

DISCIPLINARY TRACKING

Discipline is an important aspect to maintain your organization's culture and a proper process for a response to employee misconduct is important.

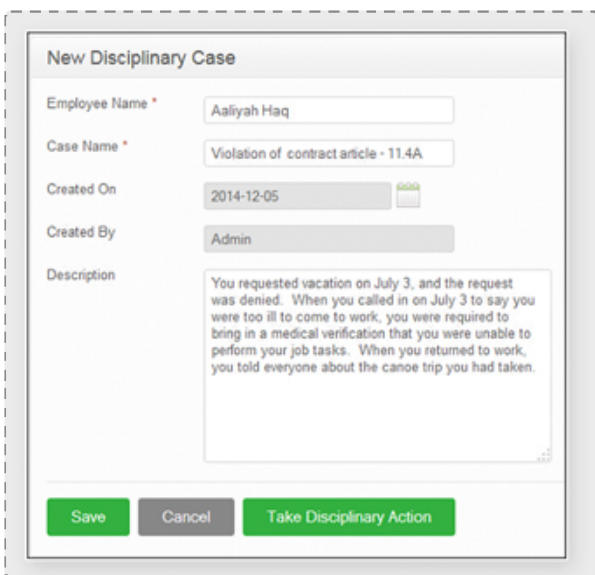
OrangeHRM has created a system that ensures issues are properly captured and offers a series of actions leading to closure of the case.

FEATURES...

- 📍 Case creation by admins and supervisors
- 📍 Seamless integration with Document Templates
- 📍 Action pool for processing
- 📍 Action history

Cases can be tracked by supervisors, admins and other custom user roles

Series of actions can be performed for each case.



New Disciplinary Case

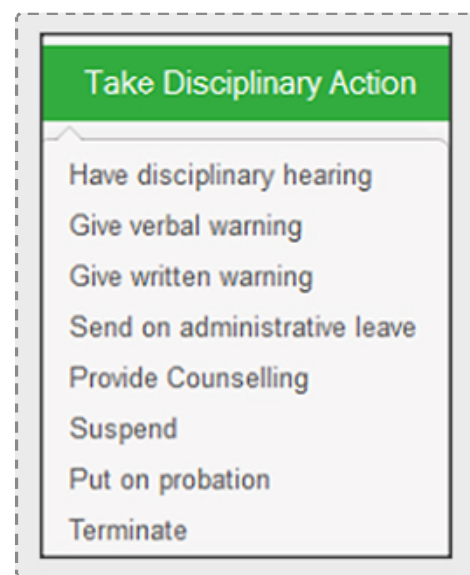
Employee Name *

Case Name *

Created On

Created By

Description
 You requested vacation on July 3, and the request was denied. When you called in on July 3 to say you were too ill to come to work, you were required to bring in a medical verification that you were unable to perform your job tasks. When you returned to work, you told everyone about the canoe trip you had taken.



Take Disciplinary Action

- Have disciplinary hearing
- Give verbal warning
- Give written warning
- Send on administrative leave
- Provide Counselling
- Suspend
- Put on probation
- Terminate

Use document templates and generate letters for cases.

Action	Description	Owner	Due Date	Status	Completed On	Documents
Give written warning	Handles the case efficiently with a firm written warning letter.	Russel Hamilton	2014-12-19	Completed	2014-12-05	Disciplinary Letter
Give written warning	Misusing the internet instead of using it productively.	John Smith	2014-12-26	In Progress		Disciplinary Letter Disciplinary Letter

CONTACT US

OrangeHRM Inc
 Phone: +1-914-458-4254
 E-mail: info@orangehrm.com
 538 Teal Plaza, Secaucus, NJ 07094. USA

