The Disciplinary Detail Report

1. The Disciplinary Detail Report

The Disciplinary Detail Report can be used to obtain details of each disciplinary step for all the employees on a specific schema. It also provides timelines from one action to the next. This allows managers to gauge the efficiency of their ER processes and to take corrective steps should it be needed.

The filter option provides system administrators with the tools needed to generate any disciplinary record. The use of these records varies from one company to the next. They can be used to provide an overview of all the disciplinary actions taken against a single employee, as a database to store all disciplinary action or to monitor trends that managers notice.

To generate the report, follow the below path.

On the portal | Main Menu | Reports | Disciplinary Reports | Disciplinary Detail Report



Any of the below criteria can be used. If none of the fields are populated with information, the system will generate a report for all employees, from the entire duration of the system's use.



- Search: This is a free text box that will search for the text in the employee's details. Details of employees who match the information provided will be generated
- Disciplinary Action: Use the dropdown to select a type of disciplinary action. Only records of the specified disciplinary action will be loaded.
- Disciplinary Action Outcome: Specify the outcome of the disciplinary action to filter results based on the outcome. Note that the Disciplinary outcomes available are dependent on the Disciplinary Action selected.
- Employee Numbers: Specify the employee numbers to limit the results to a specified number of people. Note that there should be no spaces between employee numbers and

that only a comma should be used to separate the employees e.g. “employee1,employee2,employee3”
- Include Terminated Employees: Click on the Tick Box to include terminated employees in the search.
- Show Additional Disciplinary Detail: Click on the Tick Box to include Consultation Details, Counselling Details, and Hearing Details.
- Show Dispute Detail: Click on the Tick Box to display the Conciliation details, the Arbitration Notification details, the pre-Arbitration details, the Arbitration details and the Labour Court details.
- Action (outcome) Date: Click on the calendar icons to select the date range. Only disciplinary action that fall within the specified range will be returned.

Find below a description of the information found on the report.

Report Fields	Description
Disciplinary Reference	A system generated reference code.
Org Path	The organisation path for the individual, given in the following format: Org Node 1 | Org Node 2 | Org Node 3 | Org Node 4 | Org Node 5 | Org Node 6 | Org Node 7 | Org Node 8 | etc
Turn Around Time from Incident Date to Action Date	The time in days since the first moment that the incident was recorded and the date when the first action was taken.
Turn Around Time from Capturing the Incident Date to Completion Date	The time in days since the first moment that the incident was recorded and the date that the entire process was concluded.
Turn Around Time from HR Submission to Action Outcome Date	The time in days since the first moment that the incident was reported to HR and the date that the process was concluded.
Date the Completed Investigation Pack was Submitted To HR	The date upon which the HR Department received the completed investigation pack.
Consultation	Details regarding the consultation session are provided here.
Counselling	Details regarding the Counselling session are provided here.
Hearing	Details regarding the Hearing session are provided here.
Conciliation	Details about the Conciliation Session can be found here.
Arbitration Notification	Arbitration application and received dates.
Pre-Arbitration	Pre-Arbitration Details will be provided here
Arbitration	Details of the arbitration hearing will be provided here.
Arbitration Outcome Description	A description of the Arbitration hearing will be here.

Report Fields	Description
Labour Court	Details such as the date and Labour Court outcome will be provided here.

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