

INDIVIDUAL PROVIDERS

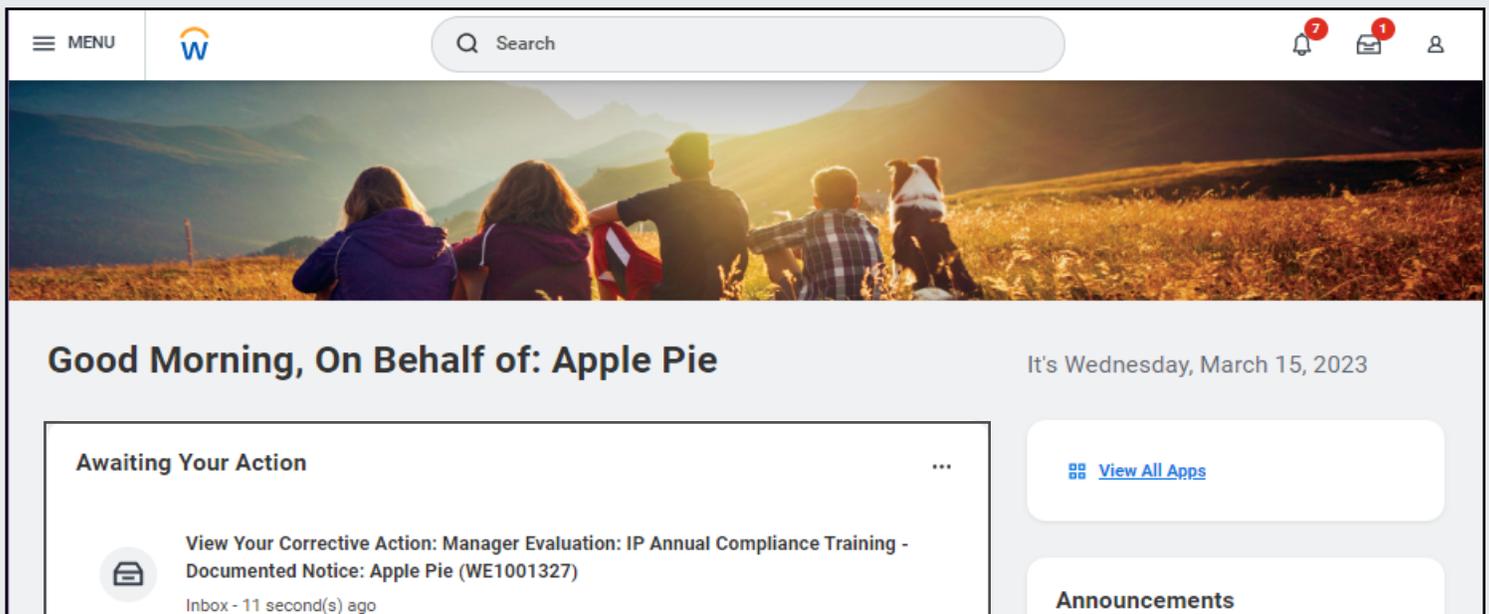
Corrective Action in Workday



When an Individual Provider receives a corrective action, they will receive an email notification from CDWA indicating that they have a task in their Workday inbox. There will be a direct link in the email that will take the Individual Provider to the task, or the Individual Provider may log into Workday and access the task through their inbox.

Access Your Tasks in Workday

1. Log in to CDWA's [DirectMyCare web portal](#).
2. From the My Dashboard screen, click the **Workday** button to go to your Workday homepage.
** If you reach a log in page, enter the same username and password as used to log into the [DirectMyCare web portal](#).*
3. When you reach your Workday Dashboard you may select the task in the **Awaiting Your Action** section. You can also select your inbox in the top right corner of the screen. (Fig. 01)



The screenshot shows the Workday dashboard interface. At the top, there is a navigation bar with a 'MENU' icon, the Workday logo, a search bar, and notification icons for a bell and an envelope, both with red circles containing the number '1'. Below the navigation bar is a large banner image of a group of people sitting in a field, looking out at mountains. The main content area displays a greeting: 'Good Morning, On Behalf of: Apple Pie' and the date 'It's Wednesday, March 15, 2023'. There are two main sections: 'Awaiting Your Action' and 'Announcements'. The 'Awaiting Your Action' section contains a task card with an envelope icon, the text 'View Your Corrective Action: Manager Evaluation: IP Annual Compliance Training - Documented Notice: Apple Pie (WE1001327)', and 'Inbox - 11 second(s) ago'. To the right of this section is a button labeled 'View All Apps'. Below the 'Awaiting Your Action' section is the 'Announcements' section.

Fig. 01

View Your Corrective Action

From Your Inbox

1. Start by finding the task in your Workday inbox.
2. Click the **View Printable Employee Review** button. (Fig. 02)
3. Select the Corrective Action Notice from the dropdown and select **OK**. (Fig. 03)
4. Select **OK** to exit the page. (Fig. 04)
5. Return to the task and click **Submit** to remove the task from your inbox.

Instructions Click **View Printable Employee Review** to view your corrective action. Once in the corrective action details, click the printer icon under your name then go to your notifications (bell icon).

Your corrective action(s) can be found in your Workday profile under Performance.
Click **Submit** below to remove this task from your inbox.

[View Printable Employee Review](#)

Fig. 02

View Printable Employee Review

Employee Review * Search

IP Annual Compliance Training - Documented Notice: Apple Pie (WE1001327)

[OK](#)

Fig. 03

View Printable Employee Review

Review

Manager Evaluation: IP Annual Compliance Training - Documented Notice: Apple P...

03/14/2023 - 03/14/2023
Evaluated By: Susan Sands [...]

Disciplinary Action Information

Disciplinary Action Reason Annual Compliance Training (United States of America)

Annual Compliance Training

Question You did not complete required Annual Compliance Training. You are responsible for completing employer-related training.

Training must be completed within a week of this notice. Not doing so may result in further corrective action, up to and including termination of employment. You can find more information in the IP Employment Handbook on our website.

Manager
Answer 2023 Annual Compliance Training

Corrective Action Step - Documented Notice

Question This is your **first offense** corrective action notification. The purpose of this warning is to give you an opportunity to improve your performance. Continued violations will result in further disciplinary action, up to and including termination of employment. Corrective actions remain open for one year from the date of this notice.

[OK](#)
[Back](#)
[Close](#)

Fig. 04

From Your Profile

1. To view the current or previous disciplinary actions, select your profile picture or icon in the top right corner, then select **View Profile**. (Fig. 05)
2. From your profile page, select performance. (Fig. 06)
3. In the performance section of your profile, you will be able to view any disciplinary actions that are in progress or completed.
 - Select the document name (blue link) to view.
4. To download a copy of your Corrective Action, select **Create new PDF**. (Fig. 07)

Apple Pie (WE1001327)

[View Profile](#)

[Home](#)
[My Account](#)

Fig. 05

View	Create New PDF
View	Create New PDF

Fig. 07

Apple Pie (WE1001327)

Caregiver: Primary Job - No Details

[Actions](#)

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Fig. 06