

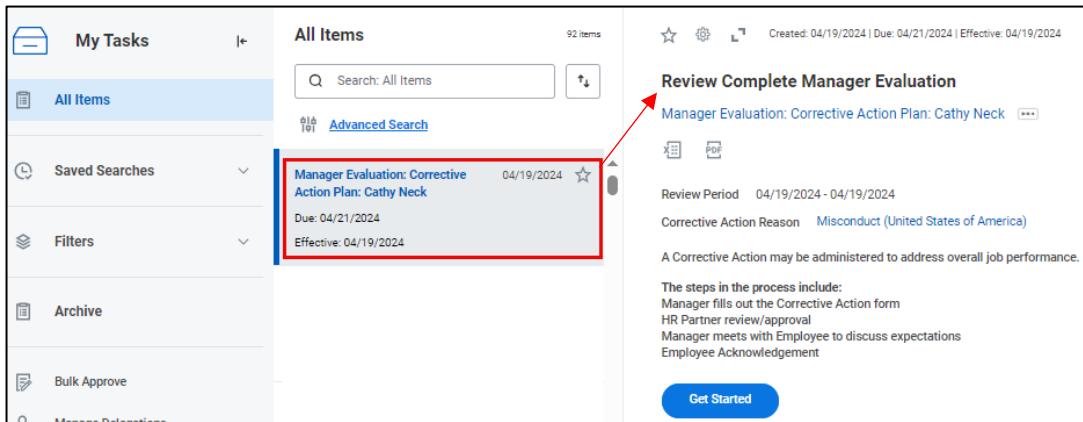
# Corrective Actions

## 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.



My Tasks

All Items

Manager Evaluation: Corrective Action Plan: Cathy Neck

04/19/2024

Due: 04/21/2024

Effective: 04/19/2024

Review Complete Manager Evaluation

Manager Evaluation: Corrective Action Plan: Cathy Neck

Created: 04/19/2024 | Due: 04/21/2024 | Effective: 04/19/2024

Review Period 04/19/2024 - 04/19/2024

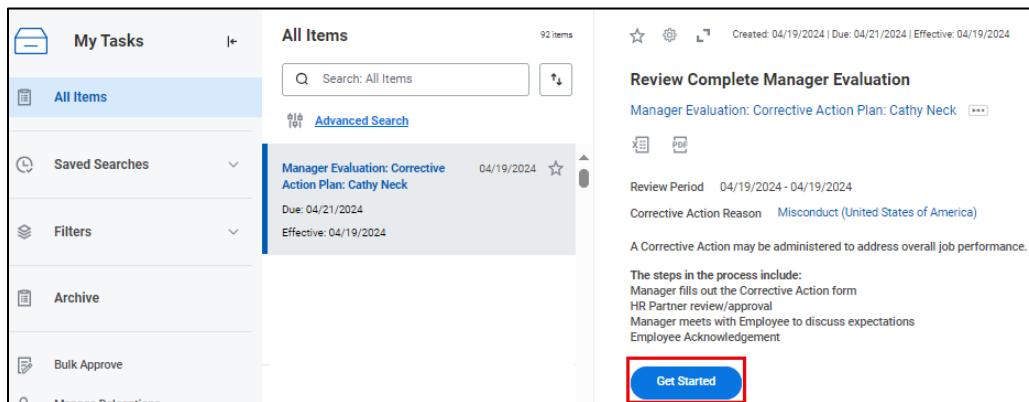
Corrective Action Reason Misconduct (United States of America)

A Corrective Action may be administered to address overall job performance.

The steps in the process include:  
 Manager fills out the Corrective Action form  
 HR Partner review/approval  
 Manager meets with Employee to discuss expectations  
 Employee Acknowledgement

Get Started

2. Click **Get Started**.



My Tasks

All Items

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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

4. 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

Back **Next** Save for Later

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

Back **Next** Save for Later

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

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](#)