

Talent Management: Printing Disciplinary Actions & Performance Improvement Plans

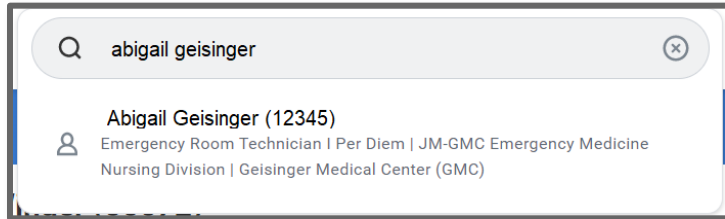
All Disciplinary Actions (DA) and Performance Improvement Plans (PIP) that are processed in Workday are saved on the Worker Profile for the employee.

You have the power to **save to PDF and print** Disciplinary Actions (DA) and Performance Improvement Plans (PIP) in addition to these electronic records if you wish to do so.

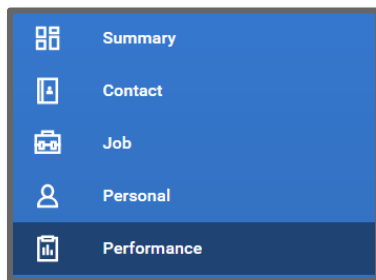
Terminated Workers do not have access within Workday to **Disciplinary Actions (DA)** or **Performance Improvement Plans (PIP)**, and they will require a printed copy. Please discuss next steps with your Employee Relations Specialist.

ACCESSING ELECTRONIC VERSION OF DA_s AND/OR PIP_s

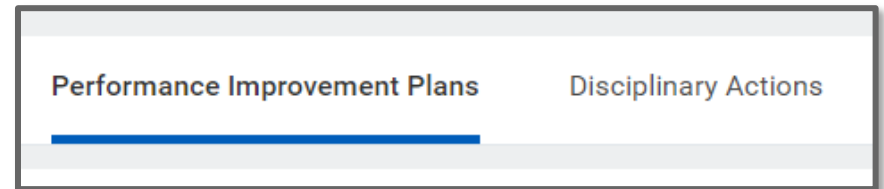
1. Search for the worker in the **search bar** and click on their name (or, for yourself, type in your own name and select it).



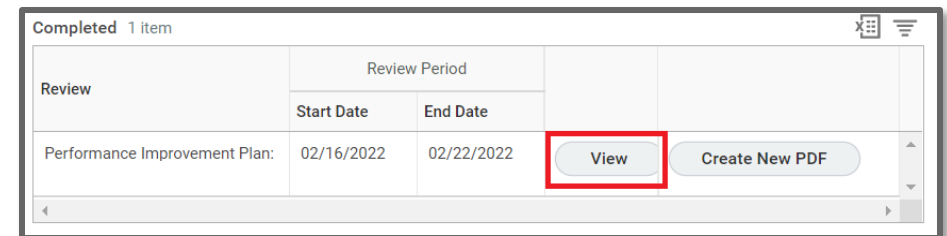
2. Select **Performance** in the blue left hand menu.



3. Choose the appropriate **tab at the top** (Disciplinary Action or Performance Improvement Plan).

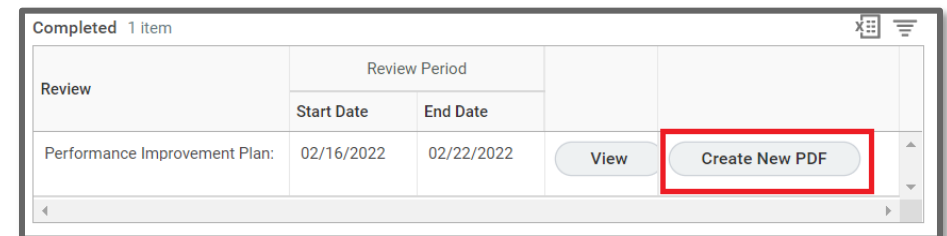


4. Click on **View**



PRINTING DA_s AND/OR PIP_s

5. Choose **Create New PDF**



Note: If at any point you have questions or need assistance, please contact your **Employee Relations Specialist**.