

## TABLE OF CONTENTS

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ENTERING A NEW DISCIPLINARY ACTION .....	2
ADDING A DISCIPLINARY DOCUMENT FOR A DISCIPLINE RECORD .....	6
ADDING AN ADDITIONAL DISCIPLINARY ACTION FOR AN EMPLOYEE.....	10
MAKING CHANGES TO A DISCIPLINARY ACTION .....	11
<i>UPDATES</i> .....	11
<i>DELETIONS</i> .....	12

## OVERVIEW

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Discipline tracking functionality was added to PeopleSoft HCM in November 2016. DPM requires all agencies to use the functionality within PeopleSoft HCM to track the disciplines within their agency. Agencies are not required to enter discipline data in PeopleSoft HCM for disciplinary actions prior to the release of this tracking functionality.

## SECURITY

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Users must have the Discipline Security Role to access this functionality. Who the user can see is based on their row-level security (typically their business unit or a subset of their business unit).

A disciplinary action corresponds to a specific employee in PeopleSoft HCM. The employee's disciplinary record will follow them in the system if they transfer to a different agency.

## ENTERING A NEW DISCIPLINARY ACTION

Use the following steps to enter a disciplinary action. Prior to entering a disciplinary action, it may be helpful to lookup the following information about the employee: Empl ID, Business Unit, and Department ID.

*Note: If the employee has an existing disciplinary action, see Adding an Additional Disciplinary Action for an Employee*

- Navigate to the Record Disciplinary Actions page
  1. Navigation: **Workforce Administrator Homepage** > **Human Resources tile** > **Person tile**  
Click **Grievance & Discipline** dropdown and select **Discipline**  
or  
Navigation: **NavBar** > **Workforce Administration** > **Labor Administration** > **WI Record Disciplinary Actions**
  2. Click the **Add a New Value** button, enter or select the **Employee ID**
    - To search for the employee ID, click the magnifying glass next to the text box
  3. Click **Add**

The screenshot shows the 'Discipline' page with the 'Find an Existing Value' section. A red box highlights the '+ Add a New Value' button in the top right corner. Below this, there is a 'Search Criteria' section with a dropdown arrow and the instruction 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two search filters: 'Recent Searches' and 'Saved Searches', each with a dropdown menu and an edit icon. Below these are four search fields: 'Empl ID begins with', 'Discipline ID begins with', 'Name begins with', and 'Last Name begins with', each with a dropdown arrow and a text input box. A 'Show fewer options' link is located below the last field. At the bottom of the search section are 'Search' and 'Clear' buttons.

The screenshot shows the 'Discipline' page with the 'Add a New Value' section. A red box highlights the 'Empl ID' text input field, which has a magnifying glass icon to its right, and the 'Add' button below it. In the top right corner, there is a 'Find an Existing Value' button with a magnifying glass icon.

## Discipline Tracking

### ➤ Enter the disciplinary action data

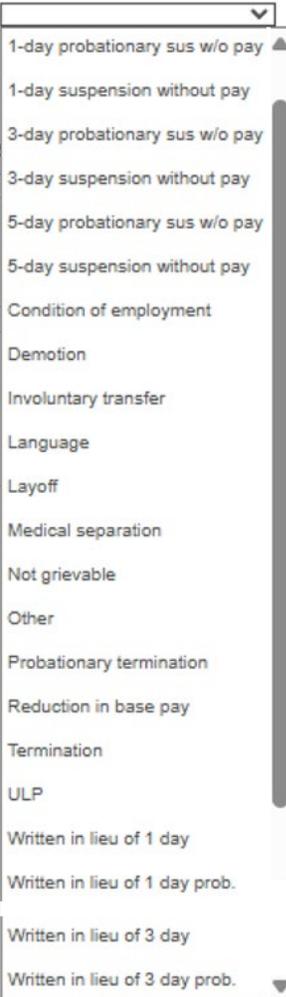
The screenshot shows a web-based form for entering disciplinary action data for an employee named John Smith. The form is titled "Disciplinary Action" and includes a "Documents" tab. The employee's name and ID are displayed at the top. Below this, there is a "Total Incident 2" indicator. The main form area contains several fields, each with a red numbered callout: 1. Discipline ID (text input), 2. \*Business Unit (text input with search icon), 3. Incident Date (calendar icon), 4. \*Department ID (text input with search icon), 5. Investigation Date (calendar icon), 6. Pre-Disciplinary Date (calendar icon), 7. \*Disposition Date (calendar icon), 8. \*Discipline Outcome (dropdown menu), 9. Description (text area), 10. Work Rule Violated (text input with search icon and +/- buttons), 11. Serious Misconduct Violation (text input with search icon and +/- buttons), 12. Linked Grievance (checkbox), 13. Discussed with (text input), 14. Comment (text area). At the bottom of the form, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, and Update/Display. The form also includes a "Find | View All" section with "First 2 of 3 Last" navigation options.

1. **Discipline ID:** A unique identifying number for the discipline that will populate after saving the discipline
2. **Business Unit (required):** Enter the employee's business unit (agency number)
3. **Incident Date:** Enter the date of the incident, if applicable
4. **Department ID (required):** Enter the employee's department ID (division, section, unit, facility, etc.)
  - This information can be found on the employee's job data (Main Menu > Workforce Administration > Job Information > Job Data)
5. **Investigation Date (required):** Enter the date of the first investigatory meeting
6. **Pre-Disciplinary Date (required):** Enter the date of the pre-disciplinary meeting
7. **Disposition Date (required):** Enter the date of the discipline letter

## Discipline Tracking

8. **Discipline Outcome (required):** Enter the outcome of disciplinary action
  - If “Other” is selected, a description must be entered

\*Discipline Outcome



The image shows a dropdown menu for the field '\*Discipline Outcome'. The menu is open, displaying a list of 20 options. The options are: 1-day probationary sus w/o pay, 1-day suspension without pay, 3-day probationary sus w/o pay, 3-day suspension without pay, 5-day probationary sus w/o pay, 5-day suspension without pay, Condition of employment, Demotion, Involuntary transfer, Language, Layoff, Medical separation, Not grievable, Other, Probationary termination, Reduction in base pay, Termination, ULP, Written in lieu of 1 day, Written in lieu of 1 day prob., Written in lieu of 3 day, and Written in lieu of 3 day prob. The 'Other' option is highlighted in blue. A vertical scrollbar is visible on the right side of the menu.

1-day probationary sus w/o pay
1-day suspension without pay
3-day probationary sus w/o pay
3-day suspension without pay
5-day probationary sus w/o pay
5-day suspension without pay
Condition of employment
Demotion
Involuntary transfer
Language
Layoff
Medical separation
Not grievable
Other
Probationary termination
Reduction in base pay
Termination
ULP
Written in lieu of 1 day
Written in lieu of 1 day prob.
Written in lieu of 3 day
Written in lieu of 3 day prob.

9. **Description:** A short description regarding the discipline outcome may be entered in this box

## Discipline Tracking

### 10. Work Rule Violated: Select the work rule that was violated using the magnifying glass

- If more than one work rule was violated, use the + to add a row
- If a work rule was added in error, use the - to delete the row
- Up to five work rules may be entered per disciplinary action

Work Rules Violated	Description	Short Description
01	Falsification of records	Falsify
02	Failure to follow policies, procedures	Policies
03	Insubordination, negligence	Insubordin
04	Health, safety, sanitation	Health
05	Tardy, leaving early, notification	Tardy
06	Unexcused or excessive absenteeism	Absentee
07	Misuse or abuse of leave benefits	Misuse Lea
08	Time limits for lunch or breaks	Breaks
09	Stealing, neglect of government property	Steal
10	Unauthorized use, abuse of state property	Property
11	Unauthorized audio, video, photo	Recording
12	Access, disclosure of confidential records	Records
13	Threatening, attempting bodily harm/anguish	Threatenin
14	Intimidating harassing, bullying	Intimidati
15	Possession of drugs, alcohol or manifesting	Possession
16	Unauthorized activity on duty, horseplay	Activities
17	Making false, inaccurate, malicious statements	Malicious
18	Possession or misuse of weapons, explosives	Weapons
19	Entry into restricted areas	Restricted
20	License violation	License
21	Code of ethics	Ethics
22	Inappropriate dress or grooming	Dress
23	Failure to submit to inspection of personal items	Inspection
24	Unauthorized possession of keys, cards, passwords	Keys
25	Outside activities impair duties	Off Duty

### 11. Serious Misconduct Violation: Select the serious misconduct violation using the magnifying glass

- If more than one serious misconduct violation, use the + to add a row
- If a serious misconduct violation was added in error, use the - to delete the row
- Up to three serious misconduct violations may be entered per disciplinary action

Serious Misconduct Violation	Description	Short Description
1	While on Duty, harassing a person	Harassment
10	Agency Specific	Agency
2	On duty, intentionally inflicting physical harm on another person	Pys. Harm
3	On Duty, intoxicated or under influence of controlled substance	Intoxicate
4	On Duty, possession of controlled substance	Possession
5	Falsifying records of the agency	Falsify
6	Theft of agency property/service with intent to deprive agency	Theft
7	Employee conviction of crime/offense prevent employee from duties	Conviction
8	Misuse/Abuse agency property; including: download, view, display	Property
9	Code of Ethics violation	Ethics

*Note: The functionality requires that at least one work rule or serious misconduct violation must be selected.*

## Discipline Tracking

12. **Linked Grievance:** This text will become a hyperlink once a grievance is entered in PeopleSoft HCM and is linked to this disciplinary action. See the Grievance Functionality job aid for additional details.
13. **Discussed with:** Enter the names of those involved in the disciplinary action investigation
14. **Comment:** Enter any additional information in this box

- Click **Save**
  - The number of Total Incidents has been updated, and the Discipline ID has been populated

## ADDING A DISCIPLINARY DOCUMENT FOR A DISCIPLINE RECORD

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- Navigate to the WI Record Disciplinary Actions page
  1. Navigation: **Workforce Administrator Homepage > Human Resources tile > Person tile**  
Click **Grievance & Discipline** dropdown and select **Discipline**  
or  
Navigation: **NavBar > Workforce Administration > Labor Administration > WI Record Disciplinary Actions**
  2. Enter the **Employee ID, Discipline ID, Name or Last Name**
  3. Click **Search**

The screenshot shows the 'Discipline' search page. At the top right is a button '+ Add a New Value'. Below it is the section 'Find an Existing Value' with a dropdown for 'Search Criteria'. A note says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two search history sections: 'Recent Searches' and 'Saved Searches', both with dropdown menus. The main search area contains four input fields: 'Empl ID begins with', 'Discipline ID begins with', 'Name begins with', and 'Last Name begins with'. The 'Empl ID' field is highlighted with a red box. Below these fields is a link 'Show fewer options' and two buttons: 'Search' (highlighted with a red box) and 'Clear'.

## Discipline Tracking

- Click the Documents tab and click Add Document Button

The screenshot shows a web interface for a disciplinary action record. At the top, there are two tabs: 'Disciplinary Action' and 'Documents', with 'Documents' selected and highlighted by a red box. Below the tabs, there is a search bar with 'Find | View All' and pagination controls showing 'First', '2 of 3', and 'Last'. The main content area displays a table with columns for 'Disposition Date', 'Discipline ID', and 'Discipline Outcome'. The table is currently empty, with the text 'No Documents Found' centered. Below the table, there is a button labeled 'Add Document', which is highlighted by a red box. At the bottom of the interface, there are several navigation buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'. The breadcrumb 'Disciplinary Action | Documents' is visible at the bottom left.

- Enter details about the document being uploaded
  1. **Document effective date:** The effective date of the document
  2. **Comments:** Enter any comments relating to the document that are needed.
  3. **Business Unit:** The business unit will carry forward from the discipline record and cannot be changed.
  4. Click **Upload Document**

The screenshot shows a dialog box titled 'Add Document' with a close button (X) and a 'Help' link. The dialog contains the following fields and controls:

- Empl ID:** 100072727
- Disposition Date:** (Label)
- Document Effective Date:** A date input field with a calendar icon, highlighted by a red box.
- Business Unit:** 41000
- Comment:** A large text area for entering comments, highlighted by a red box.
- Upload Document:** A button at the bottom left, highlighted by a red box.
- Cancel:** A button at the bottom right.
- Attached File:** A label below the buttons.

## Discipline Tracking

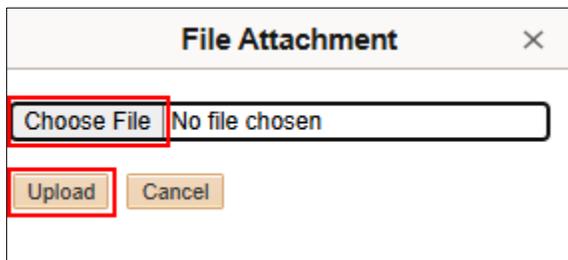
- Select the document to be uploaded.



All discipline documents must follow the below naming conventions

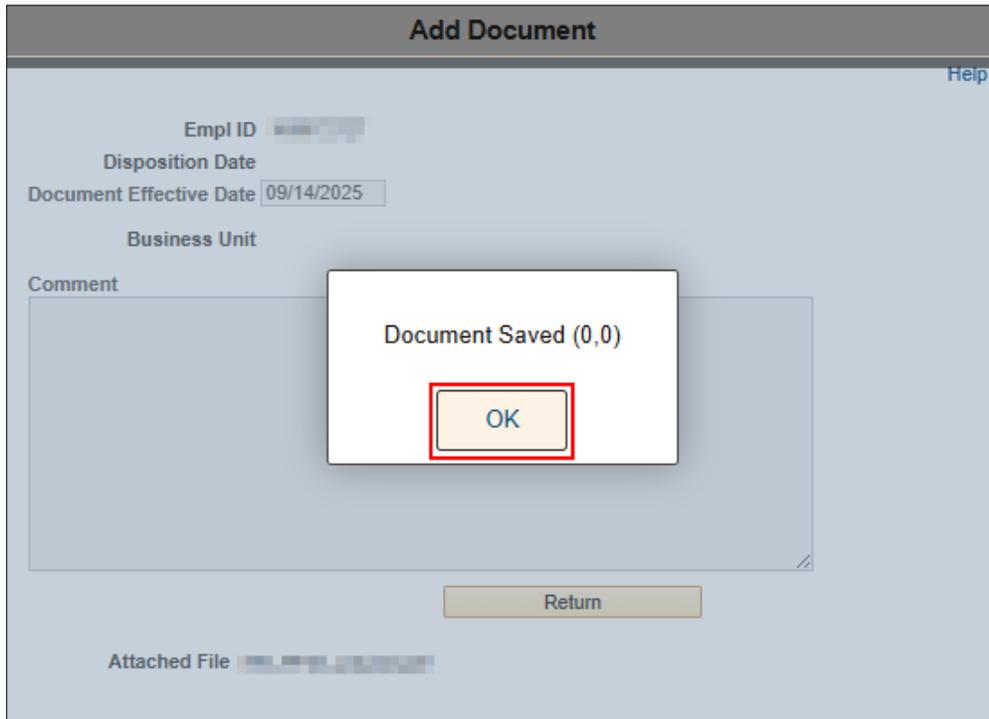
Document Type	Document Name
Letter of discipline: one-day suspension	DISC_1Day_LastFirstNameMI_mmddyy
Letter of discipline: three-day suspension	DISC_3Day_LastFirstNameMI_mmddyy
Letter of discipline: five-day suspension	DISC_5Day_LastFirstNameMI_mmddyy
Letter of discipline: Demotion	DISC_DEMO_LastFirstNameMI_mmddyy
Letter of discipline: Involuntary Transfer	DISC_INVXFR_LastFirstNameMI_mmddyy
Letter of discipline: Other	DISC_OTHER_LastFirstNameMI_mmddyy
Termination letter: probationary employee	DISC_TERM_PROB_LastFirstNameMI_mmddyy
Letter of discipline: Reduction in base pay	DISC_RED_PAY_LastFirstNameMI_mmddyy
Termination letter	TERM_LastFirstNameMI_mmddyy
Letter of discipline: Written in lieu of 1 day	DISC_WRIT_ILO_1Day_LastFirstMI_mmddyy
Letter of discipline: Written in lieu of 3 day	DISC_WRIT_ILO_3Day_LastFirstMI_mmddyy

1. Click **Choose File** and select the document to upload
2. Click **Upload**



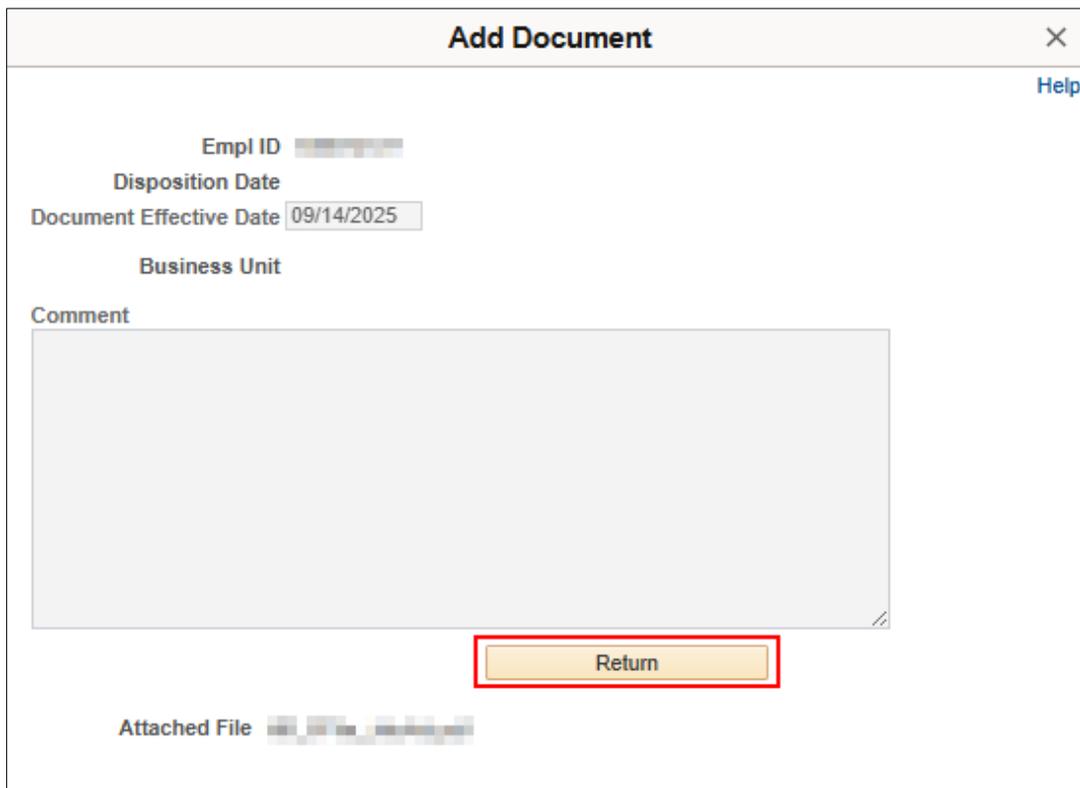
## Discipline Tracking

3. Click OK



The screenshot shows a web form titled "Add Document" with a "Help" link in the top right. The form contains the following fields: "Empl ID" (blurred), "Disposition Date", "Document Effective Date" (09/14/2025), "Business Unit", and a "Comment" text area. A modal dialog box is centered on the screen with the text "Document Saved (0,0)" and an "OK" button highlighted with a red border. A "Return" button is located at the bottom center of the form, and an "Attached File" field is at the bottom left.

4. Click Return



The screenshot shows the same "Add Document" form. The "Return" button at the bottom center is highlighted with a red border. The "Document Saved" dialog box is no longer present. The form fields and layout are identical to the previous screenshot.

## Discipline Tracking

The document is now part of the discipline record:

The screenshot shows a web interface with two tabs: "Disciplinary Action" and "Documents". The "Documents" tab is active. At the top right, there are navigation links: "Find | View All", "First", "2 of 3", and "Last". Below this, there is a header for "Empl ID" with a blurred value. A table with columns "Disposition Date", "Discipline ID", and "Discipline Outcome" is visible. Below the table is a section titled "Disciplinary Documents" containing a table with columns "Document Effective Date", "Attached File", "View", and "Comments". The first row shows a date of "09/14/2025" and a blurred file name. Below this table is a greyed-out "Add Document" button.

The document and the comments can be viewed directly from this page. The Add Document button is now greyed out as only one document can be attached to a discipline record. The document has also been placed in the employee's p-file.

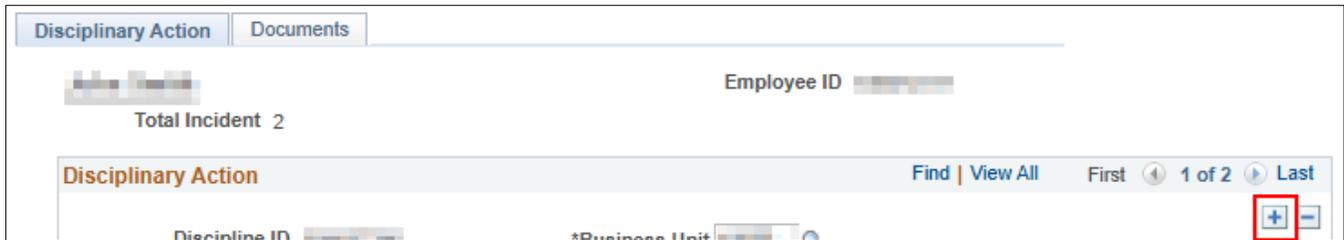
## ADDING AN ADDITIONAL DISCIPLINARY ACTION FOR AN EMPLOYEE

- Navigate to the WI Record Disciplinary Actions page
  1. Navigation: **Workforce Administrator Homepage** > **Human Resources tile** > **Person tile**  
Click **Grievance & Discipline** dropdown and select **Discipline**  
or  
Navigation: **NavBar** > **Workforce Administration** > **Labor Administration** > **WI Record Disciplinary Actions**
  2. Enter the **Employee ID, Discipline ID, Name or Last Name**
  3. Click **Search**

The screenshot shows a "Discipline" search page. At the top right is a button "+ Add a New Value". Below it is a "Find an Existing Value" section with a "Search Criteria" dropdown. A message says "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this are two search history sections: "Recent Searches" and "Saved Searches", each with a dropdown menu and an edit icon. The main search area contains four input fields: "Empl ID", "Discipline ID", "Name", and "Last Name". Each field has a "begins with" dropdown menu. The "Empl ID" field is highlighted with a red box. Below the fields is a "Show fewer options" link. At the bottom are "Search" and "Clear" buttons, both highlighted with red boxes.

## Discipline Tracking

- Click the plus (+) button to add a record



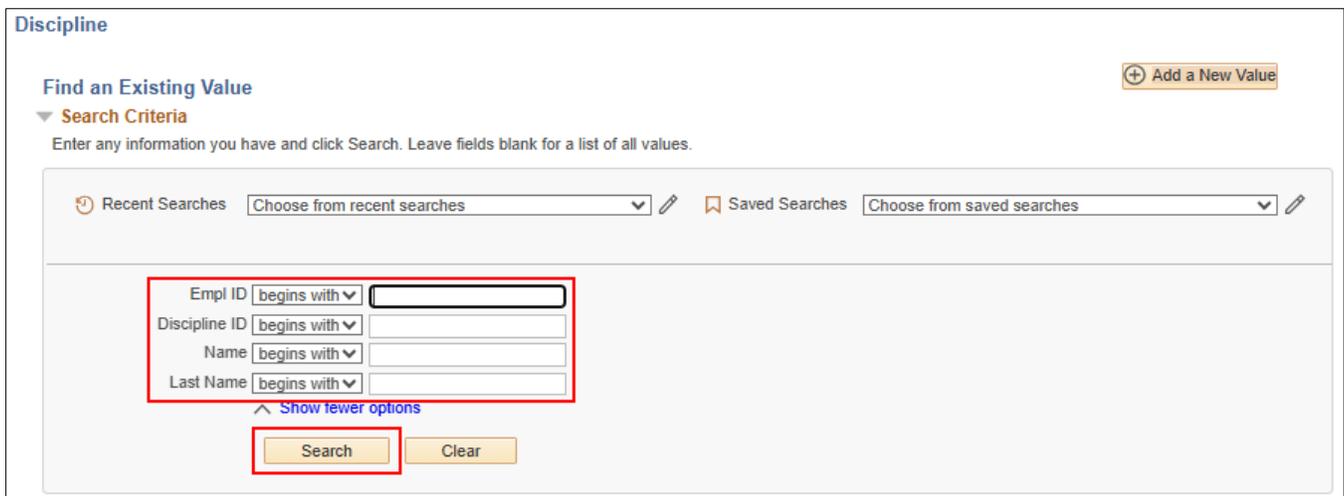
An additional record will be displayed.

- Enter data into the record (see Entering a New Disciplinary Action steps above)

## MAKING CHANGES TO A DISCIPLINARY ACTION

### UPDATES

- Navigate to the WI Record Disciplinary Actions page
  1. Navigation: **Workforce Administrator Homepage** > **Human Resources tile** > **Person tile**  
Click **Grievance & Discipline** dropdown and select **Discipline**  
or  
Navigation: **NavBar** > **Workforce Administration** > **Labor Administration** > **WI Record Disciplinary Actions**
  2. Enter the **Employee ID, Discipline ID, Name or Last Name**
  3. Click **Search**



- Navigate to a specific disciplinary record by clicking the arrows at the top of the page

## Discipline Tracking



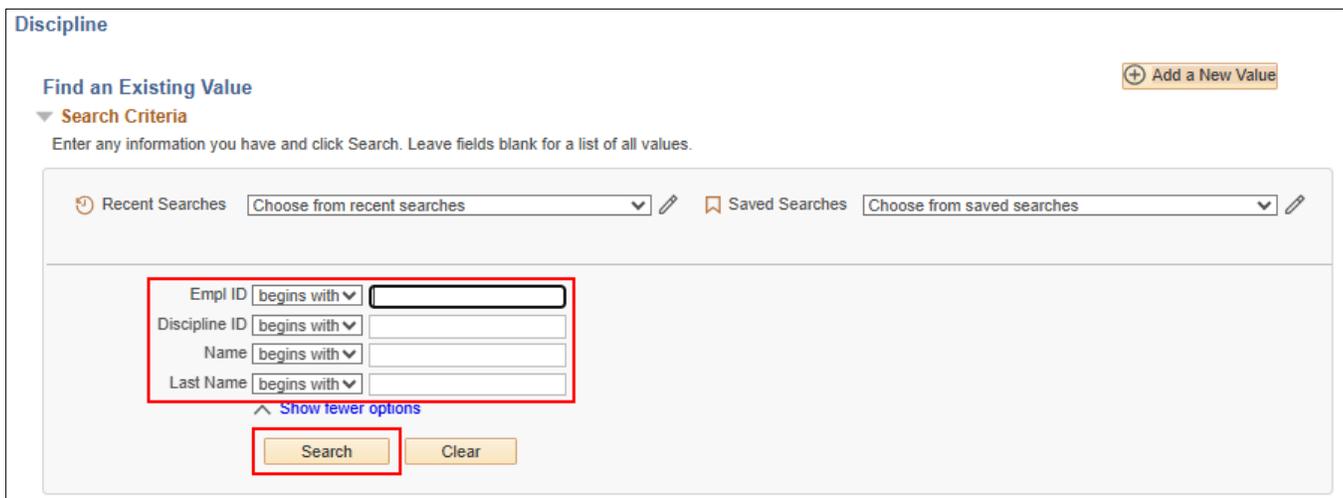
- Update the applicable information.

Click **Save**

**NOTE:** Discipline documents can only be deleted through the employee's P-file. If a discipline document should be updated, work with a P-File User in your agency to submit a deletion request. When a discipline document is deleted from the p-file, it will also be removed from the discipline record. A new document can then be uploaded on the discipline record.

### DELETIONS

- Navigate to the WI Record Disciplinary Actions page
  1. Navigation: **Workforce Administrator Homepage > Human Resources tile > Person tile**  
Click **Grievance & Discipline** dropdown and select **Discipline**  
or  
Navigation: **NavBar > Workforce Administration > Labor Administration > WI Record Disciplinary Actions**
  2. Enter the **Employee ID, Discipline ID, Name or Last Name**
  3. Click **Search**

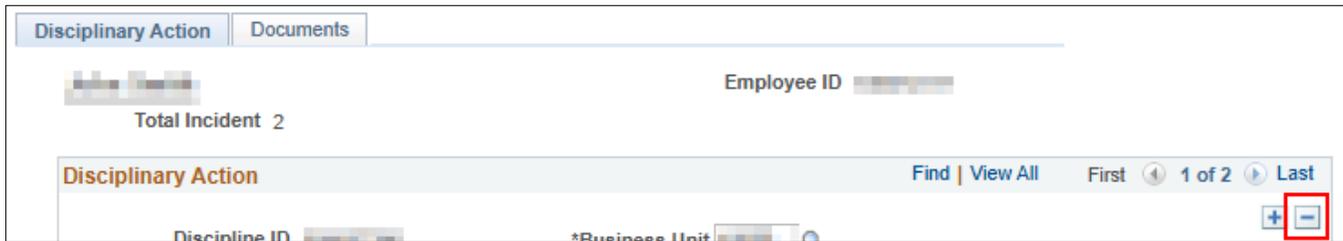


- Navigate to the disciplinary record row to be deleted by clicking the arrows at the top of the page



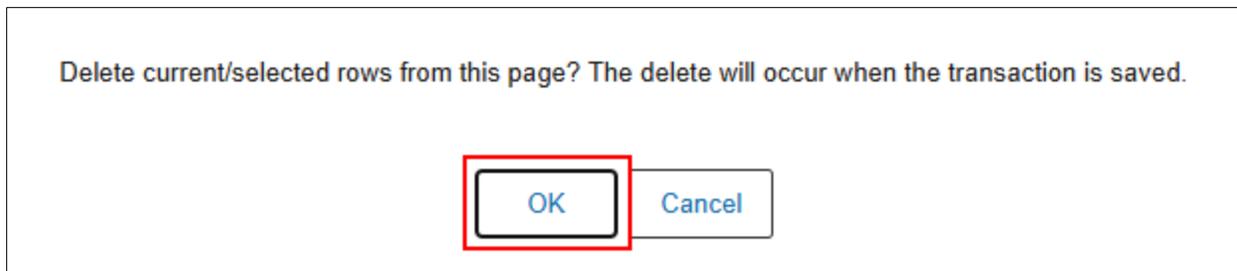
## Discipline Tracking

- Click the minus (-) button to delete the record



- Confirm the deletion

1. Click OK



2. Click Save

**Note:** Discipline documents will not be deleted from the employee's P-file when the corresponding discipline record is deleted in PeopleSoft HCM. Discipline documents can only be deleted from the employee's P-file by submitting a deletion request through the employee's P-file. If a discipline record has been deleted from PeopleSoft HCM and you need to delete the corresponding discipline document from the P-file, work with a P-File User in your agency to submit a deletion request for the document.

Document deletion requests are routed to Central DPM for approval.

**To submit a request to delete a document from a P-file:**

- Navigate to the employee's P-File:

Workforce Administrator Homepage > Human Resources Dashboard > P-File Administrator Tile > P-File  
or  
Workforce Administrator Homepage > Human Resources Dashboard > Person Tile > Modify a Person  
or  
NavBar > State of Wisconsin (STAR) > Human Resources > Process > Document Management > Employee Personnel File  
or  
NavBar > Workforce Administration > Personal Information > Biographical > Modify a Person

1. Click the yellow paper icon next to P-File section where the document is located.
2. Click the trash can icon next to the document that should be deleted.

## Discipline Tracking

Empl ID [REDACTED] John Smith

Evidence of Awards Received from the State

<input type="checkbox"/>	Document Effective Date	Business Unit	Attached File	Status					
<input type="checkbox"/>	09/20/2022	[REDACTED]	AWARD_LastNameFirstNameMI_mmdyy.docx	Available					

Toggle Select

3. Enter the reason for the deletion request.
4. Click Submit.

### Document Deletion Request

Empl ID [REDACTED] John Smith

Reason for deletion

Enter reason for deletion here

You will receive notification that your document deletion request was sent to Central DPM. Additionally, an email will be sent to Central DPM notifying them of the deletion request.

Your delete request has been submitted for approval and processing. (0,0)

The document status will show as "Pending Deletion" until the deletion request is either approved or denied by Central DPM.

## Discipline Tracking

**NOTE:** If there is only one disciplinary record in PeopleSoft HCM for the employee, it cannot be deleted by an agency. A JIRA ticket must be submitted to delete the record.

To submit a JIRA Ticket, you must be logged into the JIRA system:

<https://all-star.wi.gov/serviceesk/customer/portal/1>. You must be an approved user to log into the JIRA system, so please work with someone in your agency who is approved to log into the JIRA system if you are not an approved user.

Once you are logged into the JIRA system, you will be routed to a page that lists several ticket types from which to choose. Select the “Core Human Resources” option and proceed with submitting your ticket request. Once submitted, your ticket request will be routed to the appropriate Central DPM work unit for deletion.

*\*It is important not to leave the erroneous record in PeopleSoft as it will be attached to an employee throughout their career.*

### **Administrative Information**

1. This job aid was updated in January 2024 to include naming conventions for disciplinary documents, provide clarification regarding the deletion process and more detailed instructions regarding how to submit a deletion request.
2. This job aid was updated in March 2026 to reflect the addition of “in lieu of” suspension options and to ensure the Discipline Outcomes match the Grievance Types in the Grievance Module.