

Corrective Actions

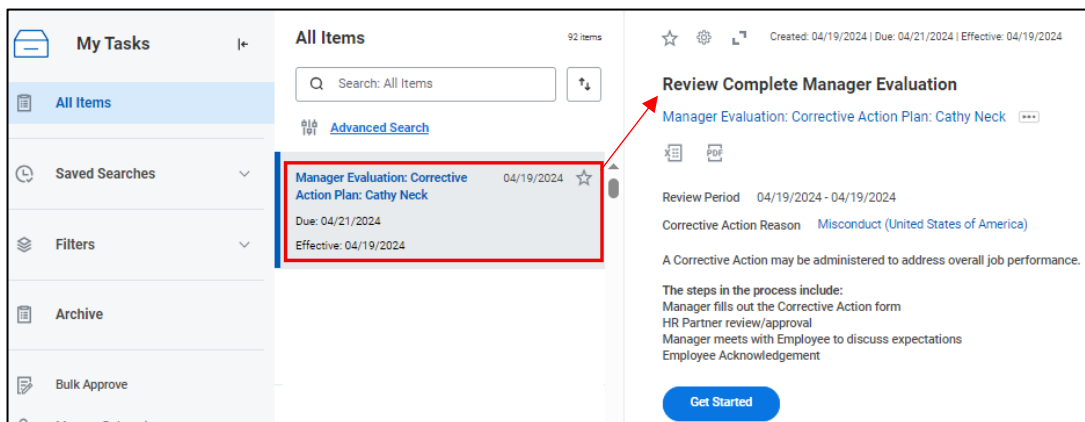
HR Partners



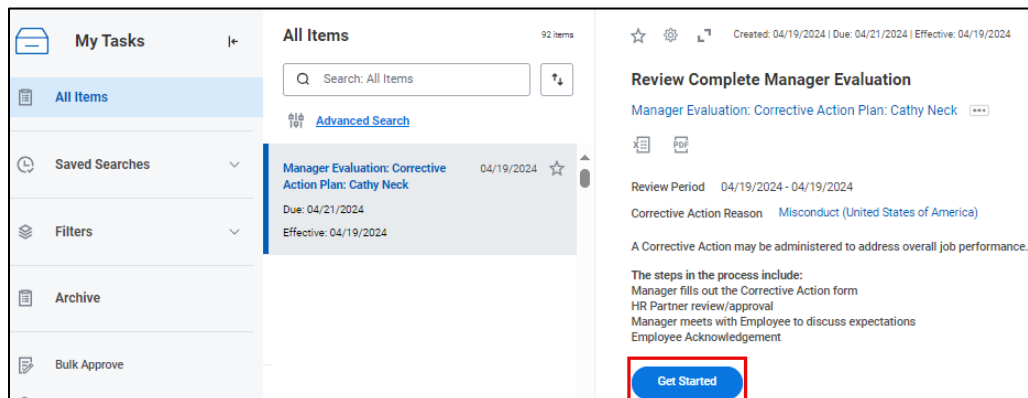
Reviewing a Corrective Action

As an HR Partner, you are responsible for reviewing and approving **Corrective Actions** in Workday. Once a Manager initiates the corrective action process, the evaluation form will route to you for review, edits (if applicable) and approval.

1. You will receive a task titled “Manager Evaluation: Corrective Action Plan” in your **My Tasks Inbox**. Click the task to open its details on the right-hand side of the screen.



2. Click **Get Started**.



3. You will be brought to the beginning of the evaluation form that the Manager filled out. Click **Next** at the bottom of the screen to begin your review.

Review Complete Manager Evaluation

Manager Evaluation:
Corrective Action Plan: Cathy Neck

Actions
04/19/2024 - 04/19/2024

- Corrective Action Information**
- Corrective Action Level
- Corrective Action Details
- Corrective Action Duration
- Supporting Documents
- Employee Acknowledgement/At Will D...
- Review and Submit

Corrective Action Information

Corrective Action Reason Misconduct (United States of America)

Back Next Save for Later

- You must review the information within the steps that are listed on the left-hand side of the screen. You can click **Next** to proceed to the following step. If you want to make edits you can do so directly on the screen.

For example, the **Corrective Action Level** (step 2) will be pre-populated with the Manager's selection. However, you can change it by opening the drop-down menu and selecting a new level.

Review Complete Manager Evaluation

Manager Evaluation:
Corrective Action Plan: Cathy Neck

Actions
04/19/2024 - 04/19/2024

- Corrective Action Information
- Corrective Action Level**
- Corrective Action Details
- Corrective Action Duration
- Supporting Documents
- Employee Acknowledgement/At Will D...
- Review and Submit

Corrective Action Level

Question Please Select the corrective action level

Manager

Select * Written Warning

select one

Coach & Counsel

Written Warning

Final Written Warning

- Proceed through each step after making any applicable edits by clicking **Next**.

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6. On the final step, click **Approve**. The corrective action process will route to the Manager, who will then meet with the employee to discuss expectations.

Review Complete

Manager Evaluation

Manager Evaluation:
Corrective Action Plan: Cathy Neck

Actions

04/19/2024 - 04/19/2024

Corrective Action Information

Corrective Action Level

Corrective Action Details

Corrective Action Duration

Supporting Documents

Employee Acknowledgement/At Will D...

Review and Submit

Corrective Action Information

Corrective Action Reason Misconduct (United States of America)

Corrective Action Level

X PDF

Question Please Select the corrective action level

Manager

Select Written Warning

Approve

Send Back

Deny

...

Success! Event approved

Up Next: Emily Blunt | Provide Manager Review Comments | Due Date 04/26/2024

[View Details](#)