GRIEVANCE DATA
REPORT DESCRIPTION B0050 | CRYSTAL REPORT

BOBJ

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'
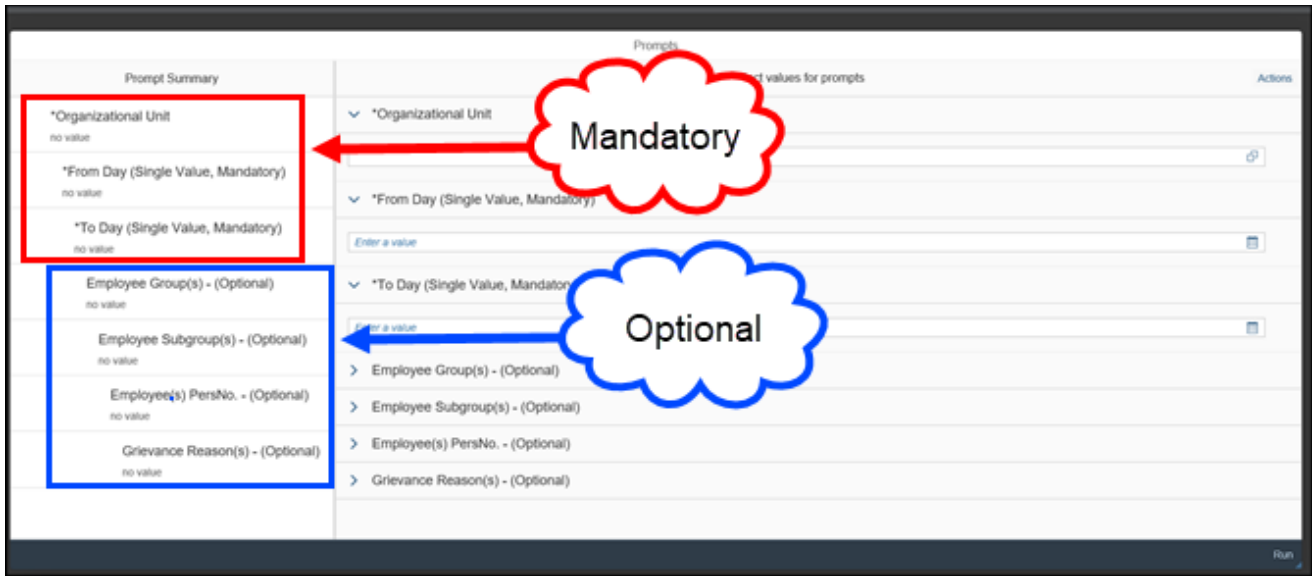
Report Location:

PA: Grievances

Report Uses:

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

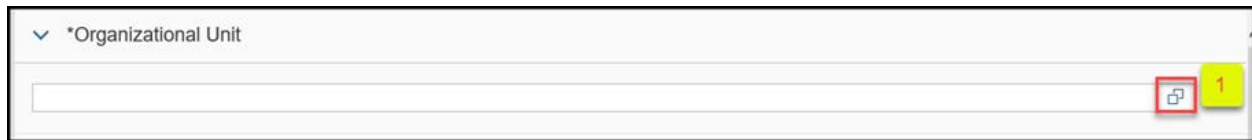| Quick Links	

## 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:
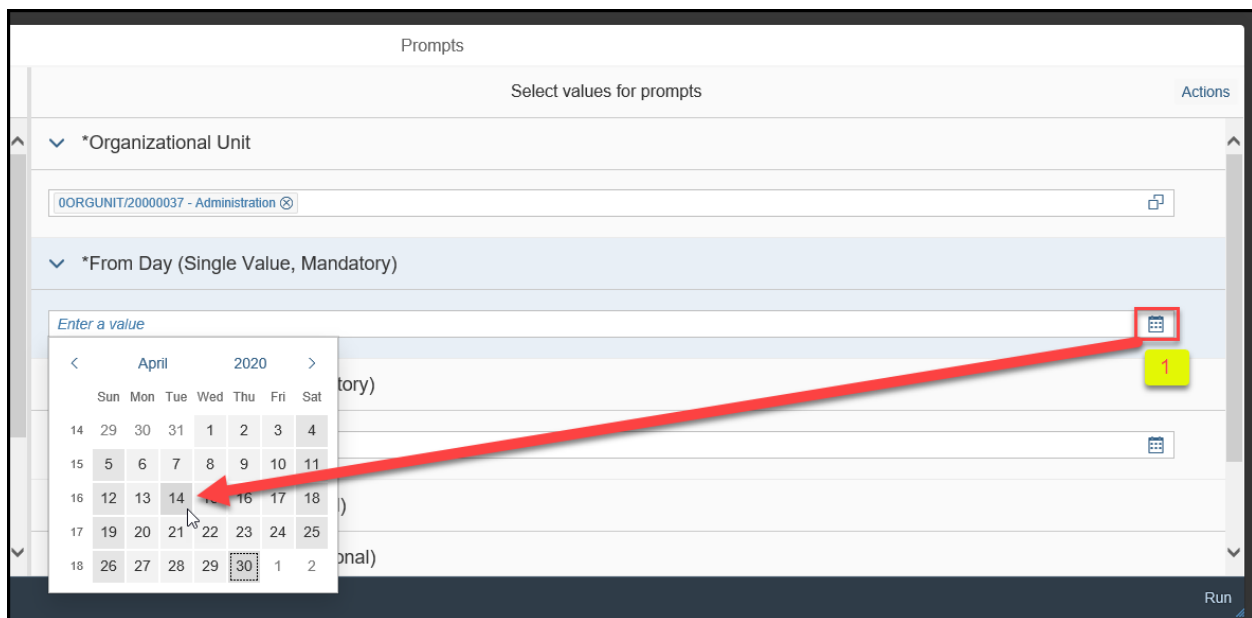> - Click the "Matchbox" icon to see the list of Org Units (1).

- Navigate down to the desired Org Unit, check the box to select (2).
- Click the OK to accept your selection (3).
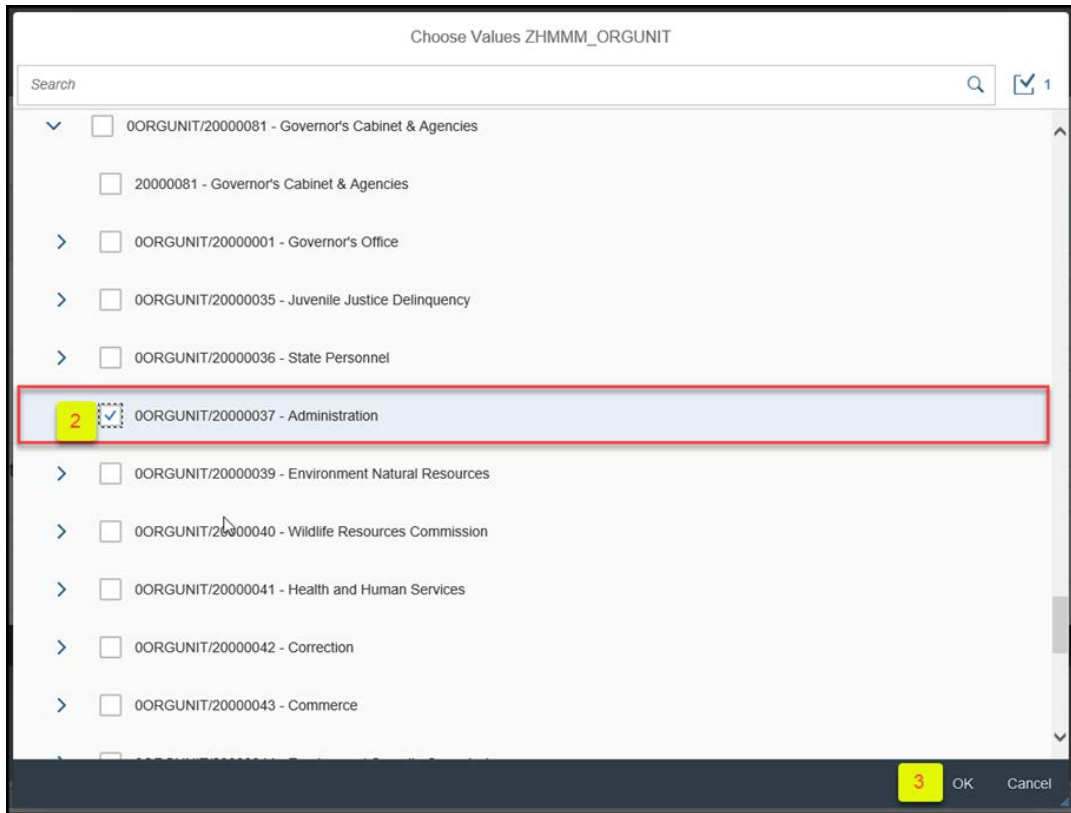
*From Day: To enter data for this prompt:
- Click the calendar icon to choose the From Day (1).

* 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).

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).

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

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

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

- **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).

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

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

Grievance Reason(s) - (Optional): To select data for this prompt:
- Click the right arrow to the left of the prompt name (1).

> | Grievance Reason(s) - (Optional)
> **1**

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

| ∨ Grievance Reason(s) - (Optional)
> **2**

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

Choose Values pmGrievance Reason(s) - (Optional)

Search		🔍 ☑ 1
☐	**Value**	**Description**
☐	01021 04	DA - Dismissal
3 ☑	01022 03	DA - Suspens w/o Pay
☐	01023 04	DA-DismissalJob Perf
☐	01023 08	DA-DismissalPersCond
☐	01023 01	DA-Writ WarnJob Perf
☐	01023 05	DA-WritWarnPersCond
☐	01021 24	Retaliation

4 OK   Cancel

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	Creative Services						
12345678	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…

rth Carolina
evance 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

Click on X hyperlink to jump to B0022: Comments

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