

## **Entering and Maintaining Disciplinary Actions Overview**

The Cardinal Disciplinary Action pages are used to record and track written notices and disciplinary actions. In addition, when the disciplinary action results in a change to the employee's job classification or compensation, an update to the employee's Job Record is required to impact the HR and Payroll functional areas (e. g., demotions, reductions in pay, terminations). DHRM will allow agencies to delete written notices and the associated disciplinary actions from the disciplinary action pages vs. requiring DHRM intervention. However, a Cardinal PPS ticket is required to modify the employee's job data record and reverse the disciplinary action.

Use this Job Aid when Agency HR receives the documentation for a new written notice, a change to an existing written notice, or to rescind a written notice entirely (e.g., grievance, management decision or hearing).

Written notices can only be entered for VPA employees. Cardinal will not allow the user to enter a written notice for a non-VPA employee.

The Agency HR Administrator enters the written notice, along with the related details, which include the date of the offense, the nature of the offense, and any relevant agency notes. The expiration date of the written notice will default based on the group level. No manual updates will be made to this field. Agency HR can view the written notices via the online page or by using custom reports and queries. If there is a reverse or update to the disciplinary action, Agency HR will have the ability to update as required.

Agency HR Administrators will have display only access to Disciplinary Actions entered by other agencies for their active employees.

After a written notice has been entered, the agency will record the disciplinary actions associated with the written notice. The types of Disciplinary Actions include:

- Disciplinary Lateral Transfer
- Disciplinary Demotion
- Disciplinary Pay Reduction (must accompany a Disciplinary Lateral Transfer and Demotion)
- Suspension
- Termination – Involuntary (Violation of Standards of Conduct)

The Agency HR Administrator also needs to enter the associated disciplinary action(s) on the employee's job record with the appropriate action and action reason. The effective date of a Disciplinary Action is the day after the last day worked. The action of Suspension or Termination stops the employee's paysheet from automatically being generated. For further information on maintaining employee data, see the Job Aid titled **HR351\_Separation Statuses**. For further information on employee salary reduction, see the Job Aid titled **HR351\_Updating an Employee's Compensation**. These Job Aids can be found on the Cardinal website in **Job Aids** under **Learning**.

**Note:** For disciplinary action(s) that result in a pay reduction, follow the **DHRM Policy 1.60** and **3.05**.

**Note:** Pre-Disciplinary leave and/or Administrative Leave will be entered in Absence Management as a TRC to select on the employee's timesheet.

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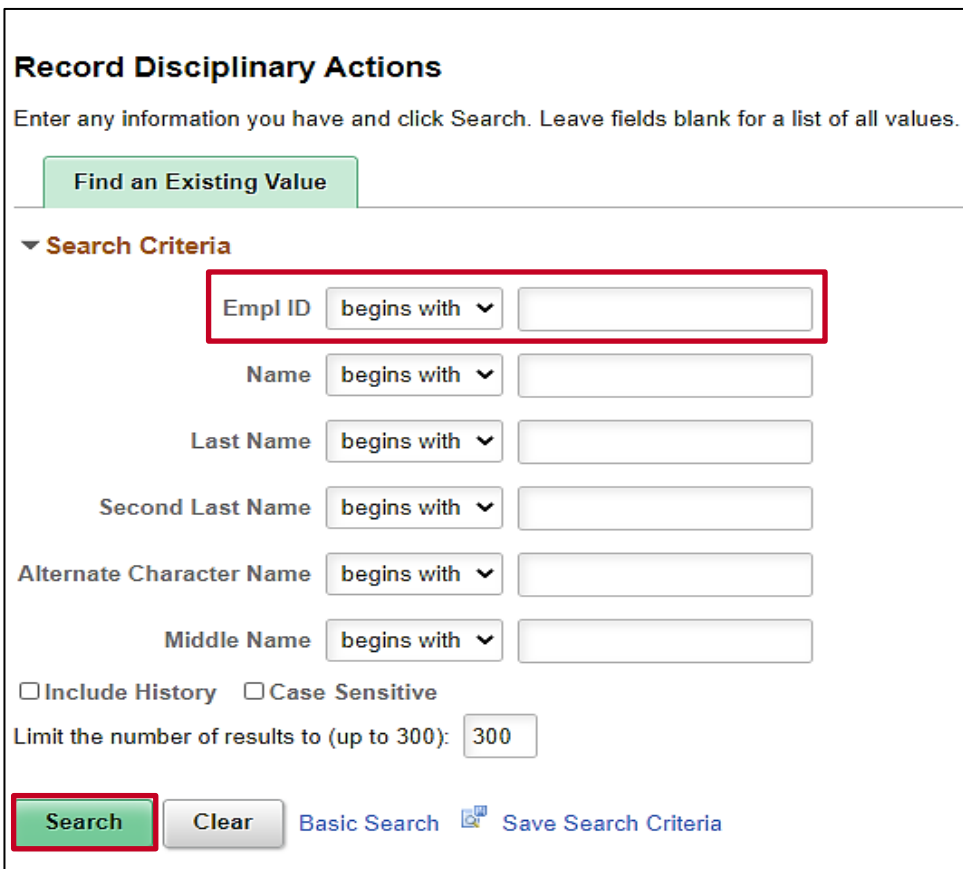
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## Entering a Disciplinary Action

1. Navigate to the **Record Disciplinary Actions** page using the following path:

**Navigator > Workforce Administration > Labor Administration > Record Disciplinary Actions**

The **Record Disciplinary Actions Search** page displays.



**Record Disciplinary Actions**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

**Empl ID** begins with ▼

**Name** begins with ▼

**Last Name** begins with ▼

**Second Last Name** begins with ▼

**Alternate Character Name** begins with ▼

**Middle Name** begins with ▼

Include History  Case Sensitive

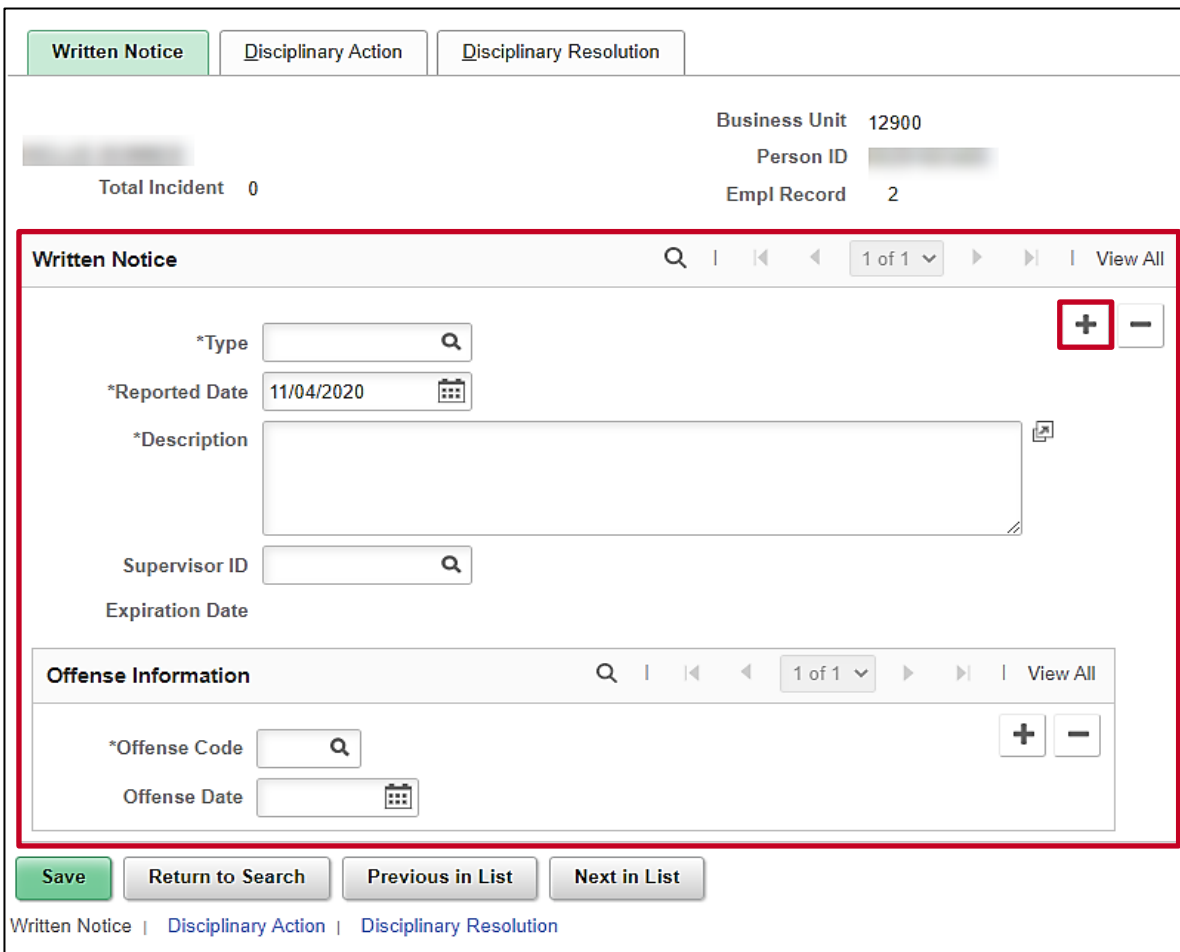
Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Enter the applicable Employee ID in the **Empl ID** field.
3. Click the **Search** button.

**HR351\_Enter and Maintaining Disciplinary Actions**

The **Record Disciplinary Actions** page displays.



Business Unit 12900  
Person ID [redacted]  
Empl Record 2

Total Incident 0

**Written Notice** [Search] | [Navigation] | 1 of 1 | View All

\*Type [Search] [ + ] [ - ]  
\*Reported Date 11/04/2020 [Calendar]  
\*Description [Text Area] [Image]  
Supervisor ID [Search]  
Expiration Date

**Offense Information** [Search] | [Navigation] | 1 of 1 | View All

\*Offense Code [Search] [ + ] [ - ]  
Offense Date [Calendar]

**Save** | **Return to Search** | **Previous in List** | **Next in List**

[Written Notice](#) | [Disciplinary Action](#) | [Disciplinary Resolution](#)

4. If this is the employee's first Written Notice (i.e., the **Written Notice** section is blank except for the **Reported Date** field), proceed to Step 5. If the employee has any existing Written Notices (i.e., the **Written Notice** section is not blank) and this is a new Written Notice, insert a row by clicking the **Add a New Row** button (+) within the **Written Notice** section, and then continue with Step 5.

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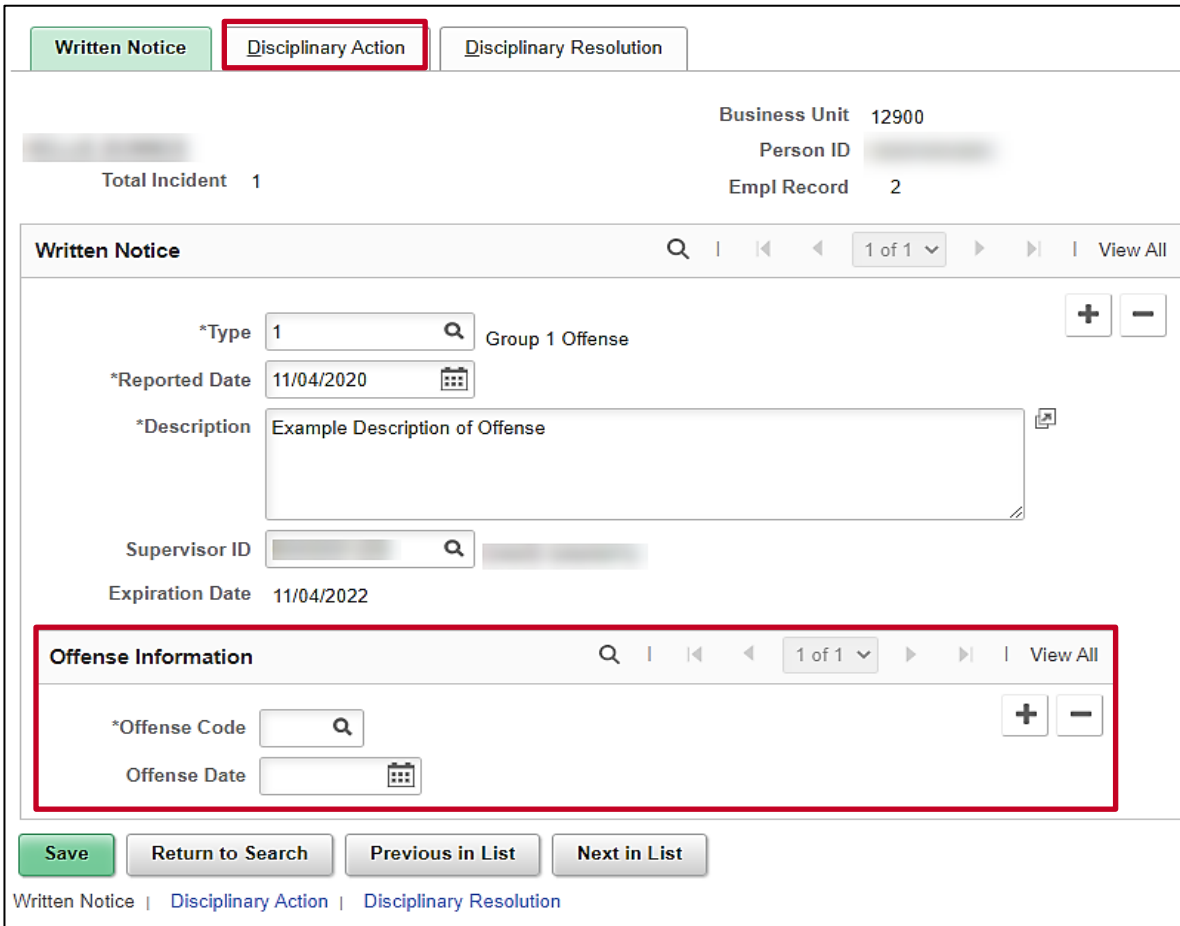
**HR351\_Enter and Maintaining Disciplinary Actions**

5. Click the **Type Look Up** icon and select the applicable type. The following types are available for selection:
  - a. Type 1: Group I Written Notice and expires two years from the reported date. Once selected, the page will refresh and the **Expiration Date** field at the bottom of the **Written Notice** section will auto populate (two years from the reported date)
  - b. Type 2: Group II Written Notice and expires three years from the reported date. Once selected, the page will refresh and the **Expiration Date** field at the bottom of the **Written Notice** section will auto populate (three years from the reported date)
  - c. Type 3: Group III Written Notice and expires four years from the reported date. Once selected, the page will refresh and the **Expiration Date** field at the bottom of the **Written Notice** section will auto populate (four years from the reported date)

**Note:** For situations where there are multiple Written Notices for the same type on the same day, there will be additional types with a decimal point available for selection. Example 1, 1.1, 1.2, 1.3.
6. The **Reported Date** field defaults to the current date. Update as needed using the **Reported Date Calendar** icon. This is the date the written notice was issued.

**Note:** If the **Reported Date** field is updated, the **Expiration Date** field at the bottom of the **Written Notice** section will automatically update based on the reported date and the type previously selected.
7. Enter a summary of the offense in the **Description** field.
8. Enter/select the employee's supervisor using the **Supervisor ID Look Up** icon.

The **Written Notice** section is now complete.

**HR351\_Enter and Maintaining Disciplinary Actions**

Written Notice | **Disciplinary Action** | Disciplinary Resolution

Business Unit 12900  
Person ID [Redacted]  
Empl Record 2

Total Incident 1

Written Notice 1 of 1 | View All

\*Type 1 Group 1 Offense + -

\*Reported Date 11/04/2020

\*Description Example Description of Offense

Supervisor ID [Redacted]

Expiration Date 11/04/2022

**Offense Information** 1 of 1 | View All

\*Offense Code [Redacted] + -

Offense Date [Redacted]

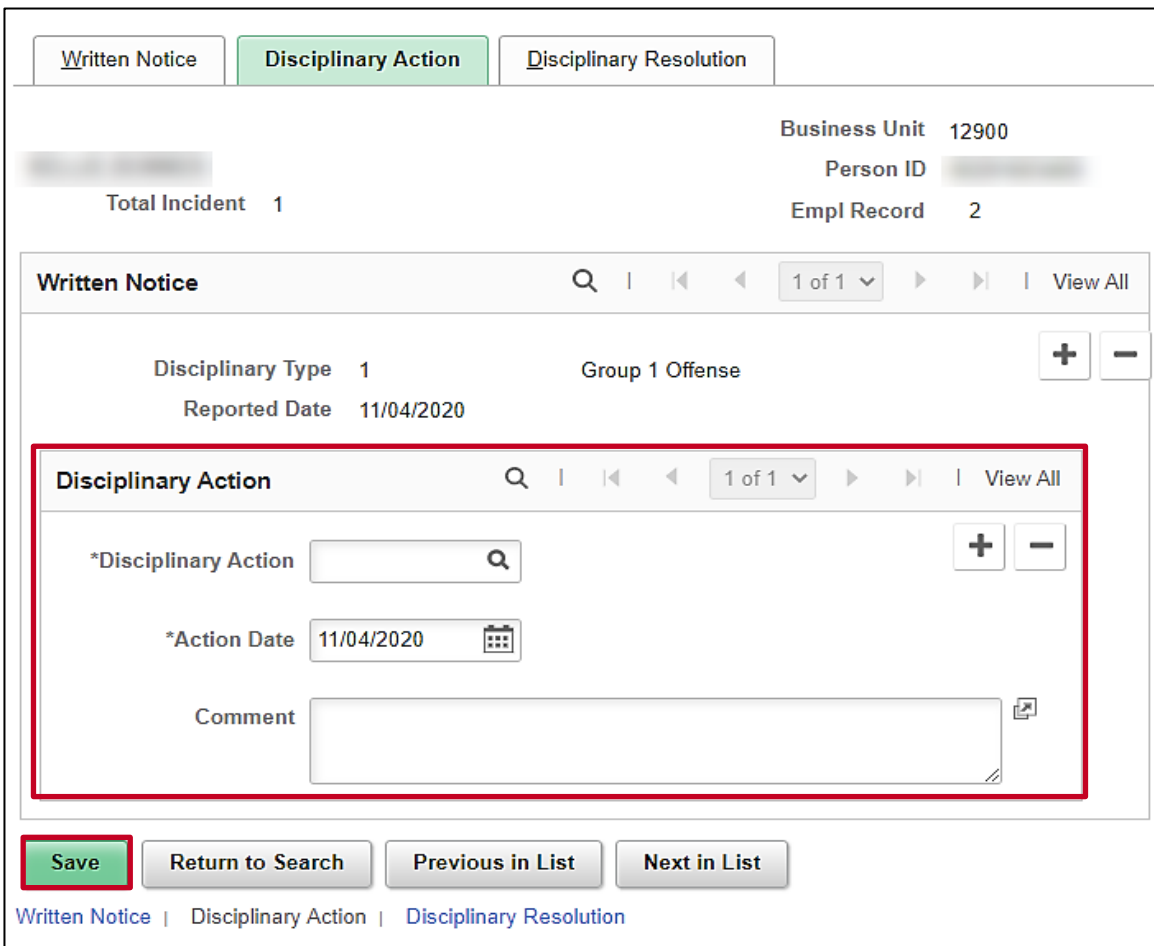
Save Return to Search Previous in List Next in List

Written Notice | Disciplinary Action | Disciplinary Resolution

9. Select the applicable offense code using the **Offense Code Look Up** icon.
10. Select the applicable offense date using the **Offense Date Calendar** icon. (For each Offense Code noted this is the date the offense occurred.)
11. If this disciplinary action is the result of multiple offenses, click the **Add a New Row** button (+) within the **Offense Information** section and repeat Steps 9 and 10 for each offense. If no additional offenses need to be recorded, proceed to Step 12.
12. Once all offenses are entered, click the **Disciplinary Action** tab.

**HR351\_Enter and Maintaining Disciplinary Actions**

The **Disciplinary Action** tab displays.



Written Notice | **Disciplinary Action** | Disciplinary Resolution

Business Unit 12900  
Person ID [REDACTED]  
Empl Record 2

Total Incident 1

Written Notice | Search | 1 of 1 | View All

Disciplinary Type 1 | Group 1 Offense | + -  
Reported Date 11/04/2020

**Disciplinary Action** | Search | 1 of 1 | View All

\*Disciplinary Action [REDACTED] | + -  
\*Action Date 11/04/2020 | Calendar icon  
Comment [REDACTED] | Attach icon

**Save** | Return to Search | Previous in List | Next in List

[Written Notice](#) | [Disciplinary Action](#) | [Disciplinary Resolution](#)

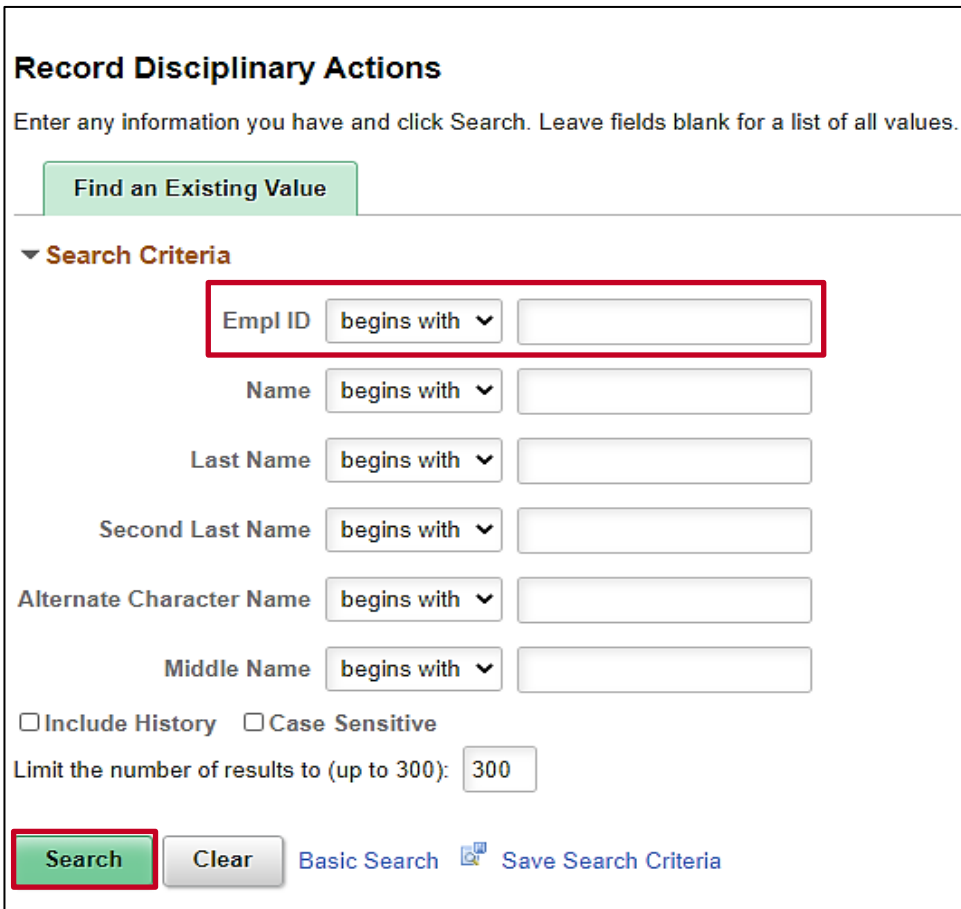
13. Select the applicable disciplinary action using the **Disciplinary Action Look Up** icon.  
**Note:** The **Disciplinary Action** field is required. If there is no disciplinary action being taken for the Written Notice, select the “**NON – No Disciplinary Action**” list item.
14. Select the applicable action date using the **Action Date Calendar** icon.
15. Enter a reason for the disciplinary action in the **Comment** field.
16. If multiple disciplinary actions need to be recorded, click the **Add a New Row** button within the **Disciplinary Action** section and repeat steps 13 through 15 for each disciplinary action. If no additional disciplinary actions need to be recorded, proceed to Step 17.
17. Once all disciplinary actions are entered, click the **Save** button.

**HR351\_Enter and Maintaining Disciplinary Actions****Changing a Written Notice and/or Disciplinary Action**

1. Navigate to the **Record Disciplinary Actions** page using the following path:

**Navigator > Workforce Administration > Labor Administration > Record Disciplinary Actions**

The **Record Disciplinary Actions Search** page displays.



2. Enter the applicable Employee ID in the **Empl ID** field.

3. Select the written notice that needs to be updated.

**Note:** Update also include removing a written notice or disciplinary action.

4. If the job record was changed to reflect the applicable disciplinary action and needs to be reversed, a help desk ticket will need to be created and submitted for the Cardinal PPS, requesting that they delete the applicable job data transaction.

5. If pay was involved, the HR Administrator should reach out to Agency Payroll Administrator to make the employee's pay whole.