

Title	Reference Guide on PZAGREV
Version	1.4
Date	20100920
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Copyright	South Dakota Board of Regents
Process Owner	EEO/HR Staff
Dept/Division	Human Resources
Get help with this process	Janice Minder, Kayla Bastian
Processes	PZAGREV
	NA
	NA
	NA
	NA

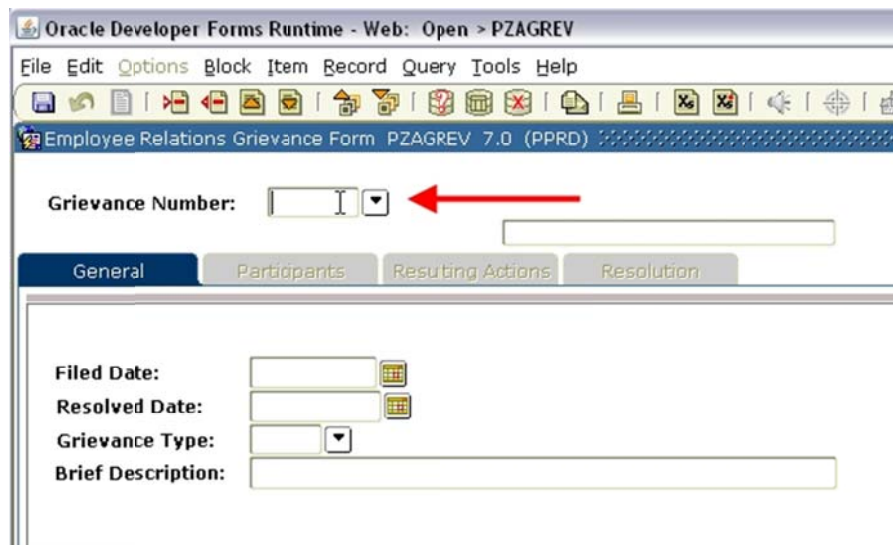
Description:

Detailed instructions on how to enter your grievances into PZAGREV are below. This document is not designed to provide documentation on the rules and validation forms supporting the PZAGREV process.

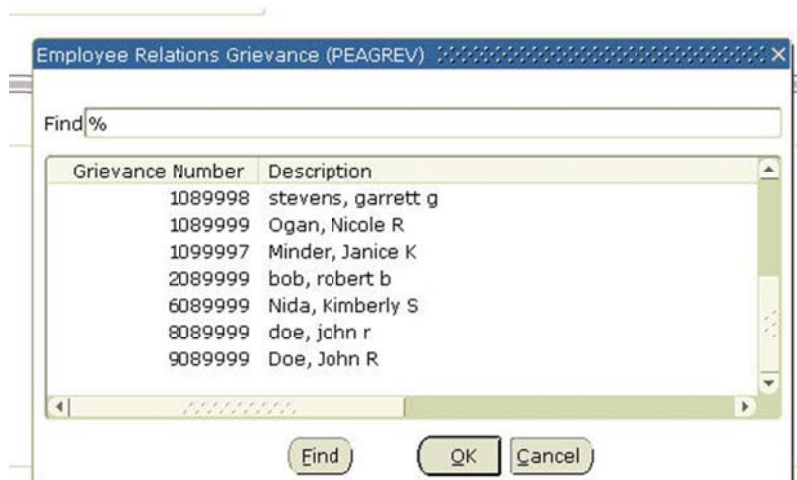
Please pay special attention to the naming conventions that have been set forth. All naming conventions are in red text.

Reference Information:

1. Pull up the PZAGREV form in Banner.
2. To view current grievances, click into the Grievance Number Field and away from the unlabeled field where you will see your cursor blinking.



3. To pull up an existing grievance, click on the drop down arrow, and a listing of all entered grievances will come up, as shown below.



Grievance Number	Description
1089998	stevens, garrett g
1089999	Ogan, Nicole R
1099997	Minder, Janice K
2089999	bob, robert b
6089999	Nida, Kimberly S
8089999	doe, jchn r
9089999	Doe, John R

OR, type in the existing grievance number and click next block.

NOTE: Subsequent grievance information should be filed under the same grievance number with the appropriate action indicator and information. Xtender should be used to document all grievance information.

4. To enter a new grievance, type in the grievance number according to the naming conventions and click next block. (NOTE: clicking tab or enter will generate an error because the new number has not yet been saved into the system, you must click next block.) A message will appear notifying you that you've entered a new grievance number.



Nameing Convention: Remember to enter your grievance numbers according to the naming convention that has been set forth. First number = institution code, Second & Third numbers = year (CY), Next four numbers = form number, beginning with 9999 and going down. Example: 2089999, 2089998.

5. Begin filling out the General tab. See screen shots and examples below for specifics on filling out this tab. You will not have to enter a resolved date if the grievance is not resolved at the time you enter the claim.

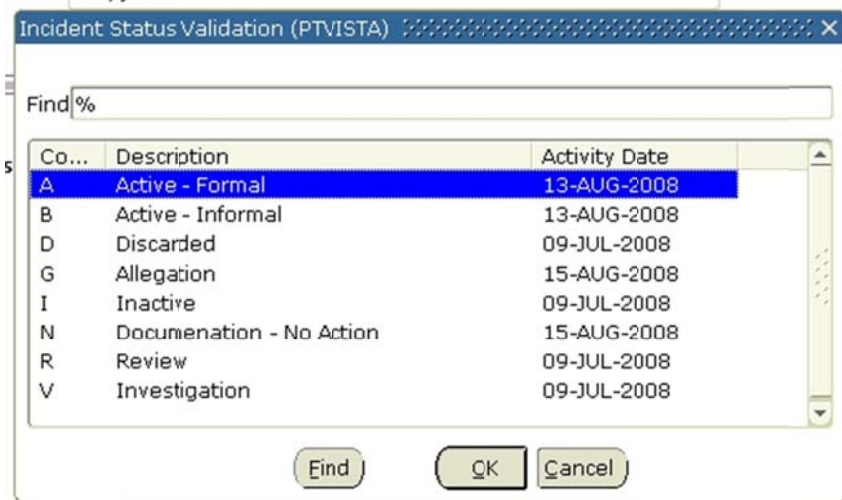
Grievance Type: Click the drop down arrow for a list of grievances outlined.

Code	Description	Activity Date
CLAS	Classification	09-JUL-2008
COMP	Compensation	09-JUL-2008
DISC	Discrimination	09-JUL-2008
HARA	Harassment	09-JUL-2008
HOUR	Hours	13-MAY-2008
WCOM	Workers Compensation	09-JUL-2008
WORK	Working Conditions	09-JUL-2008

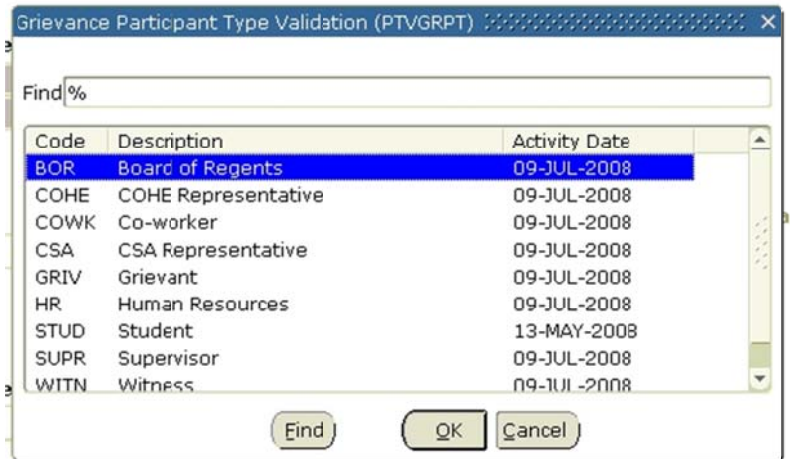
Brief Description: Stick to naming convention. Enter here the grievant's Last Name, First Name, MI.

Filed Date: 22-OCT-2008 
Resolved Date: 
Grievance Type: HARA  Harassment
Brief Description: doe, john r

Status: Click the drop down arrow for a list of status types to choose from.



6. Click SAVE and Next Record to continue on to the Brief Description.
7. Enter a brief description of the grievance in the Brief Description field.
8. Click into the Participants Tab. Enter the Participant Type by clicking on the drop down arrow and choosing from the participant list.



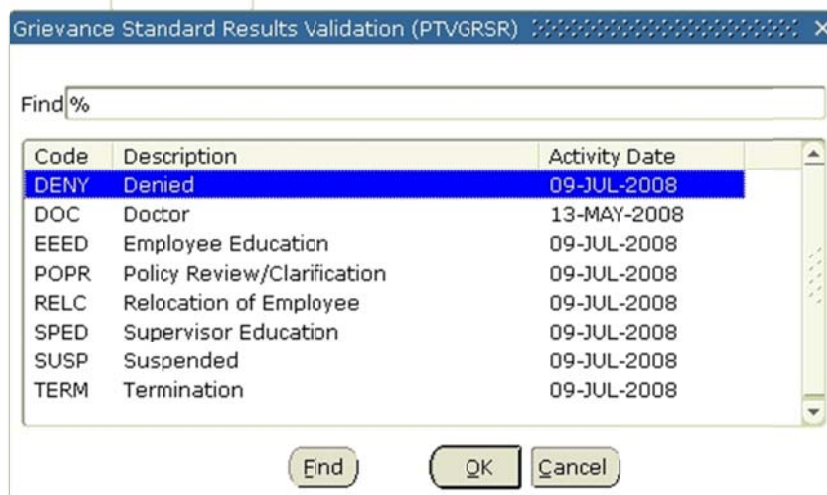
9. Enter the participants A ID in, or find it by searching for the participant. (NOTE: if the person is not an employee, they will need to be entered into PPAIDEN before they are entered here.)

The assignment and bargaining until will automatically fill in with the participant's information.

Be sure to include all participants in this tab.

10. Click on the Resulting Actions tab.

11. Choose from the available standard actions by clicking on the drop-down arrow.



12. Enter the date of that action result in the Result Date field.

Oracle Developer Forms Runtime - Web: Open > PZAGREV

File Edit Options Block Item Record Query Tools Help

Employee Relations: Grievance Form PZAGREV 7.0 (PPRD)

Grievance Number: 8089999

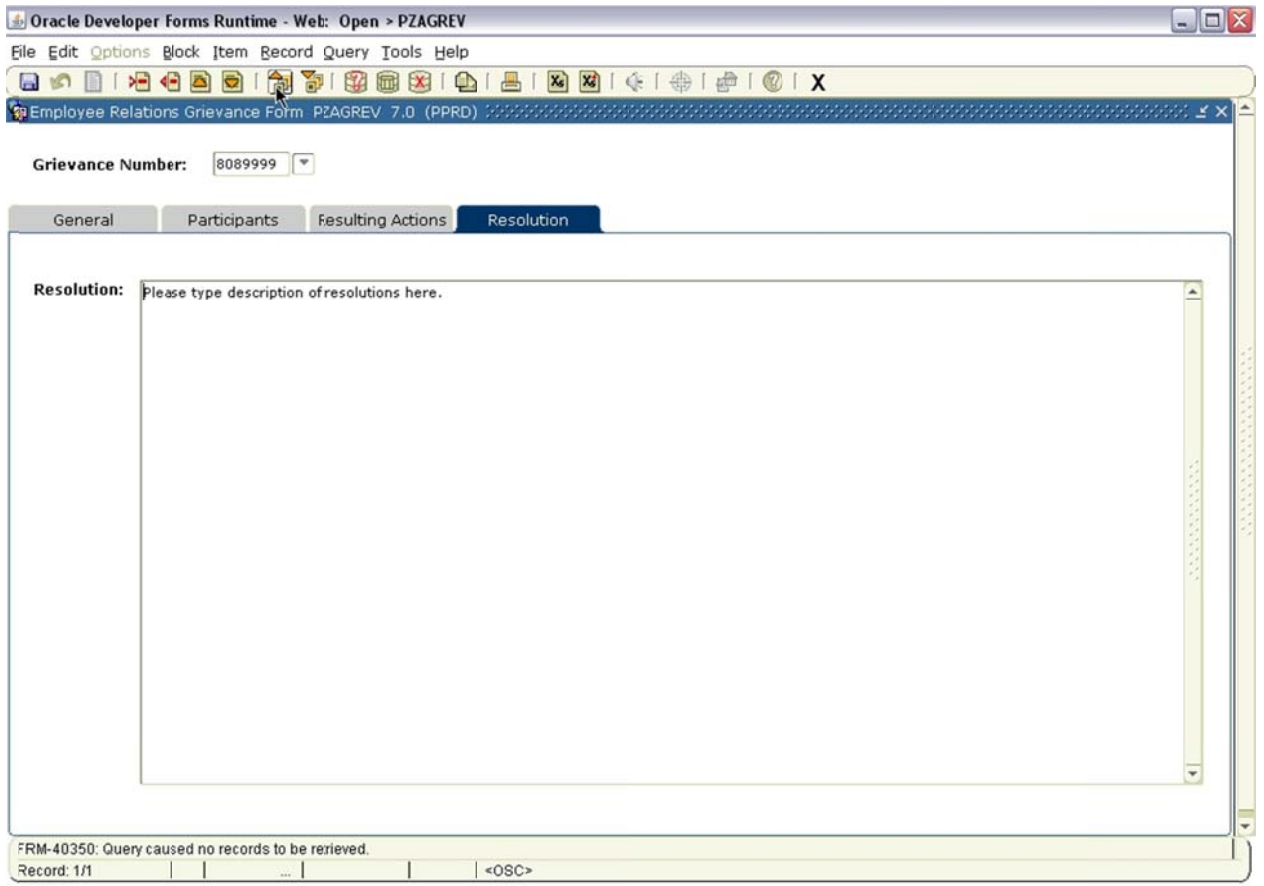
General Participants **Resulting Actions** Resolution

Standard Resulting Actions	Result Date
<input type="checkbox"/> DENY Denied	<input type="checkbox"/> 29-OCT-2008
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>

Standard Result Code; Press LIST for valid codes.

Record: 1/1 ... List of Valu... <OSC>

13. Click into the Resolution tab and enter a complete description of the outcomes of your grievance here. You can also attach documents with Xtender using this tab.



14. SAVE.

15. Exit Form.

Related Documents:

NA

Links:

NA