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## OVERVIEW

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Discipline tracking functionality was added to STAR HCM in November 2016. DPM requires all agencies to use the functionality within PeopleSoft to track the disciplines within their agency. Agencies are not required to enter discipline data in STAR 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 STAR. The employee's disciplinary record will follow them in the system if they transfer to a different agency.

## ENTERING A NEW DISCIPLINARY ACTION

### **Role:** Discipline

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, go to page 6: Adding an Additional Disciplinary Action for an Employee*

➤ **STEP 1:** Navigate to the Record Disciplinary Actions page

1. Navigation: **Workforce Administrator Homepage** > **Human Resources tile** > **Person tile**
2. Click **Grievance & Discipline** dropdown and select **Discipline**
3. On the **Add a New Value** tab, enter or select the **Employee ID**
  - o To search for the employee ID, click the magnifying glass next to the text box
4. Click **Add**



The screenshot shows a user interface for adding a new disciplinary value. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value', with 'Add a New Value' being highlighted by a red box. Below these is an input field labeled 'Empl ID' with a magnifying glass icon to its right, also highlighted by a red box. At the bottom of the form is a single button labeled 'Add'.

➤ **STEP 2:** Enter the disciplinary action data

The screenshot shows the Discipline Tracking application interface. At the top, there are tabs for 'Disciplinary Action' (selected) and 'Documents'. Below the tabs, the employee ID is set to 100. The main area is titled 'Disciplinary Action' and contains the following fields:

- 1 Discipline ID
- 2 \*Business Unit
- 3 Incident Date
- 4 \*Department ID
- 5 Investigation Date
- 6 Pre-Disciplinary Date
- 7 \*Disposition Date
- 8 \*Discipline Outcome
- 9 Description
- 10 Work Rule Violated
- 11 Serious Misconduct Violation
- 12 Linked Grievance
- 13 Discussed with
- 14 Comment

At the bottom of the form are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

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.)
  - o 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

8. **Discipline Outcome (required):** Enter the outcome of disciplinary action

- If "Other" is selected, a description must be entered

8	*Discipline Outcome	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10px; text-align: right; padding-right: 5px;">Description</td><td style="padding-left: 10px;">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 Demotion Involuntary transfer Other Probationary termination Reduction in base pay Termination 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.</td></tr> </table>	Description	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 Demotion Involuntary transfer Other Probationary termination Reduction in base pay Termination 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.
Description	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 Demotion Involuntary transfer Other Probationary termination Reduction in base pay Termination 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.			
+	-	1		

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

**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

10	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.*

12. **Linked Grievance:** This text will become a hyperlink once a grievance is entered in STAR 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

- **STEP 3: Click Save**
  - The number of Total Incidents has been updated, and the Discipline ID has been populated

Disciplinary Action | Documents

Employee ID: 100

Disciplinary Action

Discipline ID: 5050

Incident Date: 06/01/2022

Investigation Date: 06/08/2022

Pre-Disciplinary Date: 07/13/2022

\*Disposition Date: 07/20/2022

\*Business Unit: 50500 Administration

\*Department ID: 505P2B0000 Region 2 - HRSS

\*Discipline Outcome: 1-day suspension without pay

Description: Enter description here

Work Rule Violated:

- 1 03 Insubordin
- 2 01 Falsify

Serious Misconduct Violation:

- 1 5 Falsify

Discussed with: Enter names here

Comment: Enter comments here

Save | Notify

Add | Update/Display

## ADDING A DISCIPLINARY DOCUMENT FOR A DISCIPLINE RECORD

- **STEP 1:** Navigate to the WI Record Disciplinary Actions page

1. Navigation: **Workforce Administrator Homepage** > **Human Resources tile** > **Person tile**
2. Click **Grievance & Discipline** dropdown and select **Discipline**
3. On the **Find an Existing Value** tab, enter the **Employee ID, Discipline ID, Name or Last Name**
4. Click **Search**

## STAR Job Aid: Discipline Tracking

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

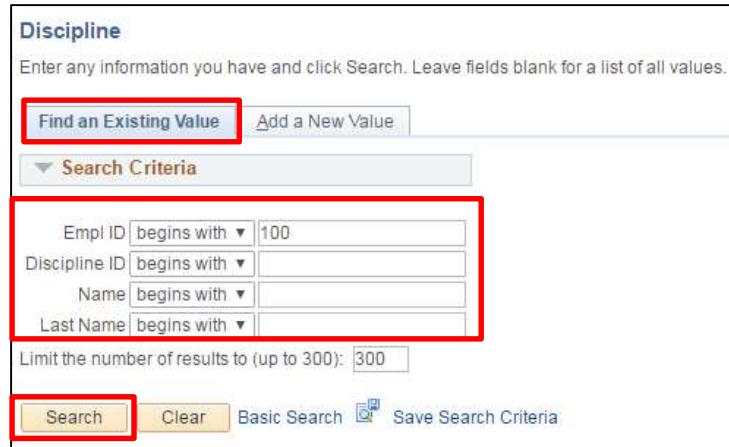
**Find an Existing Value** **Add a New Value**

**Search Criteria**

Empl ID begins with ▼ 100  
Discipline ID begins with ▼  
Name begins with ▼  
Last Name begins with ▼

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

**Search** **Clear** **Basic Search** **Save Search Criteria**



➤ **STEP 2:** Click the Documents tab and click Add Document Button

**Disciplinary Action** **Documents**

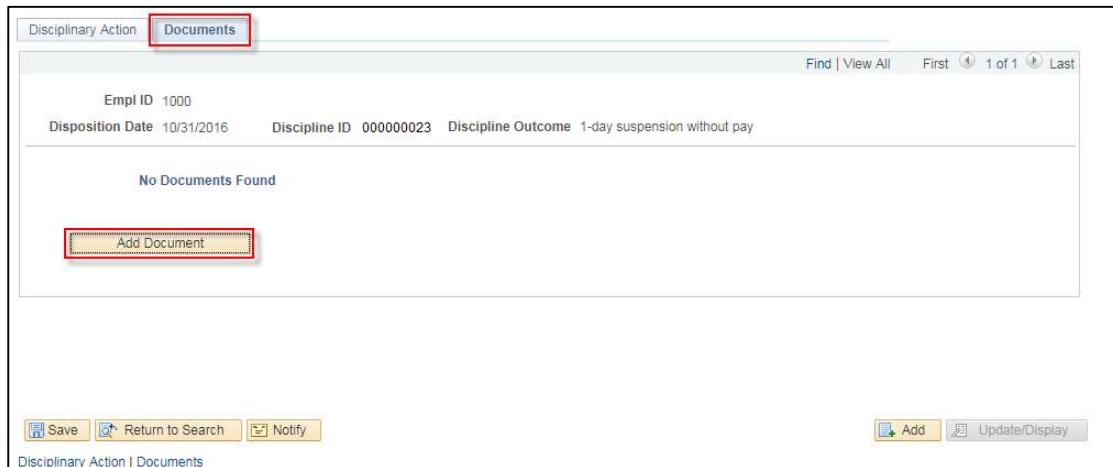
Empl ID 1000  
Disposition Date 10/31/2016 Discipline ID 000000023 Discipline Outcome 1-day suspension without pay

No Documents Found

**Add Document**

**Save** **Return to Search** **Notify** **Add** **Update/Display**

Disciplinary Action | Documents



➤ **STEP 3:** 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**

➤ **STEP 5:** Select the document to be uploaded.



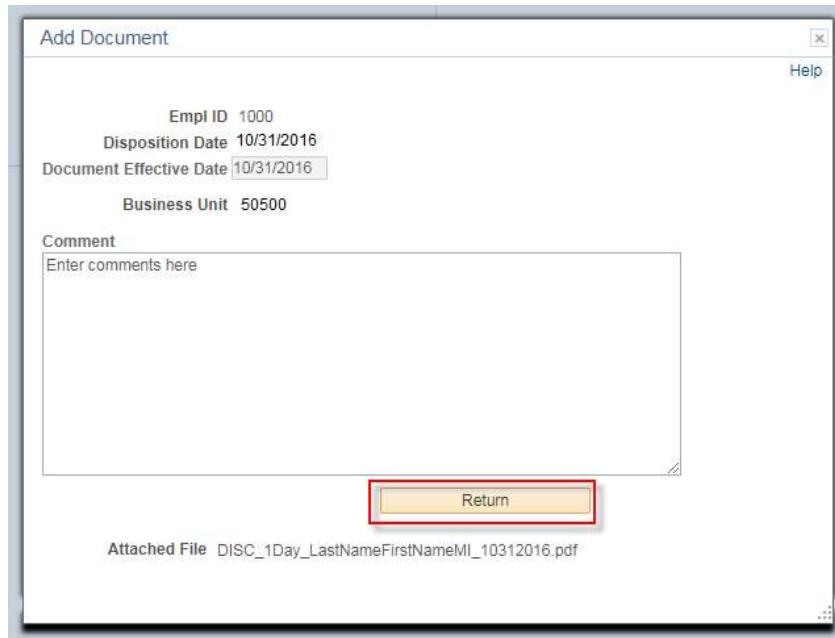
*All discipline documents must follow the below naming conventions*

Document Type	Document Name
<i>Letter of discipline: one-day suspension</i>	<i>DISC_1Day_LastFirstNameMI_mmddyy</i>
<i>Letter of discipline: three-day suspension</i>	<i>DISC_3Day_LastFirstNameMI_mmddyy</i>
<i>Letter of discipline: five-day suspension</i>	<i>DISC_5Day_LastFirstNameMI_mmddyy</i>
<i>Letter of discipline: probationary employee</i>	<i>DISC_PROB_LastFirstNameMI_mmddyy</i>
<i>Termination letter</i>	<i>TERM_LastNameFirstNameMI_mmddyy</i>
<i>Termination letter: probationary employee</i>	<i>DISC_TERM_PROB_LastFirstNameMI_mmddyy</i>

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

3. Click **Return**

## STAR Job Aid: Discipline Tracking



The document is now part of the discipline record:

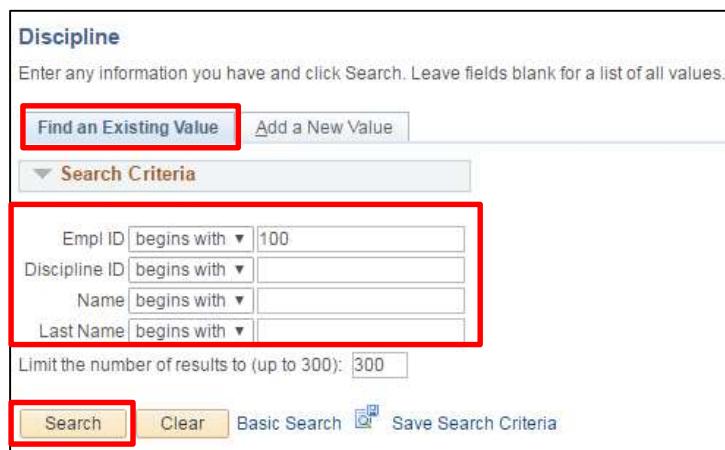
Disciplinary Documents		Attached File	View	Comments
Document Effective Date	10/31/2016	DISC_1Day_LastNameFirstNameMI_10312016.pdf		

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

➤ **STEP 1:** Navigate to the WI Record Disciplinary Actions page

1. Navigation: **Workforce Administrator Homepage** > **Human Resources tile** > **Person tile**
2. Click **Grievance & Discipline** dropdown and select **Discipline**
3. On the **Find an Existing Value** tab, enter the **Employee ID, Discipline ID, Name or Last Name**
4. Click **Search**



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

**Find an Existing Value** **Add a New Value**

**Search Criteria**

Empl ID begins with 100  
Discipline ID begins with  
Name begins with  
Last Name begins with

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

**Search** **Clear** **Basic Search** **Save Search Criteria**

➤ **STEP 2:** Click the plus (+) button to add a record



**Disciplinary Action** **Documents**

**Devon** **Employee ID** 1000

Total Incident 1

**Disciplinary Action** **Find | View All** **First 2 of 2 Last**

**+**

An additional record will be displayed.

➤ **STEP 3:** Enter data into the record (see Entering a New Disciplinary Action steps above)

## MAKING CHANGES TO A DISCIPLINARY ACTION

### UPDATES

➤ **STEP 1:** Navigate to the WI Record Disciplinary Actions page

1. Navigation: Workforce Administrator Homepage > Human Resources tile > Person tile
2. Click **Grievance & Discipline** dropdown and select **Discipline**
3. On the **Find an Existing Value** tab, enter the **Employee ID, Discipline ID, Name or Last Name**
4. Click **Search**

Discipline

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

**Find an Existing Value** **Add a New Value**

**Search Criteria**

Empl ID begins with 100  
Discipline ID begins with  
Name begins with  
Last Name begins with

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

**Search** **Clear** **Basic Search** **Save Search Criteria**

➤ **STEP 2:** Navigate to a specific disciplinary record by clicking the arrows at the top of the page

Disciplinary Action

Find | View All

First 1 of 2 Last

➤ **STEP 3:** 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**

➤ **STEP 1:** Navigate to the WI Record Disciplinary Actions page

1. Navigation: **Workforce Administrator Homepage > Human Resources tile > Person tile**
2. Click **Grievance & Discipline** dropdown and select **Discipline**
3. On the **Find an Existing Value** tab, enter the **Employee ID, Discipline ID, Name or Last Name**
4. Click **Search**

**Discipline**

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

[Find an Existing Value](#) [Add a New Value](#)

**Search Criteria**

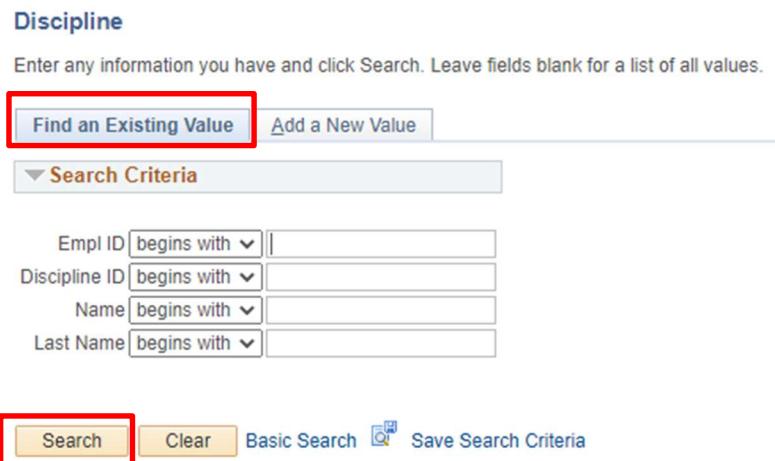
Empl ID  begins with

Discipline ID  begins with

Name  begins with

Last Name  begins with

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



➤ **STEP 2:** Navigate to the disciplinary record row to be deleted by clicking the arrows at the top of the page

**Disciplinary Action**

Find | View All [First](#) [1 of 2](#) [Last](#)



➤ **STEP 3:** Click the minus (-) button to delete the record

**Disciplinary Action** [Documents](#)

Devon  
Employee ID 1000  
Total Incident 1

**Disciplinary Action** [Find](#) [View All](#) [First](#) [2 of 2](#) [Last](#)

[+](#) [-](#)



➤ **STEP 4:** 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 STAR. 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 STAR 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 DPMC for approval.

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

**STEP 1:** Navigate to the employee's P-File:

Navigation:

- Workforce Administrator Homepage > Human Resources Dashboard > P-file Administrator Tile > P-file
- Workforce Administrator Homepage > Human Resources Dashboard > Person Tile > Modify a Person
- NavBar > State of Wisconsin (STAR) > Human Resources > Process > Document Management > Employee Personnel File
- NavBar > Workforce Administration > Personal Information > Biographical > Modify a Person To view a restricted employee's P-file:
- Workforce Administrator Homepage > Human Resources Dashboard > P-file Administrator Tile > Restricted Access Employees
- NavBar: State of Wisconsin (STAR) > Human Resources > Setup > Document Setup > Restricted Access Employees

**STEP 2:** Click the yellow paper icon next to P-file section where the document is located.

**STEP 3:** Click the trash can icon next to the document that should be deleted.

A screenshot of a web page titled 'Evidence of Awards Received from the State'. At the top, it shows 'Empl ID' and a blurred image, followed by 'John Smith'. Below this is a table with the following data:

Evidence of Awards Received from the State				Status				
Document Effective Date	Business Unit	Attached File						
<input type="checkbox"/> 09/20/2022	[blurred]	AWARD_LastNameFirstNameMI_mmddyy.docx		Available				

Below the table are buttons: 'Toggle Select' with a checkbox, and icons for 'Print', 'Email', and 'Delete'.

A. Enter the reason for the deletion request.

B. Click Submit.

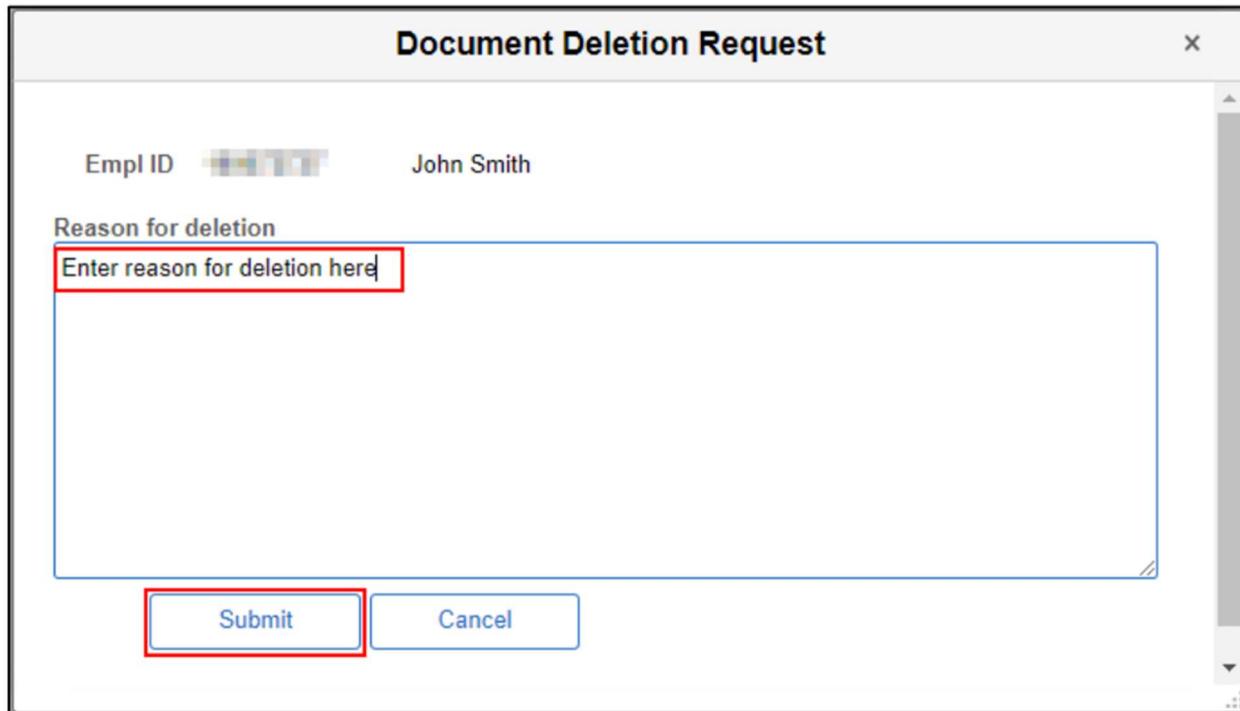
**Document Deletion Request**

Empl ID  John Smith

Reason for deletion

Enter reason for deletion here

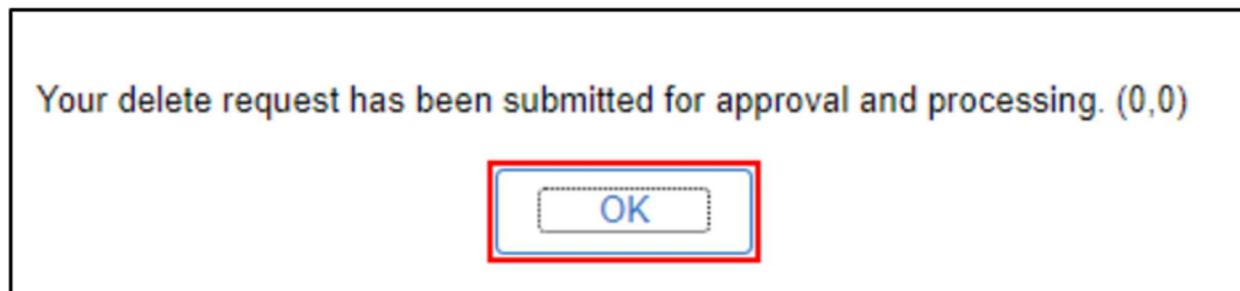
**Submit** **Cancel**



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

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

**OK**



The document status will show as “Pending Deletion” until the deletion request is either approved or denied by DPMC.

**NOTE:** If there is only one disciplinary record in STAR 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/servicedesk/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 DPMC 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.