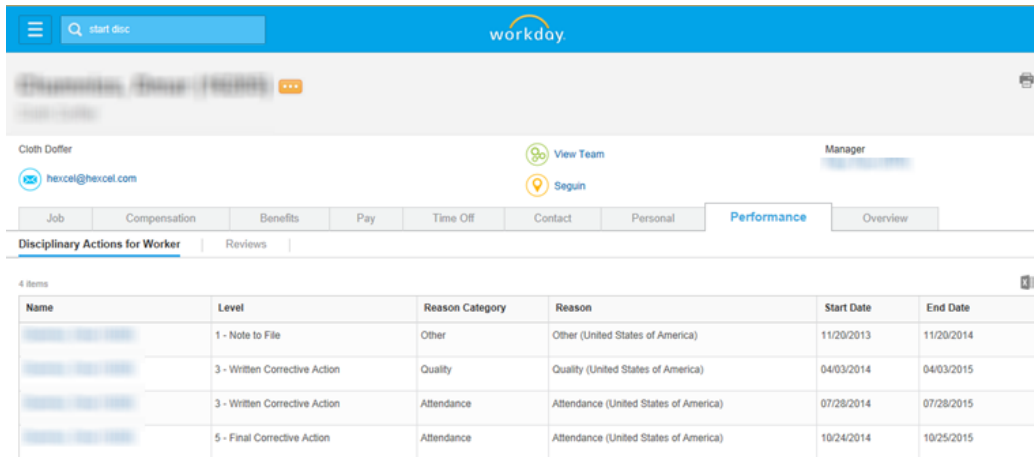
Evaluation Supporting Document	(empty)	File	Attach	Updated By	(empty)	Upload Date	(empty)	Undo	
<input type="text" value="Comment"/>									

[View Comments \(0\)](#)  
[Process History](#)  
[Related Links](#)

10. Disciplinary actions are viewable under the Employee's Performance tab.

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Name	Level	Reason Category	Reason	Start Date	End Date
[blurred]	1 - Note to File	Other	Other (United States of America)	11/20/2013	11/20/2014
[blurred]	3 - Written Corrective Action	Quality	Quality (United States of America)	04/03/2014	04/03/2015
[blurred]	3 - Written Corrective Action	Attendance	Attendance (United States of America)	07/28/2014	07/28/2015
[blurred]	5 - Final Corrective Action	Attendance	Attendance (United States of America)	10/24/2014	10/25/2015

11. Disciplinary action reports are available by worker and location.

### Disciplinary Actions for Location ⋮

#### Disciplinary Actions for Worker

Worker

Date	Chapter Modified
16 Dec 2104	Modified numbering to not duplicate with another chapter. Added revision date in footer. DLB
20 April 2015	Modified screen captures to blur out names of Employee, Supervisor, etc...DLB