



Chapter 4

Entering a Grievance

Chapter Topics

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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:

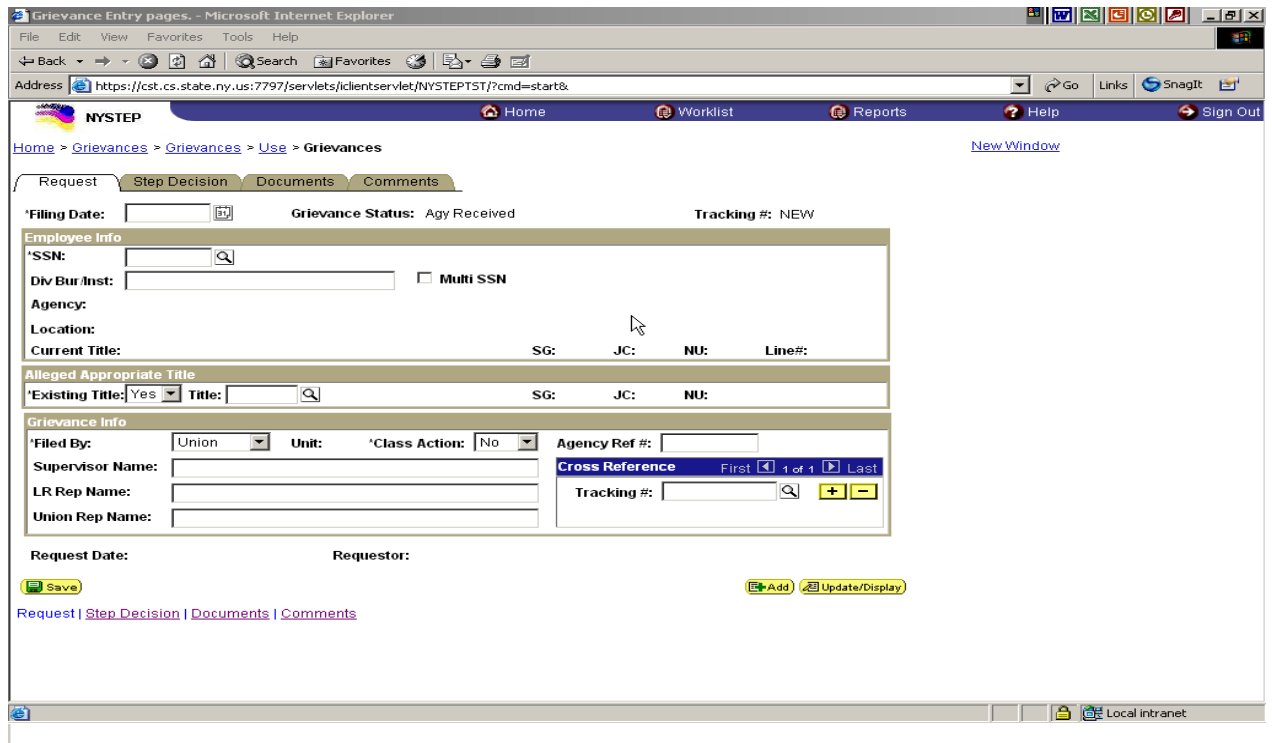
Name:

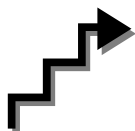
Case Sensitive

[Basic Search](#)

[Add a New Transaction](#)

2. Click on **Add a New Transaction** to pull up a blank page. You will see **NEW** where the Tracking # goes.






Work with the Page




REMINDER: Use Tab or the mouse to move to the next field. 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.

1. Enter the **Filing Date** of the grievance either by using the  or directly entering the date the grievance was filed in MM/DD/YY format.



NOTE: Check the appropriate collective bargaining agreement or contact your GOER liaison if necessary for the definition of **Filing Date**.

2. If there is one grievant, in the **Employee Info area**, enter the Social Security Number of the person whose work is being grieved by keying the numbers or by using  to find the employee's SSN. NYSTEP will populate the employee and position fields.



NOTE: The SSN and address fields are hidden to other users.

If there is **more than one grievant** and the grievance is not a class action (see following), enter the SSN of the lead grievant as above. If no one is designated as the lead grievant, choose one and enter that employee's SSN. Then check the **Multi SSN** box: a new page will open. Enter another grievant's social security number in the SSN field and tab out. The grievant's Name, Title Code, Title, SG, JC and NU will be displayed. Press the + sign to enter up to 99 more names. When finished, press the **Return** button to go back to the Request page.



To view the names of the additional grievants from the Request page, click on the **Multi SSN** link.




If the grievance is a **Class Action** (filed by or on behalf of all employees in a title in an agency's main office and/or one or more of its facilities), and no lead grievant is designated, choose "Yes" in the **Class Action** field under Grievance Info immediately after entering the **Filing Date**. The system will display "Class Action" next to the **Name** field.

If a lead grievant is named in a class action (e.g. Timothy Smith et al.), enter the lead grievant's social security number in the **SSN** field under Employee Info and choose "Yes" in the **Class Action** field under Grievance Info.





NOTE: Do not enter the SSN of the union representative as the grievant unless that person is performing the work that is being grieved.

3. In the **Alleged Appropriate Title** area, select Yes or No in the **Existing Title** box.
4. If "Yes" an existing title, enter the **Title Code** of the title which is alleged in the grievance as appropriate for the work being grieved, clicking  to look up the title code if necessary. The Look Up allows numeric searches by the first digits of the title code and alpha searches using the first word or words of the title as it appears in the Title and Salary Plan. For example, if you are looking for Senior Accountant, key in Senr Acc or Senr Accountant, not Senior Acc. Once the title code is entered, the system populates the relevant information about the title, including its name.
5. If the grievance alleges there is not an existing title for the work, enter the proposed title in the **Title** field, then enter the alleged salary grade in the **SG** field, enter the appropriate jurisdictional class in the **JC** field, and then enter the appropriate negotiating unit in the **NU** field. You may use  to look up the correct entry for the last two fields.
6. In the **Grievance Info** area, select whether **Filed By** the Union or the Employee.
7. Select Yes if the grievance is a class action; No if not.
8. An *optional field* named **Agency Ref #** has been included for use by those agencies that use internal numbering systems.
9. In the **Supervisor** field, enter the name of the person who supervises the person named in the grievance.
10. In the **LR Rep** field, enter the name of the Labor Relations Representative or Personnel Administrator who will handle the grievance for the agency.

11. In the **Union Rep Name** field, enter the name of the Union Representative who is named on the grievance. If there isn't one, this field may be left blank.
12. An *optional area* named **Cross Ref** has been included to provide an easy way to cross reference related grievances. If you wish to use this field, you may directly enter the tracking number in the **Tracking #** field or use  to look it up. You may reference additional grievances by using  to insert additional rows. Use  to delete any unwanted rows. If more than two references are added, use the symbols in the area labeled **Cross Ref** to navigate through them.

Please note that to reference a grievance, it must exist in the Out-of-Title Work Grievance module.

13. At this point, you may choose to save the transaction by clicking . You cannot submit the transaction at this stage.
14. Click on the **Documents** tab. Add the *Union Statement/Grievance* and any other documents that are part of the grievance. See the chapter on **Documents** for details on how to do this. You may choose to save the transaction by clicking  or proceed to Adding a Step. You cannot submit the transaction at this stage.