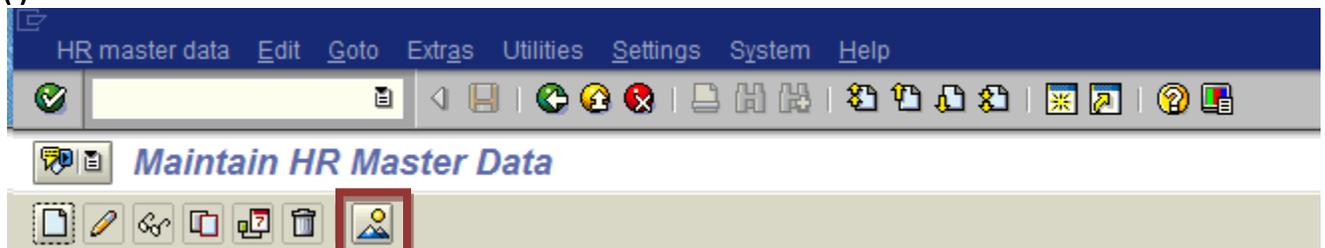


How-to Customize your Overview Table in the Grievance Tracking System

- Login to SAP-HRMS.
- Enter PA30 into command field.
- Locate and select any employee with stored grievance information.
- Scroll over and select the *Labor Relations* tab. Select *Labor Relations* with the green check mark next to it and then *Overview* by clicking on the mountain. **(i)**
- Scroll over using the arrows at the bottom, and select titles one by one along header that you would like to see every time you are in the overview screen of grievances. Helpful titles: *Griev*: record step, *Gr*: grievance status, *GR*: issue/discipline, *Grv Number*, *Date Filed* and *Close Date*. **(ii)**
- Simply click, drag and place titles where you would like them. (note, this is similar to how Excel works)
- Once you have your titles placed, click on the *Configuration* icon. **(iii)**
- The *Table Settings* dialog box should appear. **(iv)** In the *Variant* field type in a new title, i.e. *griev*, for variant type and select create. It will automatically fill the two fields *Current Settings* and *Standard Setting* with your new setting.
- Make sure box *Use as standard setting* is still checked. Choose save/green check mark.
- Your settings will be saved. Each time you are in the overview screen you will see your customized titles/headers.

(i)



(ii)

Personnel No. [REDACTED] Name [REDACTED]
 PersArea [REDACTED] EEGroup 0 Permanent
 PSubarea [REDACTED] EESubgroup 01 Monthly(M) OT Exem... Status Active
 Choose 01/01/1800 To 12/31/9999 STy. [REDACTED]

Start Date	End Date	Griev	GR	Di	Gr	Date Filed	Grv Number	Close Date	Di
07/05/2007	07/17/2007	PARMM02	02	02	02	03/20/2007	[REDACTED]	07/17/2007	17
06/09/2007	06/22/2007	3R	02	02	01	03/20/2007	[REDACTED]		17
05/04/2007	06/08/2007	3M	02	02	01	03/20/2007	[REDACTED]		17
04/21/2007	05/04/2007	2R	02	02	01	03/20/2007	[REDACTED]		17
03/20/2007	04/20/2007	2M	02	02	01	03/20/2007	[REDACTED]		17

(iii)

Start Date	End Date	Griev	GR	Di	Gr	Date Filed	Grv Number	Close Date	Di
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How-to Customize your Overview Table in the Grievance Tracking System

(iv)

