

Grievance - Change

PA30

- Purpose** Use this procedure to update/change a grievance record.
-  By 'changing' the record, you will not be able to see the previous record.
- Trigger** Perform this procedure when changing/updating grievance information.
- If an error has been made that needs to be changed.
 - If additional information needs to be added to the grievance record.
 - Grievance is elevated to the next step.
- Prerequisites**
- The grievance already exists.
- End User Roles** In order to perform this transaction you must be assigned the following role:
- Decentralized Grievance Administrator

Change History	
Date	Change Description
06/06/2011	New procedure created.

Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code PA30

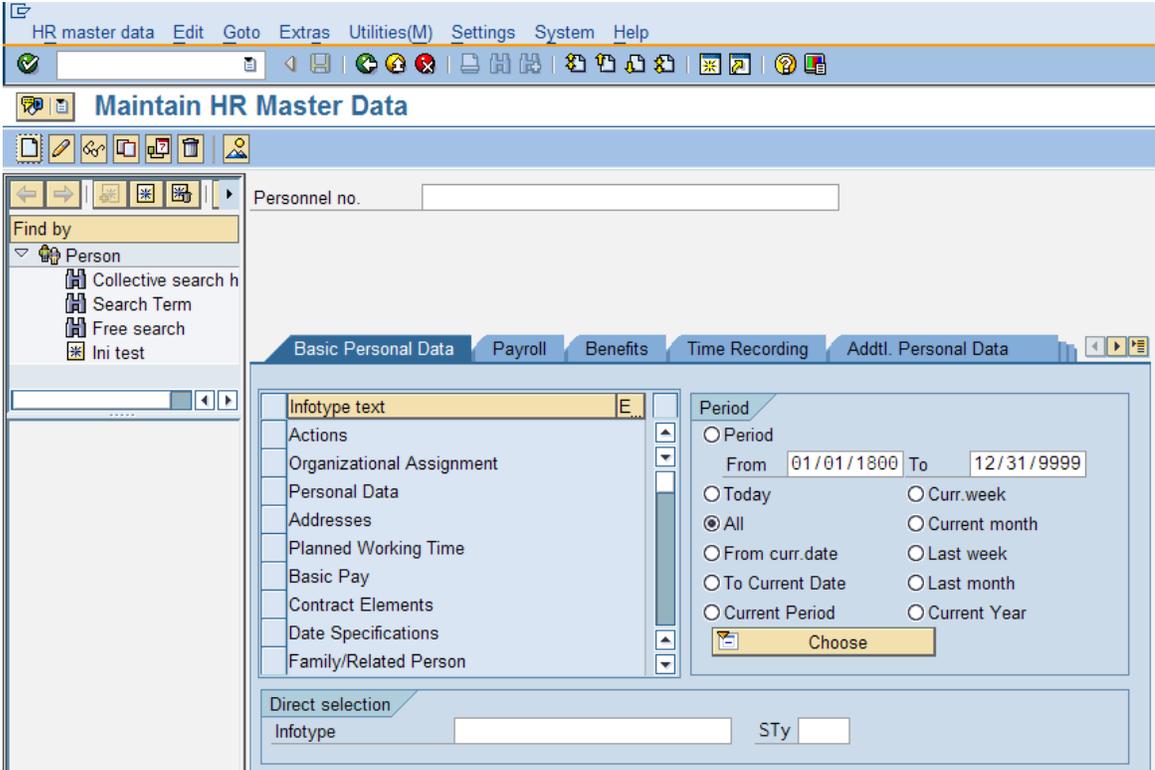
Helpful Hints	<ul style="list-style-type: none"> • In order to see how the grievance was originally created, you will need to research the audit trail. <p> Do not save or green check your entries as you go through each tab in the infotype. Instead, enter all the data available on all tabs and save when complete. This will avoid any HRMS errors and prevent you from having to rekey data.</p> <ul style="list-style-type: none"> • Grievances must be entered for the previous month by the 10 of the following month. The Labor Relations Office (LRO) will access the information, compile data, and run reports thereafter. <p> If you hit the  (Save) button before the grievance is complete, the incomplete required fields will be grayed out. You will need to click  (Back) and rekey the information.</p>
Related Procedure	Grievance - Copy
Additional Resources	Grievance Tracking Form – Agency Level Steps 1-3 - This form can be used as a guide in mapping out the dates that should be entered in at each step of the grievance.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

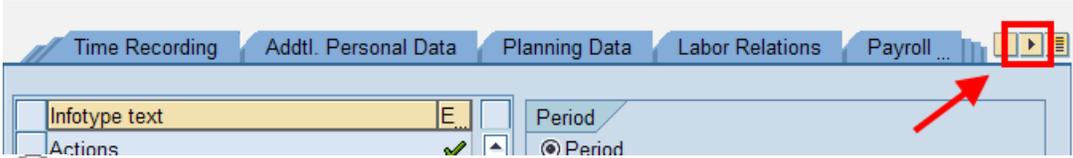
- 1. Start the transaction using the above menu path or transaction code PA30.



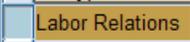
- 2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee’s unique identifying number. Example: 4000094

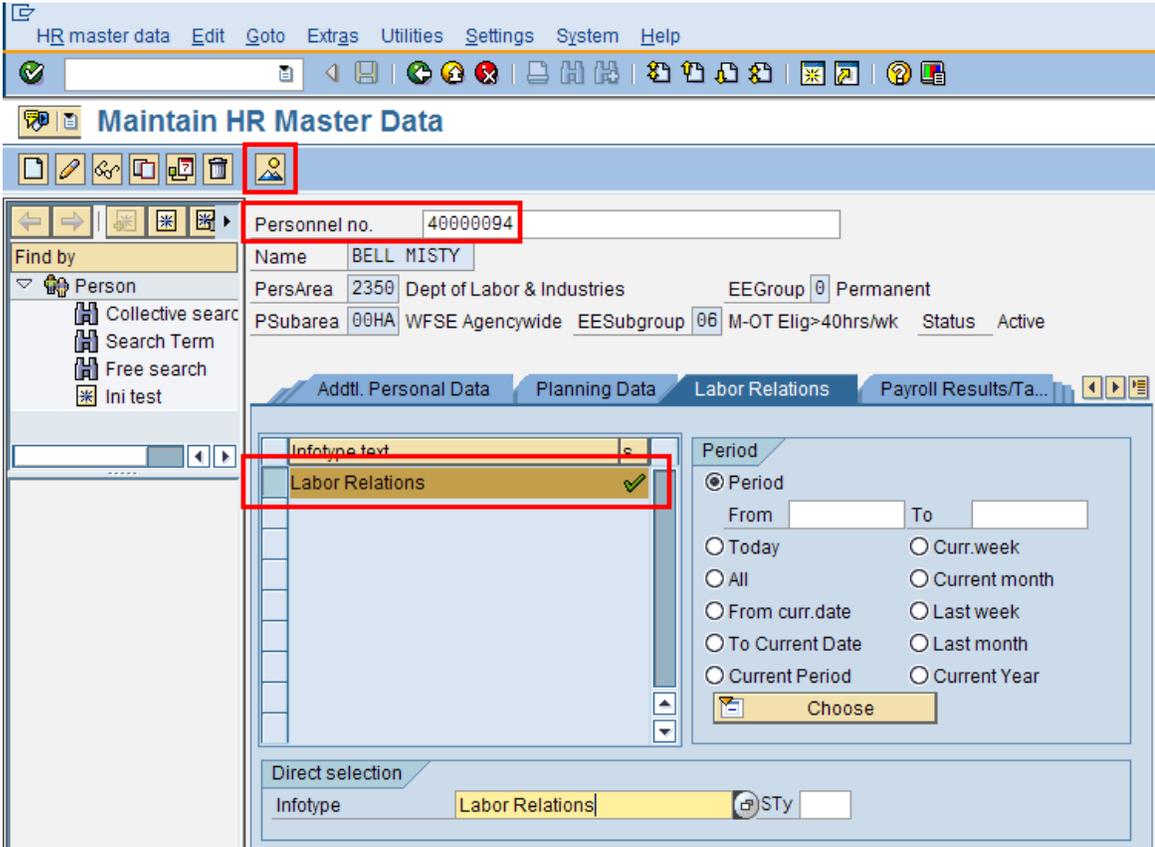
- 3. Click  (Enter) to validate the information.
- 4. Click the **Labor Relations** tab to select.



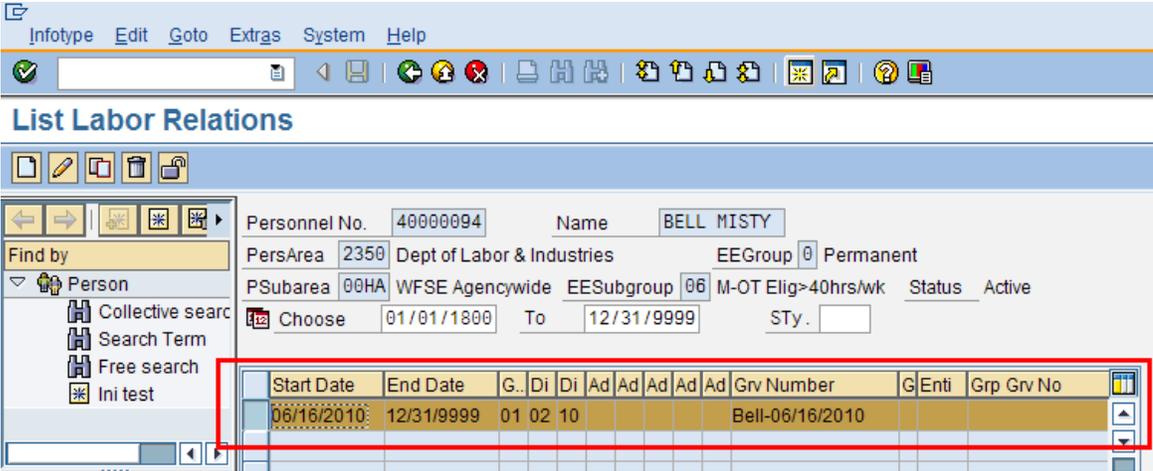
 You will need to scroll to the right to select the tab.

5. Click to box to the left of  to select.

6. Click  (Overview) for an overview of all grievance activity in the *Labor Relations* (9102) infotype.



7. Select the record you would like to update by clicking blue box to the left of the record.



8.  (Change) to change the record. In most cases, you will use Copy rather than Change to preserve the history of the grievance.
9. Select the tab and/or field you would like to update.
For this procedure example, we will be updating the "To" (End Date) field.

Common Scenario: A grievance has been elevated to the next step. The grievance record "To" (End Date) field will need to be changed to reflect the appropriate date. **Note:** *This action will always need to be taken after copying a record. Only the most current record of the grievance will have a "To" date of 12/31/9999.*

10. Complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
To (end date)	O	Verify the "To" date is the correct date of the record. The "To" (End Date) field captures the last action to occur at a particular step in a grievance. Remember, only the most current record of a grievance must have a "To" date of 12/31/9999. Example: 07/01/2010

11.  Continue to view the other tabs to update any other necessary information.

12. Click  (Enter) to validate the information.
13. Click  (Save) to save. You will be taken back to the List Labor Relations (Overview) screen.
14. You have completed this transaction.

Results
You have successfully updated/changed a grievance in HRMS.
Comments
There is no particular order in which the grievance should be 'copied' or 'changed' when documenting the next step. OFM recommends when elevating a grievance to the next step, to copy the most current grievance record and make the updates as necessary. Then go back to your original grievance record (the record that was just copied) and change the "To" (End Date) field to the appropriate date. This will prevent data from being lost in the event that an error occurs.
For Example: A grievance is filed at 1M. The Step 1 meeting is scheduled and held on 7/01/2010 which then triggers a change in HRMS. First, copy the 1M record. In the new grievance record change the "Start" date to the appropriate date (in this example it is the date after the Step 1 meeting, 7/02/2010), the "To" (End Date) field will remain 12/31/9999. Then go to the tracking tab and change the Step from 1M to 1R. Go through the Grievance Info. and Contacts tabs to make any necessary updates. Click save and return to the "List Labor Relations" screen.

Next, select the 1M grievance record (the one you copied) and change the "To" (End Date) field to the appropriate date (in this example it is the date of the Step 1 meeting, 7/01/2010). Click save and return to the "List Labor Relations" screen.

This process should be used at any time a grievance is elevated from one step to the next. Below is a snapshot from the [HRMS Grievance Tracking Form](#) to give you an idea of what the dates will look like in relation to each step:

Step 1:

1M:

Start Date –	6/16/2010	To (End) Date –	12/31/9999 07/01/2010
Date Grievance is Filed	_____	Date of Step 1 Meeting	_____
		<i>(When changing the grievance, the end date will be changed from 12/31/9999 to the date of the step 1 meeting.)</i>	

1R:

Start Date –	07/02/2010	End Date –	12/31/9999
Date after Step 1 meeting	_____	Date Step 1 Response is Received by Union	_____
		<i>(This date will stay 12/31/9999 until the step 2m record is created.)</i>	

