

COMPLETE MANAGER EVALUATION FOR DISCIPLINARY ACTION



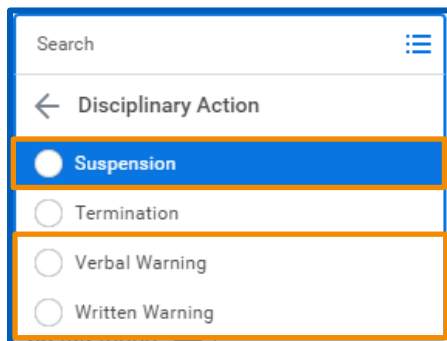
Note: Administrative Assistants may initiate this business process as a delegate for their respective Director.

From the Worker Profile:

1. Click **Actions**.
2. Hover over **Talent**.
3. Click **Start Disciplinary Action**.
4. Ensure the correct **Employee** is selected.
5. Select the applicable **Review Template**.



Note: Do not select the Termination template. Instead, initiate the Termination business process.



6. Select the applicable **Disciplinary Action Reason(s)**.
7. Select the review **Period Start Date**.
8. Select the review **Period End Date**.



Note: The start date and end date should be the same if the incident occurred on a single date. If the incident occurred during a time frame, the start date should be the start of the time frame and the end date should be the end of the time frame.

9. Click **Submit**.



Note: The employee's Director will receive a new Workday Inbox task to complete the evaluation.

From the Workday Inbox:

10. Select the "**Manager Evaluation**" task.
11. Click **Next**.
12. Provide an answer to the question relating to the incident.
13. Click **Next**.
14. Review the evaluation and update your answer, if necessary.
15. Click **Submit**.



Note: At this point, HR, the employee's Manager, the employee's Cost Center Manager, and the employee will receive tasks within their respective Workday Inboxes to complete the disciplinary action.