

Business Intelligence Grievance Reporting via Portal, Additional Features

Purpose Reference for quick and easy manipulation of grievance reports via Portal.

Prerequisites You have grievance data entered into HCM and within six months of receiving system access you have successfully participated in Grievance Tracking training.

End User Roles In order to perform this transaction you must be assigned the following role with reporting access:
Decentralized Grievance Administrator
Decentralized Grievance Inquirer

Change History	
Date	Change Description
July 20, 2012	Created.
February 5, 2013	Corrected link in menu path

Menu Path <https://wahrms.wa.gov/irj/> → BI Reports → Grievance Reporting → Select and run any grievance report

Transaction Code NA

Helpful Hints Further instructions on BI Report features are available under BI Training materials, including the “BW/BI Grievance InfoCube” Self-Paced Learning Materials.

Remove columns from the report display by dragging their heading names from the Rows area on the left side of the screen to the Free Characteristics area (see below).

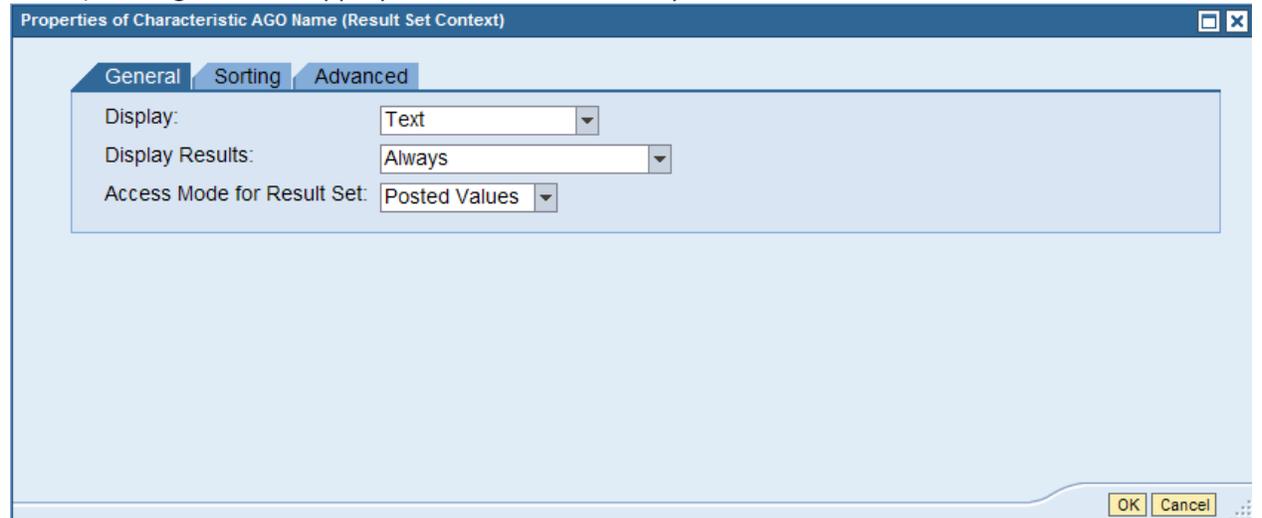
The screenshot shows the 'Grievance Details Report' interface. On the left, a tree view shows 'Columns' and 'Rows'. Under 'Rows', 'Orig BU Code' is circled in red. A red dashed arrow points from 'Orig BU Code' in the 'Rows' area to the 'Orig BU Code' column header in the table. The table itself has 'Orig BU Code' circled in red. Other columns include Contract YR1, Master Agreement1, Orig Agency Code, Orig Pers Area, Article Name1, and Article #1.

To remove Orig BU Code, click and drag Orig BU Code heading names from the Rows area and release it in the Free Characteristics area. Orig BU Code column is removed from the report display (see below).

This screenshot shows the same report after the 'Orig BU Code' column has been removed. A callout box with a red arrow pointing to the 'Orig BU Code' heading in the 'Rows' area says 'Moving Orig BU Code to the Free Characteristics area...'. Another callout box with a red arrow pointing to the 'Orig BU Code' heading in the 'Free characteristics' area says '...removes the Orig BU Code column from the report.' The table now has one fewer column.

Conversely, you can add columns to the report by dragging a column header name from the Free Characteristics area on the left to the Rows area above. When you add a column this way, you can choose where (between which two columns) you want to add the new column.

Set Display field to either "Text" or "Key & Text" settings. Set Display Results field to "Always" (see below). Change them as appropriate. Click "OK" when you are done.



Now click and drag the AGO Name from the Free Characteristics area into the Row area above. While still holding the mouse button, position the cursor between the two column names where you would like to locate the "AGO Name" column. In this case, it will be between the column "Grievance #" and "Valid From". Notice that the line between the column names turns into a bold line while you have the mouse pointer held in the correct place (Note: this only seems to happen when you are on the right side of the area. As long you see a small rectangle appear next to the cursor, though, it should work just fine.).

BI Reports

Organization Management | Personnel Administration | Layoff Data | Time Management | Payroll | Financials | HRM Performance Measurement | **Grievance Reporting** | E-Recruiting

Grievance Details Report

Contract YR1	3000	Dept of Social & Health Serv.	3000	DSHS Headquarters	Employee Rights	36
Master Agreement1	4900	Dept. of Natural Resources	4900	Dept Natural Resources	Discipline	27
Orig Agency Code	4770	Department of Fish & Wildlife	4770	Dept of Fish & Wildlife	Management Rights	33
Orig Pers Area	4770	Department of Fish & Wildlife	4770	Dept of Fish & Wildlife	Discipline	30
Article Name1						
Article #1						
Sub-Article Name1						
Sub-Art #1						
Subtype						
Employee Name						
Grievance Status						
Step						
Grievance #						
Valid from						
Valid to						
Date Filed						
Close Date						
Close Reason						
Free characteristics						
Addtl Discipline Reason1						
Addtl Discipline Reason2						
Addtl Discipline Reason3						
Addtl Discipline Reason4						
Addtl Discipline Reason5						
Agency Code						
Agency LR Contact Name						
Agency LR O/OFM Rep						
AGO Name						
Appr Auth Name						

A bold black line indicates where the column has been moved to.

Small rectangle next to dragging mouse cursor

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After releasing the mouse button, the “AGO Name” should now be located under the Rows area under “Grievance #” and above “Valid from”.

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Grievance Details Report | History, Back Forward

Display As: Table | Information | Send | Print Version | Export to Excel | Comments

- Columns
 - Key Figures
 - Rows
 - Contract YR1
 - Master Agreement1
 - Orig Agency Code
 - Orig Pers Area
 - Article Name1
 - Article #1
 - Sub-Article Name1
 - Sub-Art #1
 - Subtype
 - Employee Name
 - Grievance Status
 - Step
 - Grievance #
 - AGO Name**
 - Valid from
 - Valid to
 - Date Filed
 - Close Date
 - Close Reason
 - Free characteristics
 - Addtl Discipline Reason1
 - Addtl Discipline Reason2

Contract YR1	Master Agreement1	Orig Agency Code	Orig Pers Area	Article Name1	Article #1
07-09	IFPTE L17	4050 Department of Transportation	4050 Dept of Transportation	Hours of Work	5
	WFSE	4610 Department of Ecology	4610 Dept of Ecology	Licensure and Certification	09
		3000 Dept of Social & Health Serv.	3000 DSHS Headquarters	Employee Rights	36
		4900 Dept. of Natural Resources	4900 Dept Natural Resources	Discipline	27
	WPEA	4770 Department of Fish & Wildlife	4770 Dept of Fish & Wildlife	Management Rights	33
05-0		Department of Fish & Wildlife	4770 Dept of Fish & Wildlife	Discipline	30
		Labor & Industries	2350 Dept of Labor & Industries	Uniforms, Tools & Equipment	20
		3000 Dept of Social & Health Serv.	3008 Western State Hospital	Discipline	30
	IFPTE L17	2400 Department of Licensing	2400 Dept/Licensing	Hours of Work	5

Scrolling back up in the window, so that the column headers are viewable at the top of the report, and then scrolling to the right, you can confirm that the AGO Name column was inserted correctly. Looking at the screen below, you can see AGO Name has Grievance # on the left and Valid from on the right.

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Grievance Details Report | History, Back Forward

Job-Article Name1	Sub-Art #1	Subtype	Employee Name	Grievance Status	Step	Grievance #	AGO Name	Valid from	Valid to
nt assigned	#	Issue		Closed	Step 3 Meeting	#		04/25/2007	12/31/9999
nt assigned	01	Issue		Open	Step 2 Response	#		06/14/2007	07/03/2007
nt assigned	05	Issue		Open	Pre-Arbitration Response	#		04/08/2007	05/06/2008
nt assigned	#	Disciplinary		Open	Step 1 Meeting	#	Hanson, Kari	03/28/2007	05/26/2007
nt assigned	#	Issue		Closed	Step 1 Meeting	#		01/01/2007	12/31/9999
nt assigned	#	Disciplinary		Open	Step 2 Meeting	#		04/03/2007	12/31/9999
nt assigned	#	Disciplinary		Open	Step 3 Meeting	#		04/02/2007	12/31/9999
ols and Equipment	02	Issue		Closed	Step 2 Response	#		06/14/2007	12/31/9999
nt assigned	#	Disciplinary		Closed	Step 3 Meeting	#		06/13/2007	12/31/9999
nt assigned	#	Issue		Closed	Step 2 Meeting	#		03/27/2007	12/31/9999
nt assigned	#	Disciplinary		Open	Pre-Arbitration Response	#		06/12/2007	05/18/2007
				Open	Step 3 Response	#		05/16/2007	08/14/2007
				Open	Step 3 Meeting	#		05/21/2007	05/21/2007
				Closed	Step 3 Meeting	#		03/05/2006	12/31/9999
nt assigned	01	Disciplinary		Open	Step 1 Response	#		06/15/2007	05/26/2007
nt assigned	#	Issue		Closed	Step 1 Meeting	#		02/08/2007	12/31/9999
nt assigned	#	Issue		Closed	Step 2 Meeting	#		06/01/2007	12/31/9999
nt assigned	#	Issue		Open	Step 1 Response	#		06/05/2007	11/09/2007
nt assigned	02	Issue		Closed	Pre-Arbitration Meeting	#		03/13/2007	12/31/9999
nt assigned	04	Disciplinary		Closed	Step 2 Response	#		03/05/2007	12/31/9999