

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.



Table of Contents

Revision History 3

Entering a Disciplinary Action 4

Changing a Written Notice and/or Disciplinary Action 10

HR351_Enter and Maintaining Disciplinary Actions**Revision History**

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1 ; after Step 1; Section 2 , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

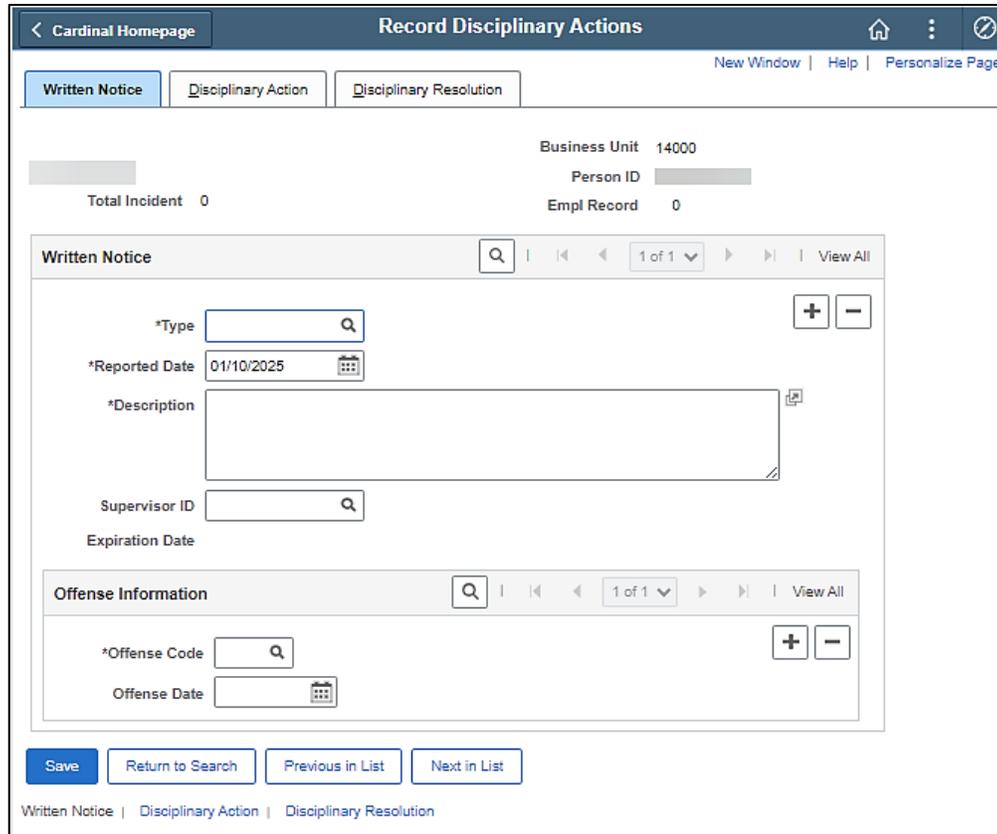
Entering a Disciplinary Action

Use this process to enter Disciplinary Actions.

Step	Action
1.	Navigate to the Record Disciplinary Actions page using the following path: NavBar > Menu > Workforce Administration > Labor Administration > Record Disciplinary Actions
<p>The Record Disciplinary Actions Find an Existing Value page displays.</p> <div data-bbox="256 636 1385 1289" style="border: 1px solid black; padding: 10px;"> <p>Record Disciplinary Actions</p> <p>Find an Existing Value</p> <p>▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>🕒 Recent Searches Choose from recent searches <input type="text"/> </p> <p>🔖 Saved Searches Choose from saved searches <input type="text"/> </p> <p>Empl ID begins with <input type="text"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>^ Show fewer options</p> <p><input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> </div> </div>	
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	Enter the employee’s Employee ID in the Empl ID field. <div data-bbox="293 1514 992 1591" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Empl ID begins with <input style="border: 2px solid red;" type="text"/></p> </div>
	<p>Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p>
3.	Click the Search button. <div data-bbox="293 1791 1003 1892" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/></p> </div>

Step	Action
------	--------

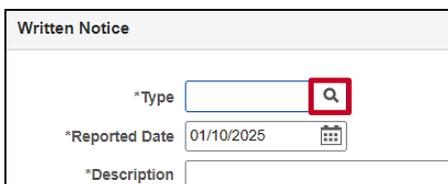
The **Record Disciplinary Actions** page displays with the **Written Notice** tab displayed by default.



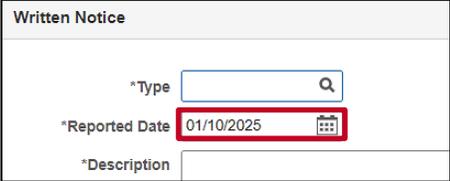
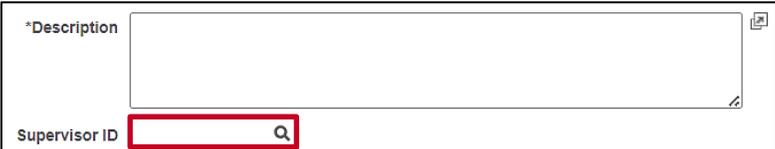
4. If this is the employee's first Written Notice (i.e., the **Written Notice** section is blank except for the **Reported Date** field), proceed to Step 5. If the employee has any existing Written Notices (i.e., the **Written Notice** section is not blank) and this is a new Written Notice, insert a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



5. Click the **Type Look Up** icon and select the applicable type.



HR351_Enter and Maintaining Disciplinary Actions

Step	Action
	<p>The following types are available for selection:</p> <ul style="list-style-type: none"> 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) <p>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.</p>
6.	<p>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.</p> 
	<p>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.</p>
7.	<p>Enter a summary of the offense in the Description field.</p> 
8.	<p>Enter/select the employee's supervisor using the Supervisor ID Look Up icon to complete the Written Notice section.</p> 

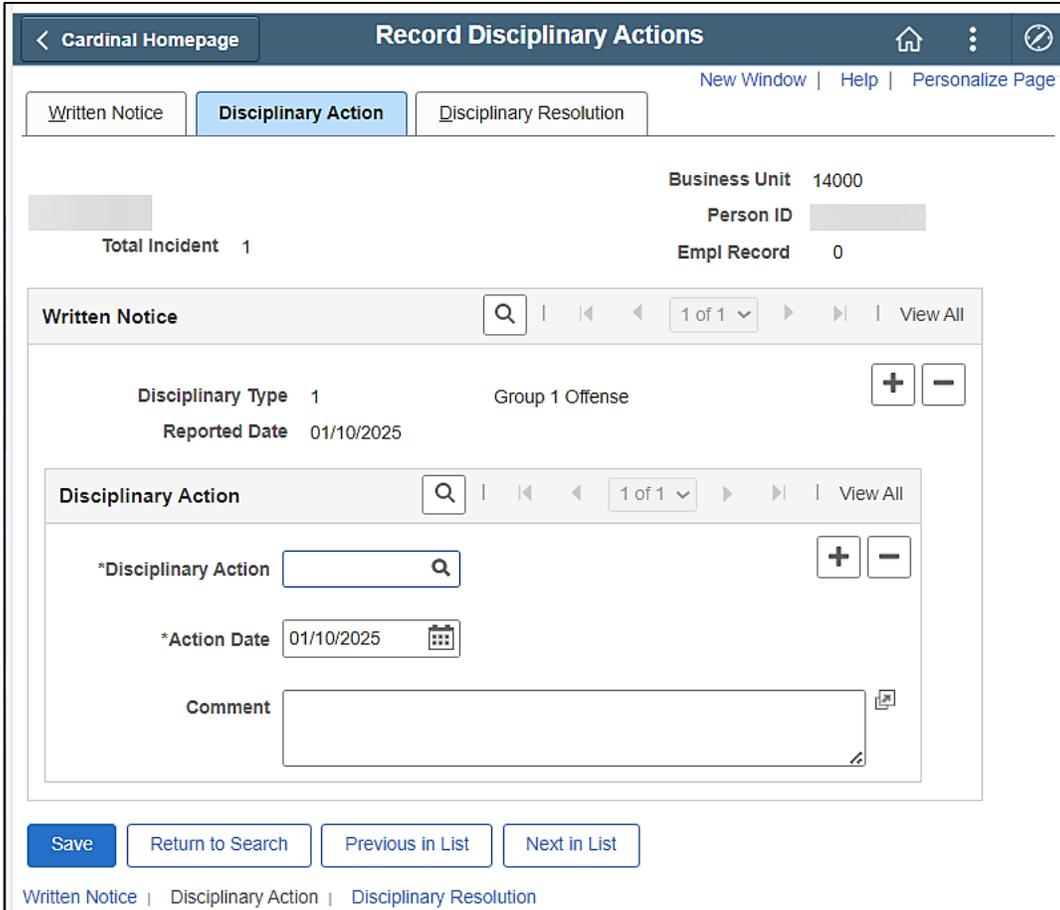
HR351_Enter and Maintaining Disciplinary Actions

Step	Action
9.	Select the applicable offense code using the Offense Code Look Up icon. <div data-bbox="293 380 1162 543" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Offense Information Q << 1 of 1 >> View All</p> <p>*Offense Code <input type="text"/> Q + -</p> <p>Offense Date <input type="text"/> </p> </div>
10.	Select the applicable offense date using the Offense Date Calendar icon. (For each Offense Code noted this is the date the offense occurred.) <div data-bbox="293 663 1162 829" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Offense Information Q << 1 of 1 >> View All</p> <p>*Offense Code <input type="text"/> + -</p> <p>Offense Date <input type="text"/> </p> </div>
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. <div data-bbox="293 984 451 1066" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">+ -</p> </div>
12.	Once all offenses are entered, click the Disciplinary Action tab. <div data-bbox="293 1157 995 1241" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p> Written Notice Disciplinary Action Disciplinary Resolution </p> </div>

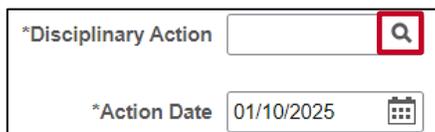
HR351_Entering and Maintaining Disciplinary Actions

Step	Action
------	--------

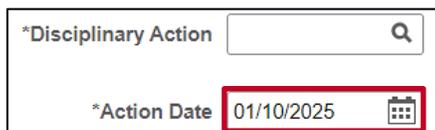
The **Disciplinary Action** tab displays.



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.



HR351_Enter and Maintaining Disciplinary Actions

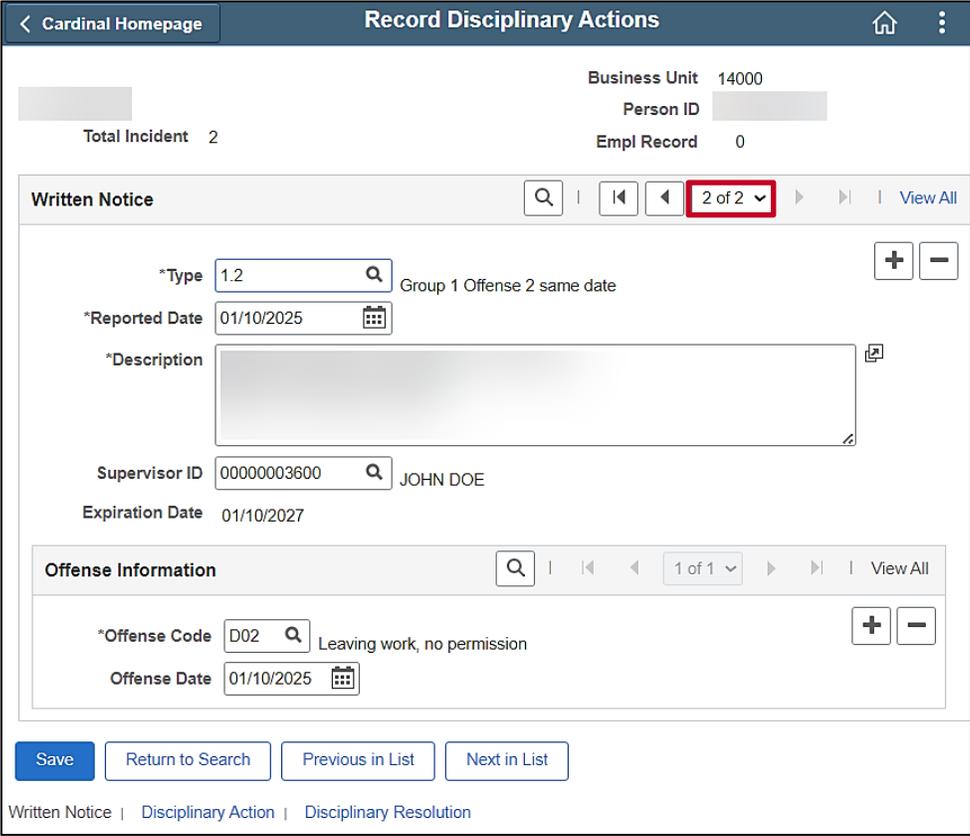
Step	Action
15.	Enter a reason for the disciplinary action in the Comment field. <div data-bbox="293 380 1154 499" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Comment <input style="border: 1px solid red; width: 400px; height: 40px;" type="text"/> </div>
16.	If multiple disciplinary 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. <div data-bbox="293 653 451 737" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> + - </div>
17.	Once all disciplinary actions are entered, click the Save button. <div data-bbox="293 827 979 936" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Save Return to Search Previous in List Next in List </div> <div data-bbox="293 909 849 936" style="margin-top: 5px;"> Written Notice Disciplinary Action Disciplinary Resolution </div>

Changing a Written Notice and/or Disciplinary Action

Use this process to make a change to an existing written notice, or to remove a written notice.

Step	Action
1.	Navigate to the Job Data page using the following path: NavBar > Menu > Workforce Administration > Labor Administration > Record Disciplinary Actions
<p>The Record Disciplinary Actions Find an Existing Value page displays.</p> <div data-bbox="256 636 1385 1289" style="border: 1px solid black; padding: 10px;"> <p>Record Disciplinary Actions</p> <p>Find an Existing Value</p> <p>▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>🕒 Recent Searches Choose from recent searches <input type="text"/> <input type="text"/></p> <p>🔖 Saved Searches Choose from saved searches <input type="text"/> <input type="text"/></p> <p>Empl ID begins with <input type="text"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>^ Show fewer options</p> <p><input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> </div> </div>	
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Enter the employee’s Employee ID in the Empl ID field.</p> <p>Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div data-bbox="293 1593 992 1675" style="border: 1px solid #ccc; padding: 5px;"> <p>Empl ID begins with <input style="border: 2px solid red;" type="text"/></p> </div>
3.	<p>Click the Search button.</p> <div data-bbox="293 1761 1003 1864" style="border: 1px solid #ccc; padding: 5px;"> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/></p> </div>

HR351_Enter and Maintaining Disciplinary Actions

Step	Action
4.	<p>Select the written notice that needs to be updated and make the necessary changes. Note: Updates also include removing a written notice or disciplinary action.</p> 
5.	<p>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.</p>
6.	<p>If pay was involved, the HR Administrator should reach out to Agency Payroll Administrator to make the employee's pay whole.</p>