

## **Manager- Start Disciplinary Action**

## **USER GUIDE**

## **INTRODUCTION**

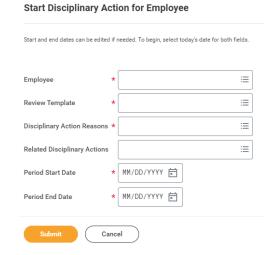
Use this job aid as a resource to complete Disciplinary Action for an employee.

 Enter in the search field Start Disciplinary Action for Employee.

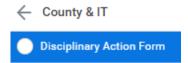
Start Disciplinary Action for Employee

Task

2. A new screen will open to start the action. Any fields with a red asterisk \* are required.



3. Under Review Template, select County & IT, then Disciplinary Action Form.



- Under Disciplinary Action Reasons, select Reasons for employee's county, United States of America, then County Disciplinary Action.
- 5. Select the box for the type of action and hit Enter.



- 6. Enter the **Period Start Date** and **End Date** and hit **Submit**.
- 7. As the Manager, you will now get the task to Complete
  Manager Evaluation. Using the Pencil Icon go into each area to complete the disciplinary action. Any fields with a red asterisk \* are required. Click the Checkmark Icon to save the information as you go.
- 8. You can **upload** any supporting documents that need to be saved with the Disciplinary Action.
- 9. HR Review- if you select YES: this will go to the HR Director for further review. If you NO: you will need to complete the review with the employee.
- 10. Once completed, hit Submit.
- **11.** HR Review- YES: The HR Director will review and Approve, Send Back or Deny. Either options will go back to the Manager for further steps.
- **12.** HR Review-NO: You will be given a task to complete the Disciplinary Action with the Employee. Once done click **Submit**.
- 13. This will then give the employee a task to review and acknowledge with agree or disagree. They will need to enter in any fields with a red asterisk \* and click Submit.
- **14.** The Manager will receive a final task **to Provide Final Comments**. Enter in your status, and comments if applicable and hit **Submit**.
- 15. If applicable, this will go to your supervisor to Review the Manager Evaluation and Approve to go in the employee's electronic file. The employee will see this under their personal profile under Worker History.



**Note**: If completing this task, make sure you start this action timely. You cannot submit more than one disciplinary action for the same period.