

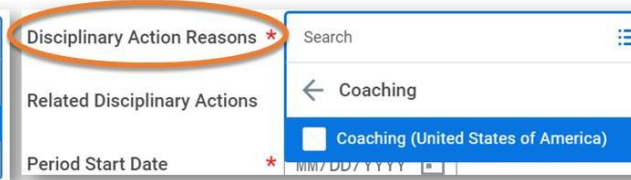
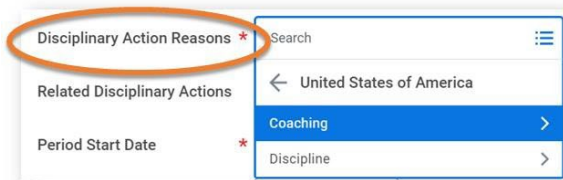
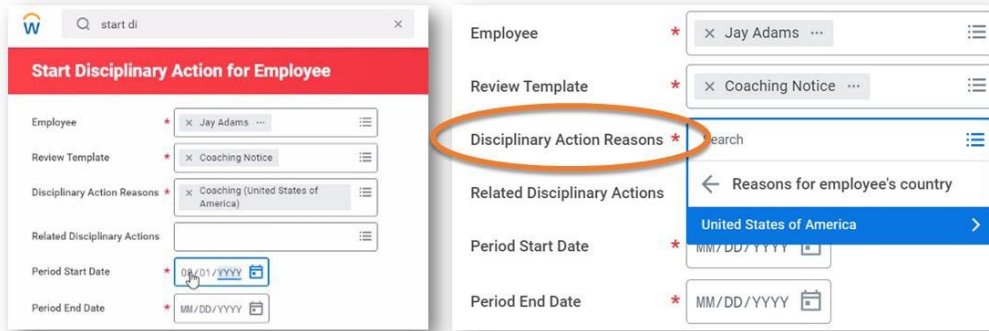


COACHING NOTICES, DISCIPLINARY NOTICES, AND REQUEST FOR TERMINATION

COACHING NOTICE (MANAGER: INITIATE COACHING NOTICE)

From the **Home** page:

1. In the search bar, type **Start Disciplinary**. Select **Start Disciplinary Action for Employee**.
2. Select the **Employee**. Select **Coaching > Coaching Notice**.
3. For **Disciplinary Action Reasons**, select **Reasons for Employee's Country > United States of America > Coaching > Coaching (United States of America)**.
4. Under **Related Disciplinary Actions**, select if there are any prior related notices.
5. For **Period Start Date**, enter today's date. For **Period End Date**, enter the day before two years from today because coaching and disciplinary notices are on a rolling 24-month period (ex. coaching starts on 8/25/2021 and ends on 8/24/2023).





- 6. Launch the coaching notice by clicking **Open** from the dialog box or going to your **Inbox**. Click **Get Started** or **Next** to begin.

Complete Manager Evaluation Manager Evaluation: Coaching Notice: Jay Adams ⋮

23 second(s) ago - Due 08/18/2021; Effective 02/28/2021

Review Period
02/01/2021 - 02/28/2021

Disciplinary Action Information ∨

Disciplinary Action Information

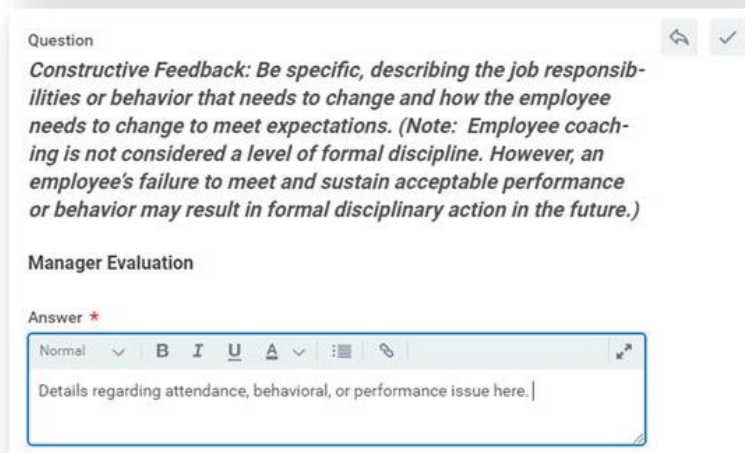
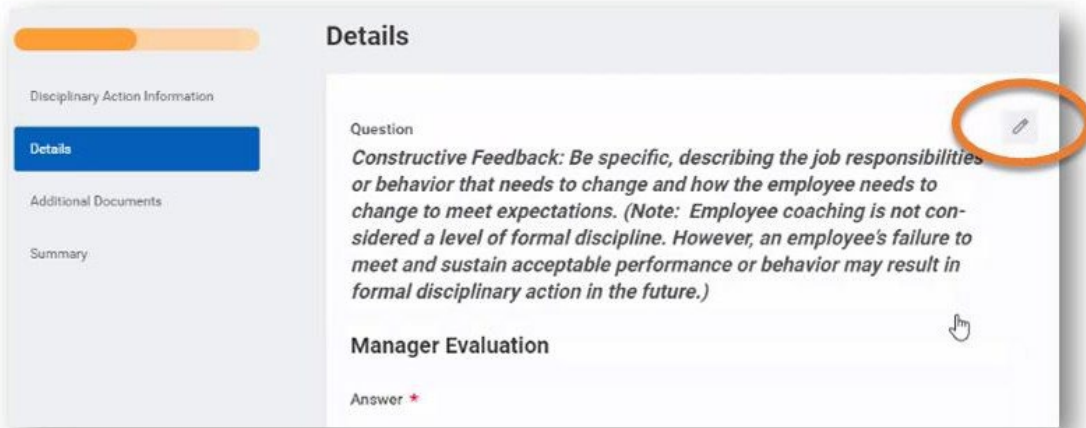
Disciplinary Action Reason

Coaching (United States of America)

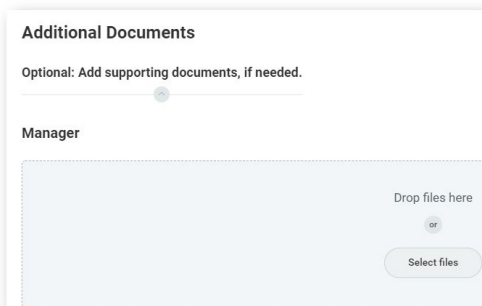
Next



- Click the **Edit** (pencil) icon to provide constructive feedback that identifies the attendance, behavioral, or performance issues. When finished, click **Next**.



- Click **Add** to upload attachments, if needed. Click **Next**.





9. Review the notice and click **Submit** when ready to route to HR.



10. If HR has concerns about the notice, the HR consultant will send it back for revisions.

Launch the item from your **Inbox** and click **Get Started** to get started.

11. To see comments from HR, navigate to the **Review** page.

Process History		
	Manager Complete Manager Evaluation for Disciplinary Action - Submitted	Due 08/18/2021
	HR Consultant says, "Subjective language." Approval by HR Partner (Local) - Sent Back	Due 08/17/2021
	Manager Complete Manager Evaluation for Disciplinary Action - Awaiting Action	Due 08/18/2021

12. Navigate to the appropriate section(s) of the notice to make revisions. Once finished, click **Submit** to route back to HR for approval.



MANAGER'S MANAGER: APPROVE COACHING NOTICE

Once approved by HR, the coaching notice will go to the manager's manager for review and approval.

From the **Home** page:

1. Open the coaching notice in your **Inbox**.
2. Click **Approve** to advance the notice or **Send Back** to route the notice back to the manager for changes.

HR: CONFIRM MEETING IS SCHEDULED

Once approved by the manager's manager, HR will complete a **To-Do** to confirm that the manager has schedule a meeting with the team member to deliver the notice. HR will note the date of the meeting in the **Comment** text box.

MANAGER: DELIVER COACHING NOTICE

From the **Home** page:

1. Click the **To-Do** in your **Inbox** to complete it.
2. Click **Submit** to indicate that you have met with the team member. **Do not click Submit until you have met with the team member.**

Complete To Do

Please confirm you have met with the employee to go over the notice.

3 minute(s) ago - Due 08/17/2021; Effective 02/28/2021

For **Jay Adams**

Overall Process **Coaching Notice: Jay Adams**

Overall Status **In Progress**

Due Date **08/19/2021**

enter your comment

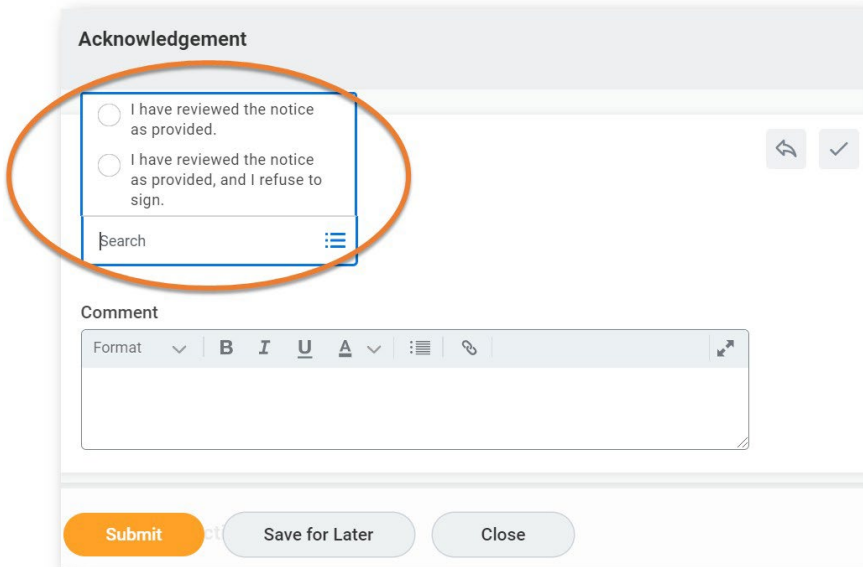
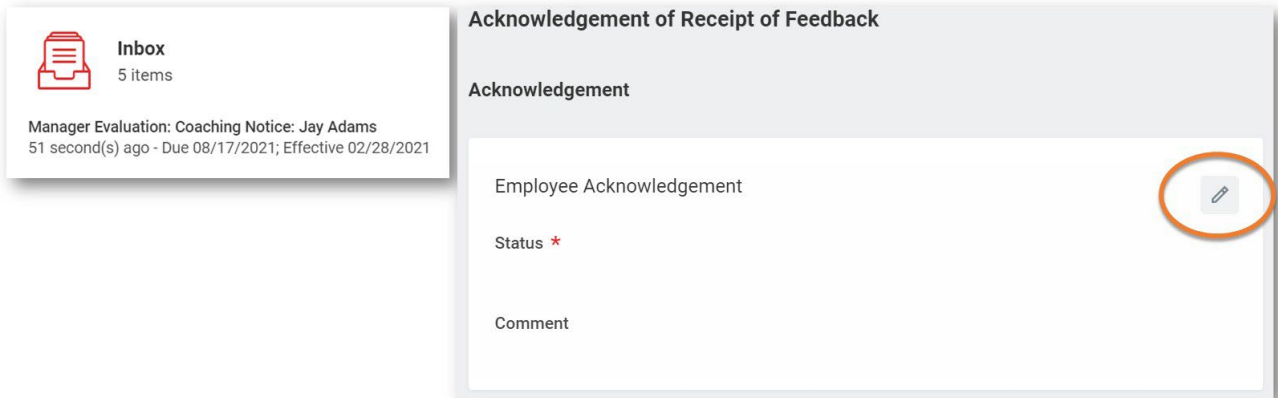
Submit **Save for Later** **Close**



TEAM MEMBER: REVIEW AND ACKNOWLEDGE COACHING NOTICE

From the **Home** page:

1. Open the coaching notice in your **Inbox**.
2. Select the appropriate **Employee Acknowledgement**.



3. If needed, add a **Comment**.
4. Click **Submit** to finalize the notice.



MANAGER: ACKNOWLEDGE TEAM MEMBER COMMENTS AND SUBMIT NOTICE

From the **Home** page:

1. Open the coaching notice in your **Inbox**.
2. Select the **Manager Acknowledgement**.
3. Select **Submit**.

Acknowledgement

Manager Acknowledgement	Employee Acknowledgement
<p>Status *</p> <div><input type="text" value="Search"/> </div> <p><input type="radio"/> The notice has been reviewed with the employee.</p> <div><p>Format B <i>I</i> <u>U</u> </p><div></div></div>	<p>Status</p> <p>I have reviewed the notice as provided.</p> <p>Comment</p> <p>Entered by</p> <p>Jay Adams</p> <p>Date</p> <p>08/16/2021 10:02 PM</p>

Disciplinary Action Information

[Submit](#) [Save for Later](#) [Close](#)



LEVEL 1 DISCIPLINARY NOTICE

MANAGER: INITIATE LEVEL 1 DISCIPLINARY NOTICE

From the **Home** page:

1. In the search bar, type **Start Disciplinary**. Select **Start Disciplinary Action for Employee**.
2. Select the **Employee**.
3. Select **Discipline > Level 1 Discipline Notice**.
4. For **Disciplinary Action Reasons**, select **Reasons for Employee's Country > United States of America > Discipline > Level 1 Warning (United States of America)**.
5. Under **Related Disciplinary Actions**, select if there are any prior related notices.
6. For **Period Start Date**, enter today's date. For **Period End Date**, enter the day before three years from today because coaching and disciplinary notices are on a rolling 36-month period (ex. Notice starts on 8/25/2021 and ends on 8/24/2024).
7. Click **Submit**.

8. Launch the disciplinary notice by clicking **Open** from the dialog box or going to your **Inbox**. Click **Get Started** or **Next** to begin.



- 9. Identify the **Job Performance/Behavior Deficiency** (the attendance, behavior, or performance issue), **Specific Results Required for Acceptable Improvement**, and **Date for Improvement to be Completed**. The date for improvement should be noted as “immediate and ongoing.” Click **Next**.

Complete Manager Evaluation
Manager Evaluation: Level 1
Discipline Notice: Jay Adams
Actions
10/01/2021 - 09/30/2024

- 1. Job Responsibilities or B...
- 2. Job Responsibilities or B...
- 3. Job Responsibilities or B...
- Supervisor Support
- Additional Documents
- Review and Submit

List the employee's primary job responsibilities or behaviors that require attention and describe the specific improvement that is needed. (Include facts about events, dates, people, documents, etc.)

Question Job Performance/Behavior Deficiency:
Manager
Answer * Normal B I U A | : |
Issues here.

Question Specific Results Required for Acceptable Improvement:
Manager
Answer * Normal B I U A | : |
Improvement required.

Question Date for Improvement to be completed:
Manager
Answer * Normal B I U A | : |

- 10. If needed, identify additional deficiencies, results required, and date for improvement on the following two pages. If there are no additional concerns, leave blank and click **Next**.

Complete Manager Evaluation
Manager Evaluation: Level 1
Discipline Notice: Jay Adams
Actions
10/01/2021 - 09/30/2024

- 1. Job Responsibilities or B...
- 2. Job Responsibilities or B...
- 3. Job Responsibilities or B...
- Supervisor Support
- Additional Documents
- Review and Submit

2. Job Responsibilities or Behaviors

Please complete this section if a second violation needs to be addressed. If there are no additional violations, this section and section can be skipped. To skip this section, click the "Next" button.

If required, list the employee's primary job responsibilities or behaviors that require attention and describe the specific improvement needed. (Include facts about events, dates, people, documents, etc.)

Question Job Performance/Behavior Deficiency:
Manager
Answer * Format B I U A | : |

Question Specific Results Required for Acceptable Improvement:



11. Identify **Supervisor Support** to be provided by you, the manager. Click **Next**.

Supervisor Support

Question List the support to be provided by supervisor (e.g. training, equipment, observation, procedures, coaching):

Manager

Answer *

12. Add attachments, if needed. Click **Next**.

Additional Documents

Optional: Add supporting documents, if needed.

Manager

Drop files here

or

Select files

13. Review the document. Click **Submit** to route for review by HR.



- 14. If HR has concerns about the notice, the HR consultant will send it back for revisions. Launch the item from your **Inbox** and click **Get Started** to get started.
- 15. To see comments from HR, navigate to the **Review** page.

Process History	
Manager Complete Manager Evaluation for Disciplinary Action- Submitted	Due 08/18/2021
HR Consultant says, "Subjective language." Approval by HR Partner (Local)- Sent Back	Due 08/17/2021
Manager Complete Manager Evaluation for Disciplinary Action- Awaiting Action	Due 08/18/2021

Submit Save for Later Close

- 16. Navigate to the appropriate section(s) of the notice to make revisions. Once finished, click **Submit** to route back to HR for approval.



MANAGER'S MANAGER: APPROVE LEVEL 1 DISCIPLINARY NOTICE

Once approved by HR, the notice will go to the manager's manager for review and approval. From the **Home** page:

1. Open the disciplinary notice in your **Inbox**. Click **Get Started**.
2. Click **Approve** to advance the notice or **Send Back** to route the notice back to the manager for changes.

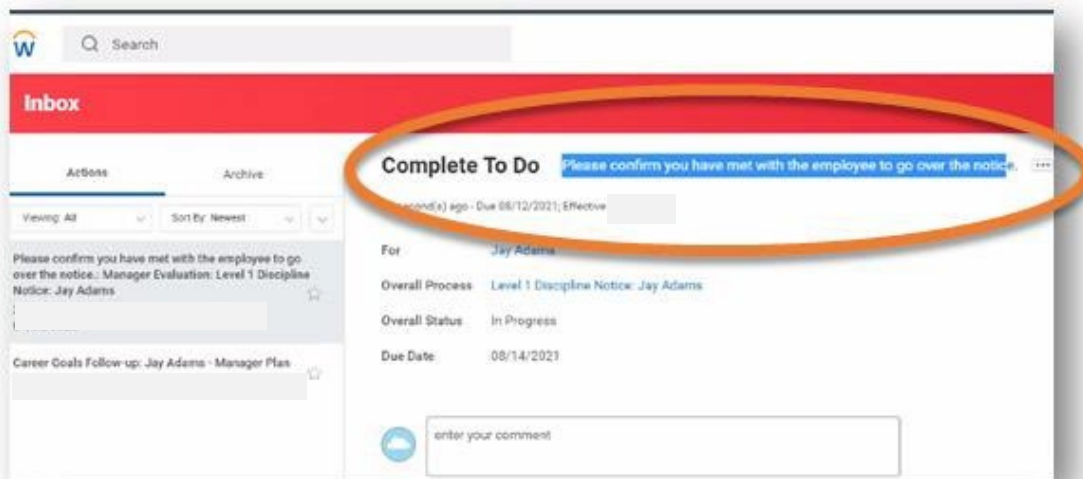
HR: CONFIRM MEETING IS SCHEDULED

Once approved by the manager's manager, HR will complete a **To-Do** to confirm that the manager has schedule a meeting with the team member to deliver the notice. HR will note the date of the meeting in the **Comment** text box.

MANAGER: DELIVER LEVEL 1 DISCIPLINARY NOTICE

From the **Home** page:

1. Click the **To-Do** in your **Inbox** to complete it.
2. Click **Submit** to indicate that you have met with the team member. **Do not click Submit until you have met with the team member.**





TEAM MEMBER: REVIEW AND ACKNOWLEDGE LEVEL 1 DISCIPLINARY NOTICE

From the **Home** page:

1. Open the disciplinary notice in your **Inbox**. Select **Get Started**.
2. Review the notice and click **Next**.
3. Select the appropriate **Employee Acknowledgement**.



4. If needed, add a **Comment**.
5. Click **Submit** to finalize the notice.



MANAGER: ACKNOWLEDGE TEAM MEMBER COMMENTS AND SUBMIT LEVEL 1 DISCIPLINARY NOTICE

From the **Home** page:

1. Open the disciplinary notice in your **Inbox**. Select **Get Started**.
2. Review the notice. Click **Next**.
3. Select the **Manager Acknowledgement**.
4. Click **Submit** to finalize the notice.

Acknowledgement

Manager Acknowledgement	Employee Acknowledgement
<p>Status *</p> <div><input type="text" value="Search"/> </div> <p><input type="radio"/> The notice has been reviewed with the employee.</p> <div><p>Format B <i>I</i> <u>U</u> A </p><p></p></div>	<p>Status</p> <p>I have reviewed the notice as provided.</p> <p>Comment</p> <p>Entered by</p> <p>Jay Adams</p> <p>Date</p> <p>08/16/2021 10:02 PM</p>

Disciplinary Action Information

Submit Save for Later Close



LEVEL 2 DISCIPLINARY NOTICE

MANAGER: INITIATE LEVEL 2 DISCIPLINARY NOTICE

From the **Home** page:

1. In the search bar, type **Start Disciplinary**. Select **Start Disciplinary Action for Employee**.
2. Select the **Employee**. Select **Discipline > Level 2 Discipline Notice**.
3. For **Disciplinary Action Reasons**, select **Reasons for Employee's Country > United States of America > Discipline > Level 2 Warning (United States of America)**.
4. Under **Related Disciplinary Actions**, select if there are any prior related notices.
5. For **Period Start Date**, enter today's date. For **Period End Date**, enter the day before three years from today because coaching and disciplinary notices are on a rolling 36-month period (ex. Notice starts on 8/25/2021 and ends on 8/24/2024).
6. Click **Submit**.

The screenshot shows a form titled "Start Disciplinary Action for Employee" with a red header. The form contains the following fields:

- Employee**: A dropdown menu with "Jay Adams" selected.
- Review Template**: A dropdown menu with "Level 2 Discipline Notice" selected.
- Disciplinary Action Reasons**: A dropdown menu with "Level 2 Warning (United States of America)" selected.
- Related Disciplinary Actions**: An empty dropdown menu.
- Period Start Date**: A date input field with a calendar icon, showing "MM/DD/YYYY".
- Period End Date**: A date input field with a calendar icon, showing "MM/DD/YYYY".
- Comment**: A text area with a cloud icon and the placeholder text "enter your comment".

At the bottom of the form are two buttons: "Submit" (orange) and "Cancel" (grey).



7. Launch the disciplinary notice by clicking **Open** from the dialog box or going to your **Inbox**. Click **Get Started** or **Next** to get started.
8. Identify the **Job Performance/Behavior Deficiency** (the attendance, behavior, or performance issue), **Specific Results Required for Acceptable Improvement**, and **Date for Improvement to be Completed**. The date for improvement should be noted as “immediate and ongoing.” Click **Next**.

The screenshot shows the 'Complete Manager Evaluation' interface. The left sidebar contains a navigation menu with the following items: '1. Job Responsibilities or B...', '2. Job Responsibilities or B...', '3. Job Responsibilities or B...', 'General Pay Increase Impact', 'Supervisor Support', 'Additional Documents', and 'Review and Submit'. The main content area is titled '1. Job Responsibilities or Behaviors' and includes the instruction: 'List the employee's primary job responsibilities or behaviors that require attention and describe the specific improvement that is needed. (Include facts about events, dates, people, documents, etc.)'. There are three text input fields, each with a 'Manager' label and a rich text editor toolbar. The first field is for 'Job Performance/Behavior Deficiency:', the second for 'Specific Results Required for Acceptable Improvement:', and the third for 'Date for Improvement to be completed:'. At the bottom of the form are buttons for 'Back', 'Next', 'Save for Later', and 'Close'.



- 9. If needed, identify additional deficiencies, results required, and date for improvement on the following two pages. If there are no additional deficiencies, leave blank and click **Next**.

2. Job Responsibilities or Behaviors

Please complete this section if a second violation needs to be addressed. If there are no additional violations, this section and the next section can be skipped. To skip this section, click the "Next" button.

If required, list the employee's primary job responsibilities or behaviors that require attention and describe the specific improvement that is needed. (Include facts about events, dates, people, documents, etc.)

Question Job Performance/Behavior Deficiency:

Manager

Answer

Question Specific Results Required for Acceptable Improvement:

Manager

Answer

Question Date for Improvement to be completed:

Manager

Answer

Back Next Save for Later Close



- 10. Acknowledge the **General Pay Increase Impact**, that a Level 2 disciplinary notice will prevent the team member from receiving the general pay increase (GPI). Ignore **Manager Summary**. Click **Next**.

Complete Manager Evaluation
Manager Evaluation: Level 2
Discipline Notice: Jay Adams

09/01/2021 – 08/31/2024

- 1. Job Responsibilities or B...
- 2. Job Responsibilities or B...
- 3. Job Responsibilities or B...
- General Pay Increase Impact**
- Supervisor Support
- Additional Documents
- Review and Submit

General Pay Increase Impact

The employee shall acknowledge that the general pay increase will not apply due to the level 2 disciplinary action.

Question Please acknowledge that no general pay increase will be given in the same year as a level 2 disciplinary action.

Manager
Rating select one

Manager
Rating select one

Back Next ...

- 11. Identify **Supervisor Support** to be provided by you, the manager. Click **Next**.

Supervisor Support

Question List the support to be provided by supervisor (e.g. training, equipment, observation, procedures, coaching):

Manager
Answer



12. Add attachments, if needed. Click **Next**.

Additional Documents

Optional: Add supporting documents, if needed.

Manager

Drop files here

or

Select files

13. Review the document. Click **Submit** to route for review by HR.

Submit Save for Later

14. If HR has concerns about the notice, the HR consultant will send it back for revisions.

Launch the item from your **Inbox** and click **Next** to get started.

15. To see comments from HR, navigate to the **Review** page.

Process History	
Manager Complete Manager Evaluation for Disciplinary Action- Submitted	Due 08/18/2021
HR Consultant says, "Subjective language." Approval by HR Partner (Local)- Sent Back	Due 08/17/2021
Manager Complete Manager Evaluation for Disciplinary Action- Awaiting Action	Due 08/18/2021

Submit Save for Later Close

16. Navigate to the appropriate section(s) of the notice to make revisions. Once finished, click **Submit** to route back to HR for approval.



MANAGER'S MANAGER: APPROVE LEVEL 2 DISCIPLINARY NOTICE

Once approved by HR, the disciplinary notice will go to the manager's manager for review and approval.

From the **Home** page:

1. Open the disciplinary notice in your **Inbox**. Select **Get Started**.
2. Review notice.
3. Click **Approve** to advance the notice or **Send Back** to route the notice back to the manager for changes.

NEXT-LEVEL TO CABINET-LEVEL LEADER: APPROVE LEVEL 2 DISCIPLINARY NOTICE

Once approved, the disciplinary notice will go to the next-level leader for review and approval. After, it will route to all leaders up to the cabinet-level leader. Each leader will follow the instructions below to approve and advance the notice.

From the **Home** page:

1. Open the disciplinary notice in your **Inbox**.
2. Click **Approve** to advance the notice or **Send Back** to route the notice back to the manager for changes.

HR EXECUTIVE: APPROVE LEVEL 2 DISCIPLINARY NOTICE

The notice will go to HR executive leadership for review and approval.

From the **Home** page:

1. Open the disciplinary notice in your **Inbox**.
2. Click **Approve** to advance the notice or **Send Back** to route the notice back to the manager for changes.

HR: CONFIRM MEETING IS SCHEDULE

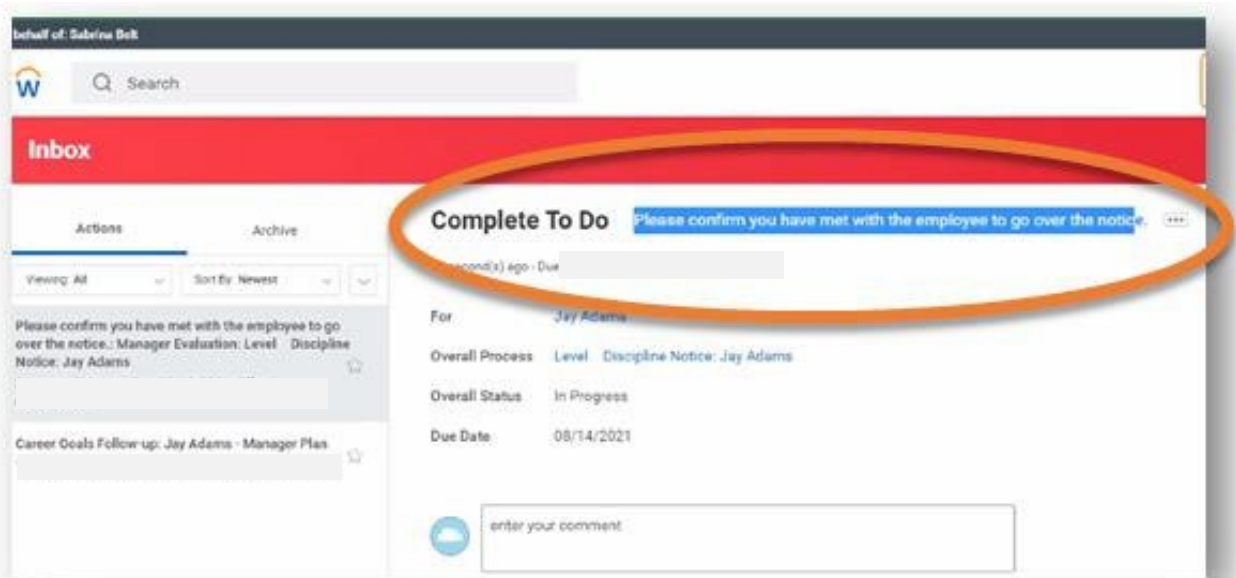
Once approved by the manager's manager, HR will complete a **To-Do** to confirm that the manager has schedule a meeting with the team member to deliver the notice. HR will note the date of the meeting in the **Comment** text box.



MANAGER: DELIVER LEVEL 2 DISCIPLINARY NOTICE

From the **Home** page:

1. Click the **To-Do** in your **Inbox** to complete it.
2. Click **Submit** to indicate that you have met with the team member. **Do not click Submit until you have met with the team member.**

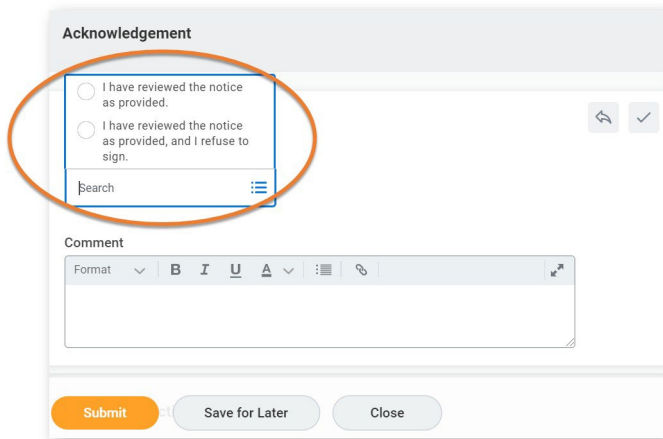
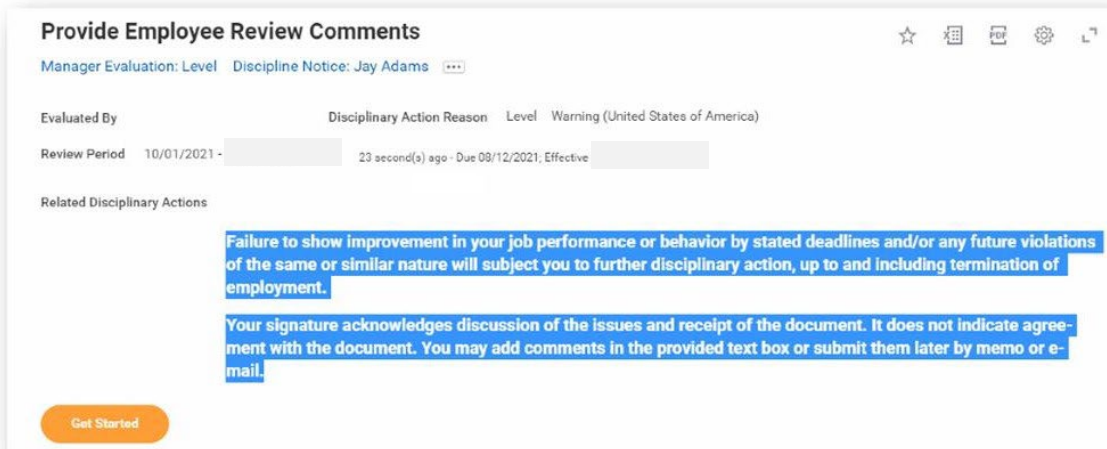




TEAM MEMBER: REVIEW AND ACKNOWLEDGE LEVEL 2 DISCIPLINARY NOTICE

From the **Home** page:

1. Open the disciplinary notice in your **Inbox**. Select **Get Started**.
2. Review notice and click **Next**.
3. Select the appropriate **Employee Acknowledgement**.



4. If needed, add a **Comment**.
5. Click **Submit** to finalize the notice.



MANAGER: ACKNOWLEDGE TEAM MEMBER COMMENTS AND SUBMIT LEVEL 2 DISCIPLINARY NOTICE

From the **Home** page:

1. Open the disciplinary notice in your **Inbox**. Click **Get Started**.
2. Review notice and click **Next**.
3. Select the **Manager Acknowledgement**.
4. Click **Submit** to finalize the notice.

Acknowledgement

Manager Acknowledgement	Employee Acknowledgement
<p>Status *</p> <div><input type="text" value="Search"/> </div> <p><input type="radio"/> The notice has been reviewed with the employee.</p> <div><p>Format B <i>I</i> <u>U</u> </p><div></div></div>	<p>Status</p> <p>I have reviewed the notice as provided.</p> <p>Comment</p> <p>Entered by</p> <p>Jay Adams</p> <p>Date</p> <p>08/16/2021 10:02 PM</p>

Disciplinary Action Information

[Submit](#) [Save for Later](#) [Close](#)



REQUEST FOR TERMINATION (SUPERVISORS ONLY)

MANAGER: INITIATE REQUEST FOR TERMINATION

From the **Home** page:

1. In the search bar, type **Start Disciplinary**. Select **Start Disciplinary Action for Employee**.
2. Select the **Employee**. Select **Request for Termination > Request for Termination**.
3. For **Disciplinary Action Reasons**, select **Reasons for Employee's Country > United States of America > Discipline > Request for Termination (United States of America)**.
4. Under **Related Disciplinary Actions**, select if there are any prior related notices.
5. For **Period Start Date**, enter today's date. For **Period End Date**, enter today's date.
6. Click **Submit**.

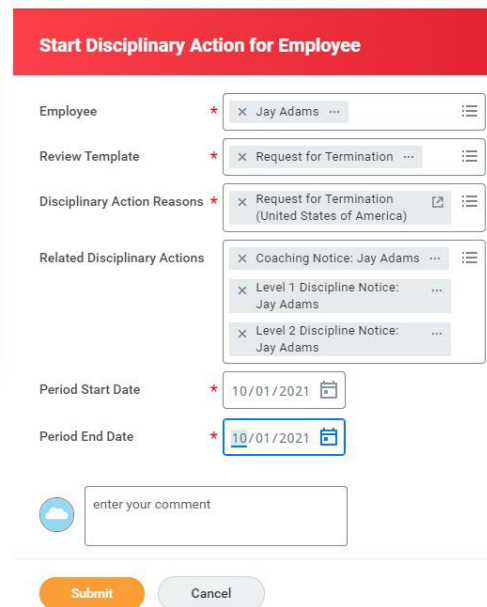
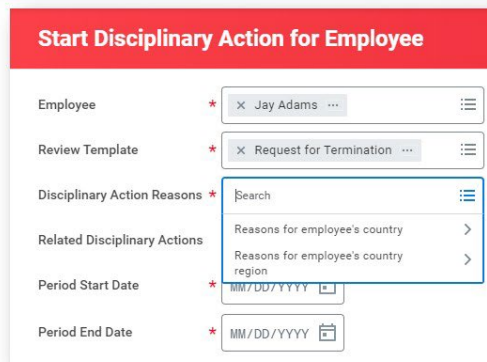
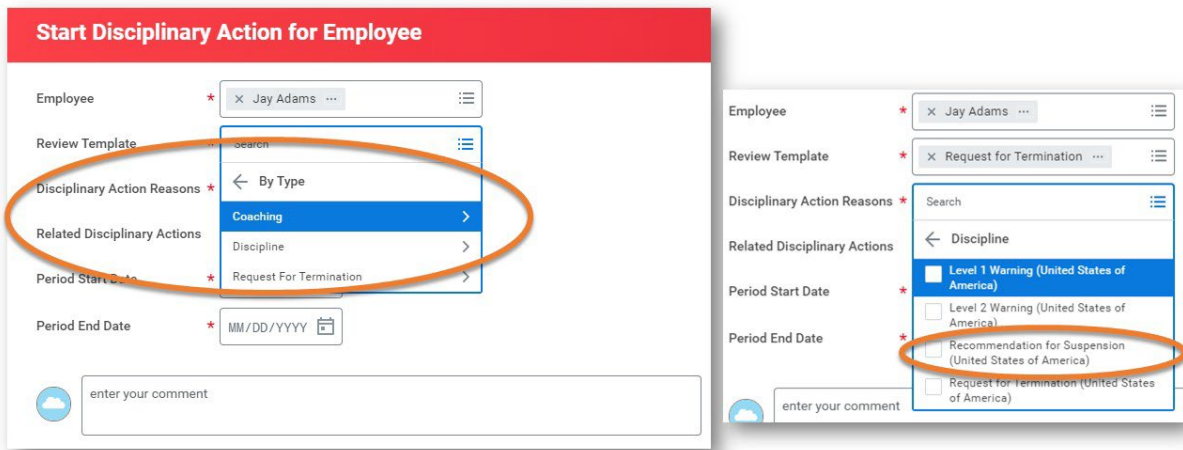
The screenshots illustrate the following steps:

- Step 1:** The form is titled "Start Disciplinary Action for Employee". The "Employee" field is set to "Jay Adams". The "Review Template" dropdown is open, showing "Request for Termination" selected. The "Disciplinary Action Reasons" dropdown is also open, showing "Coaching" selected.
- Step 2:** The "Disciplinary Action Reasons" dropdown is expanded further, showing "Reasons for Employee's Country" selected, with "United States of America" and "Discipline" visible in the sub-menu. The "Request for Termination (United States of America)" option is highlighted.
- Step 3:** The "Related Disciplinary Actions" section is expanded, showing a list of actions including "Level 1 Warning (United States of America)", "Level 2 Warning (United States of America)", "Recommendation for Suspension (United States of America)", and "Request for Termination (United States of America)". The "Request for Termination" option is selected.
- Step 4:** The "Period Start Date" and "Period End Date" fields are both set to "10/01/2021". The "Submit" button is highlighted.

7. Launch the request for termination by clicking **Open** from the dialog box or going to your **Inbox**. Click **Get Started** or **Next** to get started.



- 8. In the search bar, type **Start Disciplinary**. Select **Start Disciplinary Action for Employee**.
- 9. Select the **Employee**. Select **Request for Termination > Request for Termination**.
- 10. For **Disciplinary Action Reasons**, select **Reasons for Employee's Country > United States of America > Discipline > Request for Termination (United States of America)**.
- 11. Under **Related Disciplinary Actions**, select if there are any prior related notices.
- 12. For **Period Start Date**, enter today's date. For **Period End Date**, enter today's date.
- 13. Click **Submit**.



- 14. Launch the request for termination by clicking **Open** from the dialog box or going to your **Inbox**. Click **Get Started** or **Next** to get started



15. Provide information regarding your recommendation to terminate employment. Click **Next**.

Complete Manager Evaluation Manager Evaluation: Request for Termination: Jay Adams

28 minute(s) ago - Due 08/21/2021; Effective 10/01/2021 | Review Period 10/01/2021 - 10/01/2021

Details of Recommendation

Question
Provide the details that support the recommendation to terminate employment. (Include facts about events, dates, people, documents, prior related disciplinary actions, etc.)

Manager Evaluation

Answer *

Back Next

16. Add attachments, if needed. Click **Next**.

Complete Manager Evaluation Manager Evaluation: Request for Termination: Jay Adams

28 minute(s) ago - Due 08/21/2021; Effective 10/01/2021 | Review Period 10/01/2021 - 10/01/2021

Additional Documents

Optional: Add supporting documents, if needed.

Manager

Add

Back Next



17. Review the document. Click **Submit** to route for review by HR.

Submit

Save for Later

18. If HR has concerns about the RFT, the HR consultant will send it back for revisions.

Launch the item from your **Inbox** and click **Next** to get started.

19. To see comments from HR, navigate to the **Review** page.

Process History

	Manager Complete Manager Evaluation for Disciplinary Action- Submitted	Due 08/18/2021
	HR Consultant says, "Subjective language." Approval by HR Partner (Local)- Sent Back	Due 08/17/2021
	Manager Complete Manager Evaluation for Disciplinary Action- Awaiting Action	Due 08/18/2021

Submit Save for Later Close

20. Navigate to the appropriate section(s) of the RFT to make revisions. Once finished, click **Submit** to route back to HR for approval.

REVIEW BY APPROVERS

1. Approvers for RFTs include Manager's manager, next-level leader, cabinet member, CHRO, and district president. The RFT will appear in each approver's **Inbox**. Each approver can click **Approve** to advance the RFT or **Send Back** to route the RFT back to the manager for changes.
2. Once approved by leadership, a **To-Do** step will go to the HR consultant to confirm that the manager has scheduled a meeting to deliver the RFT to the team member.



MANAGER: REQUEST FOR TERMINATION

Once approved by leadership, a **To-Do** step will go to the HR consultant to confirm that the manager has scheduled a meeting to deliver the RFT to the team member.

From the **Home** page:

1. Click the **To-Do** item in your **Inbox** to complete it.
2. Click **Submit** to indicate that you have met with the team member. **Do not click Submit until you have met with the team member.**

Complete To Do

Please confirm you have met with the employee to go over the notice. ⋮

☆ X PDF ⚙️ ↺

22 second(s) ago - Due 08/20/2021; Effective 10/01/2021

For [Jay Adams](#)

Overall Process [Request for Termination: Jay Adams](#)

Overall Status [In Progress](#)

Due Date [08/22/2021](#)

enter your comment

Submit Save for Later Close

3. HR will receive final notification to start the termination workflow.



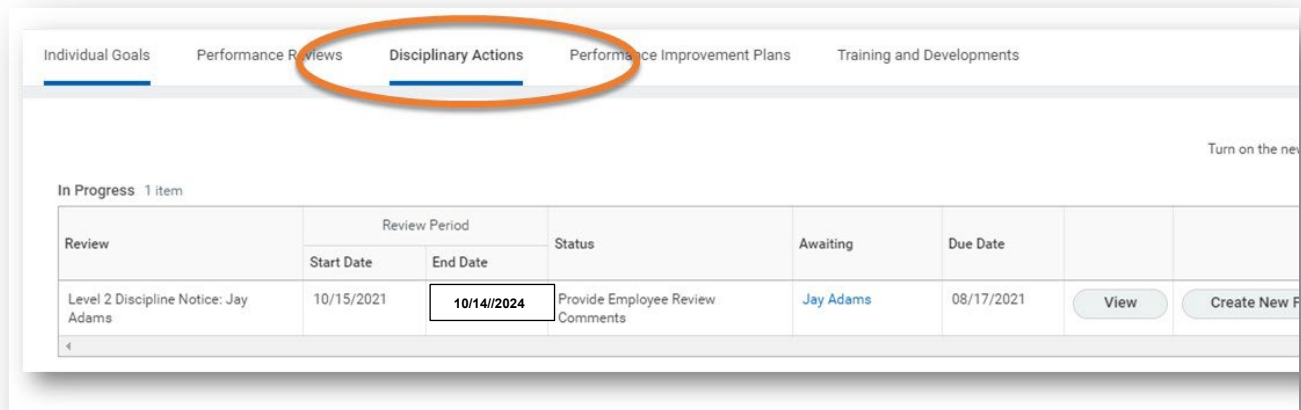
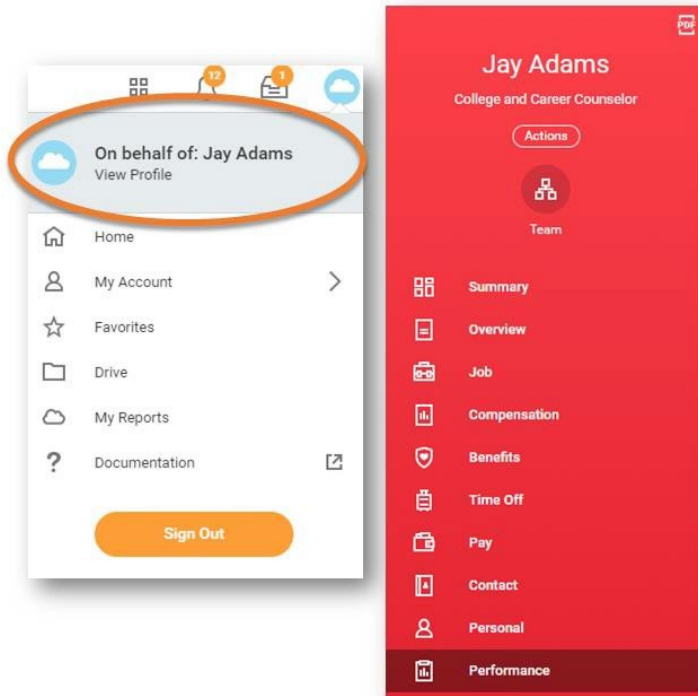
VIEW COMPLETED NOTICE

EMPLOYEE VIEW

From the **Home** page:

Click the cloud and select **View Profile**.

1. Select **Performance** (you may need to click **More**).
2. Click the **Disciplinary Actions** tab.
3. Click **View**.





MANAGER VIEW

From the **Home** page:

1. Click **My Team**.
2. Select the **employee's name**.
3. Click **Performance**.
4. Click the **Disciplinary Actions** tab.
5. Click **View**.

Review	Review Period		Status	Awaiting	Due Date	View	Create New PDF
	Start Date	End Date					
Level 2 Discipline Notice: Jay Adams	10/15/2021	10/14/2024	Provide Employee Review Comments	Jay Adams	08/17/2021	View	Create New PDF

Applications
13 items

- Expenses
- Pay
- Budget
- My Team**

Jay Adams

- Job
- Compensation
- Benefits
- Time Off
- Pay
- Contact
- Personal
- Performance