***Record a Disciplinary Action in CAPPS***

**Summary:**

CAPPS provides a method to record and track disciplinary actions as needed.

**Prerequisite:**  N/A

**Steps Required:**

1. Navigate to Workforce Administration / Labor Administration / Record Disciplinary Action page
2. Insert the 7 number that is assigned to the Employee; or you may use the search parameters
3. The Company should default in based off your agency that you have access to. Verify the company (agency code) and continue
4. Select the “Continue” button which will take you to the Disciplinary Actions tab
	1. Enter the effective date which is the reported date of the disciplinary incident
	2. Enter in the required fields (type, date, description)
	3. Note: purge date is defaulted to 6 months automatically; does not require any change to date; currently, purging of the disciplinary records is not in place
	4. Additional fields such as supervisor id, letter code and date letter printed are not required and functionality is not being utilized at this time
5. Select the Action Steps tab to enter action steps taken for the particular disciplinary action
	1. Enter in the required fields (type, date)
	2. Note: Please enter the number of days an EE is placed on probation and/or time off without pay in the description field. See the example below.
	3. PRB – probation, use the description field to indicate number of days; for example:
		1. “Days on Probation: 180”
	4. TOF – time off without pay, use the description field to indicate number of days; for example:
		1. “Days without Pay: 01”



* 1. Insert any other applicable information you wish to maintain in the description field
	2. If additional action steps are required, use the “+” sign and enter accordingly
	3. A resolution for each action step may be entered as needed
	4. Save the record at this time unless a “final resolution” for the entire disciplinary action needs to be entered
1. Select the Disciplinary Resolution tab
	1. Select the appropriate “final resolution”
	2. Add any comments as needed in the description field (optional)
2. Save the record and verify the disciplinary action and steps successfully exist in “Record Disciplinary Actions” pages