

Grievance - Close

PA30

- Purpose** Use the procedure when you are ready to close a grievance.
- Trigger** Perform procedure when a grievance has gone through the process and there is proper documentation to close the grievance.
- Prerequisites** The grievance already exists and you have proper documentation to close it out.
- End User Roles** In order to perform this transaction you must be assigned the following role with reporting access:
Decentralized Grievance Administrator

Change History	
Date	Change Description
July 25, 2012	Created.

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

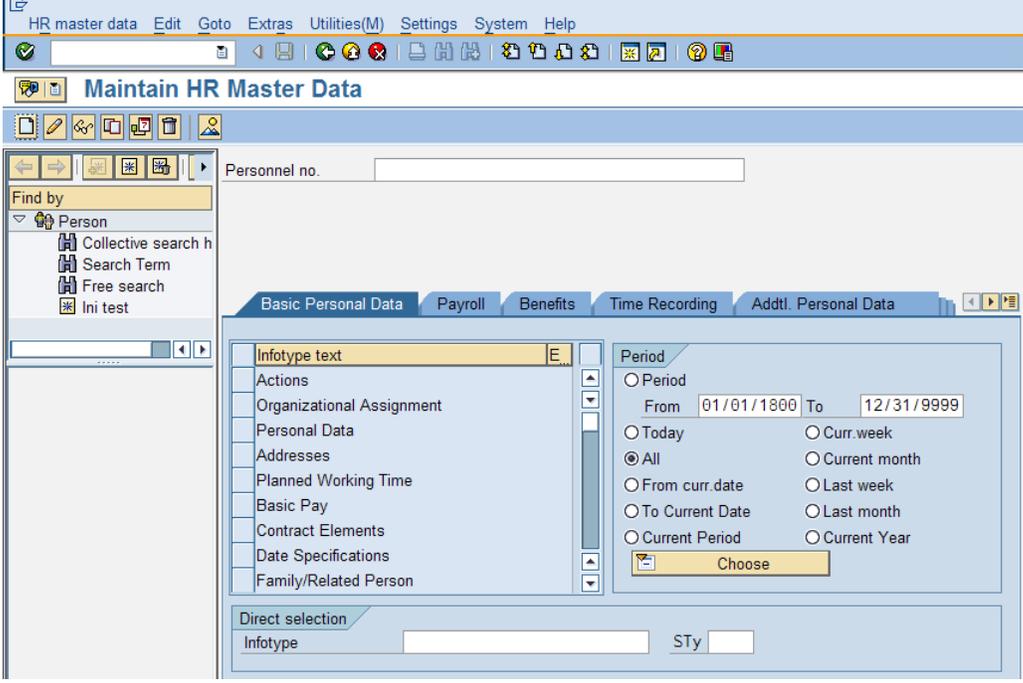
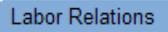
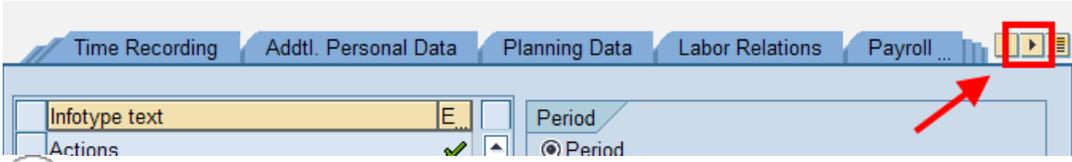
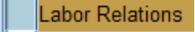
Transaction Code PA30

Helpful Hints When closing a grievance, there will always be two records involved. The first of the two closing records will take place at the last step where the grievance is closed. For example, if the union withdraws a grievance before the Step 3 Meeting takes place (3M), you will End date the 3M record with the date the union withdrew. Next, you will *Copy* that record, creating the second of two closing records, and change the Start date to the date the Union withdrew and change the End Date to 12/31/9999. It is in this second record that you will fill out the closing information.

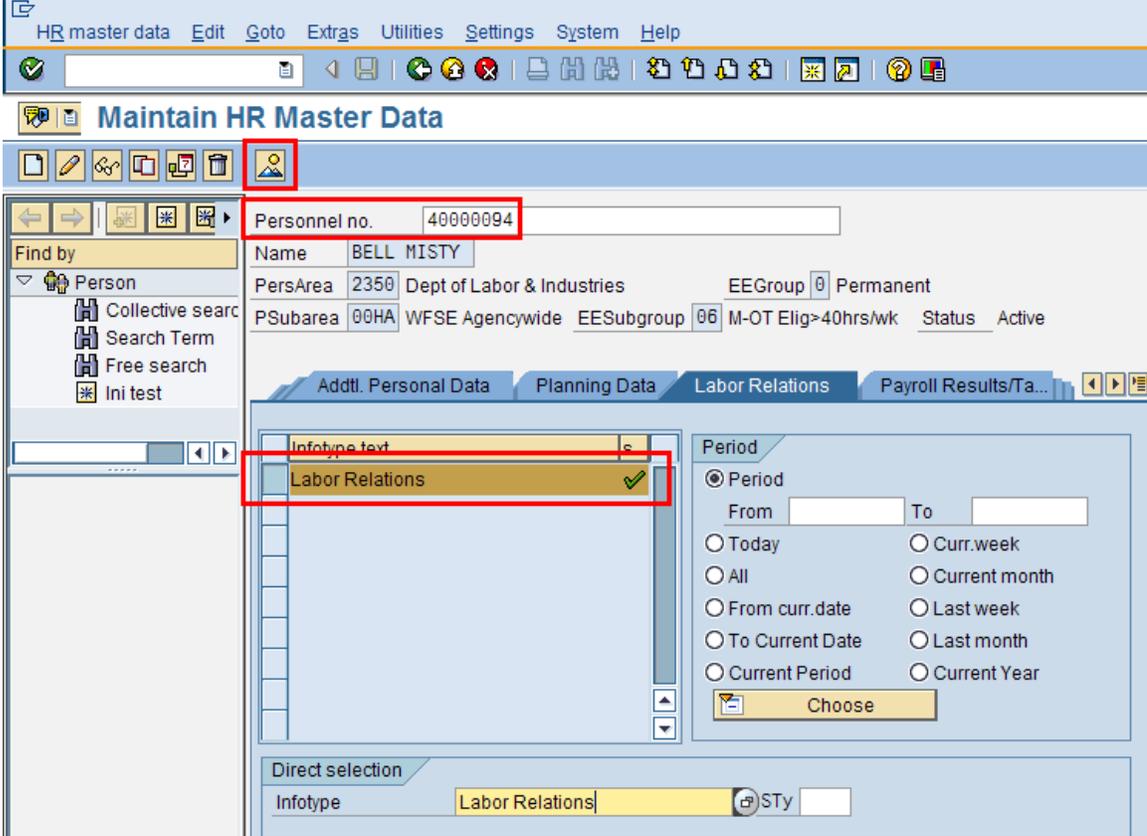
A checklist of all closing steps is below:

- ✓ Copy the most current record of the grievance
- ✓ Change the start date to the date the grievance was closed (should be the same as the End(To) date of the record you just copied)
- ✓ Change End(To) date to 12/31/9999
- ✓ Change Grievance Status to Closed
- ✓ Enter Close Reason
- ✓ Enter Close date

Procedure

Step	Description									
1.										
2.	<p>Complete the following fields:</p> <table border="1" data-bbox="289 1121 1425 1268"> <thead> <tr> <th colspan="3">R=Required Entry O=Optional Entry C=Conditional Entry</th> </tr> <tr> <th>Field Name</th> <th>R/O/C</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Personnel no.</td> <td>R</td> <td>The employee's unique identifying number. Example: 40000094</td> </tr> </tbody> </table>	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: 40000094
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: 40000094								
3.	<p>Click  (Enter) to validate the information.</p>									
4.	<p>Click the  tab to select.</p>  <p> You will need to scroll to the right to select the tab.</p>									
5.	<p>Click to box to the left of  to select.</p>									

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



The screenshot shows the SAP HR Master Data interface. The 'Personnel no.' field is set to 40000094. The 'Name' is BELL MISTY. The 'PersArea' is 2350, 'Dept of Labor & Industries', and 'EEGroup' is 0 Permanent. The 'PSubarea' is 00HA, 'WFSE Agencywide', 'EESubgroup' is 06, and 'M-OT Elig>40hrs/wk' is Status Active. The 'Labor Relations' tab is selected, and the 'Labor Relations' infotype is highlighted in the list. The 'Period' section shows options for 'From' and 'To' dates, and radio buttons for 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is visible. The 'Direct selection' section shows 'Infotype' set to 'Labor Relations' and 'STY' set to '0'.

7. Select the last record of the grievance, the record where the grievance will be closed

Start Date	End Date	G..	Di	Di	A..	A..	A..	A..	A..	Grv Number
09/27/2011	12/31/9999	02	04	17	04					11-10

You will need to highlight and select the record you want to change.

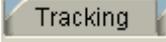
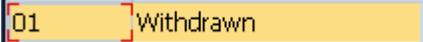
Results: Once selected the record will be highlighted.

8. Select  to change the record you have selected. You will be brought into the selected record.

9. Change the *End (To)* date to the date the Union has withdrawn this grievance.

Click  to Save.

Results: You will be brought back to the List Labor Relations screen.

10.	<p>Click the record you just updated and select  to copy the record.</p> <p>Results: You will be brought into the new copied record.</p>
11.	<p>Change the <i>Start</i> date to the date the Union withdrew the grievance. Since this is the last/most current grievance record, change the End (<i>To</i>) date to 12/31/9999.</p>
12.	<p>Click </p> <p>Results: <i>Tracking</i> data will appear.</p>
13.	<p>Select  <input checked="" type="checkbox"/></p> <p>Click <i>Grievance Status</i> to view drop down data</p> <p>Select  Closed</p> <p>Results: 02 will display in <i>Grievance Status</i>.</p>
14.	<p>Select Close Reason </p> <p>Click <i>Close Reason</i> to view drop down data. In this example the grievance was withdrawn, but when closing a grievance, select the Close Reason that most accurately reflects why the grievance is being closed.</p> <p>Select  Withdrawn</p> <p>Results: 01 will display in <i>Close Reason</i>.</p>
15.	<p>Select Close Date </p> <p>Enter the date the grievance was closed.</p> <p>Results: the Close Date will display in the <i>Close Date</i> field.</p>
16.	<p>Click  to Save.</p> <p>Results: You will be brought back to the List Labor Relations screen. You have successfully closed a grievance.</p>

Example

Below is an example of what a closed grievance looks like.

Start Date	End Date	Griev	Date Filed	Grv Number	Close Date
10/21/2011	12/31/9999	3M	08/31/2011	11-02	10/21/2011
10/14/2011	10/21/2011	3M	08/31/2011	11-02	
09/16/2011	10/01/2011	2R	08/31/2011	11-02	
08/31/2011	09/15/2011	2M	08/31/2011	11-02	

**** Notice there are two records for the same step to close out the grievance. The End date of the second to last record is the same as the Start date of the last record. This is true every time you close a grievance.**