



GRIEVANCE DATA

REPORT DESCRIPTION B0050 | CRYSTAL REPORT



The purpose of this report description is to explain how to generate the crystal report B0050.

Report Description:

This report lists all historical grievances (from infotype 0102) filed by active employees. It includes details such as when the grievance was filed and its current status. Provides jump to 'B0022: Comments'

Report Location:

PA: Grievances

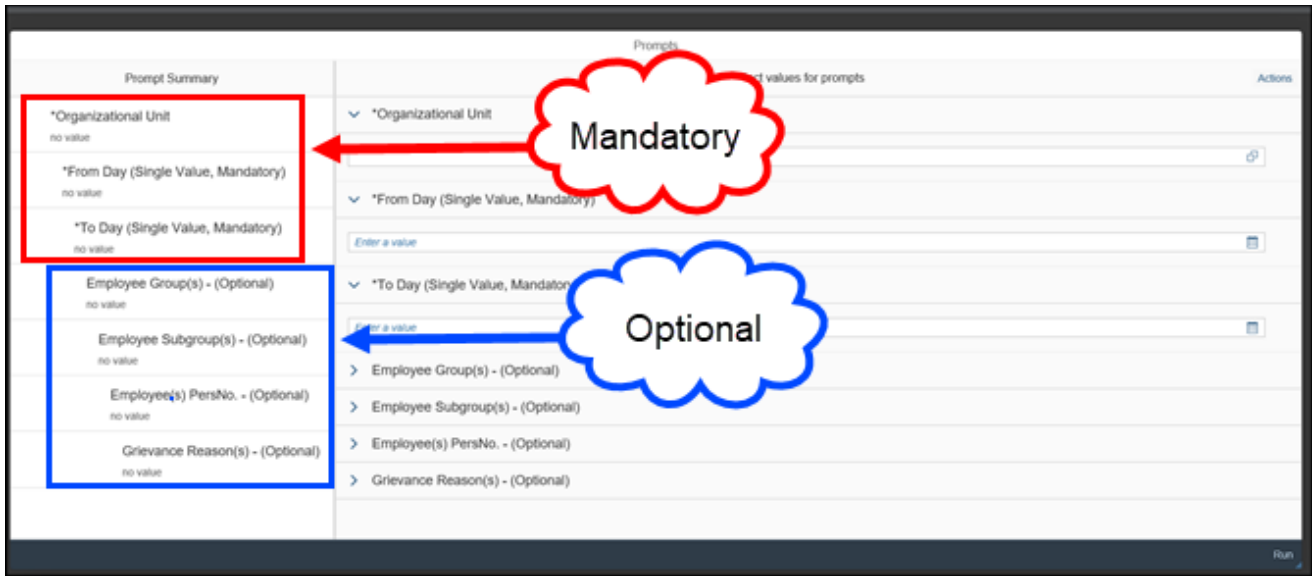
Report Uses:

The data in this report will be used to track and report historical data in the Grievance process.

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How to generate this report

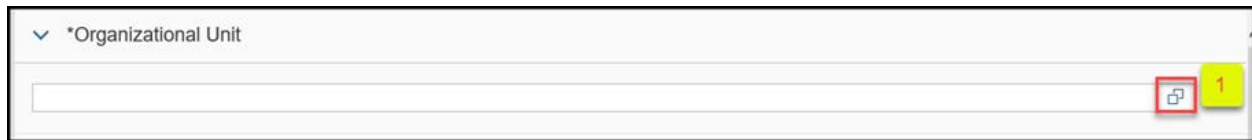


Mandatory Prompts

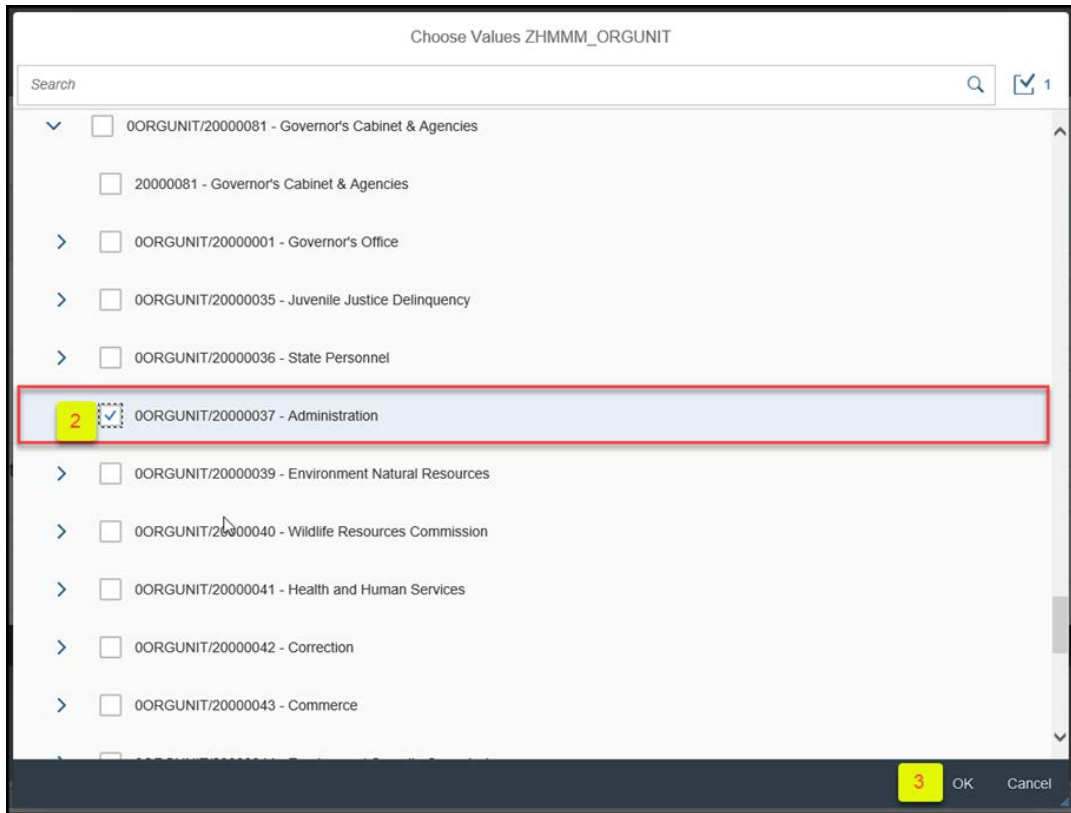
Mandatory prompts have an asterisk (*) on the left side of the prompt name. When a valid value(s) is entered, a green check mark (✓) will appear to the left.

***Organizational Unit:** To select data for this prompt:

- Click the “Matchbox” icon to see the list of Org Units (1).

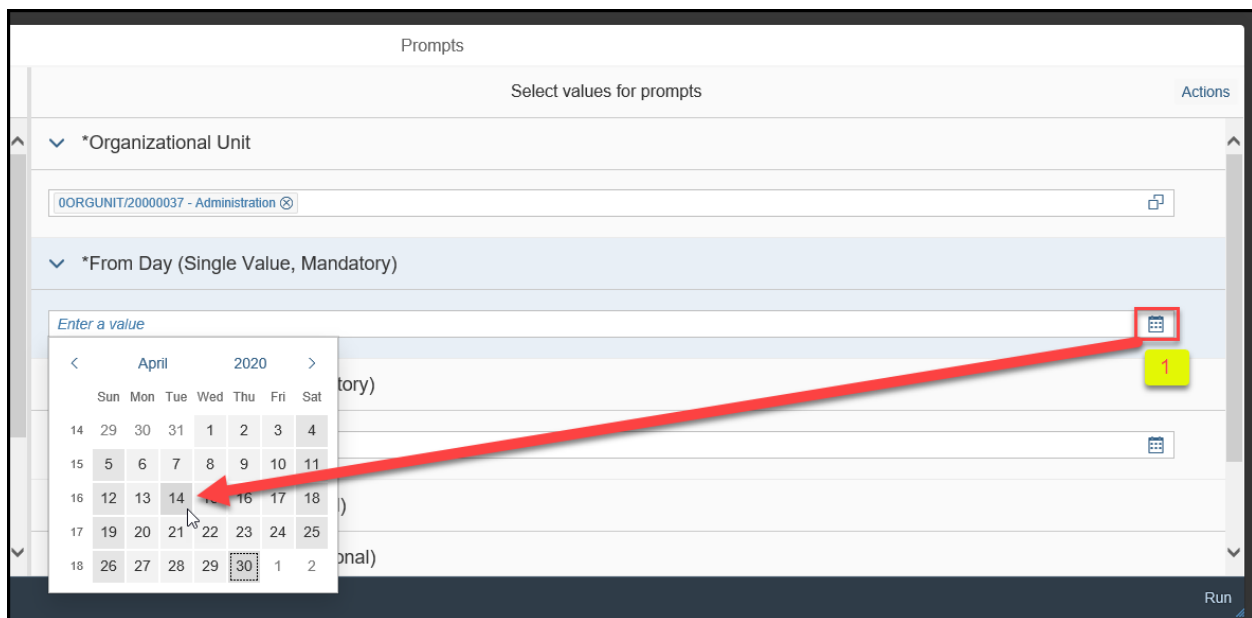


- Navigate down to the desired Org Unit, check the box to select (2).
- Click the OK to accept your selection (3).



***From Day:** To enter data for this prompt:

- Click the calendar icon to choose the From Day (1).



* **To Day:** To enter data for this prompt:

- Click the calendar icon to choose the To Day (1).
- If no other prompts are required click the Run button to execute the report (2).

The screenshot shows a 'Prompts' configuration window with the following sections:

- Select values for prompts** (Actions)
- *Organizational Unit**: Input field containing '00RGUNIT/20000037 - Administration'.
- *From Day (Single Value, Mandatory)**: Input field containing '5/11/2020'.
- *To Day (Single Value, Mandatory)**: Input field with a calendar icon. A calendar is open, showing June 2020, with the 30th selected. A red arrow points from the calendar to the 'Run' button.

At the bottom right, there is a 'Run' button with a yellow '2' next to it. A yellow '1' is next to the calendar icon in the To Day field.

Optional Prompts

Optional prompts do not have an asterisk (*) to the left of the prompt name. 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:

- Click the right arrow to the left of the prompt name (1).

The screenshot shows a configuration window with two date filters: '*From Day (Single Value, Mandatory)' set to 5/11/2020 and '*To Day (Single Value, Mandatory)' set to 6/30/2020. Below these is the prompt 'Employee Group(s) - (Optional)'. A red box highlights the right-pointing arrow icon to the left of the prompt name, with a yellow '1' next to it.

- Click the “Matchbox” icon (2) to see the list of Employee Groups.

The screenshot shows the 'Employee Group(s) - (Optional)' prompt with a search bar containing the text 'Enter a value'. To the right of the search bar is a 'Matchbox' icon (a square with a plus sign) and a yellow '2' next to it.

- Navigate down to the desired Employee Group, check the box to select (3).
- Click the OK to accept your selection (4).

The screenshot shows a dialog box titled 'Choose Values pmEmployee Group(s) - (Optional)'. It has a search bar and a list of options:

Value	Description
<input type="checkbox"/> A	SPA Employees
<input checked="" type="checkbox"/> B	SPA Law Enforcement
<input type="checkbox"/> O	Supplemental Staff

A red box highlights the row for 'B SPA Law Enforcement', with a yellow '3' next to it. At the bottom of the dialog, the 'OK' button is highlighted with a red box and a yellow '4'.

- **OR**, if you know the Employee Group key, you can skip steps 2 through 4 and enter it directly in (5).
- Click the “+” icon (6) to select.

Employee Group(s) - (Optional)

A 5

A - SPA Employees

6

Employee Subgroup(s) - (Optional): To select data for this prompt:

- Click the right arrow to the left of the prompt name (1).

1 Employee Group(s) - (Optional)

> Employee Subgroup(s) - (Optional)

- Click the “Matchbox” icon (2) to see the list of Employee Subgroups.

Employee Subgroup(s) - (Optional)

Enter a value

2

- Navigate down to the desired Employee Subgroup, check the box to select (3).
- Click the OK to accept your selection (4).

Choose Values pmEmployee Subgroup(s) - (Optional)

Search

Value	Description
<input checked="" type="checkbox"/> A1	FT N-FLSAOT Perm
<input type="checkbox"/> A2	FT N-FLSAOT Prob
<input type="checkbox"/> B1	FT S-FLSAOT Perm
<input type="checkbox"/> B2	FT S-FLSAOT Prob
<input type="checkbox"/> G5	National Guard
<input type="checkbox"/> GD	Temp Sol FT S-FLSAOT

3

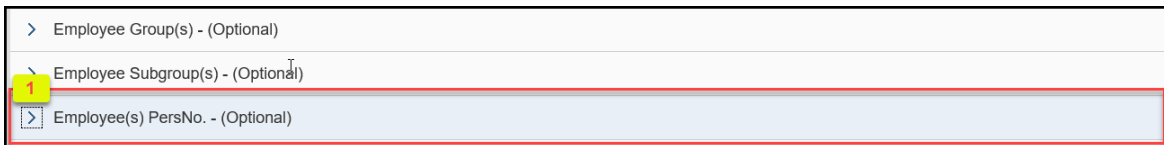
4 OK Cancel

- **OR**, if you know the Employee Subgroup key, you can skip steps 2 through 4 and enter it directly in (5).
- Click the “+” icon (6) to select.



Employee(s) PersNo.- (Optional): To select data for this prompt:

- Click the right arrow to the left of the prompt name (1).



- Click the “Matchbox” icon (2) to see the list of Employees.



- Search for the employee number in the search bar (3).
- Click on the magnifying glass (4).

Choose Values pmEmployee(s) PersNo. - (Optional)

12345678 3 4 🔍 👉 0

<input type="checkbox"/> Value	Description
<input type="checkbox"/> 11111111	John F Doe
<input type="checkbox"/> 22222222	James F Doe

OK Cancel

- Navigate down and check the box to select the desired Employee (5).
- Click the OK to accept your selection (6).

Choose Values pmEmployee(s) PersNo. - (Optional)

12345678

<input type="checkbox"/>	Value	Description
<input checked="" type="checkbox"/>	12345678	Jane M Doe

6 OK Cancel

- **OR**, if you are sure of the employee number, enter it directly in (7) and click the “+” icon (8) to select.

Employee(s) PersNo. - (Optional)

12345678 7

8 +

Grievance Reason(s) - (Optional): To select data for this prompt:

- Click the right arrow to the left of the prompt name (1).

- Click the “Matchbox” icon (2) to see the list of Grievance Reason.

- Navigate down to the desired Grievance Reason, check the box to select (3).
- Click the OK to accept your selection (4).

Value	Description
<input type="checkbox"/> 01021 04	DA - Dismissal
<input checked="" type="checkbox"/> 01022 03	DA - Suspens w/o Pay
<input type="checkbox"/> 01023 04	DA-DismissalJob Perf
<input type="checkbox"/> 01023 08	DA-DismissalPersCond
<input type="checkbox"/> 01023 01	DA-Writ WarnJob Perf
<input type="checkbox"/> 01023 05	DA-WritWarnPersCond
<input type="checkbox"/> 01021 24	Retaliation

Report List

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

State of North Carolina B0050: Grievance Data 1/1/20 to 9/1/20							
Employee	Employee's Name	Grievance Supv	Grievance Supv Name	Grievance Type	Grievance Reason	Grievance Effective Date	Valid To
00000001 12345678	Creative Services DOE, JANE	19999999	John A Doe	Grievance - 2 step mediation is 1st step	DA - Suspens w/o Pay	5/30/14	12/31/99


Continued...

State of North Carolina B0050: Grievance Data 5/7/15							
Execution Date: 5/7/15							
Grievance Effective Date	Valid To	Grievance Status - Time From	Grievance Status - Resolved At	Grievance Status - Result	Grievance Date Settled	Comments ?	Grievance Est'd Costs (\$)
8/6/14	12/31/99	#	#	#		X	0.00
							0.00



Navigate to B0022: Comments report

North Carolina
Grievance Data
5/7/15



Execution Date: 5/7/15

Grievance Effective Date	Valid To	Grievance Status - Time From	Grievance Status - Resolved At	Grievance Status - Result	Grievance Date Settled	Comments ?	Grievance Est'd Costs (\$)
8/6/14	12/31/99	#	#	#		X	0.00
							0.00

Click on X hyperlink to jump to B0022: Comments




B0022: Comments

Execution Date: 9/1/20

Employee	12345678 - Jane F Doe
Organizational Unit	00000001 - ADMIN SO DSOPS Hub Dir Div
Position	55555555 - Social/clinical Research Specialist
Infotype	0102 - Grievances NA
Subtype	2 - Grievance - 2 step mediation is 1st step
Valid From - Valid To	5/30/14 - 12/31/99
FAD letter dated 5/30/14#	
abcd 6/2/14#	

Change Record

- 5/7/2015 – Initial report creation to convert from BI to BOBJ
- 9/24/2020 – Updated the screenshots due to change in user interface, moved the Adobe Flash to HTML. There was a phase out of Adobe effective 10/22/2020
- 9/29/2020 – Update formatted and added alt text to images – L.Lee
- 10/7/2020 – Proofed report – C.Ennis
- 10/14/2020- Converted report to PDF – L.Lee