

## Chapter 4

# Entering an Appeal

### Chapter Topics

---

Entering an Appeal.....	4-3
-------------------------	-----

This page intentionally left blank.

## Entering an Appeal



### Access the Page

1. After you have logged in to NYSTEP, select Grievances, Grievances, Use, and Grievances.

[Home](#) > [Grievances](#) > [Grievances](#) > [Use](#) > [Grievances](#)

**Grievances**

#### Find an Existing Transaction

Tracking Number:

Agency:

SSN:

Name:

Case Sensitive

[Basic Search](#)

[Add a New Transaction](#)

2. Enter the 10-digit Tracking Number or other identifying information of the Grievance.
3. Click on .
4. The NYSTEP system will pull up the grievance.



**NOTE:** If you have entered only partial information, you will get a list of results below the search box. Look for the grievance you want and then click on it or enter more specific information in the search box.



## Work with the Page

REMINDER: Use Tab where directed to. If the Enter key is used, it activates Save. If pressed during a transaction, the business rules are initiated and error messages may result from incomplete data.

[Home](#) > [Grievances](#) > [Grievances](#) > [Use](#) > [Grievances](#)

[New Window](#)

Request Step Decision Documents CC Recommendation Comments

Grievance Status: Agy Denied Tracking #: 2005-05-5088

Documents				View All	First	1-4 of 4	Last
Doc Type:	Description:	Attached File:	Action DateTime:				
AUSG	Union Statement / Grievance	statement_of_facts.pdf	06/07/2005 10:14:31AM	+	-		
Add	Delete	View					
AS2D	Agency Step 2 Decision	agy_step_2_decision.pdf	06/07/2005 10:14:31AM	+	-		
Add	Delete	View	signed				
AS2D	Agency Step 2 Decision	Step_2_Dec.doc	06/07/2005 10:14:31AM	+	-		
Add	Delete	View	text				
OUA3	Union Appeal Step 3	union_appeal.pdf		+	-		
Add	Delete	View					

Route To

Appeal Date:  

[Request](#) | [Step Decision](#) | [Documents](#) | [CC Recommendation](#) | [Comments](#)

1. Click on the **Documents** tab.
2. Click on a  box on the right.
3. Add the **OUA3** or **OUA35** document. See the Chapter 2 – Documents for more specific information.
4. In the **Appeal Date** field, click on  and select the date the appeal was filed OR key in the date in MM/DD/YYYY format.

5. Click on . The status will change to “Appealed” for Step 3 or “Reconsidered” for Step 3 ½.

The case will be routed to the agency for comments on the appeal. C&C will also receive a worklist notification of the appeal.

: