

# REVISION LOG

Class: PA320

Date: 12-10-13

Pg/Slide #	Revision
Revised	Student Guide
Global	Typos / cosmetic changes
1	Removed PA200 pre-requisite
9	<ul style="list-style-type: none"> <li>• Changed text in screen print “bubble”</li> <li>• Bullets 1 and 2...added text                             <ul style="list-style-type: none"> <li>○ <i>(not used after 11/30/2013)</i></li> </ul> </li> <li>• Added Keypoint box                             <ul style="list-style-type: none"> <li>○ <b>NOTE:</b> <i>Effective 12/1/2013 IT0102 will no longer be used for grievances. However, it will be used to update grievances prior to 12/1/2013. Disciplinary Actions will remain in IT0102.</i></li> </ul> </li> </ul>
11	<ul style="list-style-type: none"> <li>• <b>Change:</b> section...NOTE: changed text to add IT9834</li> <li>• <b>Delete</b> section...put last 2 sentences into Keypoint box</li> </ul>
12	<ul style="list-style-type: none"> <li>• Last paragraph (Grievance)                             <ul style="list-style-type: none"> <li>○ Changed first sentence to read: <i>Leave the end date a s 12/31/9999 until it is resolved or progressed through all available steps/appeals.</i></li> </ul> </li> </ul>
13	Knowledge Check <ul style="list-style-type: none"> <li>• Q2 –               <ul style="list-style-type: none"> <li>○ <i>Infotypes ___ and ___ are the only infotypes on which you should use the Change (pencil) function.</i></li> </ul> </li> <li>• Q3 –               <ul style="list-style-type: none"> <li>○ <i>You must contact ___ to delete an IT0102 – NA Grievances or IT9834 – Employee Grievance Data record.</i></li> </ul> </li> <li>• Q5 –               <ul style="list-style-type: none"> <li>○ <i>On a Grievance, leave the end date as 12/31/9999 until it is resolved or has progressed through all available ___.</i></li> </ul> </li> </ul>
16	<ul style="list-style-type: none"> <li>• Disciplinary Action               <ul style="list-style-type: none"> <li>○ Added <i>0102</i> to end of 3<sup>rd</sup> bullet</li> </ul> </li> </ul>
20	<ul style="list-style-type: none"> <li>• New Q1               <ul style="list-style-type: none"> <li>○ <i>True or False: A Disciplinary Action is documented via a subtype of what infotype?</i></li> </ul> </li> </ul>
21	CAUTION Keypoint box <ul style="list-style-type: none"> <li>• Added IT9834</li> </ul>
33	<ul style="list-style-type: none"> <li>• Updated screen captures</li> </ul>
34	<ul style="list-style-type: none"> <li>• Step 1               <ul style="list-style-type: none"> <li>○ <i>Changed date to 11/09/2013</i></li> </ul> </li> </ul>
36	<ul style="list-style-type: none"> <li>• Last paragraph...added text at end               <ul style="list-style-type: none"> <li>○ <i>Not all grievances require an informal step first. Examples include (but are not limited to) Disciplinary Action or Separation due to Unavailability/Unavailable to Work.</i></li> </ul> </li> <li>• Step 18...Impasse               <ul style="list-style-type: none"> <li>○ <i>Changed “in” to “within”</i></li> </ul> </li> </ul>
37	<ul style="list-style-type: none"> <li>• New Critical Box               <ul style="list-style-type: none"> <li>○ <b>CRITICAL:</b> <i>It is imperative that this field be completed with a Yes or No following the Date Formal Grievance Filed entry.</i></li> </ul> </li> </ul>
39	<ul style="list-style-type: none"> <li>• Step 24               <ul style="list-style-type: none"> <li>○ <i>Removed <b>FAD Exceeded Timeline</b> option from bullet list</i></li> </ul> </li> </ul>

