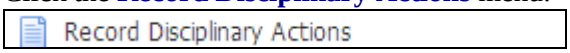
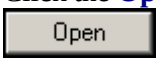
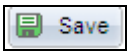
Record Disciplinary Actions

Step	Action
1.	Click the **Main Menu** button.
2.	Point to the **Workforce Administration** menu.
3.	Point to the **Labor Administration** menu.
4.	Click the **Record Disciplinary Actions** menu. 
5.	Locate the employee by either the employee ID or by first and/or last name.
6.	Click the **Search** button.
7.	The **Disciplinary Action** page enables you to record disciplinary actions.
8.	Next you will need to add the **Disciplinary Action.** This field enables you to record each step in the disciplinary process.
9.	You may choose among the following options: -Dismissal -Suspension -Demotion -Discipline The "Discipline" option is to be used for any disciplinary action not otherwise included as an option (e.g. Reprimand).
10.	The **Action Date** field should contain the date in which the disciplinary action was issued.
11.	Click in the **Description Field**. This **Description Field** enables you to enter a brief description of the disciplinary action.
12.	Click in the **Approver** field. The **Approver Field** should record the Employee ID for whoever issued the disciplinary action. You can type in the Approver EmplID or use the **Look Up** feature to locate the information.
13.	Next you will need to add the Letter Code. This field enables you to record the Disciplinary Letter Information.
14.	You may choose among the following options: -Disciplinary Action Filing (When the discipline is issued) -Disciplinary Action Resolution (If the discipline is altered)
15.	Enter the **Date Letter Printed**. The date here follows the date of either the issuance or the alteration of the disciplinary action. You can enter the date directly or choose the calendar feature for assistance.

Step	Action
16.	Next, add an attachment by clicking the **Add Attachment** link.
17.	Click the **Browse** button.
18.	Select the file you wish to upload (should always be the disciplinary action).
19.	Click the **Open** button. 
20.	Click the **Upload** button.
21.	You have now completed the Filing and Resolution **Disciplinary Letter Information** for one Disciplinary action. You can view all the records for an employee at one time by clicking **View All.**
22.	After you have expanded the rows you can see both the Filing and the Resolution listed for this specific disciplinary action. Press **[Enter]**.
23.	If you need to add another disciplinary action, contine to add rows. Click the **Plus Sign** button.
24.	Notice that the **Total Incidents** number has increased from 1 to 2. Continue to add rows and follow the same sequence of steps for each new disciplinary action.
25.	Click the **Save** button. 
26.	**End of Procedure.**