

REVISION LOG

Class: PA321

Date: 2/22/2016

Pg	Revision		
Global	Icons updated to SAP740 upgrade format		
1	Removed 3 rd par. pertaining to Part A session. This course is no longer teach this course in two sessions.		
2	Updated PA curriculum graphic		
5	Under Other Resources Add: OSHR Employee Grievance Policy		
8	Added new NOTE under Tabs: <i>Not all infotypes are in tabs.</i>		
10	Added at end of paragraph: <i>It is important to use IT0019 so you can run a report to find the pending records.</i>		
12	Under Grievance – Revised text...At the time, you will delimit the record. Now reads: <i>OSHR will delimit the record.</i>		
16	A grievance or complaint – Added: <i>formal</i> in front of grievance = formal grievance.		
17	Informal Grievance Process – Informal discussion Added: <i>with Supervisor or Appropriate Manager.</i>		
17	Under EEOII Added: <i>Check to see if grievance rises to the level of an unlawful act.</i>		
20	Exercise 3.1 Scenario 2nd par., 7 th line down – reads: conversation with a written summary of what they discussed. Added (<i>per policy</i>): <i>This written documentation must be signed or initialed by the employee.</i>		
21	Deleted previous Step 7. <i>Click the All button...</i>		
24	Second Paragraph – second line Changed to: <i>the last day of mediation.</i>		
25	Last line of Step 20 Added: <i>you must notify the employee in writing.</i>		
25	End of page, added another row to data table <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>OSHR Review</td><td>Yes</td></tr></table>	OSHR Review	Yes
OSHR Review	Yes		
26	Above the Keypoint box: Added: <i>OSHR Delimits the record after the employee is notified of the decision. If the grievance is resolved before Step 2 then the Agency will delimit the infotype.</i>		
28	Delete previous Step 6... <i>Click the All button...</i>		
29	Status Added: <i>Management did not sign off on the investigation summary until 5/12/XXXX (current year)</i>		
31	Delete previous Step 6... <i>Click the All button...</i>		
33	In the Edit>Maintain Text Box: Changed the name in the Value Column from Sarah Sullivan to <Your Name>.		
33	Under box/table Added steps to Enter and Save		
34	Appealed to OAH? Section - Changed grievant to <i>formal grievance filing date, if they did not receive a FAD.</i> (this is per policy)		