NFC
Procedures

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EmpowHR – Version 9.0 Section 11 – Labor Relations

TITLE I
Payroll/Personnel Manual

CHAPTER 17
EmpowHR

SECTION 11
Labor Relations

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Labor Relations

Labor Relations is used to track employee relations issues initiated by an employee, a department, or a union representative. It is important to keep an accurate record of the nature of the violation and the steps taken to respond to the incident. This will help protect the organization against legal liability.

Labor Relations will display the ***Find An Existing Value*** tab. Data must be located in ***EmpowHR*** in order to enter into Labor Relations. Enter into any one of the fields to search for data. For more information on this topic, refer to the Basics - Find An Existing Value of this procedure. Labor Relations will also display the ***Add A New Value*** tab. This tab is used to add new information into Labor Relations. For more information on this topic, refer to the Basics - Add A New Value of this procedure.

This section includes the following topics:

[Adverse Actions]

[Grievances]

[Information Request]

[Miscellaneous]

[Unfair Labor Practices]

Adverse Actions

Adverse Actions means to take a disciplinary action against an employee. It is important to keep an accurate record of the nature of the violation and the steps to take when responding to the incident. This helps protect the organization against legal liability.

This section contains the following topic:

[Entering Adverse Action Data]

Entering Adverse Action Data

To enter Adverse Action data:

1. Select the ***Labor Relations*** menu group.

2. Select the ***Adverse Actions*** component. The Find An Existing Value tab - Adverse Actions page (**Figure 1**) is displayed.

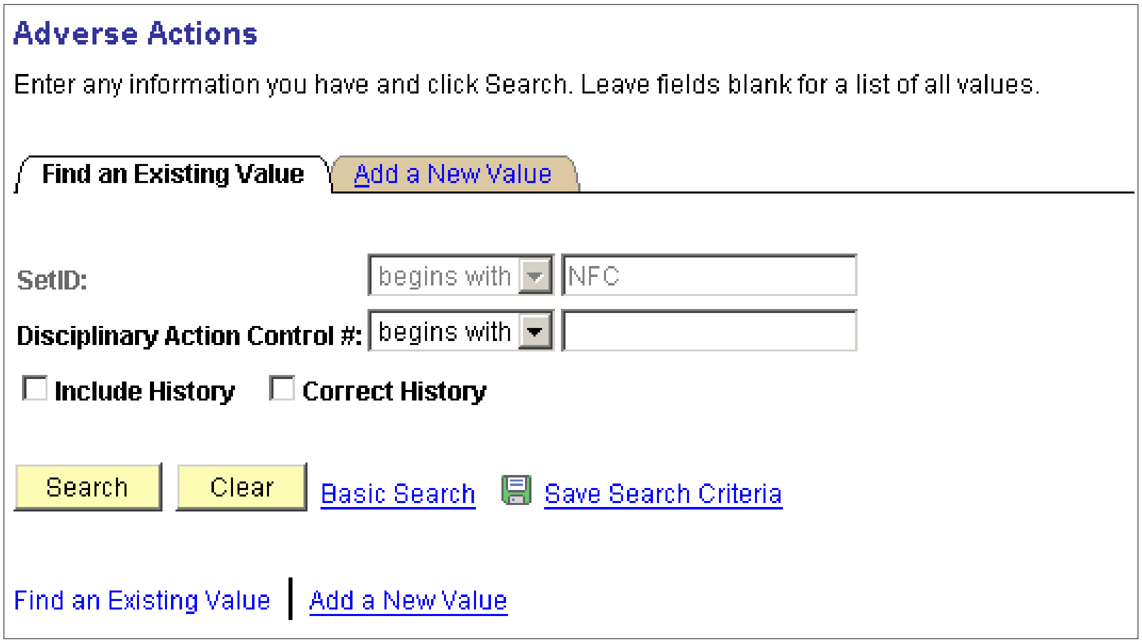


Figure 1. Find An Existing Value tab - Adverse Actions page

3. Complete the fields as follows:

Disciplinary Action Control #	Enter the disciplinary action control number.
EmplID	Enter the employee ID or select data by clicking the search icon.
Disciplinary Type	Enter the disciplinary type or select data by clicking the search icon.
Include History	Click this field to include history.
Correct History	Click this field to correct history.

4. Click **Search**. The Adverse Actions page (**Figure 3**) is displayed.

OR

Click the ***Add A New Value*** tab. The Add A New Value tab - Adverse Actions page (**Figure 2**) is displayed.

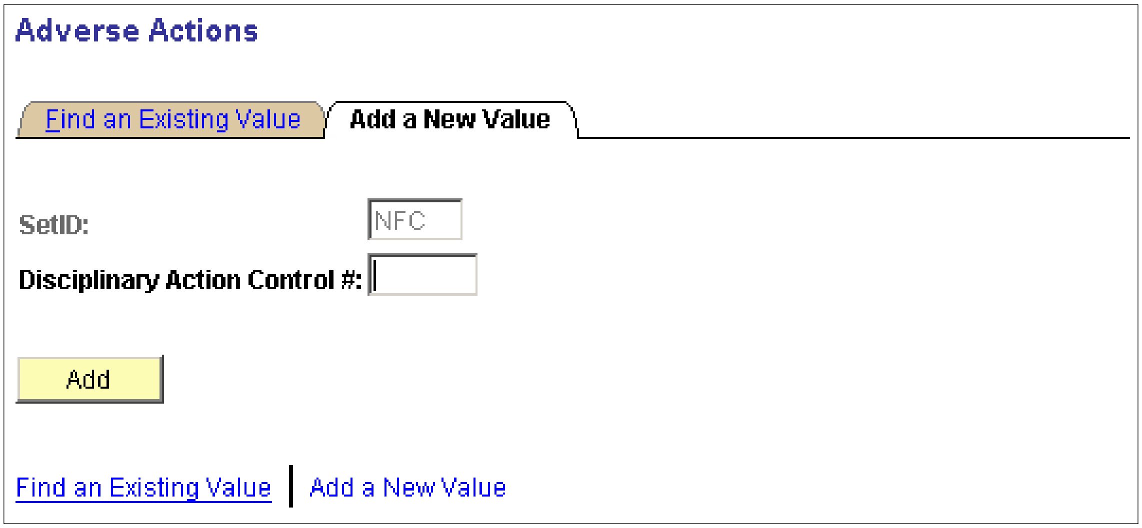


Figure 2. Add A New Value tab - Adverse Actions page

5. Complete the fields as follows:

SetID	This field is populated.
Disciplinary Action Control #	Enter the disciplinary action control number.

6. Click **Add**. The Adverse Actions page (**Figure 3**) is displayed.

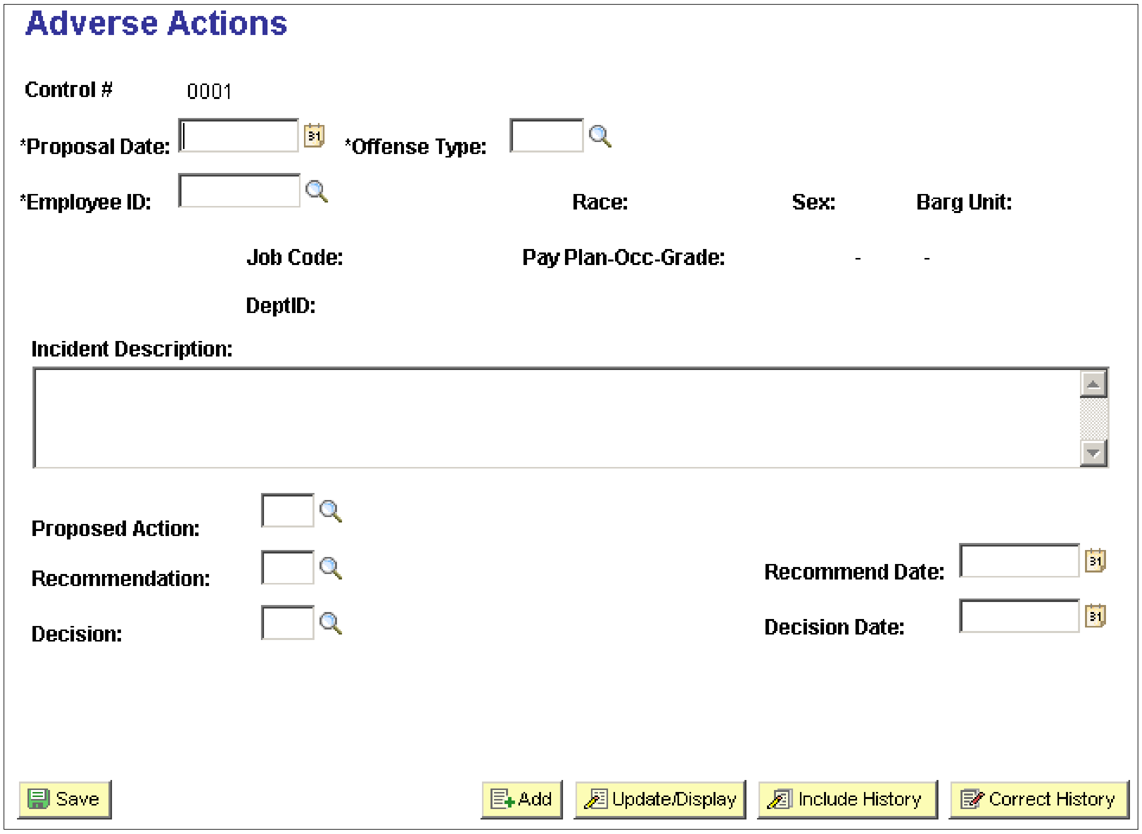


Figure 3. Adverse Action page

7. Complete the fields as follows:

Control #	This field is populated with the search criteria entered.
***Proposal Date**	Enter the applicable proposal date or select a data from the calendar icon.
***Offense Type**	Enter the applicable offense type or select data by clicking the search icon.
***Employee ID**	Enter the applicable employee ID (EmplID). The narrative name will display.
Race	This field is populated from the employee ID.
Sex	This field is populated from the employee ID.
Barg Unit	This field is populated from the employee ID.
Job Code	This field is populated from the employee ID.
Pay/Plan-Occ-Grade	This field is populated from the employee ID.
DeptID	This field is populated from the employee ID.
Incident Description	Enter the narrative description of the adverse action.
Proposed Action	Enter the proposed adverse action to the employee or select data by clicking the search icon.

Recommendation	Enter the recommended adverse action to the employee or select data by clicking on the search icon.
Recommend Date	Enter the recommended date or select a date from the calendar icon.
Decision	Enter the decision or select data by clicking the search icon.
Decision Date	Enter the date of the decision or select a date from the calendar icon.

8. Click **Save**. At this point the following options are available:

Step	Description
Click **Add**	To add an additional adverse action.
Click **Update/Display**	To update the page.
Click **Include History**	To include the transaction in history.
Click **Correct History**	To correct the transaction in history.

Grievances

To help protect the agency from legal liability, it is important to keep an accurate record of workforce grievances and any actions taken when grievances are filed against the agency. Use the grievances pages to enter formal grievance files by employees, applicants, unions, or other sources, and to track the steps taken to resolve the grievance. On the Grievances component, the first entry field is a grievance ID. Use the grievance ID to track the grievance through the entire resolution process. There are two ways to assign grievance IDs.

- Automatically: The system adds ID's sequentially as you add new grievances. The system assigns the number automatically. The grievance ID first appears as **000000000** then after the information is saved the assigned number is displayed.
- Manually: Enter the grievance ID using whatever system the organization chooses. If manual entry is chosen, there is no need to assign IDs sequentially.

Note: To avoid maintaining two different sets of grievance IDs, it is recommended to choose only one way of assigning them. Either assigned IDs manually or always let the system assign them (not both).

This section contains the following topic:

Entering Grievances Data

Entering Grievances Data

To enter Grievances data:

1. Select the ***Labor Relations*** menu group.
2. Select the ***Grievances*** component. The Find An Existing Value tab - Grievances page (**Figure 4**) is displayed.

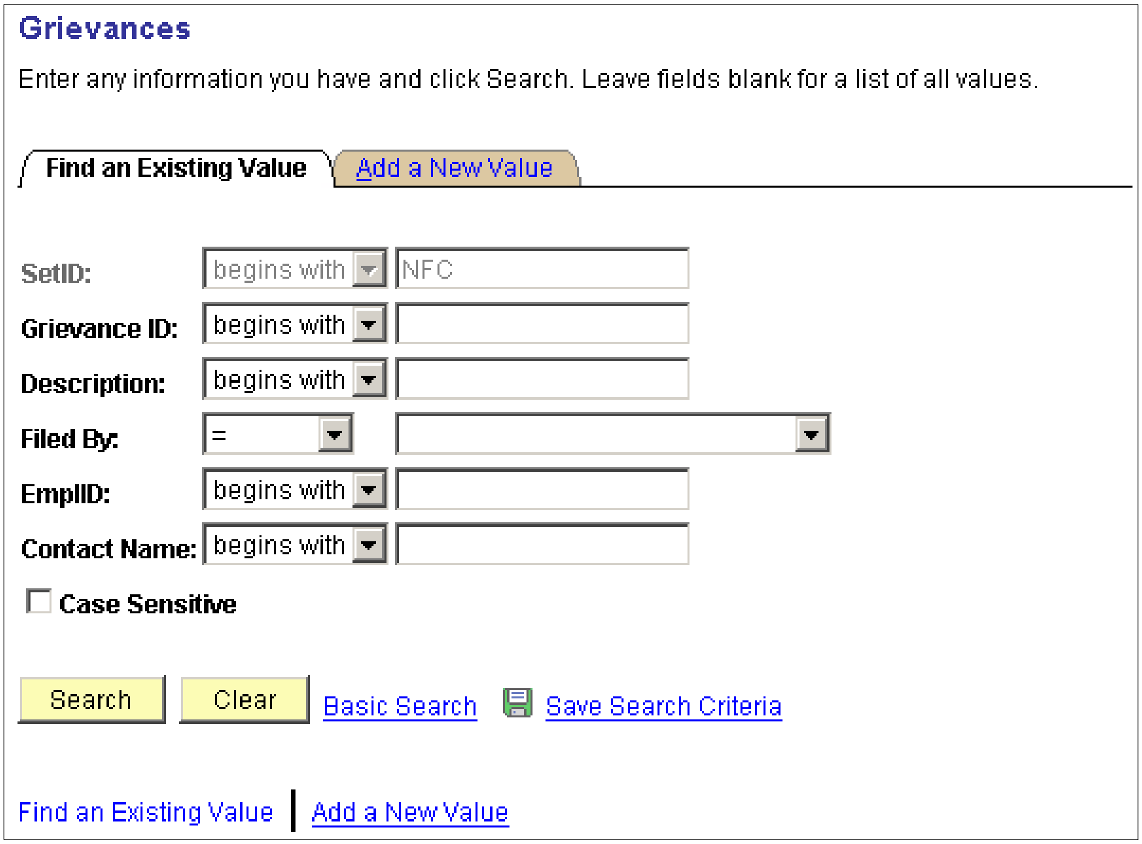


Figure 4. Find An Existing Value tab - Grievances page

3. Complete the fields as follows:

Grievance ID	Enter the grievance ID number.
Description	Enter the description of the grievance.
Filed By	Enter the applicable information or select data from the drop-down list. The valid values are **`Employee/Applicant`**, **`Management`**, **`Other`**, and **`Union`**.
EmplID	Enter the employee ID or select data by clicking on the search icon.
Contract Name	Enter the name of the contact for the grievance.
Case Sensitive	Check this box if the information is case sensitive.

4. Click **Search**. The Grievance tab - Grievances page is displayed.

OR

Click ***Add A New Value***. The Add A New Value tab - Grievances page (**Figure 5**)is displayed.

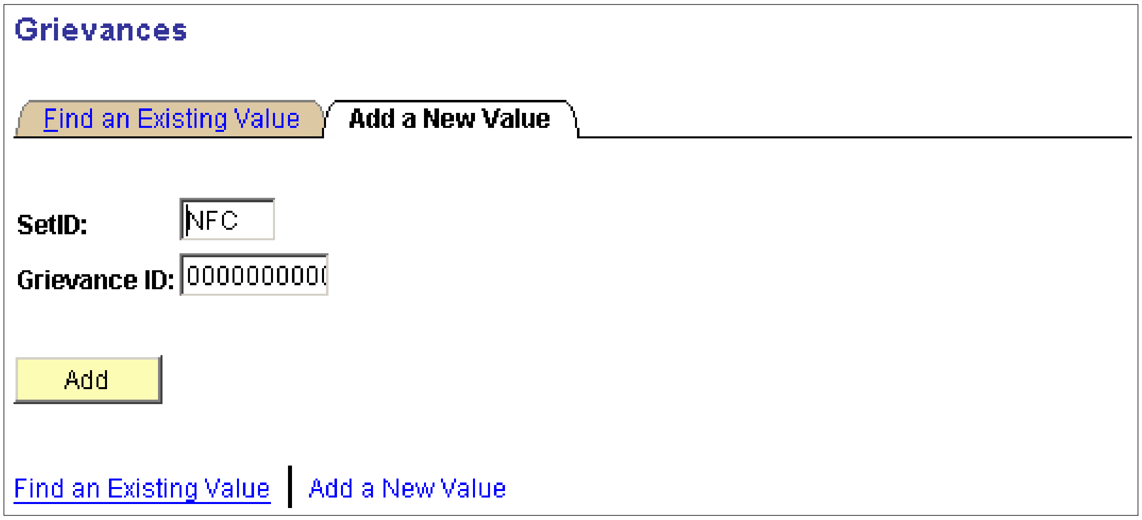


Figure 5. Add A New Value tab - Grievances page

5. Complete the field as follows:

Grievance ID	Enter the grievance ID number.

6. Click **Add**. The Grievance tab - Grievances page (**Figure 6**) is displayed.

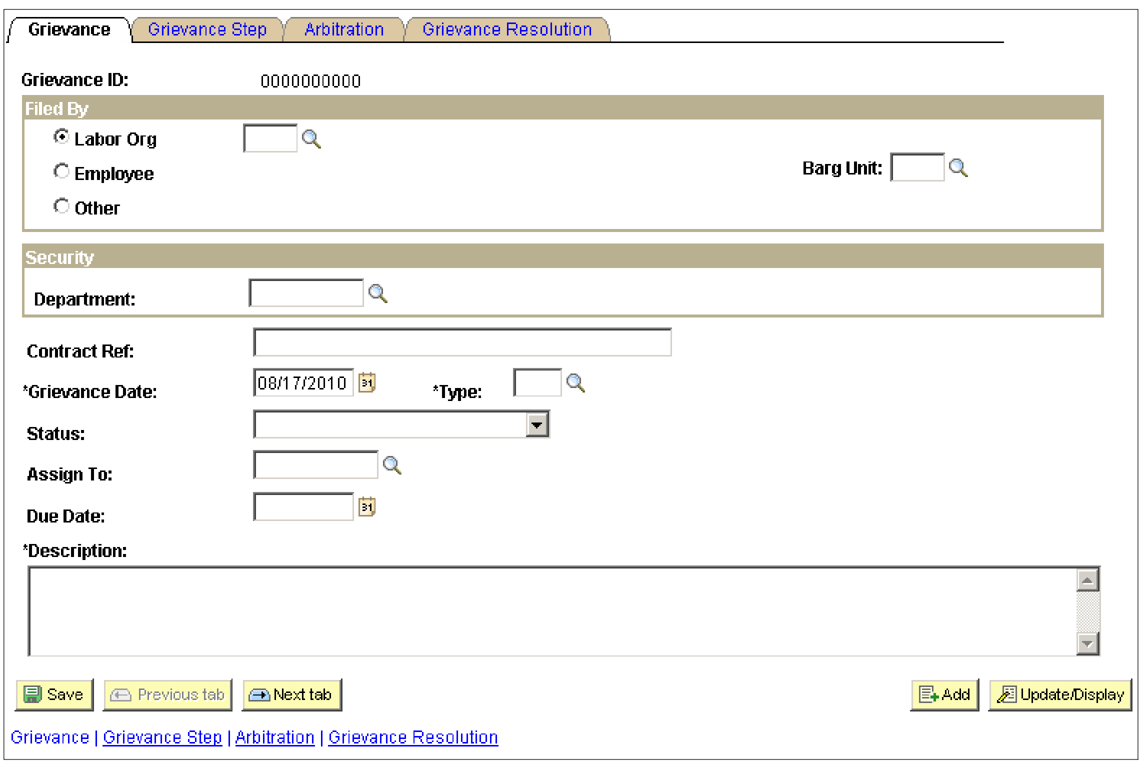


Figure 6. Grievance tab - Grievances page

7. Complete the fields as follows:

Grievance ID	This field is populated with the search criteria entered.
Labor Org	Select this option if the grievance is filed by the union on behalf of union members, then enter a union code in the adjacent field or select data by clicking the search icon to retrieve the labor organization number.
Employee	Select this option if the grievance is filed by an employee/applicant. If this option is checked, the bargaining unit must be entered.
Other	Select this option if the grievance is filed by someone other than the labor organization or the employee.
Barg Unit	Enter the bargaining unit 4 position number or select data by clicking the search icon.
Security/Department	Enter the department code or select data by clicking the search icon. Entering the department code will allow authorized users with access to that department to access the grievance record after the information is saved. If a department is not entered, the department level security will not be set for this record.
Contract Ref	Enter the contact reference for the grievance.
***Grievance Date**	This field defaults to the system date. To change the date, click the calendar icon.
***Type**	Enter the type of grievance or select data by clicking the search icon.
Status	Enter the status of the grievance or select data from the drop-down list. The valid values are as follows: **`Cancelled`** **`Closed`** **`Dismissed`** **`Open`** **`Rejected`** **`Upheld`** **`Withdrawn`**
Assign To	Enter the person assigned to the grievance or select data by clicking the search icon.
Due Date	Enter the due date for the grievance or select a date from the calendar icon.
***Description**	Enter the narrative description of the grievance.

8. Click **Save**.

    OR

    Click **Add** to add an additional grievance.

9. Click the ***Grievance Step*** tab. The Grievance Step tab - Grievances page (**Figure 7**) is displayed.

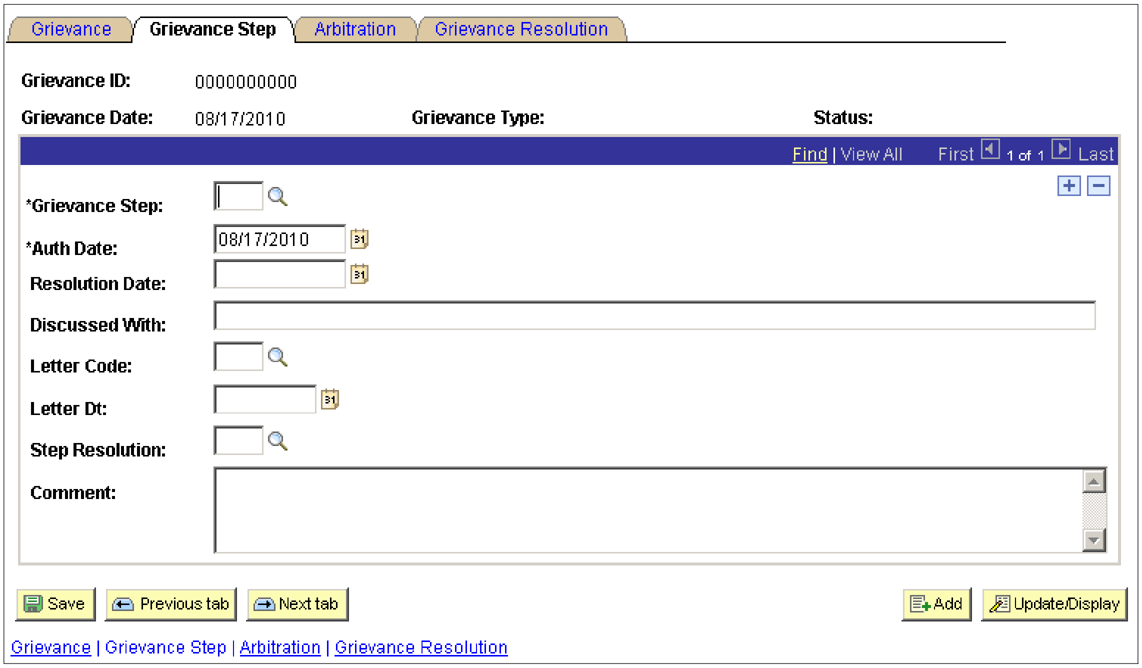


Figure 7. Grievance Step tab - Grievances page

10. Complete the fields as follows:

Grievance ID	This field is populated with the search criteria entered.
Grievance Date	This date is the populated from the Grievance tab - Grievances page (**Figure 6**)
Grievance Type	This field is the populated from the Grievance tab - Grievances page (**Figure 6**).
Status	This field is the system-generated from the Grievance tab - Grievances page (**Figure6**).
***Grievance Step**	Enter the grievance step being taken in the grievance resolution process or select data by clicking the search icon.
***Action Date**	This field defaults to the current date. To change the date click the calendar icon and select a date.
Resolution Date	Enter the date of the resolution or select a date from the calendar icon.
Discussed with	Enter the names of the individuals that participated in the discussions.
Letter Code	Enter the letter code if a standard letter is sent about the grievance or select data by clicking the search icon.
Letter Dt	Enter the date the letter was sent, if applicable, or select a date from the calendar icon.

Step Resolution	Enter the action taken to resolve this step or select a step by clicking the search icon.
Comment	Enter the comments.

11. Click **Save**.

OR

Click **Add** to add an additional grievance step.

12. Click the ***Arbitration*** tab. The Arbitration tab - Grievances page (**Figure 8**) is displayed.

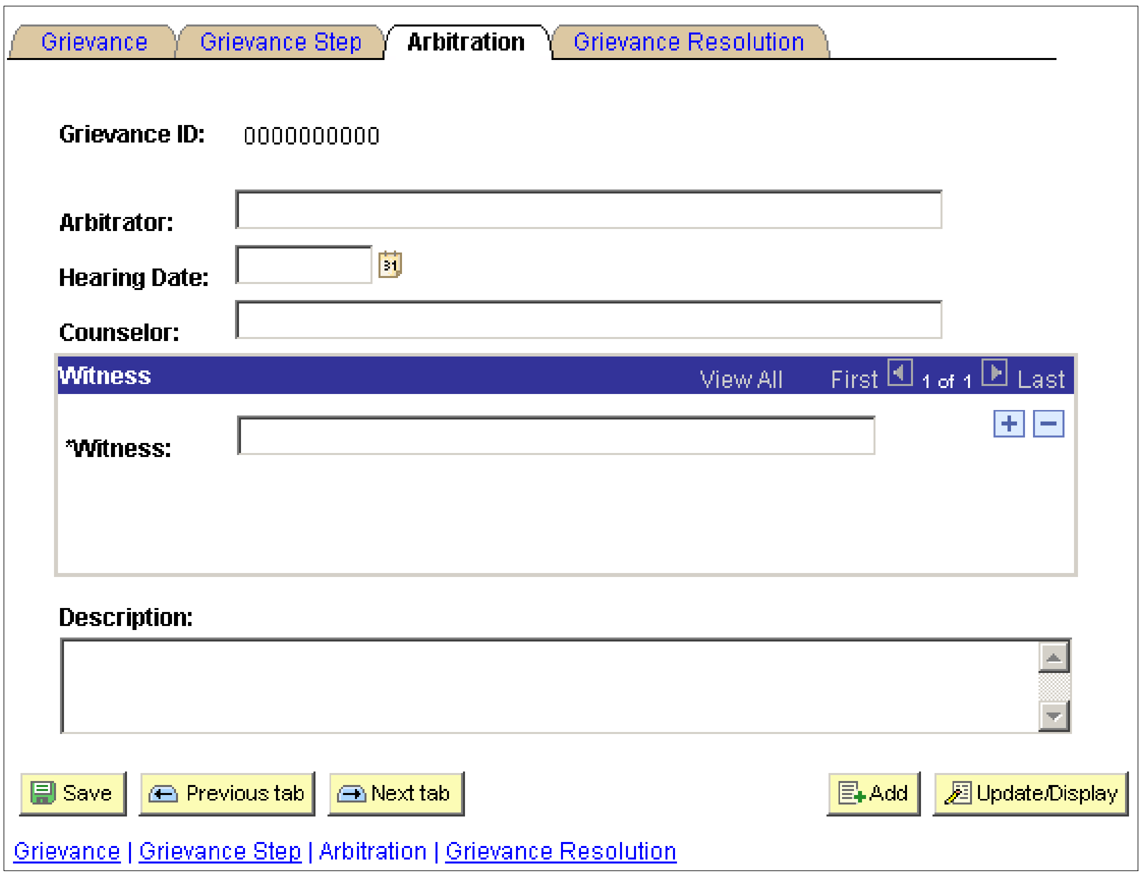


Figure 8. Arbitration tab - Grievances page

13. Complete the fields as follows:

Grievance ID	This field is populated with the search criteria entered.
Arbitrator	Enter the name of the arbitrator.
Hearing Date	Enter the date of the hearing or select a date from the calendar icon.
Counselor	Enter the name of the counselor.

***Witness**	Enter the names of the witnesses that participated in the arbitration. Multiple witnesses can be added by clicking the **+** or deleted by clicking the **–**.
Description	Enter the applicable description of the witness.

14. Click **Save**.

OR

Click **Add** to add an additional arbitration.

OR

Click **Update Display** to update the page.

15. Click the ***Grievance Resolution*** tab. the Grievance Resolution tab - Grievances page (**Figure 9**) is displayed.

Figure 9. Grievance Resolution tab - Grievances page

16. Complete the fields as follows:

Grievance ID	This field is populated with the search criteria entered.
Grievance Date	This date is populated from the Grievance tab - Grievances page (**Figure 6**).
Short Description	This field is populated from the Grievance tab - Grievances page **Figure 6**).
Final Resolution	Enter the final resolution information or select data by clicking the search icon.
Resolution Comments	Enter the resolution comments.

17. Click **Save**.

OR

Click **Add** to add an additional grievance.

OR

Click **Update/Display** to update the page.

Information Request

This section contains the following topic:

[Entering Information Request Data](#)

Entering Information Request Data

To enter Information Request: data:

1. Select the ***Labor Relations*** menu group.

2. Select the ***Information Request*** component. The Find An Existing Value tab - Information Request page (**Figure 10**) is displayed.

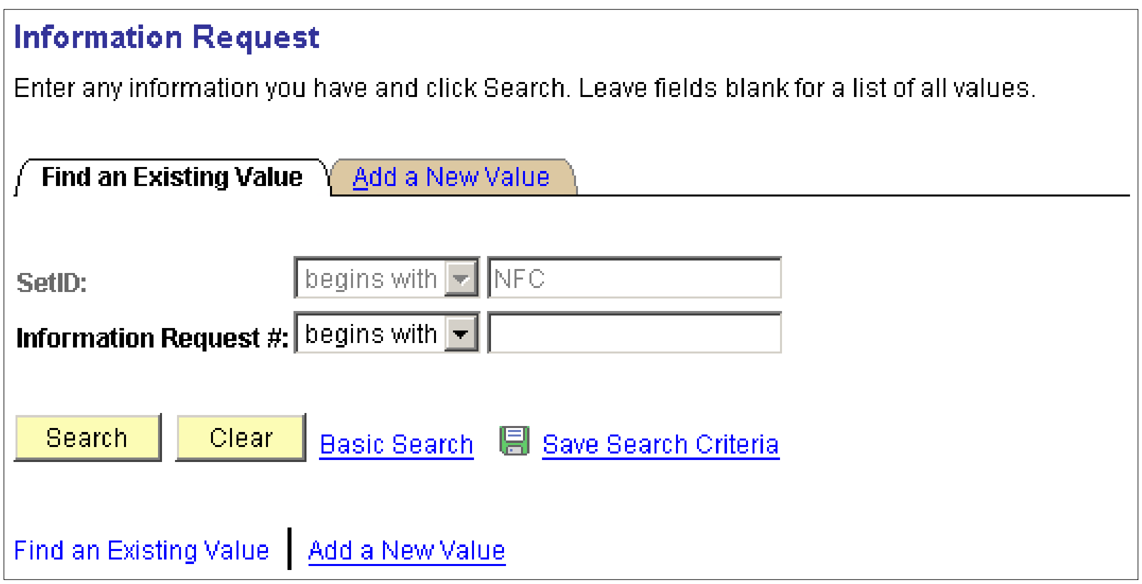


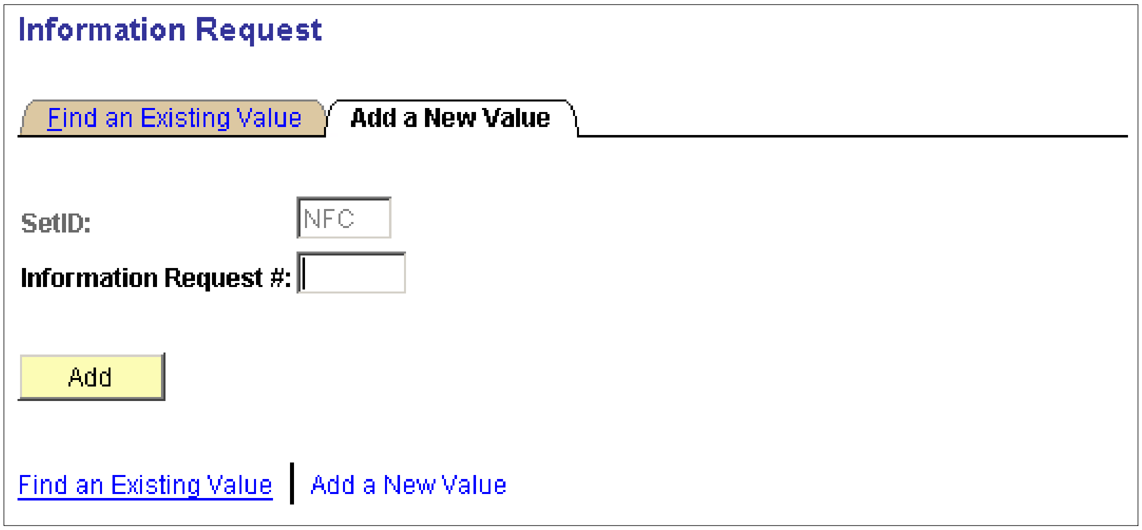
Figure 10. Find An Existing Value tab - Information Request page

3. Complete the field as follows:

Information Request #	Enter the applicable information.

4. Click **Search**. The Information Request page (**Figure 12**) is displayed.

OR



Click ***Add A New Value*** tab. The Add A New Value tab - Information Request page (**Figure 11**) is displayed.

Figure 11. Add A New Value tab - Information Request page

5. Complete the field as follows:

Information Request #	Enter the applicable information.

6. Click **Add**. The Information Request page (**Figure 12**) is displayed.

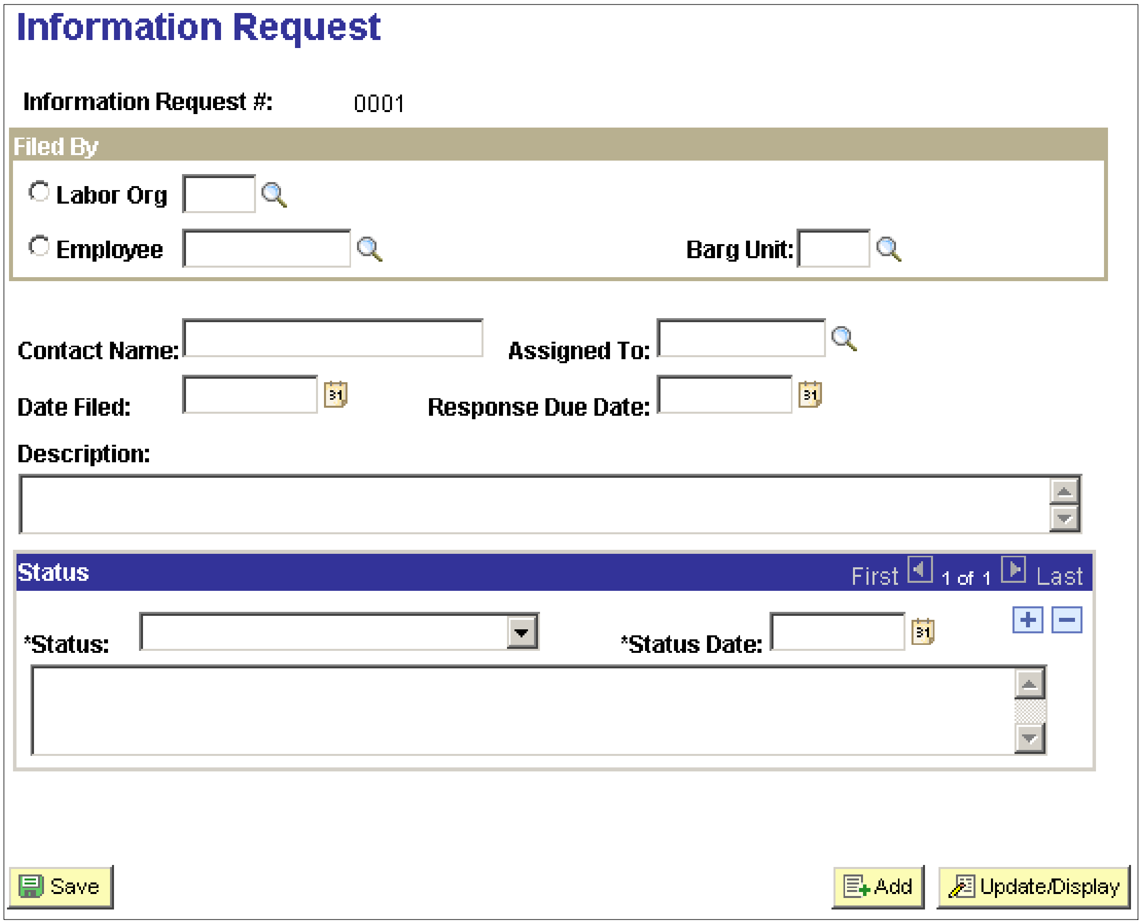


Figure 12. Information Request page

7. Complete the fields as follows:

Information Request #	This field is populated with information from the search criteria.
Labor Org	Select this option the n enter the applicable information or select data by clicking the search icon.
Employee	Select this option if the grievance was filed by the employee then enter the applicable information or select data by clicking the search icon. The name of the employee will populate.
Barg Unit	Enter the applicable bargaining unit or select data by clicking the search icon.
Contact Name	Enter the name of the union or contact name for the bargaining unit.
Assigned To	Enter the name of the person assigned to the case or select data by clicking the search icon. The assigned to name will populate.
Date Filed	Enter the date the grievance was filed or select a date from the calendar icon.
Response Due Date	Enter the date the response is due or select a date from the calendar icon.
Description	Enter the applicable description.

***Status**	Enter the status or select data from the drop-down list. The valid values are **`Completed`**, **`Received`**, and **`Updated`**.
***Status Date**	Enter the status date or select a date from the calendar icon.

8. Click **Save**. At this point, the following options are available:

Step	Description
Click **Return To Search**	To search for anoter Information Request.
Click **Add**	To add an additional Information Request.
Click **Update/Display**	To update the page.

Miscellaneous

This section allows the user to enter any miscellaneous information that should be documented for labor relations issue.

This section contains the following topic:

[Entering Miscellaneous Data](#)

Entering Miscellaneous Data

To enter Miscellaneous data:

1. Select the ***Labor Relations*** menu group.

2. Select the ***Miscellaneous*** component. The Find An Existing Value tab - Miscellaneous page (**Figure 13**) is displayed.

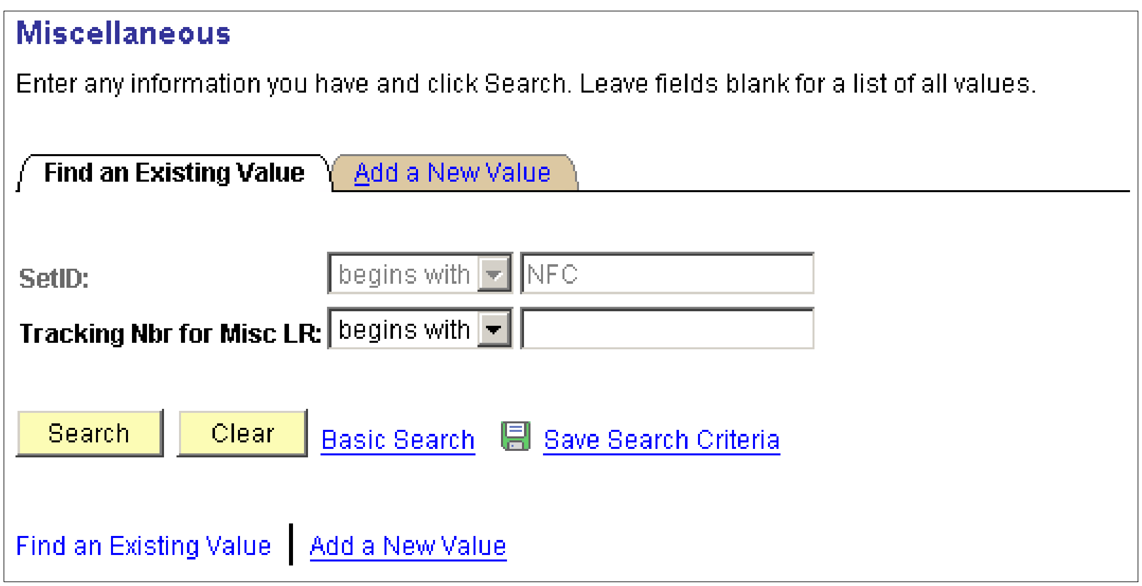


Figure 13. Find An Existing Value tab - Miscellaneous page

3. Complete the field as follows:

Tracking Nbr for Misc LR	Enter the applicable information.

4. Click **Search**. The Miscellaneous page (**Figure 15**) is displayed.

OR

Click ***Add A New Value*** tab. The Add A New Value tab - Miscellaneous page (**Figure 14**) is displayed.

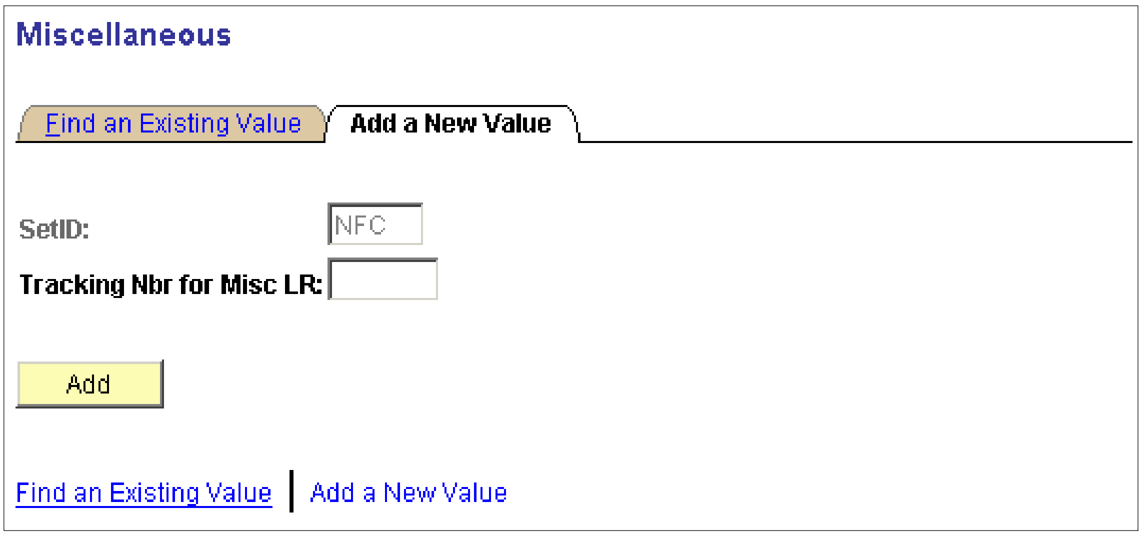


Figure 14. Add A New Value tab - Miscellaneous page

5. Complete the field as follows:

Tracking Nbr for Misc LR	Enter the applicable information.

6. Click **Add**. The Miscellaneous page (**Figure 15**) is displayed.

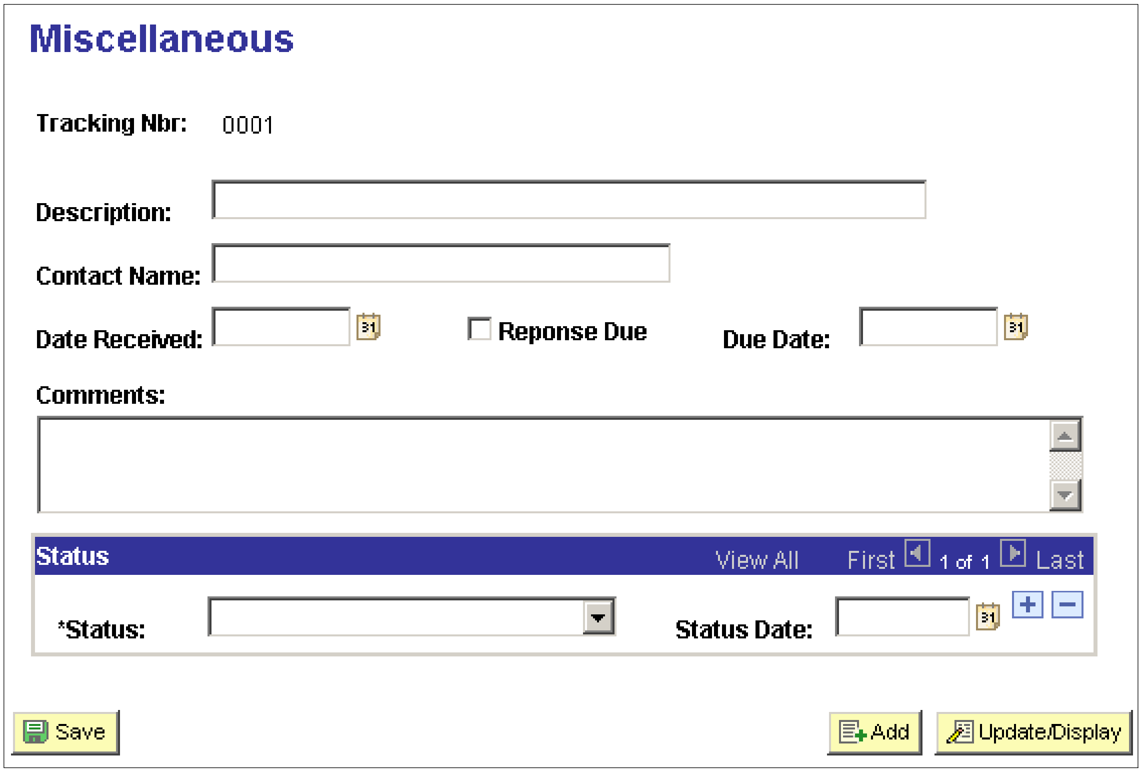


Figure 15. Miscellaneous page

7. Complete the fields as follows:

Tracking Nbr	This field is populated with the search criteria entered.
Description	Enter the applicable description.
Contact Name	Enter the contact name.
Date Received	Enter the date received or select a date from the calendar icon.
Response Due	Check this box if the response is due.
Due Date	Enter the date the response is due or select a date from the calendar icon.
Comments	Enter the applicable comments.
***Status**	Enter the status or select data from the drop-down list. The valid values are **`Settled`**, **`Pending`**, and **`Appealed`**.
Status Date	Enter the date of the status or select a date from the calendar icon.

8. Click **Save**.

OR

Click **Add** to add an additional miscellaneous record.

OR

Click **Update/Display** to update the page.

Unfair Labor Practices

This section contains information on the unfair labor practice and who is the party responsible for the unfair labor practice.

This section contains the following topic:

Entering Unfair Labor Practices Data

Entering Unfair Labor Practices Data

To enter Unfair Labor Practice data:

1. Select the ***Labor Relations*** menu group.
2. Select the ***Unfair Labor Practices*** component. The Find An Existing Value tab - Unfair Labor Practices page (**Figure 16**) is displayed.

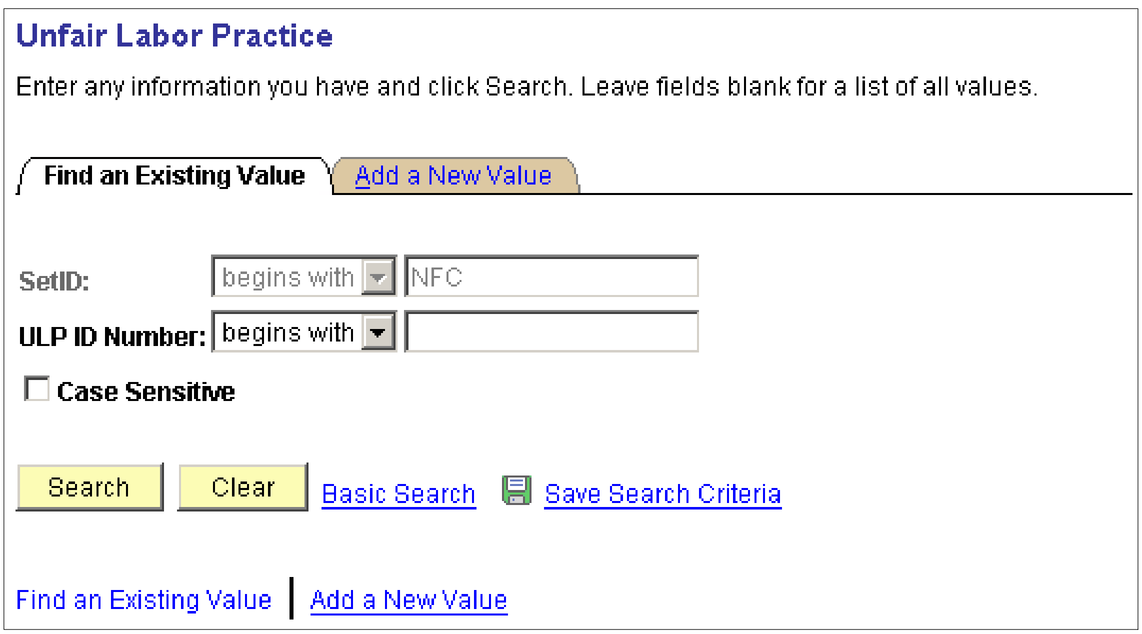


Figure 16. Find An Existing Value tab - Unfair Labor Practice page

3. Complete the field as follows:

ULP ID Number	Enter the applicable information.
EmplID	Enter the employee ID or select data by clicking the search icon.
Bargaining Unit	Enter the bargaining unit or select data by clicking the search icon.
Case Sensitive	Click this field if the information is case sensitive.

4. Click **Search**. The Unfair Labor Practice 1 tab - Unfair Labor Practice page (**Figure 18**) is displayed.

   OR

   Click ***Add A New Value*** tab. Add A New Value tab - Unfair Labor Practice page (**Figure 17**) is displayed.

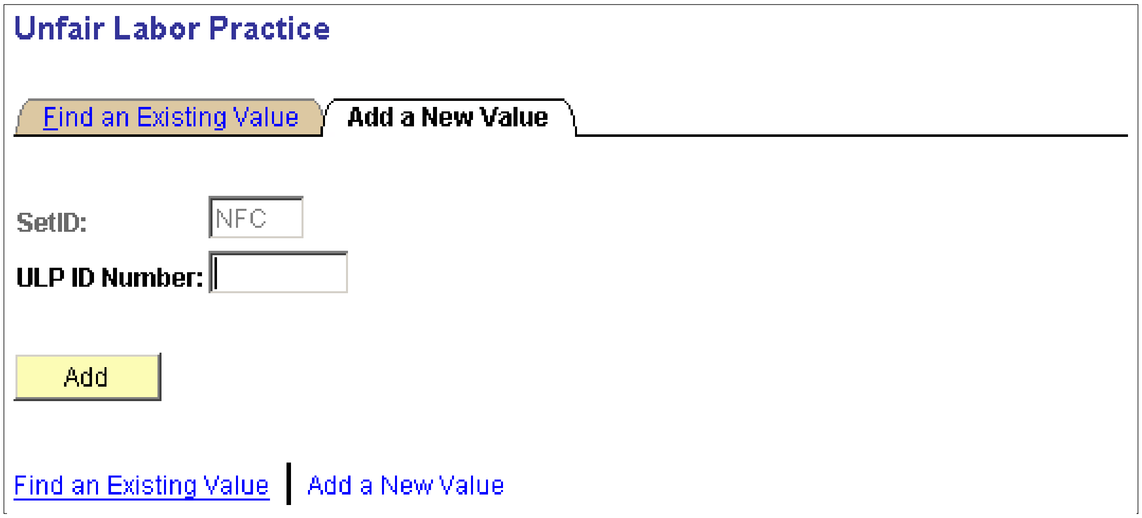


Figure 17. Add A New Value tab - Unfair Labor Practice page

5. Complete the field as follows:

ULP ID Number	Enter the applicable information.

6. Click **Add**. The Unfair Labor Practice 1 tab - Unfair Labor Practice page (**Figure 18**) is displayed.

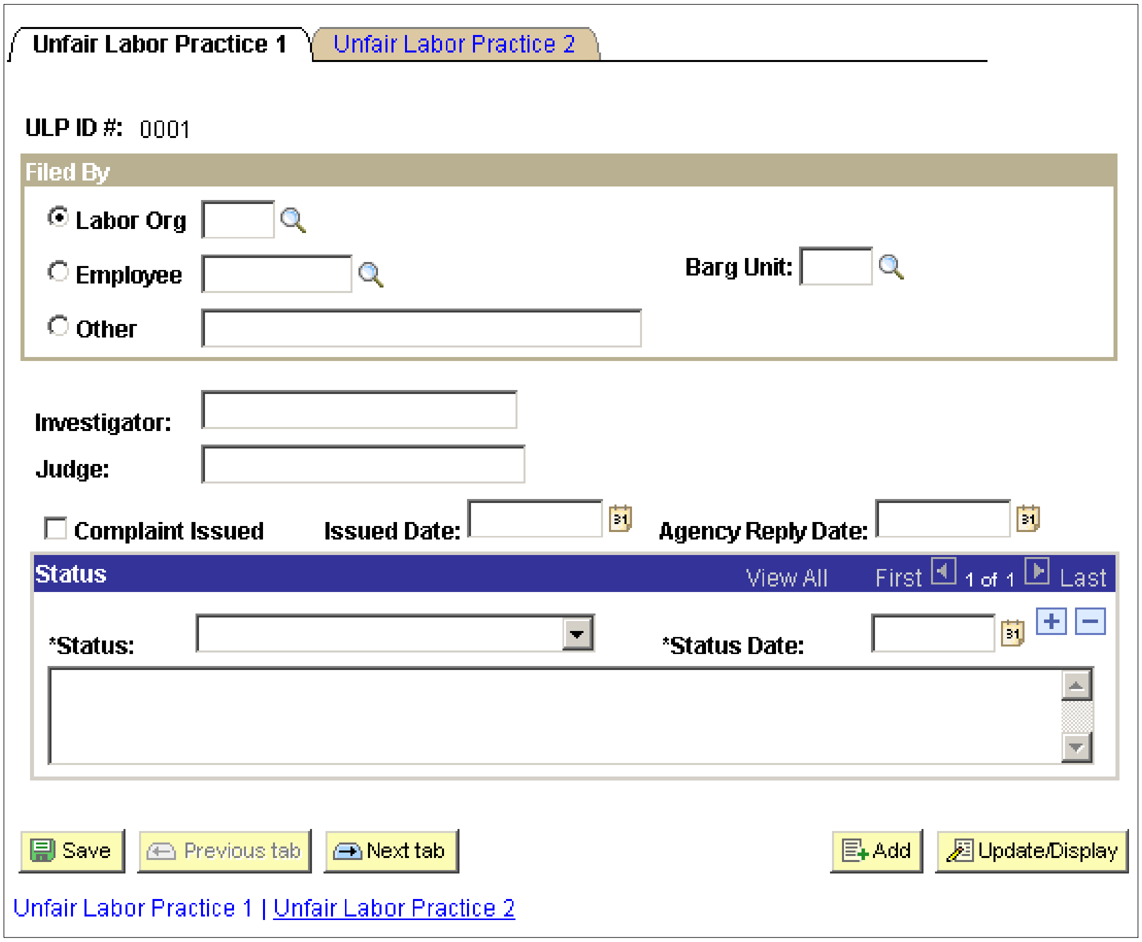


Figure 18. Unfair Labor Practice 1 tab - Unfair Labor Practice page

7. Complete the fields as follows:

ULP ID #	This field is populated with the search criteria entered.
Labor Org	Select this option if applicable then enter the labor org or select data by clicking the search icon.
Employee	Select this option if applicable then enter the name of the employee or select data by clicking the search icon.
Barg Unit	Enter the applicable bargaining unit or select data by clicking the search icon.
Other	Select this option if applicable then enter the applicable information.
Investigator	Enter the name of the investigator.
Judge	Enter the name of the judge.
Complaint Issued	Check this box if the complaint was issued.
***Issued Date**	Enter the date of issue or select a date from the calendar icon.

Agency Replied Date	Enter the date the agency replied to the complaint or select a date from the calendar icon.
***Status**	Enter the status of the complaint or select data from the drop-down list. The valid values are `Completed`, `Received`, and `Updated`.
***Status Date**	Enter the status date or select a date from the calendar icon.

8. Select the ***Unfair Labor Practice 2*** tab. The Unfair Labor Practice 2 tab - Unfair Labor Practice page (**Figure 19**) is displayed.

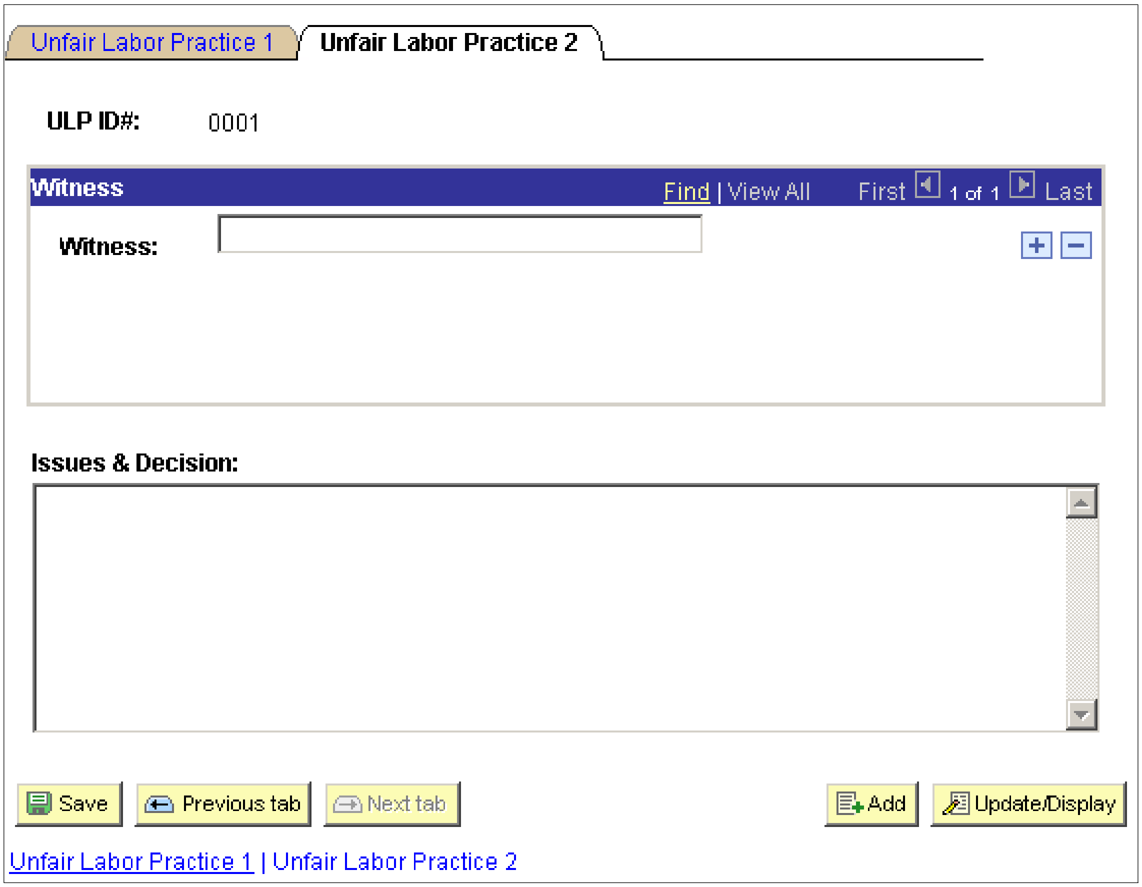


Figure 19. Unfair Labor Practice 2 tab - Unfair Labor Practice page

9. Complete the fields as follows:

ULP ID #	This field is populated with the search criteria entered.
Witness	Enter the name of the witness to the unfair labor practice.
Issues & Decision	Enter the issues and decision made on the unfair labor practice.

10. Click **Save**.

OR

Click **Add** to add an additional unfair labor practice record.

OR

Click **Update/Display** to update the page.

EEO Grievances

This section is used to document the EEO grievance for a Federal employee.

This section contains the following topic:

[Entering EEO Grievances Data](#)

Entering EEO Grievances Data

To enter EEO Grievance data:

1. Select the ***Labor Relations*** menu group.
2. Select the ***EEO Grievances*** component. The Find An Existing Value tab - Z_Grievances page (**Figure 20**)is displayed.

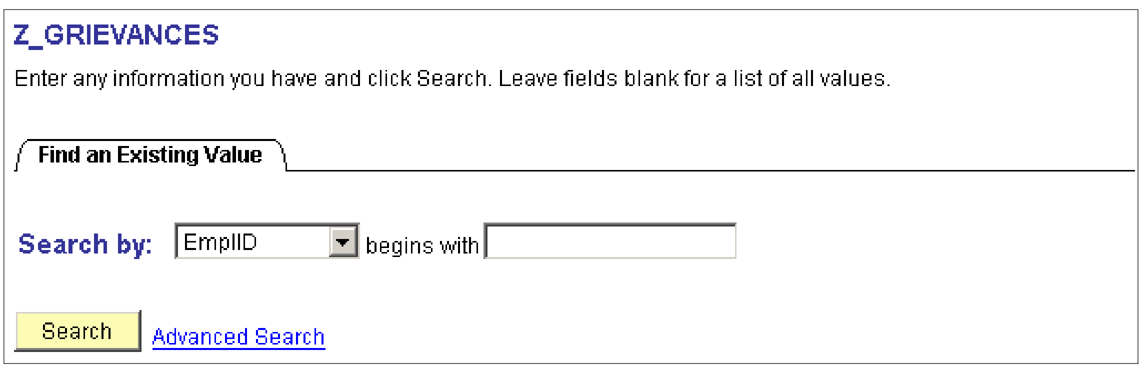
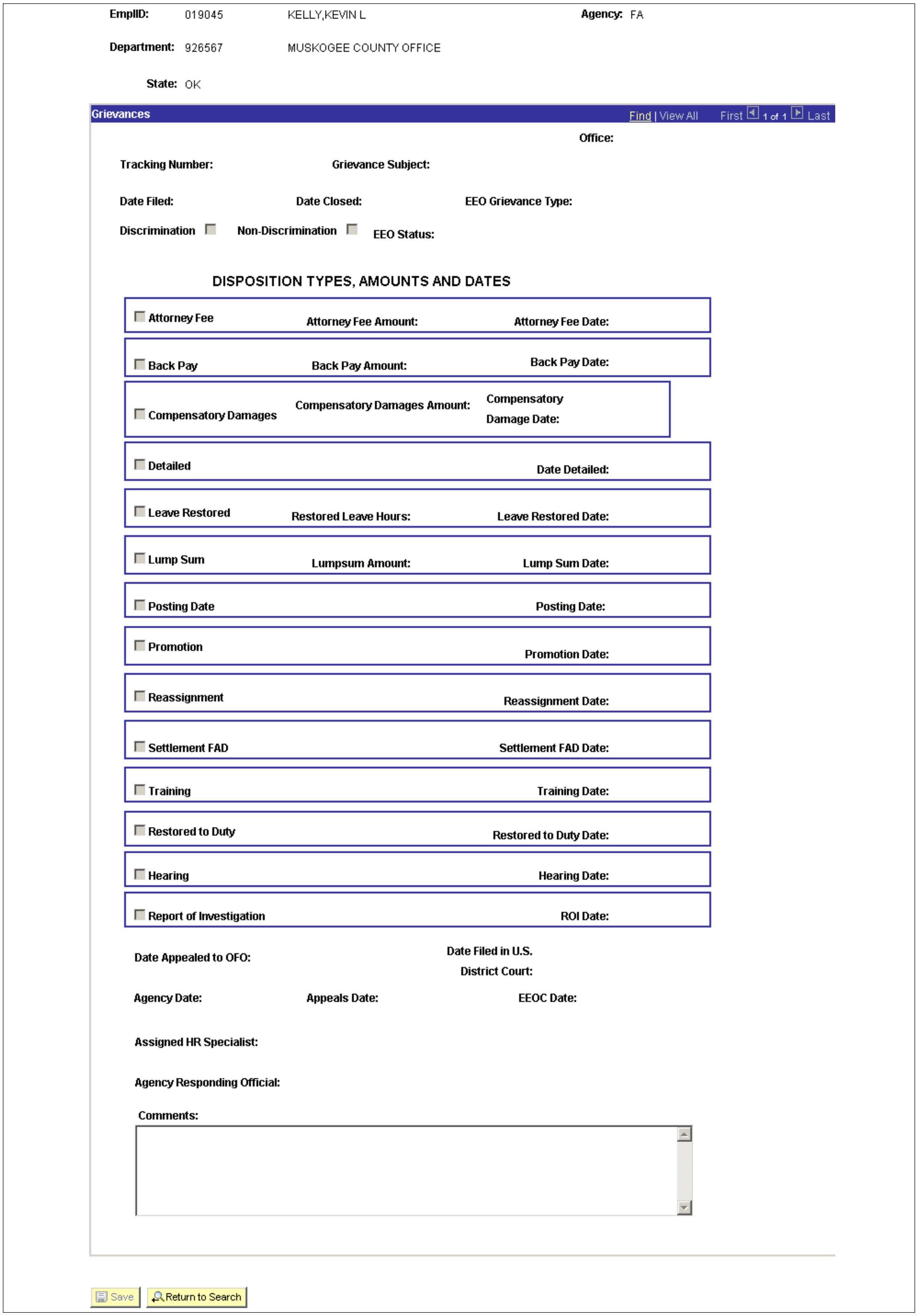


Figure 20. Find An Existing Value tab - Z_Grievances page

3. Complete the fields as follows:

Search By	Select the applicable value. The valid values are **`EmplID`**, **`Empl Rcd No`**, **`Last Name`**, and **`Name`**.
Begins With	Enter the applicable information.

4. Click **Search**. The Z_Grievances page (**Figure 21**) is displayed.


EmplID: 019045 KELLY,KEVIN L Agency: FA

Department: 926567 MUSKOGEE COUNTY OFFICE

State: OK

Grievances — Find | View All — First 1 of 1 Last

Office:

Tracking Number: Grievance Subject:

Date Filed: Date Closed: EEO Grievance Type:

Discrimination ☐ Non-Discrimination ☐ EEO Status:

DISPOSITION TYPES, AMOUNTS AND DATES

☐ Attorney Fee — Attorney Fee Amount: — Attorney Fee Date:

☐ Back Pay — Back Pay Amount: — Back Pay Date:

☐ Compensatory Damages — Compensatory Damages Amount: — Compensatory Damage Date:

☐ Detailed — Date Detailed:

☐ Leave Restored — Restored Leave Hours: — Leave Restored Date:

☐ Lump Sum — Lumpsum Amount: — Lump Sum Date:

☐ Posting Date — Posting Date:

☐ Promotion — Promotion Date:

☐ Reassignment — Reassignment Date:

☐ Settlement FAD — Settlement FAD Date:

☐ Training — Training Date:

☐ Restored to Duty — Restored to Duty Date:

☐ Hearing — Hearing Date:

☐ Report of Investigation — ROI Date:

Date Appealed to OFO: Date Filed in U.S. District Court:

Agency Date: Appeals Date: EEOC Date:

Assigned HR Specialist:

Agency Responding Official:

Comments:

Save | Return to Search

Figure 21. Z_Grievances page

5. Complete the fields as follows:

Office	Select the applicable office from the drop-down list.
Tacking Number	Enter the tracking number of the grievance.
Grievance Subject	Enter the subject of the grievance.
Date Filed	Enter the date the grievance was filed or select a date from the calendar icon.
Date Closed	Enter the date the grievance was closed or select a date from the calendar icon.
EEO Grievance Type	Enter the EEO Grievance Type. The valid values are **`DOJ`**, **`EEOC`**, **`HRD`**, **`MSPB`**, and **`OCR`** .
Discrimination	Check this box if the grievance was a result of discrimination.
Non-Discrimination	Check this box if the grievance was not a result of discrimination.
EEO Status	Enter the EEO status or select data from the drop-down list. The valid values are as follows: **`Appealed`** **`Closed`** **`Dismissed`** **`Pending`** **`Rejected`** **`Settled`** **`Upheld`** **`Withdrawn`**
Attorney Fee	Check this box if attorney fees are due.
Attorney Fee Amount	Enter the attorney fee amount if the attorney fee box is checked.
Attorney Fee Date	Enter the applicable fee date or select a date from the calendar icon.
Back Pay	Check this box if back pay is due.
Back Pay Amount	Enter the amount of back pay due if the back pay box is checked.
Back Pay Date	Enter the applicable back pay date or select a date from the calendar icon.
Compensatory Damages	Check this box if compensatory damages are due.
Compensatory Damages Amount	Enter the applicable amount of compensatory damages if the compensatory damages box is checked.
Compensatory Damages Date	Enter the date the compensatory damages were paid or select a date from the calendar icon.
Detailed	Check this box if a detail was negotiated.

Date Detailed	Enter the applicable date the detail was negotiated or select d a date from the calendar icon.
Leave Restored	Check this box if leave was restored.
Restored Leave Hours	Enter the applicable hours of leave if the leave restored box is checked.
Leave Restored Date	Enter the applicable date the leave was restored or select a date from the calendar icon.
Lump Sum	Check this box if a lump sum amount was paid.
Lump Sum Amount	Enter the amount of the lump sum if the lump sum box is checked.
Lump Sum Date	Enter the applicable date the lump sum payment was made or select a date from the calendar icon.
Posting Date	Check this box if applicable.
Positing Date	Enter the applicable posting date or select a date from the calendar icon.
Promotion	Check this box if a promotion was negotiated.
Promotion Date	Enter the applicable date of the promotion or select a date from the calendar icon.
Reassignment	Check this box if a reassignment was negotiated.
Reassignment Date	Enter the applicable date of the reassignment or select a date from the calendar icon.
Settlement FAD	Check this box if a settlement FAD was negotiated.
Settlement FAD Date	Enter the applicable date of the settlement FAD or select a date from the calendar icon.
Training	Check this box if training was negotiated.
Training Date	Enter the applicable date of the training or select a date from the calendar icon.
Restored To Duty	Check this box if restored to duty was negotiated.
Restored To Duty Date	Enter the applicable date of the restoration to duty or select a date from the calendar icon.
Hearing	Check this box if a hearing was held.
Hearing Date	Enter the applicable date of the hearing or select a date from the calendar icon.
Report Of Investigation	Check this box if a report of the investigation was written.
ROI Date	Enter the applicable date the report of the investigation was written or select a date from the calendar icon.
Date Appealed to OFO	Enter the applicable date of the appeal or select a date from the calendar icon.

Date Filed in U.S. District Court	Enter the applicable date if filed in court or select a date from the calendar icon.
Agency Date	Enter the applicable date or select a date from the calendar icon.
Appeals Date	Enter the applicable date if an appeal was filed or select a date from the calendar icon.
EEOC Date	Enter the applicable date the case went to EEOC or select a date from the calendar icon.
Assigned HR Specialist	Enter the applicable HR Specialist's name or select data from the drop-down list. The narrative of the name is displayed.
Agency Responding Official	Enter the applicable agency official's name or select data from the drop-down list. The narrative of the name is displayed.
Comments	Enter any comments that pertain to the grievance.

6. Click **Save**.

   OR

   Click **Return To Search** to search for another grievance.

   OR

   Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

EEO Grievances Non-Employees

This section is used to document an EEO grievance for a non-employee.

This section contains the following topic:

[Entering EEO Grievances Non-Employees Data]

Entering EEO Grievances Non-Employees Data

To enter EEO Grievance Non-Employee data:

1. Select the ***Labor Relations*** menu group.

2. Select the ***EEO Grievances Non-Employees*** component. The Find An Existing Value tab - Z_Grievances _NON2 page (**Figure 22**)is displayed.

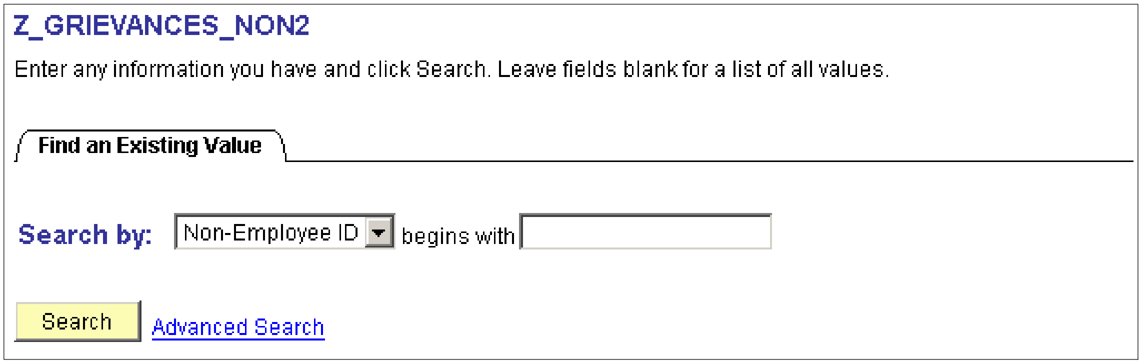
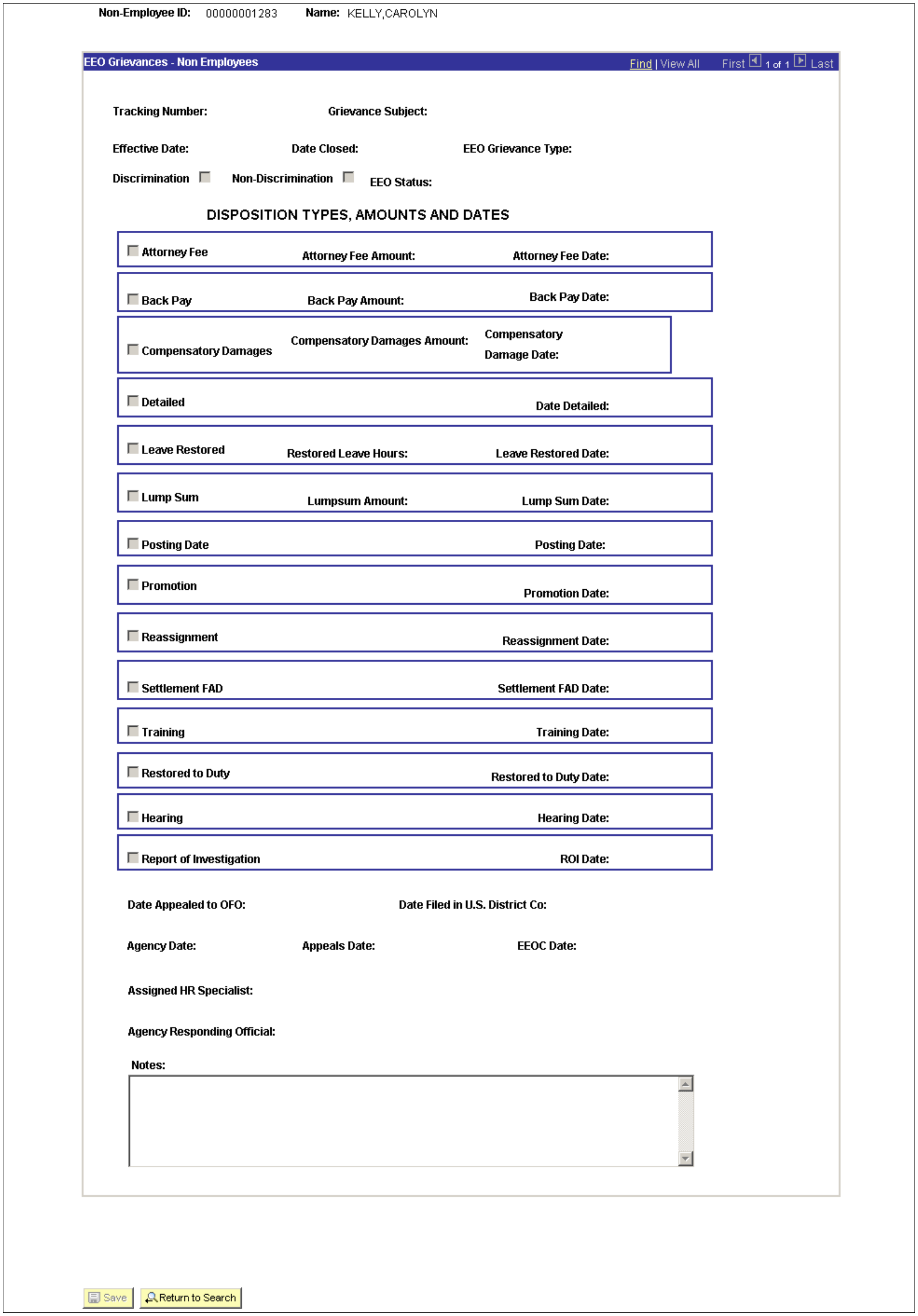


Figure 22. Find An Existing Value tab - Z_Grievances _NON2 page

3. Complete the fields as follows:

Search By	Select the applicable information for the search from the drop-down list. The valid values are **`Non-EmplID`**, **`Last Name`**, and **`Name`**.
Begins With	Enter the applicable information for the search.

4. Click **Search**. The Z_Grievances_NON2 page (**Figure 23**) is displayed.



Non-Employee ID: 00000001283 Name: KELLY,CAROLYN

EEO Grievances - Non Employees — Find | View All First 1 of 1 Last

Tracking Number: Grievance Subject:

Effective Date: Date Closed: EEO Grievance Type:

Discrimination Non-Discrimination EEO Status:

DISPOSITION TYPES, AMOUNTS AND DATES

Attorney Fee — Attorney Fee Amount: — Attorney Fee Date:

Back Pay — Back Pay Amount: — Back Pay Date:

Compensatory Damages — Compensatory Damages Amount: — Compensatory Damage Date:

Detailed — Date Detailed:

Leave Restored — Restored Leave Hours: — Leave Restored Date:

Lump Sum — Lumpsum Amount: — Lump Sum Date:

Posting Date — Posting Date:

Promotion — Promotion Date:

Reassignment — Reassignment Date:

Settlement FAD — Settlement FAD Date:

Training — Training Date:

Restored to Duty — Restored to Duty Date:

Hearing — Hearing Date:

Report of Investigation — ROI Date:

Date Appealed to OFO: Date Filed in U.S. District Co:

Agency Date: Appeals Date: EEOC Date:

Assigned HR Specialist:

Agency Responding Official:

Notes:

Save | Return to Search

Figure 23. Z_Grievances_NON2 Page

5. Complete the fields as follows:

Tacking Number	Enter the tracking number of the grievance.
Grievance Subject	Enter the subject of the grievance.
Effective Date	Enter the effective date of the grievance or select a date from the calendar icon.
Date Closed	Enter the date the grievance was closed or select a date from the calendar icon.
EEO Grievance Type	Select the EEO Grievance Type from the drop-down list. The valid values are **DOJ**, **EEOC**, **HRD**, **MSPB**, and **OCR**.
Discrimination	Check this box if the grievance was a result of discrimination.
Non-Discrimination	Check this box if the grievance was not a result of discrimination.
EEO Status	Enter the EEO status or select data from the drop-down list. The valid values are as follows: **Appealed** **Closed** **Dismissed** **Pending** **Rejected** **Settled** **Upheld** **Withdrawn**
Attorney Fee	Check this box if attorney fees are due.
Attorney Fee Amount	Enter the attorney fee amount if the attorney fee box is checked.
Attorney Fee Date	Enter the applicable fee date or select a date from the calendar icon.
Back Pay	Check this box if back pay is due.
Back Pay Amount	Enter the amount of back pay due if the back pay box is checked.
Back Pay Date	Enter the applicable back pay date or select a date from the calendar icon.
Compensatory Damages	Check this box if compensatory damages are due.
Compensatory Damages Amount	Enter the applicable amount of compensatory damages if the compensatory damages box is checked.
Compensatory Damages Date	Enter the date the compensatory damages were paid or select a date from the calendar icon.
Detailed	Check this box if a detail was negotiated.
Date Detailed	Enter a the applicable date if the detail was negotiated or select a date from the calendar icon.

Lump Sum	Check this box if a lump sum amount was paid.
Lump Sum Amount	Enter the amount of the lump sum.
Lump Sum Date	Enter the applicable date the lump sum payment was made or select a date from the calendar icon.
Posting Date	Check this box if applicable.
Posting Date	Enter the applicable posting date or select a date from the calendar icon.
Promotion	Check this box if a promotion was negotiated.
Promotion Date	Enter the applicable date of the promotion or select a date from the calendar icon.
Reassignment	Check this box if a reassignment was negotiated.
Reassignment Date	Enter the applicable date of the reassignment or select a date from the calendar icon.
Settlement FAD	Check this box if a settlement FAD was negotiated.
Settlement FAD Date	Enter the applicable date of the settlement FAD or select a date from the calendar icon.
Training	Check this box if training was negotiated.
Training Date	Enter the applicable date of the training or select a date from the calendar icon.
Restored To Duty	Check this box if restored to duty was negotiated.
Restored To Duty Date	Enter the applicable date of the restore to duty or select a date from the calendar icon.
Hearing	Check this box if a hearing was held.
Hearing Date	Enter the applicable date of the hearing or select a date from the calendar icon.
Report Of Investigation	Check this box if a report of the investigation was written.
ROI Date	Enter the applicable date the report of the investigation was written or select a date from the calendar icon.
Date Appealed to OFO	Enter the applicable date of the appeal or select a date from the calendar icon.
Date Filed in U.S. District Court	Enter the applicable date filed in court or select a date from the calendar icon.
Agency Date	Enter the applicable date or select a date from the calendar icon.
Appeals Date	Enter the applicable date if an appeal was filed or select a date from the calendar icon.

EEOC Date	Enter the applicable date if the case went to EEOC or select a date from the calendar icon.
Assigned HR Specialist	Enter the applicable HR Specialist's name or select data from the drop-down list. The narrative of the name is displayed.
Agency Responding Official	Enter the applicable agency official's name or select data from the drop-down list. The narrative of the name is displayed.
Notes	Enter the notes that pertain to the grievance.

6. Click **Save**.

   OR

   Click **Return To Search** to search for another functioncode.

   OR

   Click **Notify**. to notify a person in the workflow that the transaction is in their worklist.

Ethics

This section is used to document ethics training or information on ethics for the employee.

This section contains the following topic:

[Entering Ethics Data](#)

Entering Ethics Data

To enter Ethics data:

1. Select the ***Labor Relations*** menu group.
2. Select the ***Ethics*** component. The Find An Existing Value tab - Ethics page (**Figure 24**) is displayed.

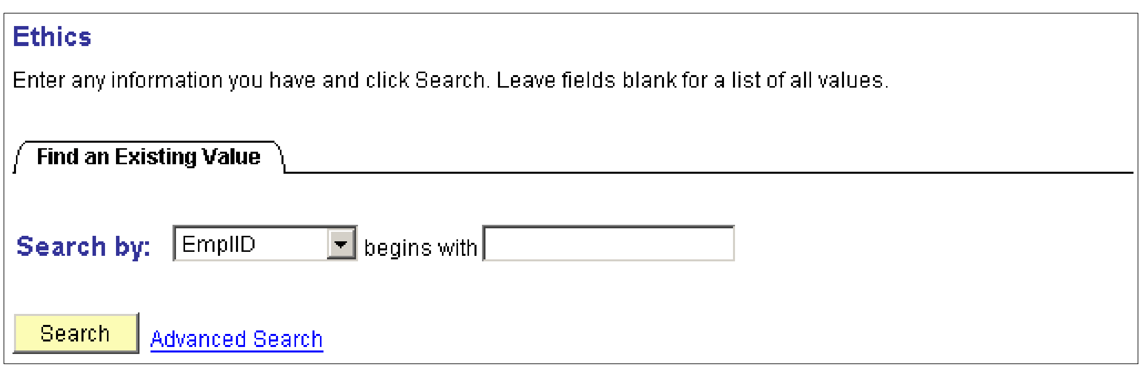


Figure 24. Find An Existing Value tab - Ethics page

3. Complete the field as follows:

Search By	Select the applicable information for the search from the drop-down list. The valid values are **`EmplID`**, **`Empl Rcd Number`**, **`Last Name`**, and **`Name`**.
Begins With	Enter the applicable information for the search from the drop-down list.

4. Click **Search**. The Ethics page (**Figure 25**) is displayed.

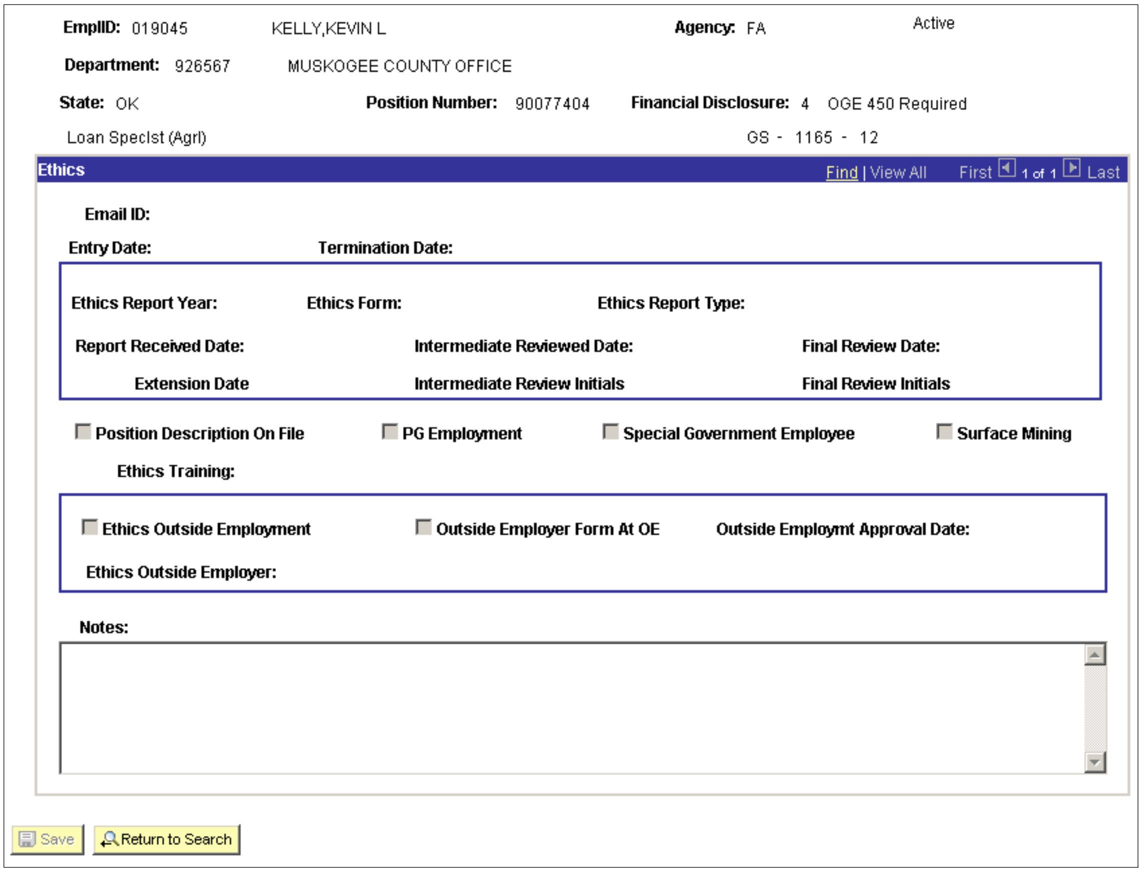


Figure 25. Ethics page

5. Complete the field as follows:

Entry Date	Enter the applicable date or select a date from the calendar icon.
Termination Date	Enter the applicable date or select a date from the calendar icon.
Ethics Report Year	Enter the applicable year.
Ethics Form	Select the applicable form from the drop-down list. The valid values are **`Altera TV`**, **`None`**, **`OGE 450`**, **`OGE450A`**.
Ethics Report Type	Select the applicable report type from the drop-down list. The valid values are **`Annual`** and **`New Entmt`**.
Report Received Date	Enter the applicable date or select a date from the calendar icon.

Intermediate Reviewed Date	Enter the applicable date or select a date from the calendar icon.
Final Review Date	Enter the applicable date or select a date from the calendar icon.
Extension Date	Enter the applicable date or select a date from the calendar icon.
Intermediate Review Initials	Enter the applicable initials.
Final Review Initials	Enter the applicable initials.
Position Description On File	Check the box if a position description is on file.
PG Employment	Check this box if PG employment is applicable.
Special Government Employee	Check this box if the person is a special government employee.
Surface Mining	Check this box if the applicable.
Ethics Training	Enter the applicable ethics training received or select data from the drop-down list. the valid values are **`Ethics Annual training`**, **`Ethics Orientation`**, and **`Post-GET Training`**.
Ethics Outside Employment	Check this box if applicable.
Outside Employer Form At OE	Check this box if applicable.
Outside Employmt Approval Date	Enter the applicable date or select a date from the calendar icon.
Ethics Outside Employer	Enter the applicable information.
Notes	Enter the any notes that pertain to ethics.

6. Click **Save**. At this point, the following options are available:

Step	Description
Click **Return To Search**	To search for another ethics record.
Click **Previous In List**	To view the previous function code.
Click **Notify**	To notify a person in the workflow that the transaction is in their worklist.

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

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