



EMPLOYEE GRIEVANCE DATA

REPORT DESCRIPTION B0034 | WEB INTELLIGENCE

BOBJ

The purpose of this report description is to explain the usage and how to generate the Employee Grievance Data report.

REPORT DESCRIPTION

This report lists all Grievance Issues filed by active employees. It includes all associated detail for each grievance basis along with status information such as informal and formal steps taken. Provides jump to 'B0022: Comments' report.

REPORT LOCATION

PA: Grievances

REPORT USES

- This data can be used to track and report events occurring in the EEO Informal Complaint and Grievance process, and the Policy Violation Grievance process beginning with the informal complaint step through the disposition of a complaint at the Office of Administrative Hearings (OAH).
- The data captured will reflect the State's activity for employee complaints and grievances. The data will also be used to determine training and/or education needs for employees.

DATA LOAD FREQUENCY

The data for this report is loaded every weekday morning, excluding holidays. This report will include any changes that were made to the data on the previous day, including retroactive changes.

Quick Links

How to generate this report	2
Mandatory Prompts	3
Optional Prompts	5
Initial Layout	10
Available Objects	14
Special Report Considerations/Features	15

How to generate this report

Prompts

Prompts Summary

- * **Organizational Unit**
- * *From Day (Single Value, Mandatory)*
- * *To Day (Single Value, Mandatory)*
- ✓ Employee Group(s) - (Optional)
- ✓ Employee Subgroup(s) - (Optional)
- ✓ Employee(s) PersNo. - (Optional)
- ✓ Grievance Issue(s) - (Optional)

Organizational Unit

To see values button

Values Refresh

>

<

OK is grey until all mandatory prompts are completed.

OK Cancel

* Required prompts

Mandatory Prompts

Mandatory prompts have a red arrow indicator (➔) followed by an asterisk (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

- ➔ ***Organizational Unit:** To select data for this prompt:
- Make sure the “Organizational Unit” prompt is selected (1).
 - Click the “Refresh Values” icon to see the list of Org Units (2).
 - Navigate down to the desired Org Unit (3).
 - Click the right arrow to add it to the selection box (4).

The screenshot displays the 'Prompts' dialog box. On the left, the 'Prompts Summary' list includes several prompts, with '* Organizational Unit Administration' highlighted and marked with a red arrow and asterisk (1). The right pane, titled 'Organizational Unit', contains a 'Refresh Values' button (2) and a list of organizational units under the 'ZHMMM_ORGUNIT' header. 'Administration' is selected in the list (3). A right arrow button (4) is used to add the selected unit to the selection box on the right. A speech bubble indicates that the 'OK' button is grey until all mandatory prompts are completed. The 'OK' and 'Cancel' buttons are visible at the bottom right.

➔ ***From Day and *To Day:** For From Day and To Day prompts:

- Select the prompt field (1).
- Type the date using the mm/dd/yyyy format (2).
- **OR**, click the calendar icon and select the date from the calendar for the time period desired (3).

The screenshot shows the 'Prompts' dialog box with the 'Prompts Summary' list on the left and the 'From Day (Single Value, Mandatory)' configuration on the right. The 'From Day' prompt is selected in the summary list, indicated by a yellow box with the number 1. The configuration area shows a text input field with the placeholder 'M/d/yyyy' and a calendar icon to its right, indicated by a yellow box with the number 3. A blue arrow points from the calendar icon to a calendar widget showing April 2015, with the date 29 selected, indicated by a yellow box with the number 2. A red speech bubble contains the text: 'OK is grey until all mandatory prompts are completed.' The 'OK' button is greyed out, and the 'Cancel' button is visible. A legend at the bottom left indicates that prompts marked with a green checkmark are required.

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

* Required prompts

OK Cancel

Optional Prompts

Optional prompts are indicated with a green check mark (✓) but are not pre-filled or required. They are used to assist with limiting the amount of data that is retrieved into the body of the report. The optional prompts on this report are:

- ✓ **Employee Group(s) - (Optional):** To select data for this prompt:
 - Make sure the “Employee Group(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Group (2).
 - Click the search icon (3).
 - To see the key value for each Employee Group, click the key icon (4).
 - Select the desired Employee Group (5).
 - **OR**, if you know the Employee Group key or Employee Group name, you can skip steps 2 through 5 and enter it directly in (6).
 - Click the right arrow to add the Employee Group to the selection box (7).

The screenshot shows the 'Prompts' dialog box. On the left, the 'Prompts Summary' lists several prompts, with 'Job Pay Type(s) - (Optional)' highlighted and marked with a green checkmark and a yellow callout '1'. The main area shows a list of 'Job Pay Type' values: Graded (1001), Banded (1002), Flat Rate (1003), T-Grade (1004), X-Grade (1005), Pay Grade (1006), and Information Tech (1008). The 'Banded (1002)' option is selected, highlighted with a blue bar, and marked with a yellow callout '5'. A yellow callout '4' points to the key icon for the selected item. A yellow callout '2' points to the search box containing an asterisk (*). A yellow callout '3' points to the search icon. A yellow callout '6' points to the 'Banded' text in the selection box on the right. At the bottom, there is a timestamp 'February 29, 2016 9:18:58 AM GMT-05:00' and 'OK' and 'Cancel' buttons.

- ✓ **Employee Subgroup(s) - (Optional):** To select data for this prompt:
- Make sure the “Employee Subgroup(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Subgroup (2).
 - Click the search icon (3).
 - To see the key value for each Employee Subgroup, click the key icon (4).
 - Select the desired Employee Subgroup (5).
 - **OR**, if you know the Employee Subgroup key or Employee Subgroup name, you can skip steps 2 through 5 and enter it directly in (6).
 - Click the right arrow to add the Employee Subgroup to the selection box (7).

Prompts

Prompts Summary

- ✓ * Organizational Unit **Administration**
- ✓ * From Day (Single Value, Mandatory) **12/1/2013**
- ✓ * To Day (Single Value, Mandatory) **4/30/2015**
- ✓ Employee Group(s) - (Optional)
- ✓ **Employee Subgroup(s) - (Optional) FT N-FLSAOT Perm** (1)
- ✓ Employee(s) PersNo. - (Optional)
- ✓ Grievance Issue(s) - (Optional)

Employee Subgroup(s) - (Optional) (optional)

A1 (6)

Employee Subgroup

FT N-FLSAOT Perm (A1) (5)

April 30, 2015 7:21:03 AM GMT-04:00

* (2)

OK Cancel

- ✓ **Employee(s) PersNo. - (Optional):** To select data for this prompt:
- Make sure the “Employee(s) PersNo. - (Optional)” prompt is selected (1).
 - Enter an employee number in the search box to verify the employee name (2).
 - Click the search icon drop down arrow and select “Search in key” (3).
 - Click the search icon (4).
 - To see the employee number, click the key icon (5).
 - Click on the desired Employee (6).
 - **OR**, if you do not need to verify the employee number, you can skip steps 2 through 6 and enter it directly in (7).
 - Click the right arrow to add the Employee to the selection box (8).

The screenshot displays the 'Prompts' dialog box. On the left, the 'Prompts Summary' list includes several prompts, with 'Employee(s) PersNo. - (Optional)' highlighted and marked with a yellow '1'. The main area of the dialog is titled 'Employee(s) PersNo. - (Optional) (optional)'. It features a search box containing '12345678' (yellow '7'), a search icon (yellow '5'), and a key icon (yellow '4'). Below the search box, the results list 'MickeyL Mouse (12345678)' (yellow '6'). The date 'April 30, 2015 11:29:52 AM GMT-04:00' is displayed. A search dropdown menu is open, showing 'Match case', 'Search in key' (yellow '3'), and 'Search on database'. The right side of the dialog shows 'MickeyL Mouse' (yellow '8') and 'OK' and 'Cancel' buttons.

- ✓ **Grievance Issue(s) - (Optional)** - To select data for this prompt:
- Make sure the “Grievance Issue(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Grievance Issue (2).
 - Click the search icon (3).
 - Select the desired Grievance Issue(s) (4).
 - Click the right arrow to add the Grievance Issue(s) to the selection box (5).

The screenshot shows a 'Prompts' dialog box with two main panes. The left pane, titled 'Prompts Summary', lists several prompts with green checkmarks indicating they are required. The 'Grievance Issue(s) - (Optional)' prompt is highlighted in blue and has a yellow callout '1' next to it. The right pane, titled 'Grievance Issue(s) - (Optional) (optional)', shows a list of 'Grievable Issue' values: 'Discrimination', 'Harrassment', 'Policy Violation', and 'Retaliation'. 'Discrimination' and 'Policy Violation' are selected and have a yellow callout '4' next to them. A right-pointing arrow button has a yellow callout '5' next to it. Below the list, there is a search box with an asterisk (*) and a yellow callout '2', a search icon button with a yellow callout '3', and a date/time stamp 'April 30, 2015 1:41:10 PM GMT-04:00'. The right pane also shows a 'Discrimination Policy Violation' selection box with a yellow callout '5'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

- ✓ **Job(s) – (Optional):** To select data for this prompt:
 - Make sure the “Job(s) – (Optional)” prompt is selected (1).
 - Make a search text with an asterisk (*) in the search box to view the list of values for Job(s) (2).
 - Click the search icon (3).
 - To see the key value for each Job(s), click the key icon (4).
 - Select the desired Job (5).
 - **OR** if the Job number or Job title is known, skip steps (2) through (5) and enter it directly in (7).
 - Click the right arrow to add the Job to the selection box (6).

The screenshot shows the 'Prompts' dialog box. On the left, the 'Prompts Summary' list includes:

- * Job Status - (Mandatory) Active
- Job Pay Type(s) - (Optional) Banded
- Job Pay Area(s) - (Optional) Career Banding
- Job Branch(s) - (Optional) It Manager
- Job Family(s) - (Optional) Information Technology
- Job(s) - (Optional) GA-IT Manager I** (Numbered 1)
- Total Positions Per Job - (Optional)

The main area is titled 'Job(s) - (Optional) (optional)'. It contains:

- A search box with an asterisk (*) (Numbered 2).
- A search icon (Numbered 3).
- A list of jobs with a key icon (Numbered 4). The list includes:
 - GA-IT Chief Service Specialist III (31002943)
 - GA-IT Database Administrator I (31002944)
 - GA-IT Database Administrator II (31002945)
 - GA-IT Infrastructure Specialist I (31002946)
 - GA-IT Infrastructure Specialist II (31002947)
 - GA-IT Infrastructure Specialist III (31002948)
 - GA-IT Infrastructure Technician (31002949)
 - GA-IT Legislative Technologist (31002950)
 - GA-IT Manager I (31002951)** (Numbered 5)
 - GA-IT Manager II (31002952)
 - GA-IT Network Systems Administrator I (31002953)
 - GA-IT Network Systems Administrator II (31002954)
 - GA-Landscape Gardener (31002955)
 - GA-Legislative Analyst for Inf Technolgy (31002956)
- A right arrow button (Numbered 6) to add the selected job to the selection box.
- A date display: February 29, 2016 10:51:01 AM GMT-05:00.

At the bottom, there are 'OK' and 'Cancel' buttons. A note at the bottom left states '* Required prompts'.

- ✓ **Total Positions Per Job – (Optional):** To Select data for this prompt:
- Make sure the “Total Positions Per Job – (Optional)” prompt is selected (1).
 - Enter a search test with an asterisk (*) in the search box to view the list of values for Total Positions per Job (2).
 - Click the search icon (3).
 - To see the key value, click the key icon (4).
 - Select the desired Total Positions Per Job (5).
 - **OR** if a specific number of Positions Per Job are needed, skip steps (2) through (5) and enter it directly in (7).
 - Click the right arrow to add the Total Positions Per Job to the selection box (6).

NOTE: Selection of a value in this prompt will restrict the report to display the Jobs with that many number of positions or below. To see Jobs with no positions assigned, choose ‘#’ value to this prompt.

Initial Layout

The report lists all grievances based on the prompt selections. Below is a sample of the initial layout rendered.

B0034: Employee Grievance Data

From Day - To Day : 2/23/2016 - 4/18/2016

Org Unit	Org Unit Desc	Employee	Employee's Name	Grievance Start Date	Grievance End Date	Grievable Issue	Date of Alleged Event or Action	Policy Violation Action
22222222	Public Relations	12345678	MOUSE, MICKEY	2/23/2016	4/18/2016	Discrimination	12/4/2015	#
22222222	Public Relations	12345678	MOUSE, MICKEY	2/23/2016	4/18/2016	Discrimination	12/4/2015	#
22222222	Public Relations	12345678	MOUSE, MICKEY	2/23/2016	4/18/2016	Discrimination	12/4/2015	#

Continued...

Execution Date: 6/19/19									
Discrimination Action	Discrimination Basis	Informal Step Taken	Date Informal Completed	Formal Grievance Filed?	Date Formal Grievance Filed	Grievance Filed Timely?	Step 1 Result/Mediation	Date Step 1 Completed	Step 2 Filed?
Promotion	Age	Unresolved, EEO Informal Inquiry	2/12/2016	Yes	2/23/2016	Yes	Impasse	3/16/2016	Yes
Promotion	National Origin	Unresolved, EEO Informal Inquiry	2/12/2016	Yes	2/23/2016	Yes	Impasse	3/16/2016	Yes
Promotion	Race	Unresolved, EEO Informal Inquiry	2/12/2016	Yes	2/23/2016	Yes	Impasse	3/16/2016	Yes

Continued...

Date FAD Issued	FAD Exceeded Timeline	Appealed to OAH?	OAH Filing Date	OAH Deadline	OAH Case Number	OAH Case Status	OAH Remand Back to Agency	Remand Date
	#	#			#	#	#	
	#	#			#	#	#	
	#	#			#	#	#	

Continued...

OAH Final Decision	Decision Date	Comments?	Record Complete	Grievance Count	Reason Count
#		X	#	0	1
#		#	#	0	1
#		#	#	1	1
Total				1	3

Click on X
hyperlink to
jump to B0022:
Comments

B0022: Comments

Execution Date: 6/19/19

Employee	12345678 - Mickey L Mouse
Organizational Unit	22222222 - Public Relations
Position	69999999 - Social Media Manager
Infotype	9834 - Employee Grievance Data
Subtype	02 - Discrimination
Valid From - Valid To	12/31/14 - 12/31/99
<p>Grievant did not show for initially scheduled Mediation on 1/13/15; he called HR stating he had a flat tire and could not make it in and requested a reschedule. Agency excused and Mediation was rescheduled for 1/26/15.#</p>	

Available Objects

This is a list of the available objects that can be added to the report, once in Design mode:

B0034: Employee Grievance Data		
	Age	OAH Deadline
	Agency Hire Date	OAH Filing Date
	Appealed to OAH?	OAH Final Decision
	Comments?	OAH Remand Back to Agency
	Date FAD Issued	Organizational Unit
	Date Formal Grievance Filed	Original Hire Date
	Date Informal Completed	OSHR Reviewed FAD
	Date of Alleged Event or Action	Personnel Area
	Date Step 1 Completed	Personnel Subarea
	Decision Date	Policy Violation Action
	Discrimination Action	Position
	Discrimination Basis	Record Complete
+	Employee	Remand Date
	Employee's Name	Sequence Number
+	Employee Group	SOC State Category
+	Employee Subgroup	SOC State Subcat
+	Employment Status	Step 1 Result/Mediation
+	Emp Pay Area	Step 2 Filed?
+	Emp Pay Group	Step 2 Result/FAD
+	Emp Pay Level	Veteran Status
+	Emp Pay Type	Grievance Count
	ESGCAP	Reason Count
+	Ethnic Origin	
	FAD Exceeded Timeline	
	Formal Grievance Filed?	
+	Gender	
+	Grievable Issue	
	Grievance End Date	
	Grievance Filed Timely?	
	Grievance Start Date	
+	Informal Step Taken	
+	Job	
+	Military Status	

Special Report Considerations/Features

- Report lists the grievances that are valid as of (report run date) for the date ranges entered in 'From Day – To Day' prompts. This report brings in all the grievances that are within the 'From Day' 'To Day' date range given in the prompt screen. These records may have begun before the 'From Day' or beyond the "To Day" however, if they are valid at any point between the ranges given, they will be selected.

For example, with a date range of 'From Day' 6/11/2019 and 'To Day' 12/14/2019 the following records would be selected with the following date ranges:

Valid From	Valid To	Example Type
6/11/2019	12/14/2019	Validity dates match record
5/1/2019	12/31/9999	Validity dates starts before and ends after selected range
6/13/2019	8/20/2019	Validity dates start before and ends before selected range
5/18/2019	5/18/2020	Validity dates start before and ends after selected range

- When an employee files a grievance under multiple discrimination factors in the SAP ERP system, this report breaks out the multiple discrimination factors on individual rows. The Grievance Count reflects the count per Grievable Issue. The Reason Count reflects the count per unique combinations of Discrimination Action and Discrimination Basis for each Grievable Issue.

In this example, an employee filed a Discrimination grievance on multiple factors of Race, Age and National Origin.

Personnel No [REDACTED] Name [REDACTED]

EEGroup P SPA Bi-Weekly PersA 1501 Transportation

EESubgroup A1 FT N-FLSAOT Perm Statu Withdrawn

Start 02/23/2016 To 04/18/2016 Chngd 04/18/2016 00770012 ☐ Record Complete

Employee Grievance Data

Grievable Issue 02 Discrimination Date of Alleged Event or Action 12/04/2015

Policy Violation Action		Discrimination Action		Discrimination Basis	
<input type="checkbox"/> Dismissal	<input type="checkbox"/> Failure to Post	<input type="checkbox"/> Hiring	<input type="checkbox"/> RIF	<input checked="" type="checkbox"/> Race	<input type="checkbox"/> Color
<input type="checkbox"/> Demotion	<input type="checkbox"/> "Whistle Blower"	<input checked="" type="checkbox"/> Promotion	<input type="checkbox"/> Training	<input type="checkbox"/> Sex	<input checked="" type="checkbox"/> Age
<input type="checkbox"/> Suspension without Pay		<input type="checkbox"/> Demotion	<input type="checkbox"/> Dismissal	<input type="checkbox"/> Religion	<input type="checkbox"/> Disability
<input type="checkbox"/> Unavailability Separation		<input type="checkbox"/> Compensation		<input checked="" type="checkbox"/> National Origin	<input type="checkbox"/> Ethnicity
<input type="checkbox"/> Inaccurate & Misleading		<input type="checkbox"/> Written Warning		<input type="checkbox"/> Genetic Information	
<input type="checkbox"/> Overall Performance Rating		<input type="checkbox"/> Work Assignments		<input type="checkbox"/> Political Affiliation	
<input type="checkbox"/> Priority Promotion		<input type="checkbox"/> Overall Performance Rating		<input type="checkbox"/> National Guard	
<input type="checkbox"/> Priority Reemployment		<input type="checkbox"/> Suspension without Pay		<input type="checkbox"/> Veteran Status	
<input type="checkbox"/> Veterans Preference		<input type="checkbox"/> Reasonable Accommodation		<input type="checkbox"/> Sexual Orientation	
				<input type="checkbox"/> Gender Identity/Expression	
				<input type="checkbox"/> Pregnancy	

Informal Process

Informal Step Taken Unresolved, EEO Informal Inquiry Date Informal Completed 02/12/2016

Formal Grievance Filed? Yes Grievance Filed Timely? Yes Date Formal Grievance Filed 02/23/2016

This report will reflect the different factors individually as shown below.

Employee	Employee's Name	Grievance Start Date	Grievance End Date	Grievable Issue	Date of Alleged Event or Action	Policy Violation Action	Discrimination Action	Discrimination Basis	Grievance Count	Reason Count
12345678	MOUSE, MICKEY	2/23/2016	4/18/2016	Discrimination	12/4/2015	#	Promotion	Age	0	1
12345678	MOUSE, MICKEY	2/23/2016	4/18/2016	Discrimination	12/4/2015	#	Promotion	National Origin	0	1
12345678	MOUSE, MICKEY	2/23/2016	4/18/2016	Discrimination	12/4/2015	#	Promotion	Race	1	1
									1	3

Here the **Reason Count** shows the count for each individual discrimination factor based on the **Discrimination Basis** type. The **Grievance Count** reflects the count for each **Grievable Issue** such as Policy Violation, Discrimination, Harassment or Retaliation. The discrimination factors are broken out into 3 separate rows, but they all pertain to the same **Grievable Issue**. Hence the **Grievance Count** is marked as 1 on only one of the rows while the others are marked as zero. This is done so that the total Grievance Count does not over-inflate when summarized.

CHANGE LOG

- Effective 5/4/2015
 - Initial report creation to convert from BI to BOBJ.
- Effective 6/20/2019
 - Report updated to new format.
- Effective 1/11/2023
 - Alt Text update, TOC and table updated. L. Lee and L. Williams