



Infor E Series  
Human Capital Management  
Employee Labor Relations  
Module

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### Introduction

The *Employee Labor Relations Module* guide describes the functions of the Employee Labor Relations module of the Infor E Series Human Capital Management (HCM:E) system.



# 1 Introduction

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## Introduction

The Employee/Labor Relations module is an integrated part of the Personnel system. This module specifically addresses your needs in the area of employee or labor relations. Whether or not your organization operates in a union environment, many of the capabilities of this module will be useful to you.

The Employee/Labor Relations module concentrates on five areas of record keeping for effective employee or labor relations.

## Bargaining Unit Membership

Employees in a bargaining unit can be identified by the various unions functioning in your organization. It is feasible to have a single employee active in multiple unions or to have an employee performing work outside the control of a bargaining unit. You can maintain accurate accounting of employee participation in each bargaining unit.

## Disciplinary Actions

To avoid costly grievance or complaint procedures, you can ensure that equitable disciplinary actions are taken for any infractions. Extensive records of all disciplinary actions taken against employees can be maintained. These records can be constantly cross-checked and evaluated.

## Grievances and Complaints

Grievances and complaints can begin in the disciplinary category or come directly from contract language interpretation. Many contracts specify grievance procedure steps, which usually include time limits for filing and responding. These time limits can become critical and make a difference in the outcome of the grievance. Because of these time limits, accurate records should be maintained on the progress of each grievance.

## Seniority

The area of seniority is of primary importance and may have a widespread effect. Basing promotions, job scheduling, vacations, bumping rights, layoffs, and recalls on seniority is a common practice. Determining seniority at varying organizational units and jobs is a highly complex procedure. This is further complicated by bumping rights, which can require tracking the employees' seniority at all previous jobs as well as their current jobs.

## Layoff and Recalls

When a layoff situation arises, employees can exercise their bumping rights. Tracking laid off employees who have bumped to a lesser job or another location versus employees who are out of work becomes a very time-consuming job. To recall an employee, it is necessary to know the recallable job and location; when the employee was laid off from the job, location, or both; and whether or not the employee has returned.

## Employee Union Information

You can track up to five sets of employee union data for each employee including an indication of which, if any, set covers the employee's current job.

The information associated with an employee's union membership includes union code, local number, sublocal number, membership date, union seniority date, membership termination date, and indication of whether the employee is an active member or is covered but not a member.

You can also indicate if an employee is designated as a shop steward, or if the employee is granted a leave of absence to hold an elected or appointed union officer position. You have the option to continue or disregard seniority for the employee.



## Employee Disciplinary Actions

You can track up to ten disciplinary actions for each employee.

The information maintained on each action includes date and type of violation, date and type of disciplinary action, location, supervisor, status, and a file number to cross-reference the disciplinary action to the associated paper work.

You can establish codes for the particular types of violations and disciplinary actions to be tracked. Each code has an associated violation or disciplinary action description used for your reporting.

You can tie a particular type of violation and the number of times the violation has occurred to a particular type of disciplinary action. When a disciplinary action is entered for an employee, the violation type and offense number are used to verify that the appropriate disciplinary action was taken.

## Employee Grievance and Complaints

You can track up to ten grievances or complaints for each employee.

The information maintained on each grievance or complaint includes date and type of grievance, union identification, supervisor, location, date and result of each grievance procedure step followed, date and result of the final settlement, status, and a file number to cross-reference the grievance to its associated paper work.

You can establish codes for the particular types of grievances to be tracked. Each code has an associated grievance description used for your reporting needs.

## Employee Seniority

You can automatically track employee seniority from the most recent date of hire. Seniority can commence at the date of employment or after a probationary period. After the employee is hired, the job seniority date is automatically updated when an employee changes jobs. This is accomplished based on current job date.

Besides the employment seniority date and job seniority date, tracking of seniority includes several user seniority dates.

A history of up to 20 different job changes and the associated job seniority dates can be maintained. Automatic retention of the old job seniority date, the old position number, the cumulative length of service on the job, the date the employee held the position for the first time and the employee's status at the job (permanent, probationary or temporary) is available.

The method of tracking and calculating seniority is highly flexible and includes organization options with employee overrides to the organization options. You have the following options:

- Automatically tracking a history of job changes
- Automatically updating the employment and job seniority dates
- Calculating the job seniority date when an employee is returning to a previously held job.

## Employee Layoff and Recall

You can maintain employee layoff and recall data.

A layoff status indicator can be entered when an employee is laid off. You can indicate the following information:

- If the employee is out of work or working in a lesser job
- The date the employee was out of work
- The date the employee was laid off from the recallable position
- The recallable position number
- The date the employee was laid off from the recallable location
- The recallable location.

## Reporting

The Employee/Labor Relations module produces the following five standard reports. You determine the sort sequence of each report and the criteria for selecting a specific employee for printing.

### Labor Relations Profile

This report provides a snapshot of all employee or labor relations information maintained for an employee. It provides a quick and easy way to review an employee's entire labor relations record on one report.

### Union Roster

This report provides a list by union and local of all employees belonging to the union or covered by it, or both. Totals by membership type are printed. This report is useful for analysis of bargaining unit membership.

### Disciplinary Actions Report

This report provides a list of infractions and the associated disciplinary action. Flexible totaling options are available for detailed analysis of the information. One of five types of totals can be printed at a time. These totals can be used for analysis purposes. The following totals are available:

- Totals by discipline type
- Totals by violation type
- Totals by discipline and violation type
- Totals by discipline type and location
- Totals by violation type and location.

### Grievances/Complaints Report

This report is important for analysis of grievance or complaint trends before a major problem occurs. It provides a list of grievances filed and information about the settlement of each grievance. At your option, one of five types of totals can be printed. The following totals are available:

- Total filed and settled
- Totals by grievance type
- Totals by settlement step and result
- Total filed and settled by location
- Totals by grievance type and location.

## Seniority Roster

Knowing the exact seniority of an employee can be critical, particularly when unions are involved. The Seniority Roster lists employees by employment, job, or union seniority date in a specified sort sequence. The fields available for sequencing are level 1 through level 5, union code, seniority group, 1 to 5 parts of the position number, race code, and sex code. These sequence fields can be used to create the appropriate seniority list.

## General Processing

The General Processing flow describes the processing of employee/labor relations data from the point it enters the system on transactions to the point it prints on the Employee/Labor Relations reports.

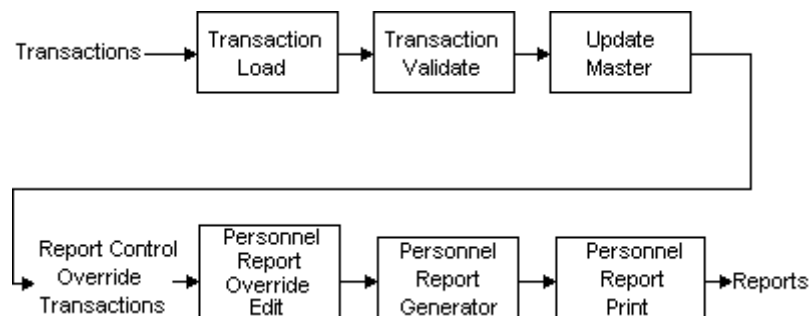
Organization and employee information enters the system through Transaction Load. This program edits each transaction code and assigns a sequence number to each transaction. The data on the transactions is then verified by the Transaction Validate program.

The Update Master File program uses the transactions to make additions, deletions, or changes to employee/labor relations information contained on the Employee Master File.

The Personnel Report Override Edit is used to edit any one-time overrides to the Employee/Labor Relations report options. The Personnel Report Generator program creates Employee/Labor Relations report records and the Personnel Report Print program produces the printed reports.

### Diagram of the General Processing Flow

This diagram shows the general processing flow for the Employee/Labor Relations module:



## Technical Characteristics

### Employee Master File Data

Employee/Labor relations organization and employee data is added to the Employee Master File (PWP010). The module adds one organization header segment (180 segment) and up to 16 employee segments. The number of employee segments varies depending on the amount of data entered. The number increases and decreases as needed to store the data. The employee segment numbers added with this module are 700 through 703, 706 through 710, and 715 through 721.

### Relation to the Personnel Central System

All processing logic for the Employee/Labor Relations module is executed by HCM:E executable programs. This module adds new sections and subprograms throughout the Personnel system. This module does not add any new executable programs to the system.

#### Module Interfaces

Interfaces for this module are incorporated into the following areas of the system.

##### Transaction Load and Validate

Maintenance transactions are entered with current HRMS transactions into Transaction Load (PLP200). They are then verified by Transaction Validate (PLP400).

##### Update Master File

Maintenance transactions are applied to the Employee Master File by Update Master File (PLP600).

##### Report Overrides Load and Edit

Overrides to the report options are entered into the Load Personnel Report Generator Overrides (PRU40M) and edited by Edit Personnel Report Generator Overrides (PRP40M).

##### Report Generator and Print

Report records for the standard reports are created by the Personnel Report Generator (PLR200). The Personnel Report Print (PLR700) prints the standard reports.

##### Employee Transfer

Transactions to transfer employee data are created by Employee Transfer (P1P99M).

##### HRMS Tables File - Maintain Labor Relations Application

Tables file transactions are entered into the HRMS Tables File Load (PLV100) and edited, validated, and updated by HRMS Tables File Maintenance (PLV300). They are loaded with HRMS tables records on the HRMS Tables File (PWW010).

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## Introduction

The Employee/Labor Relations module provides several capabilities for HCM:E. The following areas are addressed by the Employee/Labor Relations module:

- Employee union identification information
- Offenses and the resulting disciplinary actions
- Grievances and the resulting settlements
- Current and historical seniority information
- Layoff and recall information

The employee/labor relations information resides on the Employee Master File and the HRMS Tables File.



## Employee Union Information

As each feature is discussed, you will be instructed where to enter each transaction. For the initial implementation of the module, establish the HRMS Tables File information before entering employee information. The employee-level information can be entered at the same time the employee is being established on the Employee Master File using NA-ND1 transaction (Combined) and PF-1 Personnel transactions.

A valid Level 1-Level 2 and employee number must be entered in all employee transactions. For the Employee/Labor Relations module transactions discussed, these fields are always required, even though they are not specifically mentioned. As you review the following examples and explanations, you should also refer to the Transaction Descriptions for that particular transaction.

### Establishing Employee Union Information

Each employee can be associated with up to five separate union identifications. The union identification, or bargaining unit information, consists of three fields: the union, the local, and the sublocal. The UL-E transaction is used to enter and maintain the union information. The employee does not have to be a current active member of all five union identifications. The union code must always be entered. If a local and sublocal exist, the information can be entered.

The membership date and the predefined type can be used to represent the original membership date and the employee's entitlement to union representation. The adjusted membership date is used to maintain the union seniority date if it is different from the original membership date. The official type and membership termination date can be used for additional information.

Each employee can be associated with five different unions, locals, or sublocals. A separate UL-E transaction is entered for each union identification. If a sixth UL-E transaction is entered for the employee, the first entered, or least current union information is dropped from the file. A warning message is printed on the Transaction Validate Report to alert you that the oldest occurrence is being dropped.

| Last Entered    |         | Newly Entered |                 |
|-----------------|---------|---------------|-----------------|
| Most Current    | Union 5 | Union 6       | Most Current    |
|                 | Union 4 | Union 5       |                 |
|                 | Union 3 | Union 4       |                 |
|                 | Union 2 | Union 3       |                 |
| First Entered   | Union 1 | Union 2       | Least Current * |
| * Least Current | Removed | Union 1       |                 |

## Changing Union Information

The update code field set to **R** indicates union data is changing. The union identification information is required. It is used to match the transaction being entered to the appropriate information to change for the employee.

## Deleting Union Information

The update code field set to **D** indicates union data is being deleted. The UL-E transaction with an update code of **D** should be used when deleting a union for the employee. The union identification information is required. It is used to match the transaction being entered to the appropriate information to be deleted for the employee.

When union information for an employee is added, changed, or deleted, the union identification fields must be entered.

The current position union code is entered to designate the union associated with the job that the employee is currently performing. For a current position union code to be valid, the union identification must either be entered on the same UL-E transaction, or already be established for the employee.

When the employee's position number changes (PF-6, PH-5, Position Control), the system generates a UL-E transaction to update the current position union code. The generated current position union code is the union code portion of the employee's most current (last entered) union identification.

If a union code is deleted, the matching current position union code is reset to blanks.

In summary, the employee can be associated with five separate unions, locals, or sublocals (union identification). Also, the union associated with the employee's current job can be entered in the current position union code.

## Offenses and Results

### Offenses and Resulting Disciplinary Actions

Each employee can have ten occurrences of discipline data. Discipline data includes information about the violation and the resulting disciplinary action. The UL-H transaction is used to enter the information for the employee. The T73-001 and T71-001 HRMS Tables File transactions are used with the UL-H transaction to establish the violation and discipline information for the organization.

The T73-001 and T71-001 transactions must be established on the HRMS Tables File before entering the UL-H transaction for the employee. As on all HRMS Tables File transactions, the level 1-level 2 are required fields.

On the T73-001 transaction, you define the type codes and descriptions to use for violations.

The codes and descriptions for the organization's disciplinary actions are entered on the T71-001 transactions.

The update code determines whether the transaction is being added to, changed, or deleted from the HRMS Tables File.

Each violation can result in different disciplinary actions depending on the number of times the violation has occurred. The disciplinary action codes resulting from the violation are entered on the T73-001 - discipline type by offense number transaction. These discipline type codes were established on the T71-001 transaction.

The disciplinary action for absent/did not phone depends on the number of times the violation has occurred.

| Disciplinary Code | Description   |
|-------------------|---|
| <b>VRB</b>        | The first time it occurs, there is a verbal reprimand.  |
| <b>VRB</b>        | The second time it occurs, there is a verbal reprimand. |
| <b>WRT</b>        | The third time it occurs, there is a written warning.   |
| <b>1SP</b>        | The fourth time it occurs, there is a 1-day suspension. |
| <b>3SP</b>        | The fifth time it occurs, there is a 3-day suspension.  |
| <b>5SP</b>        | The sixth time it occurs, there is a 5-day suspension   |
| <b>DIS</b>        | The seventh time it occurs, dismissal results.          |

An update code of **A** indicates that the entire T73-001 transaction is being added to the HRMS Tables File. An update code of **C** indicates that the T73-001 was previously entered, perhaps with only the type and description. The transaction is changing what was previously entered by entering discipline types for each offense number.

An unlimited number of T73-001 and T71-001 transactions can be entered. The type codes are user-defined values. The update code determines if the transaction is being added to, changed, or deleted from the HRMS Tables File.

If the transaction is being used to change information, the update code is **C** and both the type code and the description must be entered. If the transaction is being used to delete an entry, the update code is **D** and the type code is the only additional entry on the transaction.

Now that the violations and disciplinary actions are entered, the employee information can be established using the UL-H transaction.

## Establishing Employee Violations and Disciplinary Actions

Each employee can have up to ten violations with resulting disciplinary actions. When this information is added for an employee, the violation date and violation type are required fields. The violation type must have a matching type code on the HRMS Tables File. The unique disciplinary file number, which can correspond to a manually kept file, must be entered if multiple UL-H transactions are entered with the same violation date.

The offense is the number of times the employee has committed this particular violation. The result of the violation is entered in the discipline area. The type must match the discipline type on the HRMS Tables File. The offense number and discipline type are checked against the HRMS Tables File discipline type by offense number (T73-001) to determine if the appropriate discipline was invoked. If the discipline is not appropriate for the particular violation and offense number, a warning message is printed on the Validation Report. The date is the date the disciplinary action was administered to the employee. The discipline status delivered with HCM:E, shows the current activity of the disciplinary action. When a violation is added with a blank status, the discipline status automatically becomes pending.

Levels 3 through 7 and supervisor can be used to identify the employee's levels and supervisor when the action was administered. Any of these fields that are blank when the violation is added are updated from the Employee Master File. When discipline data is added for an employee, the update code is **blank**.

The system arranges the discipline information by violation date, so the most current violation data is first, and the least current is last. If all ten occurrences of discipline data are found for an employee, and a new one is added, the oldest dated occurrence is bumped from the file. A warning message is printed on the Transaction Validate Report to alert you that the oldest occurrence is being dropped. When adding an occurrence that fits between two other occurrences, the system uses the date to determine where to insert the information. If multiple violations occurred on the same date, the discipline file number is used to identify the separate occurrences.

If all ten occurrences are found for an employee and another occurrence is entered with a date older than the oldest occurrence, this transaction is rejected. The date on this transaction indicates that it should be bumped from the file.

## Changing Employee Violations and Disciplinary Actions

The UL-H transaction with an update code of **R** is used when changing violation or discipline information. The violation date is required. It is used to match the transaction being entered to the appropriate information to be changed for the employee. If multiple occurrences of information have the same violation date, the discipline file number is also required to identify which occurrence should be changed.

## Deleting Employee Violations and Disciplinary Actions

The UL-H transaction with an update code of **D** can be used to delete violation and discipline occurrences for an employee.

The violation date is required. It is used to match the transaction being entered with the appropriate information to delete for the employee. If multiple occurrences of information have the same violation date, the discipline file number is also required to identify which occurrence to delete.

In summary, each employee can have ten occurrences of violation and disciplinary actions. The violation date is required. Violation type and discipline type must have corresponding HRMS Tables File entries.

## Grievances and Settlements

Each employee can have ten occurrences of grievance data. If your organization is not a union environment, this area can be used for complaint information. Grievance data includes information about the grievance, the grievance procedure result, and the grievance settlement. The UL-L and UL-N transactions are used to enter the information for the employee. The T72-001 and T74-001 HRMS Tables File transactions are used with the UL-L and UL-N transactions to establish the grievance and settlement procedure information for the organization.

The T72-001 and T74-001 transactions must be established on the HRMS Tables File before the UL-L and UL-N transactions are entered for the employee. As on all HRMS Tables File transactions, the Level 1-Level 2 are required fields.

You establish a set of user-defined codes and descriptions to use for grievances on the T72-001 transaction.

After the grievances and settlement information is established on the HRMS Tables File, the employee information can be entered using the UL-L and UL-N transactions.

### Establishing Employee Grievance and Grievance Result Information

Each employee can have up to ten grievances with resulting settlement activity. When this information is added for an employee using the UL-L and UL-N transactions, the grievance date is required. A unique discipline file number, which can correspond to a manually kept file, must be entered if multiple UL-L and UL-N transactions are entered with the same grievance date.

The information entered on the UL-L transaction establishes the employee grievance. When this information is added for an employee, the type code is required and must have a matching type code on the HRMS Tables File. The employee's union identification can be used to identify the employee's union association for the grievance. If union identification is not entered, the most current union identification for the employee is used to update this area. If a union identification is entered, a matching union identification for the employee must be found (see Establishing Union Identification Information). Levels 3-7 and supervisor can be used to identify the employee's levels and supervisor when the grievance occurred or was filed. Any of these fields that are blank are updated from the Employee Master File.

When occurrences of grievance information are added for the employee, the update code is **blank**.

The procedure and settlement information is entered on the UL-N transaction.

The procedure information is entered with a number, code, and date. Seven procedure steps or numbers can be associated with each grievance. The procedure result number identifies the procedure step.

The procedure settlement code must have a corresponding code on the HRMS Tables File.

The predefined grievance status indicates if the grievance is pending, appealed, or settled. When a grievance is added with a blank status code, the grievance status automatically becomes pending. When the grievance is settled, the procedure step number is entered in settlement step. If any money is associated with the settlement, the amount can be entered in settlement amount.

If a UL-N transaction is being entered to add a procedure result, step number, procedure settlement code and date must be entered. Status code, settlement step, and amount can also be entered. Each grievance can have one status code, one settlement step, and one settlement amount.

## Changing Employee Grievance and Settlement Information

The UL-L transaction with an update code of **R** is used when grievance information is changed. The grievance date is required. It is used to match the transaction being entered to the appropriate occurrence to change for the employee. If multiple occurrences have the same grievance date, the grievance file number is required to identify the occurrence being changed.

## Deleting Employee Grievance and Settlement Information

The UL-L transaction with an update code of **D** is used when grievance information is deleted. All grievance information for a particular occurrence, whether entered on a UL-L or UL-N transaction, is deleted. The grievance date is required. It is used to match the transaction being entered with the appropriate information to delete for the employee. If multiple occurrences of information have the same grievance date, the grievance file number is also required to determine the occurrence being deleted.

In summary, each employee can have ten occurrences of grievance information. Seven steps are available for grievance procedure information in each occurrence. The grievance date is required on the UL-L and UL-N transactions. The grievance type and procedure result code must have corresponding table entries.

## Seniority Information

### Current and Historical Seniority Information

Both employment and job seniority information can be entered for an employee. Employment seniority relates to the employee's length of service with the organization. Job seniority is related to the employee's length of service in each job the employee has held. Current employment and job seniority information is entered on the UL-A transaction. Also, twenty occurrences of historical job seniority can be maintained for each employee. This historical information is used to track seniority on previously held jobs and to calculate current job seniority. The options to create historical job seniority are entered on the P7 transaction. The P7 transaction is thoroughly discussed in the Processing Options chapter.

### Establishing Current Seniority Information

Current employment and job seniority information is entered on the UL-A transaction. The information on the transaction is used as needed based on the stipulations in bargaining unit contracts or organization policy.

The predefined job status indicates the employee's current job status. The seniority group indicates to which group the employee's position is assigned by the contract. If the employment seniority date is not entered, the employment date entered on the PF-7 transaction is used to update this field. If the job seniority date is not entered, the date on present job entered on the PF-6 or PH-5 (Position Control) transaction is used to update the job seniority date.

If employment or job seniority dates are entered on the UL-A transaction, they are used in the Employee/Labor Relations module instead of the dates on the PF-7 or PF-6, or both, or PH-5 transactions. The current job seniority date can be automatically adjusted as described in the Processing Option chapter. The user seniority dates are used to store additional seniority dates such as plant seniority, location seniority, or department seniority. If adjusted dates are needed for the user seniority dates, they are entered in the adjusted user seniority dates fields.

Positions 71-74 are employee-level overrides to the organization processing options. These fields are thoroughly discussed in the Processing Options chapter. Employment date tie number and job date tie number are used to determine seniority even further if multiple employees have the same employment seniority date or job seniority date.

The job status, seniority group, seniority dates, and tie numbers are fields that can be used for sorting or sequencing your Seniority Roster.



## Establishing Historical Job Seniority Information

Historical job seniority information is entered for an employee on the UL-R and UL-S transactions. A UL-S transaction cannot be entered without a corresponding UL-R transaction. This information is about previous jobs held by an employee. Current job information for an employee is already found on the Employee Master File. The UL-R and UL-S transactions are automatically generated based on the information on the Employee Master File before updating when **both** of these conditions are met:

- A PF-6 transaction or a PH-5 (Position Control) transaction is entered with a position number and date on present job.
- The processing option specifies to create historical job seniority information.

When the UL-R and UL-S transactions are entered to add historical job information for an employee, the following fields in the UL-R transactions are required: position number, original job date, and cumulative job length of service. Each occurrence must have a unique position number. If an employee has had the same position number multiple times, the cumulative job length of service for the historical job information should be changed, not added.

## Changing Current Seniority Information

Any field entered on the UL-A transaction replaces information that is found for the employees.

## Changing Historical Job Seniority Information

When historical job seniority information is changed, an update code of **R** is used on the UL-R and UL-S transactions. The position number is required. It is used to match the transaction being entered to the appropriate information to change for the employee.

## Deleting Historical Job Seniority Information

The UL-R with an update code of **D** deletes historical job seniority information. All historical information for a particular occurrence, whether entered on a UL-R or a UL-S transaction, is deleted. The position number is required when a specific occurrence is deleted. If a UL-R transaction is entered with no position number and an update code of **D**, all occurrences of historical job seniority for the employee are deleted.

## Layoff and Recall Information

Layoff and recall information is entered for an employee on the UL-B transaction. Information is entered for layoff from a job, location, and complete layoff. Also, the recallable location and position can be entered.

## Processing Options

The processing options create, adjust, calculate, and delete seniority information for employees. The organization level processing options are entered on the P7 transaction for each level 1-level 2. If specific employees use options other than those you have established for their level 1-level 2, the employee override options can be entered on the UL-A transaction. Any processing options specified on the UL-A transaction are used for the employee instead of what is entered on the P7 transaction for the organization.

The option to create historical job information can be used when an employee changes positions and you want to generate the UL-R and UL-S transactions automatically to add an occurrence of historical job seniority information. The adjust seniority and calculate seniority options are used to calculate the current job seniority automatically when an employee returns to a previously held position. When an employee is terminated or rehired, the historical job seniority information can be automatically deleted based on the delete seniority option.

These examples show the specific uses of each of the processing options.

|            | <b>Position</b> | <b>Date on Present Job</b>             |
|------------|-----------------|--|
| Entering   | 200361          | July 1, 1980                           |
|            | Position        | Date on Present Job/Job Seniority Date |
| Current    | 200362          | February 5, 1975                       |
|            | Position        | Original Job Date                      |
| Historical | 200363          | April 23, 1972                         |

The employee is currently in position 200362 - Fork Lift Operator-2. The current job information is on the Employee Master File. The current job seniority date in the Employee/Labor Relations module is February 5, 1975.

The employee has historical job seniority information for position 200363 with an original job date of April 23, 1972.

A PF-6 or PH-5 (Position Control) transaction is entered with a position number of 200361 and a date on present job of July 1, 1980.

The create historical job seniority on the P7 transaction indicates to track history of job seniority.

Because historical job seniority information is not found for position 200362, a UL-R and a UL-S transaction are automatically generated for position 200362 to add to historical job seniority.

The information used on these generated transactions comes from the Employee Master File and the Employee/Labor Relations module.

The cumulative job length of service is automatically calculated by subtracting the date on present job for position 200362 from the date on present job being entered on the PF-6 transaction for position 200361.

The system updates the current job seniority date with the PF-6 transaction date on present job for position 200361.

This table shows the result:

| Time Period | Position | Date                           | Length of Service            |
|-------------|----------|--------------------------------|------------------------------|
| Current     | Position | Date on Present Job/Job        | Cumulative Length of Service |
|             | 200361   | Seniority Date<br>July 1, 1980 |                              |
| Historical  | Position | Original Job Date              | Cumulative Length of Service |
|             | 200362   | February 5, 1975               | 5 Yrs. 146 Days              |
|             | 200361   | April 23, 1972                 | 2 Yrs. 288 Days              |
| Entering    | Position | Date on Present Job            |                              |
|             | 200363   | February 1, 1981               |                              |
| Current     | Position | Date of Present Job/Job        |                              |
|             | 200361   | Seniority Date<br>July 1, 1980 |                              |
| Historical  | Position | Original Job Date              | Cumulative Length of Service |
|             | 200362   | February 5, 1975               | 5 Yrs. 146 Days              |
|             | 200363   | April 23, 1972                 | 2 Yrs. 288 Days              |

The employee is currently in position 200361 - Fork Lift Operator-1. The current job information is on the Employee Master File. The current job seniority date in the Employee/Labor Relations module and the Employee Master File date on present job is July 1, 1980.

The employee has historical job seniority information for positions 200362 and 200363 with original job dates of February 5, 1975 and April 23, 1972, respectively.

A PF-6 or PH-5 (Position Control) transaction is entered with a position number of 200363 and a date on present job of February 1, 1981. The employee is being assigned to a previously held position.

The create historical job seniority option on the P7 transaction indicates to track history of job seniority.

Because no historical job seniority information is found for position 200361, a UL-R transaction and a UL-S transaction are automatically generated to add position 200361 to historical job seniority.

The cumulative length of service is automatically calculated for position 200361.

|                  | <b>Julian</b> |
|------------------|---------------|
| February 1, 1981 | 80 397        |
| July 1, 1980     | 80 182        |
| 215 days         | 215           |

The current job seniority date is automatically updated. When an employee is returned to a previously held job, and you want the system to determine the current job seniority date, you must specify to adjust seniority on the P7 transaction.

The calculate seniority method field on the P7 transaction specifies how to calculate the current job seniority date. Based on the calculation method selected, the system

- Uses a user-defined calculation programmed by your organization
- Uses the original job date from the historical position as the current job seniority date

| <b>Time Period</b> | <b>Position</b> | <b>Date</b>        | <b>Length of Service</b>     |
|--------------------|-----------------|--------------------|------------------------------|
| Current            | Position        | Job Seniority Date |                              |
|                    | 200363          | April 23, 1972     |                              |
| Historical         | Position        | Original Job Date  | Cumulative Length of Service |
|                    | 200361          | July 1, 1980       | 215 Days                     |
|                    | 200362          | February 5, 1975   | 5 Yrs. 146 Days              |
|                    | 200363          | April 23, 1972     | 2 Yrs. 288 Days              |

- Subtracts the historical cumulative job length of service from the date on present job being entered.

| <b>Time Period</b> | <b>Position</b> | <b>Date</b>         | <b>Length of Service</b>     |
|--------------------|-----------------|---------------------|------------------------------|
| Current            |                 | Date on Present Job |                              |
|                    |                 | February 1, 1981    |                              |
|                    | Position        | Job Seniority Date  |                              |
|                    | 200363          | April 19, 1978      |                              |
| Historical         | Position        | Original Job Date   | Cumulative Length of Service |
|                    | 200361          | July 1, 1980        | 215 Days                     |
|                    | 200362          | February 5, 1975    | 5 Yrs. 146 Days              |
|                    | 200363          | April 23, 1972      | 2 Yrs. 288 Days              |
| <b>Julian</b>      |                 |                     |                              |

(continued)

| Time Period       | Position | Date                | Length of Service            |
|-------------------|----------|---------------------|------------------------------|
| February 1, 1981  |          | 80 397              |                              |
| -2 years 288 days |          | -2 288              |                              |
| April 19, 1978    |          | 78 109              |                              |
|                   | Position | Date on Present Job |                              |
| Current           | 200363   | February 1, 1981    |                              |
|                   | Position | Original Job Date   | Cumulative Length of Service |
|                   | 200361   | July 1, 1980        | 215 Days                     |
|                   | 200362   | February 5, 1975    | 5 Yrs. 146 Days              |
|                   | 200363   | April 23, 1972      | 2 Yrs. 288 Days              |

The employee is currently in position 200363. The current job information is on the Employee Master File. The date of present job on the Employee Master File is February 1, 1981.

The employee has historical job seniority information for positions 200361, 200362, and 200363 with original job dates of July 1, 1980; February 5, 1975; and April 23, 1972, respectively.

A PF-6 or PH-5 (Position Control) transaction is entered with a position number of 200360 and a date on present job of October 28, 1981. The employee is being assigned to a new position.

| Time Period | Position | Date              | Length of Service            |
|-------------|----------|-------------------|------------------------------|
|             | Position |                   | Date on Present Job          |
| Entering    | 200360   |                   | October 28, 1981             |
|             | Position |                   | Date on Present Job          |
| Current     | 200363   |                   | February 1, 1981             |
|             | Position | Original Job Date | Cumulative Length of Service |
| Historical  | 200361   | July 1, 1980      | 215 Days                     |
|             | 200362   | February 5, 1975  | 5 Yrs. 146 Days              |
|             | 200363   | April 23, 1972    | 2 Yrs. 288 days              |

The create historical job seniority option entered on the P7 transaction specifies to track history of job seniority.

Historical job seniority is found for position 200363. Therefore, the system generates a UL-R transaction to update the cumulative length of service. A new occurrence of historical job seniority for position 200363 is not added.

| Time Period                   | Position | Date                                   | Length of Service            |
|-------------------------------|----------|--|------------------------------|
| Current                       | Position | Date on Present Job/Job Seniority Date |                              |
|                               | 200360   | October 28, 1981                       |                              |
| Historical                    | Position | Original Job Date                      | Cumulative Length of Service |
|                               | 200361   | July 1, 1980                           | 215 Days                     |
|                               | 200362   | February 5, 1975                       | 5 Yrs. 146 Days              |
|                               | 200363   | April 23, 1972                         | 2 Yrs. 192 Days              |
|                               |          | October 28, 1981                       | 81 301                       |
|                               |          | February 1, 1981                       | 81 32                        |
|                               |          |  | 269 days                     |
| Cumulative service in history |          |  |                              |
| + 2 yrs. 288 days             |          |  |                              |
| 3 yrs. 192 days               |          |  |                              |

Because the employee is not returning to a previously held position, the date on present job is used as the job seniority date.

## Fields Automatically Updated

The following list identifies Employee/Labor Relations module fields that are updated by Employee/Labor Relations information, general Payroll/Personnel information, and Personnel information. These fields are updated when the information is not entered for the employee on an Employee/Labor Relations module transaction.

### Processing Options

| E/LR Field                  | E/LR Transaction | HRMS<br>(Segment<br>201-491) | PMRS<br>(Segment<br>615) | E/LR<br>Module<br>(Segments<br>700-701) |
|-----------------------------|------------------|------------------------------|--------------------------|---|
| Employment Seniority Date   | UL-A             |                              | *                        |   |
| Job Seniority Date          | UL-A             |                              | *                        |   |
| Recallable Position         | UL-B             |                              | *                        |   |
| Recallable Level 3          | UL-B             | *                            |                          |   |
| Recallable Level 4          | UL-B             | *                            |                          |   |
| Recallable Level 5          | UL-B             | *                            |                          |   |
| Current Position Union Code | UL-E **          |                              |                          | *                                       |
| Level 3                     | UL-H             | *                            |                          |   |

| <b>E/LR Field</b>   | <b>E/LR Transaction</b> | <b>HRMS<br/>(Segment<br/>201-491)</b> | <b>PMRS<br/>(Segment<br/>615)</b> | <b>E/LR<br/>Module<br/>(Segments<br/>700-701)</b> |
|---------------------|-------------------------|---------------------------------------|-----------------------------------|---|
| Level 4             | UL-H                    | *                                     |                                   |   |
| Level 5             | UL-H                    | *                                     |                                   |   |
| Level 6             | UL-H                    |                                       | *                                 |   |
| Level 7             | UL-H                    |                                       | *                                 |   |
| Supervisor          | UL-H                    |                                       | *                                 |   |
| Union Code          | UL-L                    |                                       |                                   | *   |
| Union Local         | UL-L                    |                                       |                                   | *   |
| Union Sublocal      | UL-L                    |                                       |                                   | *   |
| Level 3             | UL-L                    | *                                     |                                   |   |
| Level 4             | UL-L                    | *                                     |                                   |   |
| Level 5             | UL-L                    | *                                     |                                   |   |
| Level 6             | UL-L                    |                                       | *                                 |   |
| Level 7             | UL-L                    |                                       | *                                 |   |
| Supervisor          | UL-L                    |                                       | *                                 |   |
| Position Number     | UL-R **                 |                                       | *                                 |   |
| Original Job Date   | UL-R **                 |                                       | *                                 |   |
| Job Seniority Date  | UL-R **                 |                                       |                                   | *   |
| Job Title           | UL-R **                 |                                       | *                                 |   |
| Job Date Tie Number | UL-R **                 |                                       |                                   | *   |
| Position Number     | UL-S **                 |                                       | *                                 |   |
| Job Status          | UL-S **                 |                                       |                                   | *   |
| Seniority Group     | UL-S **                 |                                       |                                   | *   |
| Union Code          | UL-S **                 |                                       |                                   | *   |
| Level 3             | UL-S **                 | *                                     |                                   |   |
| Level 4             | UL-S **                 | *                                     |                                   |   |
| Level 5             | UL-S **                 | *                                     |                                   |   |

\*\* The transaction must be generated by the system to update these fields. If these transactions are entered, and the fields are blank, the system does not update them from other employee information.



## Producing the Employee/Labor Relations Reports

The Employee/Labor Relations module has five standard reports:

- Labor Relations Profile
- Union Roster Report
- Disciplinary Actions Report
- Grievance/Complaints Report
- Seniority Roster.

The transactions required to produce these reports are the PA-1, PA-7, PB, P2, and P1. These transactions are entered for each level 1-level 2. They reside on the Employee Master File and are reentered only when a change is needed. If any of the fields on these transactions are not entered, the reset value of the field is used to produce reports.

You indicate how often the reports are produced by entering the appropriate predefined code on a PB transaction. Report dates are entered on the P1 transaction. The end of a specific reporting period is entered in the period end field. The appropriate reports (PB options) are then produced.

If you do not want to print the report, you enter the appropriate code on the P2 transaction.

The sorting, sequencing, selecting, totaling, and page breaks for the Employee/Labor Relations reports are controlled by the options you select on the PA-1 and PA-7 transactions.

The PA-1 major sequence option controls the level 1-level 2 and report number sequence for Personnel and Employee/Labor Relations reports. The Employee/Labor Relations Profile uses the same PA-1 profile options as the Personnel Profiles.

Most of the report options on the PA-7 transaction use the same concepts as the Personnel report options. Therefore, only those options that are unique to the Employee/Labor Relations module are discussed.

The profile select indicator is used when you want the Employee/Labor Relations Profile for specific employees. These employees are selected on the PD-2 transaction by levels or employee numbers.

For example, you want to use the Profile for only those employees in department (level 5) 4376.

The PD selection option on the PA-7 transaction for the Union Roster is used when you want to select further employees to print on the report. The PD3-02 or the PD3-99, or both, are then entered with specific selection information. You can select employees by levels of control, union identification, and membership type on the PD3-02. The PD3-99 is for the selection by specific employee numbers.

The union identification field on the PD302 transaction is used to specify a union, local, and sublocal. If all locals and sublocals for the union are selected, an asterisk (\*) is entered in the first position of the local number field. If all sublocals for a specific local are selected, an asterisk is entered in the first position of the sublocal number field.

If you want to select further the employees to print on the Discipline Report, the PD3-03 and PD3-99 transactions are used with the PD selection option on the PA-7 transaction. The PD3-03 is entered if you are selecting by levels of control, violation dates, violation type, or discipline type. To select employees by employee number, use the PD3-99 transaction.

The Grievance/Complaints Report can be selected by levels of control, union identification, grievance dates, grievance type, and grievance status using the PD3-04 transaction. The employee numbers to select are entered on the PD3-99 transactions.

Besides entering PD-2 and PD-3 transactions to select the information to print on Labor Relations reports, you can enter a minor sort sequence. As with all Personnel reports, SRG field numbers can be entered on the PD-1 transaction to establish the minor sort sequence. Because multiple occurrences of union information, discipline information, and grievance information can be entered for employees, a feature is available that allows you to sequence on a multiple occurrence field without specifying the occurrence number. You can use this sequence feature by entering asterisks in the third and fourth positions of the field number.

The Employee/Labor Relations field number with asterisks in the third and fourth positions can be used with the following fields:

- Union information fields for the Union Roster
- Offense/discipline information fields for the Disciplinary Actions Report
- Grievance information fields for the Grievance/Complaints Report.

Options on the PA-7 transaction allow you to sequence the Seniority Roster by parts of the position number. The position number is defined and entered on the T75-001 HRMS Tables File transaction. The position number can be divided into a maximum of five parts. When totaling the lengths of each part, you must have ten characters.

The ten-character position number is structured so the first three characters represent the family, the fourth and fifth characters represent a unique position, the sixth character represents the experience level, and the last four characters are blank. For example:

| <b>Title: Fork Lift Operator - 2</b> |                    |                  |
|--------------------------------------|--------------------|------------------|
| Position Number: 200302              |                    |                  |
| Family                               | Position           | Experience Level |
| 200                                  | 30                 | 2                |
| Heavy Equipment                      | Fork Lift Operator | 2                |

As with all HRMS Tables File transactions, the update code indicates whether information from the HRMS Tables File is added, changed, or deleted. When the position number parts are used for sorting the Seniority Roster, the order of the parts is entered in the position sequence fields on the PA-7 transaction.

The seniority date option on the PA-7 transaction is the lowest-level sequence for the Seniority Roster. The union seniority date is the employee's membership date unless an adjusted membership date is present for the employee. If an adjusted membership date is present, it is used as the union seniority date. The two other choices for the seniority date option are employment seniority date and job seniority date. If one of these options is chosen and tie numbers are found, the Seniority Roster is sequenced by tie number within seniority date.

You can select the Seniority Roster by levels of control, union code, seniority dates, position number, and seniority group using the PD3-05 transaction.

All PD transactions are entered in the Control Card Load and Edit. They do not permanently reside on the Employee Master File. Twenty-five of each type of PD3 transaction can be entered. For example, you can enter twenty-five PD3-03 transactions for the Disciplinary Actions Report and twenty-five PD3-04 transactions for the Grievance/Complaints Report. An unlimited number of PD3-99 transactions can also be entered.

As in the Personnel system, all report control transactions can be entered in the Control Card Load and Edit. These transactions are used as one-time overrides for the current processing cycle instead of the information on the Employee Master File. Any blank fields on the PA-7 transaction use the Employee Master File PA-7 values. This applies only to the PA-7 transactions.

All report control transactions can be entered in the Control Card Load and Edit with asterisks in the level 1 and/or level 2. This feature enables you to request consolidated reports disregarding the employee's level 1-level 2.

## General Features of the System

### Overview

Labor relations data can be entered and inquired upon in online system 2 (Personnel modules) using screens 201 through 224. These screens follow the same rules for use as the system 1 Entry & Inquiry screens. For more information about using the online system, see the *Screen Reference Guide*.

The following types of labor relations data can be entered or inquired on:

- Report Options
- Report Selection and Sequencing Options
- Employment Seniority (Historical and Current)
- Employee Layoff and Recall Data
- Employee Grievance/Complaint Data
- Employee Discipline Data
- Employee Union Data.

## Screen Directory

### Master File Inquiry/Transaction Entry Screens

| Number  |   | Screen Title   | Transaction |
|---------|---|--|-------------|
|         |   | Personnel Modules Menu   | N/A         |
| 201     |   | Employee/Labor Relations   | N/A         |
| 202     | C | Labor Relations Report Options   | PB, P2      |
| 203     | C | Report Selection and Sequencing Options for the Union, Discipline, Grievance and Profile Reports | PA-7        |
| 204     | C | Seniority Roster and Processing Options  | PA-7, P7    |
| 205     | C | Employment Current Seniority Data Options  | UL-A        |
| 206     | C | Employee Layoff and Recall Data  | UL-B        |
| 207-216 | C | Employee Grievance/Complaint Data  | UL-L, UL-N  |
| 217-218 | C | Employee Discipline Data 1   | UL-H        |
| 219     | C | Employee Union Data  | UL-E        |
| 220-223 | I | Historical Job Seniority Data 1-4  | N/A         |
| 224     | E | Historical Job Seniority Data-1, 2   | UL-R, UL-S  |

# Personnel Modules Menu

PERSONNEL MODULES

ACT: \_\_\_\_\_

ENTER THE DESIRED SCREEN CODE AND MASTER RECORD KEY

CODE: \_\_\_\_\_ L1: TN L2: RB EMPNO: \_\_\_\_\_

----- FUNCTION SCREEN -----

2: TRANSACTION INQUIRY/UPDATE FUNCTION SCREEN

----- PERSONNEL MODULES -----

101: BENEFITS/ERISA MENU SCREEN

201: LABOR RELATIONS MENU SCREEN

## Screen Number

101

## Screen Type

Menu

## Purpose

Lists all available Personnel modules in the system and allows initial screen selection.

## Screen Access

Select application system 2.

## Screen Flow

Depending on the screen number entered either a module menu or any screen available in the system.

## Labor Relations Main Menu

```
ACTION: _____  
  
EMPLOYEE/LABOR RELATIONS  
  
ENTER THE DESIRED SCREEN CODE, ORGANIZATION AND EMPLOYEE NUMBER  
CODE: ____ L1: AL L2: WA EMPLOYEE NO: 2366  
  
-----ORGANIZATION OPTIONS-----  
202: C REPORT GENERATE OPTIONS  
REPORT PRINT OPTIONS  
203: C DISCIPLINE REPORT OPTIONS  
UNION REPORT OPTIONS  
GRIEVANCE REPORT OPTIONS  
LABOR RELATIONS PROFILE OPTION  
204: C SENIORITY ROSTER OPTIONS  
SENIORITY PROCESSING OPTIONS  
  
-----EMPLOYEE DATA-----  
205: C CURRENT SENIORITY DATA  
206: C LAYOFF AND RECALL DATA  
207-216: C EMPLOYEE GRIEVANCE DATA  
217-218: C EMPLOYEE DISCIPLINE DATA  
219: C EMPLOYEE UNION DATA  
220-223: I HISTORICAL JOB SENIORITY INQUIRY  
224: E HISTORICAL JOB SENIORITY ENTRY
```

### Screen Number

201

### Screen Type

Menu

### Purpose

Use this screen to select specific organization or employee Labor Relations screen.

### Screen Access

Enter **201** in the code field of the system 2 main menu or in the next field of any System 2 Master File inquiry/entry screen.

# Employee/Labor Relations Data Report Options

ACTION: \_\_\_\_\_ CURRENT: 202 NEXT: 203  
L1: AL L2: WA  
EFF DATE: \_\_\_\_\_

LABOR RELATIONS REPORT OPTIONS

| *REPORTS*                 | *GENERATE* | *PRINT* |
|---------------------------|------------|---------|
| LABOR RELATIONS PROFILE:  |            | X       |
| UNION ROSTER REPORT:      |            | X       |
| DISCIPLINE ACTION REPORT: |            | X       |
| GRIEVANCE REPORT:         |            | X       |
| SENIORITY ROSTER:         |            | X       |

-----THE GENERATE OPTIONS-----  
BLANK OR R = DO NOT GENERATE  
U = GENERATE PROFILE IF UPDATED  
E = GENERATE  
P = GENERATE AT PERIOD END ONLY  
M = GENERATE AT MONTH END ONLY  
Q = GENERATE AT QUARTER END ONLY  
Y = GENERATE AT YEAR END ONLY

THE PRINT OPTIONS  
BLANK = PRINT  
X = DO NOT PRINT

## Screen Number

202

## Screen Type

Combined inquiry/entry

## Purpose

This screen is used to enter and view report options for the Union Roster, Discipline Action, Grievance, and Seniority reports.

## Screen Access

Enter **202** in the code field of the Labor Relations menu screen 201 or in the next field of any System 2 Master File inquiry/entry screen.



## Screen Flow

203

## Associated Transactions

- PB
- P2

# Report Selection and Sequencing Options for Union, Discipline, Grievance and Profile Reports

ACTION: \_\_\_\_\_ CURRENT: 203 NEXT: 204  
L1: AL L2: WA  
EFF DATE: \_\_\_\_\_

REPORT SELECTION AND SEQUENCING OPTIONS FOR THE  
UNION, DISCIPLINE, GRIEVANCE AND PROFILE REPORTS

| -----REPORT OPTIONS-----  | -----REPORTS----- |                      |                     |                      |
|---------------------------|-------------------|----------------------|---------------------|----------------------|
|                           | UNION<br>REPORT   | DISCIPLINE<br>REPORT | GRIEVANCE<br>REPORT | LAB. REL.<br>PROFILE |
| PRINT SELECTION:          |                   |                      |                     |                      |
| LOWEST LEVEL TOTAL BREAK: | 2                 | 2                    | 2                   |                      |
| LOWEST LEVEL PAGE BREAK:  | 2                 | 2                    | 2                   |                      |
| PRINT HOURLY RATE:        |                   |                      |                     |                      |
| PRINT DETAILS:            |                   |                      |                     |                      |
| SELECT EMPLOYEE STATUS:   |                   |                      |                     |                      |
| UNION ID SEQUENCE:        | 1                 |                      |                     |                      |
| TOTAL TYPE:               |                   |                      |                     |                      |
| LOWEST LEVEL SEQUENCE:    | 2                 | 2                    | 2                   |                      |
| MINOR SEQUENCE:           | 1                 | 1                    | 1                   |                      |
| PD TRANSACTION SELECT:    |                   |                      |                     |                      |

## Screen Number

203

## Screen Type

Combined inquiry/entry

## Purpose

This screen is used to enter and view selection and sequencing options for the Union, Discipline, Grievance, and Profile reports.

## Screen Access

Enter **203** in the code field of the Labor Relations menu screen 201 or in the next field of any System 2 Master File inquiry/entry screen.

## Screen Flow

204

## Associated Transaction

- PA-7

# Employee/Labor Relations Data Seniority Roster and Processing Options

```

ACTION: _____ CURRENT: 204 NEXT: 201
L1: AL L2: WA
EFF DATE: _____

                                SENIORITY ROSTER AND PROCESSING OPTIONS

---SENIORITY ROSTER OPTIONS---
    PRINT HOURLY RATE:
    PRINT HISTORICAL SENIORITY:
    SELECT EMPLOYEE STATUS:
    SELECT EMPLOYEE JOB STATUS: 1
    LOWEST LEVEL SEQUENCE: 2
    UNION CODE SEQUENCE:
    SENIORITY GROUP SEQUENCE:
    SEQUENCE BY POSITION NUMBER
        PART 1: 0
        PART 2: 0
        PART 3: 0
        PART 4: 0
        PART 5: 0
    RACE AND SEX SEQUENCE:
    SENIORITY DATE SEQUENCE: 1
    PD TRANSACTION SELECT:

                                SENIORITY PROCESSING OPTIONS
    CREATE HIST. JOB SENIORITY: N
    ADJUST SENIORITY OPTION: N
    CALCULATE SENIORITY METHOD: 1
    DELETE SENIORITY OPTION: _

```

## Screen Number

204

## Screen Type

Combined inquiry/entry

## Purpose

This screen is used to enter and view seniority report and processing options. Fields to be reported and sort sequencing options of the reports can be selected.

## Screen Access

Enter **204** in the code field of the Labor Relations menu screen 201 or in the next field of any System 2 Master File inquiry/entry screen.

## Screen Flow

201

## Associated Transactions

- PA-7
- P7

# Employment Current Seniority Data Options

ACTION: \_\_\_\_\_ CURRENT: 205 NEXT: 206  
L1: AL L2: WA EMPLOYEE NO: 2366  
EFF DATE: \_\_\_\_\_  
EMPLOYMENT CURRENT SENIORITY DATA OPTIONS

EMPLOYEE NAME:

CURRENT SENIORITY  
DATE

TIE NO.

USER SENIORITY DATES  
CURRENT ADJUSTED

EMPLOYMENT: \_\_\_\_\_  
JOB: \_\_\_\_\_

1: \_\_\_\_\_  
2: \_\_\_\_\_  
3: \_\_\_\_\_

SENIORITY GROUP: \_\_\_\_\_  
EMPLOYEE JOB STATUS: -

UNION MEMBERSHIP  
UNION LOCAL SUB  
CODE NO. LOCAL

EMPLOYEE SENIORITY OPTIONS  
CREATE HISTORICAL JOB: -  
CALCULATE METHOD: -  
ADJUST OVERRIDE: -  
DELETE OVERRIDE: -

1:  
2:  
3:  
4:  
5:

## Screen Number

205

## Screen Type

Combined inquiry/entry

## Purpose

This screen is used to enter and view seniority data options for determining current employee seniority based on current job date.

## Screen Access

Enter **205** in the code field of the Labor Relations menu screen 201 or in the next field of any System 2 Master File inquiry/entry screen.

## Screen Flow

206

## Associated Transaction

- UL-A

# Employee Layoff and Recall Data

ACTION: \_\_\_\_\_ CURRENT: 206 NEXT: 207  
L1: AL L2: WA EMPLOYEE NO: 2366  
EFF DATE: \_\_\_\_\_ EMPLOYEE LAYOFF AND RECALL DATA  
  
EMPLOYEE NAME:  
  
CURRENT EMPLOYMENT INFORMATION  
  
POSITION NUMBER JOB STATUS  
JOB TITLE  
JOB LOCATION EMPLOYMENT DATE  
  
CURRENT LEVELS -L3- -L4- -L5-  
  
LAYOFF STATUS \_  
  
LAYOFF DATES RECALLABLE INFORMATION  
FULLY LAID OFF: \_\_\_\_\_ SET RECALLABLE INFO.: \_  
  
POSITION LAYOFF: \_\_\_\_\_ POSITION NUMBER: \_\_\_\_\_  
-L3- -L4- -L5-  
LOCATION LAYOFF: \_\_\_\_\_ LEVEL: \_\_\_\_\_

## Screen Number

206

## Screen Type

Combined inquiry/entry

## Purpose

This screen is used to enter and view data about employee layoff and recall.

## Screen Access

Enter **206** in the code field of the Labor Relations menu screen 201 or in the next field of any System 2 Master File inquiry/entry screen.

## Screen Flow

207

## Associated Transaction

- UL-B

## Employee Grievance/Complaint Data

```

ACTION: _____ CURRENT: 207 NEXT: 208
L1: AL L2: WA EMPLOYEE NO:      2366
EFF DATE: _____
      EMPLOYEE NAME:
            EMPLOYEE GRIEVANCE/COMPLAINT DATA
            DATE      FILE NO.  TYPE      SUPERVISOR      UNION  LOCAL  SUB
            _____  _____  _____  _____  CODE   NUMBER LOCAL
            -L3- -L4- -L5- -L6- -L7-      UPDATE CODE: _
            _____  _____  _____  _____  _____  _____  _____

            EMPLOYEE GRIEVANCE/COMPLAINT RESULT DATA
            GRIEVANCE PROCEDURE RESULTS -----GRIEVANCE----- -SETTLEMENT-
            STEP NO.  CCYYMMDD  CODE      DATE      FILE NO  STATUS      STEP  AMOUNT
            1
            2
            3
            4
            5
            6
            7
            -          -          -          -          -          -          -          -
            TO ADD, CHANGE OR DELETE GRIEVANCE PROCEDURE
            RESULT DATA USE THE LAST LINE
            UPDATE CODE: _
  
```

### Screen Number

207-216

### Screen Type

Combined inquiry/entry

### Purpose

These screens are used to enter and view information about employee grievances or complaints, or both.

### Screen Access

Enter **207-216** in the code field of the Labor Relations menu screen 201 or in the next field of any System 2 Master File inquiry/entry screen.

### Screen Flow

Press **Enter** to proceed to the next screen in the set.

### Required Fields

Grievance Date, Update Code

## Associated Transactions

- UL-L
- UL-N

## Comments

Each screen is used to enter a different grievance for an employee. Up to 10 grievances can be maintained for an employee.

A grievance or complaint result is accepted only if a grievance or complaint with a matching grievance date and grievance file number is recorded.



## Employee Discipline Data 1

```

ACTION: _____ CURRENT: 217 NEXT: 218
L1: AL L2: WA EMPLOYEE NO:      2366
EFF DATE: _____

                                EMPLOYEE DISCIPLINE DATA 1

                                EMPLOYEE NAME:

                                -VIOLATION DATA-
                                NO TYPE DATE OFFN TYPE DATE FILE SUPV. STAT L3 L4 L5 L6 L7
                                CCYYMMDD NO. CCYYMMDD NO.

                                1
                                2
                                3
                                4
                                5

                                TO ADD, CHANGE OR DELETE DISCIPLINE DATA USE THE FOLLOWING LINE.
                                _____
                                UPDATE CODE:  _

```

### Screen Number

217-218

### Screen Type

Combined inquiry/entry

### Purpose

These screens are used to enter and view employee violations and the resulting disciplinary actions for an employee.

### Screen Access

Enter **217-218** in the code field of the Labor Relations menu screen 201 or in the next field of any System 2 Master File inquiry/entry screen.

### Screen Flow

Press **Enter** to proceed to the next screen in the set.

### Required Fields

Violation Date, Update Code

## Associated Transaction

- UL-H

## Comments

Up to 10 disciplinary actions can be maintained for an employee.

## Employee Union Data

```

ACTION: _____ CURRENT: 219 NEXT: 220
L1: AL L2: WA EMPLOYEE NO:      2366
EFF DATE: _____
                                EMPLOYEE UNION DATA

                                EMPLOYEE NAME:

                                -UNION IDENTIFICATION-  -----MEMBERSHIP-----

NO  UNION   LOCAL   SUB      DATE   ADJUSTED   TERM.   TYPE  OFFICIAL  CURR POS
   CODE    NUMBER  LOCAL    DATE      DATE      DATE      TYPE    TYPE    UNION
                                CCYYMMDD CCYYMMDD CCYYMMDD

1:
2:
3:
4:
5:

TO ADD, CHANGE OR DELETE UNION DATA USE THE FOLLOWING LINE. UPDATE CODE:  _
_____

```

### Screen Number

219

### Screen Type

Combined inquiry/entry

### Purpose

This screen is used to enter and view employee union data.

### Screen Access

Enter **219** in the code field of the Labor Relations menu screen 201 or in the next field of any System 2 Master File inquiry/entry screen.

### Screen Flow

220

### Required Fields

Union Code, Update Code

## Associated Transaction

- UL-E

## Comments

Up to 5 sets of union data can be maintained for an employee.

# Historical Job Seniority Data 1-4

ACTION: \_\_\_\_\_ CURRENT: 220 NEXT: 221  
L1: AL L2: WA EMPLOYEE NO: 2366

HISTORICAL JOB SENIORITY DATA 1

EMPLOYEE NAME:

| NO: | -----JOB INFORMATION----- |                 |              |            |            | ---SENIORITY--- |          | -----LEVELS----- |      |      |
|-----|---------------------------|-----------------|--------------|------------|------------|-----------------|----------|------------------|------|------|
|     | JOB DATE                  | POSITION NUMBER | JOB CUM STAT | JOB LENGTH | UNION CODE | JOB DATE        | TIE NUM. | GROUP            | -L3- | -L4- |
| 1   | TITLE:                    |                 |              |            |            |                 |          |                  |      |      |
| 2   | TITLE:                    |                 |              |            |            |                 |          |                  |      |      |
| 3   | TITLE:                    |                 |              |            |            |                 |          |                  |      |      |
| 4   | TITLE:                    |                 |              |            |            |                 |          |                  |      |      |
| 5   | TITLE:                    |                 |              |            |            |                 |          |                  |      |      |

## Screen Number

220-223

## Screen Type

Inquiry

## Purpose

These screens are used to view historical job seniority data including old seniority date, the old position number, the cumulative length of service on the job, the date the employee first held the position, and the employee's status at the job.

## Screen Access

Enter **220** in the code field of the Labor Relations menu screen 201 or in the next field of any System 2 Master File inquiry/entry screen.

## Screen Flow

Press **Enter** to view the next screen in the set.

## Comments

Up to 5 different job changes and associated job seniority dates for an employee can be viewed on each screen.

## Historical Job Seniority Data 1, 2

ACTION: \_\_\_\_\_ CURRENT: 224 NEXT: 201  
 L1: AL L2: WA EMPLOYEE NO: 2366  
 EFF DATE: \_\_\_\_\_

### HISTORICAL JOB SENIORITY DATA-1

| POSITION<br>NUMBER | ORIGINAL<br>JOB DATE | SENIORITY<br>JOB DATE | CUMM. JOB<br>LENGTH | TIE<br>NO |
|--------------------|----------------------|-----------------------|---------------------|-----------|
| _____              | _____                | _____                 | _____               | _____     |

JOB TITLE

UPDATE CODE

### HISTORICAL JOB SENIORITY DATA-2

| POSITION<br>NUMBER | JOB<br>STATUS | SENIORITY<br>GROUP NO | UNION<br>CODE |
|--------------------|---------------|-----------------------|---------------|
| _____              | _____         | _____                 | _____         |

-L3- -L4- -L5-

UPDATE CODE

## Screen Number

224

## Screen Type

Entry

## Purpose

This screen is used to enter employee historical job seniority data.

## Screen Access

Enter **224** in the code field of the Labor Relations menu screen 201 or in the next field of any System 2 Master File inquiry/entry screen.

## Screen Flow

201

## Required Fields

Position Number, Update Code

## Associated Transactions

- UL-R
- UL-S

## Comments

Up to 20 different job changes and associated job seniority dates can be maintained for an employee.

A Historical Job Seniority Data - 2 record is accepted **only** if a Historical Job Seniority Data - 1 record with a matching position number is recorded.



## 3 Transaction Descriptions

---

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### Introduction

This chapter contains the transaction descriptions for the Employee/Labor Relations module transactions. Each description contains the field information including the valid values and the potential messages resulting from processing transactions.

## PA-7 [80,120] Organization Report Options

**Function** Use this transaction to select reports and specify sequence options.

**Associated Screens** 203, 204

| Positions | Field Name                            | Description  |
|-----------|---------------------------------------|--|
| 1-2       | Transaction Code                      | Constant <b>PA</b> .   |
| 3-4       | Level 1                               | Required, alphanumeric, reset not applicable, maintenance not allowed.   |
| 5-6       | Level 2                               | Required, alphanumeric, reset not applicable, maintenance not allowed.   |
| 7-16      | Reserved                              | <b>Zeros</b> .   |
| 17        | Separator Code                        | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Constant <b>7</b> .  |
|           | <b>Labor Relations Profile Option</b> |  |
| 18        | Print Selection                       | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blank</b> or <b>R</b> - No PD-2 selection number specified<br>* - Print only employees meeting the selection criteria specified in the PD-2 |
| 19-20     | Reserved                              | <b>Blank</b>   |

(continued)

| Positions                          | Field Name               | Description   |
|------------------------------------|--------------------------|---|
| <b>Union Roster Report Options</b> |                          |   |
| 21                                 | Lowest Level Total Break | Optional, alphanumeric, see instructions for reset value, maintenance allowed.<br>Valid values are:<br><b>Zero</b> - Ignore all level breaks<br><b>1</b> - Print totals on level 1 breaks<br><b>2</b> or <b>R</b> - Print totals on level 1, level 2 breaks<br><b>3</b> - Print totals on level 1, level 2, level 3 breaks<br><b>4</b> - Print totals on level 1, level 2, level 3, level 4 breaks<br><b>5</b> - Print totals on level 1, level 2, level 3, level 4 breaks    |
| 22                                 | Lowest Level Page Break  | Optional, alphanumeric, see instructions for reset value, maintenance allowed.<br>Valid values are:<br><b>Zero</b> - Ignore all level breaks<br><b>1</b> - Page break on level 1 breaks<br><b>2</b> or <b>R</b> - Page breaks on level 1, level 2 breaks<br><b>3</b> - Page breaks on level 1, level 2, level 3 breaks<br><b>4</b> - Page breaks on level 1, level 2, level 3, level 4 breaks<br><b>5</b> - Page breaks on level 1, level 2, level 3, level 4, level 5 breaks |
| 23                                 | Print Hourly Rate        | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blank</b> or <b>R</b> - Yes<br><b>*</b> - No   |

(continued)

| Positions | Field Name                    | Description  |
|-----------|-------------------------------|--|
| 24        | Select Employee Status        | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blanks</b> or <b>R</b> - Select active employees<br><b>1</b> - Select active and inactive employees<br><b>2</b> - Select active and terminated/deceased employees<br><b>3</b> - Select active, inactive, and terminated/deceased employees<br><b>4</b> - Select inactive employees<br><b>5</b> - Select inactive and terminated/deceased employees<br><b>6</b> - Select terminated/deceased employees |
| 25        | Union Identification Sequence | Optional, alphanumeric, see instructions for reset value, maintenance allowed.<br>Valid values are:<br><b>1</b> or <b>R</b> - Sequence on union code<br><b>2</b> - Sequence on union code then local number<br><b>3</b> - Sequence on union code, then local number, then sublocal number  |
| 26        | Lowest Level Sequence         | Optional, alphanumeric, see instructions for reset value, maintenance allowed.<br>Valid values are:<br><b>2</b> or <b>R</b> - Sequence on level 2<br><b>3</b> - Sequence on level 3 within level 2<br><b>4</b> - Sequence on level 4 within level 3 within level 2<br><b>5</b> - Sequence on level 5 within level 4 within level 3 within level 2  |
| 27        | Minor Sequence                | Optional, alphanumeric, see instructions for reset value, maintenance allowed.<br>Valid values are:<br><b>1</b> or <b>R</b> - Sequence on employee number<br><b>2</b> - Sequence on Social Security number<br><b>3</b> - Sequence on employee name<br><b>4</b> - Sequence on user-defined sequence fields specified in the PD-1 transaction  |

(continued)

| Positions | Field Name                         | Description   |
|-----------|------------------------------------|---|
| 28        | PD Select                          | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blank</b> or <b>R</b> - No PD select<br>* - Print only records meeting the selection criteria specified in the PD3-02 or 99 transaction.   |
| 29-30     | Reserved                           | <b>Blank</b>  |
|           | <b>Disciplinary Action Options</b> |   |
| 31        | Lowest Level Total Break           | Optional, alphanumeric, see instructions for reset value, maintenance allowed.<br>Valid values are:<br><b>Zero</b> - Ignore all level breaks<br><b>1</b> - Print totals on level 1 breaks<br><b>2</b> or <b>R</b> - Print totals on level 1, level 2 breaks<br><b>3</b> - Print totals on level 1, level 2, level 3 breaks<br><b>4</b> - Print totals on level 1, level 2, level 3 breaks, level 4 breaks<br><b>5</b> - Print totals on level 1, level 2, level 3, level 4 breaks |
| 32        | Lowest Level Page Break            | Optional, alphanumeric, see instructions for reset value, maintenance allowed.<br>Valid values are:<br><b>Zero</b> - Ignore all level breaks<br><b>1</b> - Page break on level 1 breaks<br><b>2</b> or <b>R</b> - Page breaks on level 1, level 2 breaks<br><b>3</b> - Page breaks on level 1, level 2, level 3 breaks<br><b>4</b> - Page breaks on level 1, level 2, level 3, level 4 breaks<br><b>5</b> - Page break on level 1, level 2, level 3, level 4, level 5 breaks      |

(continued)

| Positions | Field Name             | Description   |
|-----------|------------------------|---|
| 33        | Print Details          | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blank</b> or <b>R</b> - Yes<br>* - No  |
| 34        | Select Employee Status | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blank</b> or <b>R</b> - Select active employees<br><b>1</b> - Select active and inactive employees<br><b>2</b> - Select active and terminated/deceased employees<br><b>3</b> - Select active, inactive, and terminated/deceased employees<br><b>4</b> - Select inactive employees<br><b>5</b> - Select inactive and terminated employees<br><b>6</b> - Select terminated employees |
| 35        | Total Type             | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blank</b> or <b>R</b> - No totals<br><b>1</b> - Totals by discipline type<br><b>2</b> - Totals by violation type<br><b>3</b> - Totals by discipline and violation type<br><b>4</b> - Totals by discipline type and location<br><b>5</b> - Totals by violation type and location  |
| 36        | Lowest Level Sequence  | Optional, alphanumeric, see instructions for reset value, maintenance allowed.<br>Valid values are:<br><b>2</b> or <b>R</b> - Sequence on level 2<br><b>3</b> - Sequence on level 3 within level 2<br><b>4</b> - Sequence on level 4 within level 3 within level 2<br><b>5</b> - Sequence on level 5 within level 4 within level 3 within level 2   |

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*(continued)*

| Positions | Field Name                      | Description   |
|-----------|---------------------------------|---|
| 37        | Minor Sequence                  | Optional, alphanumeric, see instructions for reset value, maintenance allowed.<br>Valid values are:<br><b>1</b> or <b>R</b> - Sequence on employee number<br><b>2</b> - Sequence on Social Security number<br><b>3</b> - Sequence on employee name<br><b>4</b> - Sequence on user defined sequence fields specified in the PD-1 transaction   |
| 38        | PD Select                       | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blank</b> or <b>R</b> - No PD select<br>* - Print only records meeting the selection criteria specified in the PD3-03 or 99 transaction.   |
| 39-40     | Reserved                        | <b>Blank</b>  |
|           | <b>Grievance Report Options</b> |   |
| 41        | Lowest Level Total Break        | Optional, alphanumeric, see instructions for reset value, maintenance allowed.<br>Valid values are:<br><b>Zero</b> - Ignore all level breaks<br><b>1</b> - Print totals on level 1 breaks<br><b>2</b> or <b>R</b> - Print totals on level 1, level 2 breaks<br><b>3</b> - Print totals on level 1, level 2, level 3 breaks<br><b>4</b> - Print totals on level 1, level 2, level 3, level 4 breaks<br><b>5</b> - Print totals on level 1, level 2, level 3, level 4, level 5 breaks |

(continued)

| Positions | Field Name              | Description  |
|-----------|-------------------------|--|
| 42        | Lowest Level Page Break | Optional, alphanumeric, see instructions for reset value, maintenance allowed.<br>Valid values are:<br><b>Zero</b> - Ignore all level breaks<br><b>1</b> - Page break on level 1 breaks<br><b>2</b> or <b>R</b> - Page breaks on level 1, level 2 breaks<br><b>3</b> - Page breaks on level 1, level 2, level 3 breaks<br><b>4</b> - Page breaks on level 1, level 2, level 3, level 4 breaks<br><b>5</b> - Page break on level 1, level 2, level 3, level 4, level 5 breaks                 |
| 43        | Print Details           | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blank</b> or <b>R</b> - Yes<br><b>*</b> - No  |
| 44        | Select Employee Status  | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blank</b> or <b>R</b> - Select active employees<br><b>1</b> - Select active and inactive employees<br><b>2</b> - Select active and terminated/deceased employees<br><b>3</b> - Select active, inactive and terminated/deceased employees<br><b>4</b> - Select inactive employees<br><b>5</b> - Select inactive and terminated/deceased employees<br><b>6</b> - Select terminated/deceased employees |
| 45        | Total Type              | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blank</b> or <b>R</b> - No totals<br><b>1</b> - Totals filed and settled<br><b>2</b> - Totals by grievance type<br><b>3</b> - Totals by settlement step and result<br><b>4</b> - Totals filed and settled by location<br><b>5</b> - Totals by grievance type and location   |

(continued)



| Positions | Field Name   | Description   |
|-----------|--|---|
| 46        | Low Level Sequence                                 | Optional, alphanumeric, see instructions for reset value, maintenance allowed.<br>Valid values are:<br><b>2</b> or <b>R</b> - Sequence on level 2<br><b>3</b> - Sequence on level 3 within level 2<br><b>4</b> - Sequence on level 4 within level 3 within level 2<br><b>5</b> - Sequence on level 5 within level 4 within level 3 within level 2 |
| 47        | Minor Sequence                                     | Optional, alphanumeric, see instructions for reset value, maintenance allowed.<br>Valid values are:<br><b>1</b> or <b>R</b> - Sequence on employee number<br><b>2</b> - Sequence on Social Security number<br><b>3</b> - Sequence on employee name<br><b>4</b> - Sequence on user defined sequence fields specified in the PD-1 transaction       |
| 48        | PD Select  | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blank</b> or <b>R</b> - No PD select<br><b>*</b> - Print only records meeting the selection criteria specified in the PD3-04 or 99 transaction.  |
| 49-50     | Reserved<br><b>Seniority Roster Report Options</b> | <b>Blanks</b>   |
| 51        | Print Hourly Rate                                  | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blank</b> or <b>R</b> - Yes<br><b>*</b> - No   |

(continued)

| Positions | Field Name                 | Description  |
|-----------|----------------------------|--|
| 52        | Print Historical Seniority | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blanks</b> or <b>R</b> - Do not print Job historical job seniority<br><b>1</b> - Print historical job seniority on a separate page from current<br><b>2</b> - Print historical job seniority intermixed with current on same page   |
| 53        | Select Employee Status     | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blank</b> or <b>R</b> - Select active employees<br><b>1</b> - Select active and inactive employees<br><b>2</b> - Select active and terminated/deceased employees<br><b>3</b> - Select active, inactive and terminated/deceased employees<br><b>4</b> - Select inactive employees<br><b>5</b> - Select inactive and terminated/deceased employees<br><b>6</b> - Select terminated/deceased employees |
| 54        | Select Employee Job Status | Optional, alphanumeric, see instructions for reset value, maintenance allowed.<br>Valid values are:<br><b>R</b> or <b>1</b> - Select permanent<br><b>2</b> - Select permanent and probationary<br><b>3</b> - Select permanent, probationary and temporary<br><b>4</b> - Select probationary<br><b>5</b> - Select probationary and temporary<br><b>6</b> - Select temporary   |
| 55        | Lowest Level Sequence      | Optional, alphanumeric, see instructions for reset value, maintenance allowed.<br>Valid values are:<br><b>2</b> or <b>R</b> - Sequence on level 2<br><b>3</b> - Sequence on level 3 within level 2<br><b>4</b> - Sequence on level 4 within level 3 within level 2<br><b>5</b> - Sequence on level 5 within level 4 within level 3 within level 2  |

(continued)

| Positions | Field Name                           | Description   |
|-----------|--------------------------------------|---|
| 56        | Union Code Sequence                  | Optional, alphanumeric, see instructions for reset value, maintenance allowed.<br>Valid values are:<br><b>Blank</b> or <b>R</b> - Do not sequence on union code<br><b>Y</b> - Sequence on union code within lowest level sequence   |
| 57        | Seniority Group Sequence             | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blank</b> or <b>R</b> - Do not sequence on seniority group<br><b>Y</b> - Sequence on seniority group within union code sequence within lowest level sequence   |
|           | <b>Position Number Part Sequence</b> | Valid values for positions 58-62 are:<br><b>1</b> - Sequence on part 1 of position number<br><b>2</b> - Sequence on part 2 of position number<br><b>3</b> - Sequence on part 3 of position number<br><b>4</b> - Sequence on part 4 of position number<br><b>5</b> - Sequence on part 5 of position number<br><b>Rbbbb</b> - No position number sequence |
| 58        | Sequence Part 1                      | Optional, numeric, resets to zero, maintenance allowed.<br>Valid values are:<br><b>Blank</b> - No sequence part 1<br><b>1-5</b> - position part number to sequence on first   |
| 59        | Sequence Part 2                      | Optional, numeric, resets to zero, maintenance allowed.<br>Valid values are:<br><b>Blank</b> - No sequence part 2<br><b>1-5</b> - position part number to sequence on second  |
| 60        | Sequence Part 3                      | Optional, numeric, resets to zero, maintenance allowed.<br>Valid values are:<br><b>Blank</b> - No sequence part 3<br><b>1-5</b> - position part number to sequence on third   |

(continued)

| Positions | Field Name        | Description   |
|-----------|-------------------|---|
| 61        | Sequence Part 4   | Optional, numeric, resets to zero, maintenance allowed.<br>Valid values are:<br><b>Blank</b> - No sequence part 4<br><b>1-5</b> - position part number to sequence on fourth  |
| 62        | Sequence Part 5   | Optional, numeric, resets to zero, maintenance allowed.<br>Valid values are:<br><b>Blank</b> - No sequence part 5<br><b>1-5</b> - position part number to sequence on fifth   |
| 63        | Race/Sex Sequence | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blank</b> or <b>R</b> - Do not sequence on race or sex<br><b>1</b> - Sequence on race<br><b>2</b> - Sequence on sex  |
| 64        | Seniority Date    | Optional, alphanumeric, see instructions for reset value, maintenance allowed.<br>Valid values are:<br><b>1</b> or <b>R</b> - Minor sequence on employment seniority date<br><b>2</b> - Minor sequence on job seniority date<br><b>3</b> - Minor sequence on union seniority date |
| 65        | PD Select         | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blank</b> or <b>R</b> - No PD select<br>* - Print only those records meeting the selection criteria specified in the PD3-05 or 99 transaction.   |
| 66-80     | Reserved          | <b>Blank</b>  |

## PA-7 [120] Organization Report Options

| Positions | Field Name | Description                  |
|-----------|------------|------------------------------|
| 1-80      |            | Repeat positions 1-80 above. |
| 81-120    | Reserved   | <b>Blank</b>                 |

## PD3-02 [80] - Union Roster Selection Parameter

**Function** Use this transaction to specify selection criteria for printing data on the Union Roster.

**Associated Screens** N/A

| Positions | Field Name            | Description   |
|-----------|-----------------------|---|
| 1-2       | Transaction Code      | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Constant <b>PD</b> .<br>Messages:<br><b>EXCEED MAX NUMBER PD3-02</b> - Rejected. More than 25 PD3-02 transactions were entered for a particular Level1-Level2.  |
| 3-4       | Level 1               | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Messages:<br><b>L1 EQUAL ** ALREADY FOUND</b> - Rejected. A PD3-02 transaction with ** in Level 1 has already been processed.<br><b>L1 L2 EQUAL TO SPACES</b> - Rejected. Level 1 or Level 2 is blank on the transaction. |
| 5-6       | Level 2               | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Messages:<br><b>L2 EQUAL ** ALREADY FOUND</b> - Rejected. A PD3-02 transaction with ** in Level 2 has already been processed.<br><b>L1 L2 EQUAL TO SPACES</b> - Rejected. Level 1 or Level 2 is blank on the transaction. |
| 7-16      | Reserved              | <b>Zeros</b> .  |
| 17        | Separator Code        | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Constant <b>3</b> .   |
| 18-19     | Report Identification | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Constant <b>02</b> .<br>Messages:<br><b>REPORT ID INVALID</b> - Rejected.   |

(continued)

| Positions                           | Field Name | Description  |
|-------------------------------------|------------|--|
| <b>Union Roster Select Criteria</b> |            |  |
| 20                                  | Reserved   | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br><b>Blank</b>  |
| 21-24                               | Level 3    | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br>**** - No level 3 selection<br><b>Blank or any characters</b> - Print only those records with blanks or matching characters in level 3  |
| 25-28                               | Level 4    | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br>**** - No level 4 selection<br><b>Blank or any characters</b> - Print only those records with blanks or matching characters in level 4  |
| 29-32                               | Level 5    | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br>**** - No level 5 selection<br><b>Blank or any characters</b> - Print only those records with blanks or matching characters in level 5  |
| <b>Union Identification</b>         |            |  |
| 33-39                               | Union Code | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br>Union code selected if not blank.<br><b>Blank</b> - No union code, local number or sublocal number selection<br>Messages:<br><b>UNION CODE INVALID</b> - Rejected. Selection cannot be done on local number without union code, or on sub-local without local number. |
| <b>Union Local/Sublocal</b>         |            |  |

(continued)

| Positions | Field Name               | Description   |
|-----------|--------------------------|---|
| 40-43     | Local Number             | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br>Local number selected if union code matches; blanks can be selected<br><b>*bbb</b> - No local or sublocal selection<br>Messages:<br><b>UNION LOCAL CODE INVALID</b> - Rejected. Selection cannot be done on sub-local without local number.  |
| 44-45     | Sublocal Number          | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Sublocal number selected if union code and local number matched; blanks can be selected<br>Valid value are:<br><b>*b</b> - No sublocal selection<br>Messages:<br><b>UNION SUBLOCAL INVALID</b> - Rejected. Local number is *, but sub-local has a value for selection.  |
| 46        | Union Member Type Select | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br><b>0</b> - Print all union membership only<br><b>1</b> - Print member/covered only<br><b>2</b> - Print nonmember/covered only<br><b>3</b> - Print member/noncovered only<br><b>4</b> - Print nonmember/noncovered only<br><b>5</b> - Print member only<br><b>6</b> - Print covered only<br><b>7</b> - Print non-member only<br><b>8</b> - Print non-covered only |
| 47-80     | Reserved                 | <b>Blank</b>  |

## PD3-03 [80] - Disciplinary Actions Report Selection Parameter

**Function** Use this transaction to specify selection criteria for printing data on the Disciplinary Actions Report.

**Associated Screens** N/A

| Positions | Field Name            | Description  |
|-----------|-----------------------|--|
| 1-2       | Transaction Code      | Constant <b>PD</b> .   |
| 3-4       | Level 1               | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Messages:<br><b>L1 EQUAL ** ALREADY FOUND</b> - Rejected. A PD3-03 transaction with ** in Level 1 has already been processed.<br><b>L1 L2 EQUAL TO SPACES</b> - Rejected. Level 1 or Level 2 is blanks on the transaction. |
| 5-6       | Level 2               | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Messages:<br><b>L2 EQUAL ** ALREADY FOUND</b> - Rejected. A PD3-03 transaction with ** in Level 2 has already been processed.<br><b>L1 L2 EQUAL TO SPACES</b> - Rejected. Level 1 or Level 2 is blanks on the transaction. |
| 7-16      | Reserved              | <b>Zeros</b>   |
| 17        | Separator Code        | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Constant <b>3</b>  |
| 18-19     | Report Identification | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Constant <b>03</b> .<br>Messages:<br><b>REPORT ID INVALID</b> - Rejected.  |

(continued)



| Positions | Field Name   | Description  |
|-----------|--|--|
|           | <b>Disciplinary Actions Report<br/>Select Criteria</b> |  |
| 20        | Level Type Code  |  |
| 21-24     | Level 3  | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br>**** - No level 3 selection<br><b>Blanks</b> or any <b>characters</b> - Print only those records with blanks or matching characters in level 3  |
| 25-28     | Level 4  | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br>**** - No level 4 selection<br><b>Blanks</b> or any <b>characters</b> - Print only those records with blanks or matching characters in level 4  |
| 29-32     | Level 5  | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br>**** - No level 5 selection<br><b>Blanks</b> or any <b>characters</b> - Print only those records with blanks or matching characters in level 5  |
| 33-45     | Reserved   | <b>Blank</b>   |
|           | <b>Violation Dates</b>                                 |  |
| 46-51     | From Date  | Optional, numeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br>Lowest violation date selected for the report<br>Year will be expanded and store 4 digits<br>Messages:<br><b>VIOLATE FROM DATE INVALID</b> - Rejected.<br><b>FROM DATE GREATER THAN TO</b> - Rejected. |
| 52-57     | To Date  | Optional, numeric, reset not applicable, maintenance not allowed.<br>Highest violation date selected for the report<br>Year will be expanded and store 4 digits<br>Messages:<br><b>VIOLATE TO DATE INVALID</b> - Rejected.   |

(continued)

| Positions | Field Name      | Description  |
|-----------|-----------------|--|
| 58-60     | Violation Type  | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Violation Type Selected.           |
| 61-63     | Discipline Type | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Disciplinary Action Type Selected. |
| 64-80     | Reserved        | <b>Blank</b>   |

## PD3-04 [80] - Grievances/Complaints Report Selection Parameter

**Function** Use this transaction to specify selection criteria for printing data on the Grievances/Complaints Report.

**Associated Screens** N/A

| Positions | Field Name            | Descriptions   |
|-----------|-----------------------|--|
| 1-2       | Transaction Code      | Constant <b>PD</b>   |
| 3-4       | Level 1               | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Messages:<br><b>L1 EQUAL ** ALREADY FOUND</b> - Rejected. A PD3-04 transaction with ** in Level 1 has already been processed.<br><b>L1 L2 EQUAL TO SPACES</b> - Rejected. Level 1 or Level 2 is blanks on the transaction. |
| 5-6       | Level 2               | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Messages:<br><b>L2 EQUAL ** ALREADY FOUND</b> - Rejected. A PD3-04 transaction with ** in Level 2 has already been processed<br><b>L1 L2 EQUAL TO SPACES</b> - Rejected. Level 1 or Level 2 is blanks on the transaction.  |
| 7-16      | Reserved              | <b>Zeros</b>   |
| 17        | Separator Code        | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Constant <b>3</b> .  |
| 18-19     | Report Identification | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Constant <b>04</b> .<br>Messages:<br><b>REPORT ID INVALID</b> - Rejected.  |

(continued)

| Positions   | Field Name           | Descriptions  |
|---|----------------------|---|
| <b>Grievances/Complaints Report Select Criteria</b> |                      |   |
| 20  | Level Type Code      | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br><b>C</b> - Levels 3, 4 and 5 are the current employee organization levels<br><b>G</b> - Levels 3, 4 and 5 are the grievance levels<br><b>Note:</b> Required if level 3, level 4, or level 5 is entered.<br>Messages:<br><b>LEVEL CODE INVALID</b> - Rejected.        |
| 21-24   | Level 3              | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br>**** - No level 3 selection<br><b>Blanks</b> or any <b>characters</b> - Print only those records with blanks or matching characters in level 3   |
| 25-28   | Level 4              | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br>**** - No level 4 selection<br><b>Blank</b> or any <b>characters</b> - Print only those records with characters in level 4   |
| 29-32   | Level 5              | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br>**** - No level 5 selection<br><b>Blanks</b> or any <b>characters</b> - Print only those records with blanks or matching characters in level 5   |
| <b>Grievance Union Identification</b>               |                      |   |
| 33-39   | Grievance Union Code | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br>Union code selected if not blank<br><b>Blank</b> - No union code, local number or sublocal number selection<br>Messages:<br><b>UNION CODE INVALID</b> - Rejected. Selection cannot be done on local number without union code, or on sub-local without local number. |

(continued)

| Positions                                 | Field Name                | Descriptions  |
|---|---------------------------|---|
| <b>Grievance Union<br/>Local/Sublocal</b> |                           |   |
| 40-43                                     | Grievance Local Number    | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br>Local number selected if union code matches; blanks can be selected<br><b>*bbb</b> - number selection<br>Messages:<br><b>LOCAL NUMBER INVALID</b> - Rejected. Sublocal has either a value for selection or * entered. Selection cannot be done sublocal without local. |
| 44-45                                     | Grievance Sublocal Number | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br>Sublocal number selected if union code and local number match; blanks can be selected<br><b>*b</b> - No sublocal number selection<br>Messages:<br><b>SUBLOCAL NUMBER INVALID</b> - Rejected. Local number is equal to *, but sublocal has a value for selection.       |
| <b>Grievance Dates</b>                    |                           |   |
| 46-51                                     | From Date                 | Optional, numeric, reset not applicable, maintenance not allowed.<br>Lowest grievance date selected for the report<br>Year will be expanded and store 4 digits.<br>Messages:<br><b>GRIEV FROM DATE INVALID</b> - Rejected.<br><b>FROM DATE GREATER THAN TO</b> - Rejected. Grievance from date is greater than grievance to date.                                     |
| 52-57                                     | To Date                   | Optional, numeric, reset not applicable, maintenance not allowed.<br>Highest grievance date selected for the report<br>Year will be expanded and store 4 digits.<br>Messages:<br><b>GRIEV TO DATE INVALID</b> - Rejected.   |
| 58-63                                     | Grievance Type            | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Grievance Type Selected   |

(continued)

| Positions | Field Name       | Descriptions   |
|-----------|------------------|--|
| 64        | Grievance Status | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Grievance status selected.<br>Valid values are:<br><b>P</b> - Pending<br><b>S</b> - Settled<br><b>A</b> - Appealed<br>Messages:<br><b>GRIEV STATUS INVALID</b> - Rejected. |
| 65-80     | Reserved         | <b>Blank</b>   |

## PD3-05 [80] - Seniority Roster Selection Parameter

**Function** Use this transaction to specify selection criteria for printing data on the Seniority Roster.

**Associated Screens** N/A

| Positions | Field Name            | Descriptions   |
|-----------|-----------------------|--|
| 1-2       | Transaction Code      | Constant <b>PD</b> .   |
| 3-4       | Level 1               | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Messages:<br><b>L1 EQUAL ** ALREADY FOUND</b> - Rejected. A PD3-05 transaction with ** in Level 1 has already been processed.<br><b>L1 L2 EQUAL TO SPACES</b> - Rejected. Level 1 or Level 2 is blanks on the transaction. |
| 5-6       | Level 2               | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Messages:<br><b>L2 EQUAL ** ALREADY FOUND</b> - Rejected. A PD3-05 transaction with ** in Level 2 has already been processed.<br><b>L1 L2 EQUAL TO SPACES</b> - Rejected. Level 1 or Level 2 is blanks on the transaction. |
| 7-16      | Reserved              | <b>Zero</b>  |
| 17        | Separator Code        | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Constant <b>3</b>  |
| 18-19     | Report Identification | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Constant <b>05</b> .<br>Messages:<br><b>REPORT ID INVALID</b> - Rejected.  |

(continued)

| Positions | Field Name                                 | Descriptions   |
|-----------|--|--|
|           | <b>Seniority Roster Selection Criteria</b> |  |
| 20        | Reserved                                   | <b>Blank</b>   |
| 21-24     | Level 3                                    | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br>**** - No level 3 selection<br><b>Blank</b> or any <b>characters</b> - Print only those records with blanks or matching characters in level 3 |
| 25-28     | Level 4                                    | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br>**** - No level 4 selection<br><b>Blank</b> or any <b>characters</b> - Print only those records with blanks or matching characters in level 4 |
| 29-32     | Level 5                                    | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br>**** - No level 5 selection<br><b>Blank</b> or any <b>characters</b> - Print only those records with blanks or matching characters in level 5 |
| 33-39     | Union Code                                 | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br>Union code selected.  |
| 40-45     | Reserved                                   | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br><b>Blank</b>  |
| 46-51     | Minimum Employment Seniority Date          | Optional, numeric, reset not applicable, maintenance not allowed.<br>Lowest employment seniority date selected.<br>Messages:<br><b>COMPANY DATE INVALID</b> - Rejected.  |
| 52-57     | Minimum Job Seniority Date                 | Optional, numeric, reset not applicable, maintenance not allowed.<br>Lowest job seniority date selected.<br>Messages:<br><b>JOB DATE INVALID</b> - Rejected.   |

(continued)



| Positions | Field Name                   | Descriptions  |
|-----------|------------------------------|---|
| 58-63     | Minimum Union Seniority Date | Optional, numeric, reset not applicable, maintenance not allowed.<br>Lowest current or adjusted union membership date selected.<br>Messages:<br><b>UNION DATE INVALID</b> - Rejected.   |
| 64-73     | Position Number              | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Position number values entered in the same positions as they appear in the employee's position number selected. Those parts of employee's position number which should be ignored for selection purposes must be filled with asterisks. |
| 74-77     | Seniority Group              | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Seniority group selected.   |
| 78-80     | Reserved                     | <b>Blank</b>  |

## PD3 - Number Report Selection Parameter

**Function** Use this transaction to specify selection criteria for printing data on the Employee Number Report.

**Associated Screens** N/A

| Positions | Field Name            | Descriptions   |
|-----------|-----------------------|--|
| 1-2       | Transaction Code      | Constant <b>PD</b> .<br>Messages:<br><b>DUPLICAT TRAN FOR EMPLOY</b> - Rejected.   |
| 3-4       | Level 1               | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Messages:<br><b>L1 L2 EQUAL TO SPACES</b> - Rejected. Level 1 or Level 2 is blanks on the transaction.<br><b>L1 EQUAL ** ALREADY FOUND</b> - Rejected. A PD3-99 transaction with ** in Level 1 has already been processed. |
| 5-6       | Level 2               | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Messages:<br><b>L1 L2 EQUAL TO SPACES</b> - Rejected. Level 1 or Level 2 is blanks on the transaction.<br><b>L1 EQUAL ** ALREADY FOUND</b> - Rejected. A PD3-99 transaction with ** in Level 2 has already been processed. |
| 7-16      | Reserved              | <b>Zero</b>  |
| 17        | Separator Code        | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br>Constant <b>3</b>   |
| 18-19     | Report Identification | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br>Constant <b>99</b> .<br>Messages:<br><b>REPORT ID INVALID</b> - Rejected.   |

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(continued)

| Positions                           | Field Name        | Descriptions   |
|-------------------------------------|-------------------|--|
| <b>Report Selection By Employee</b> |                   |  |
| 20-29                               | Employee Number   | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Employee number of the employee selected for the indicated reports   |
| <b>Labor Relations Reports</b>      |                   |  |
|                                     |                   | Valid values positions 30-32 are:<br><b>Blank</b> - Do not select the employee for this report<br>* - Select the employee for this report  |
| 30                                  | Union Roster      | Optional, alphanumeric, reset not applicable, maintenance not allowed.   |
| 31                                  | Discipline Report | Optional, alphanumeric, reset not applicable, maintenance not allowed.   |
| 32                                  | Grievance Report  | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Messages:<br><b>REPORT SELCT NOT ENTERED</b> - Rejected. No reports were selected on the PD3-99 transaction entered.<br><b>REPORT SELECT INVALID</b> - Rejected. |
| 33-80                               | Reserved          | <b>Blank</b>   |

## P7 [80, 120] - Organization Processing Options

**Function**                      Organization Processing Options

**Associated Screens**        204

| Positions | Field Name                      | Descriptions  |
|-----------|---------------------------------|---|
| 1-2       | Transaction Code                | Constant <b>P7</b> .  |
| 3-4       | Level 1                         | Required, alphanumeric, reset not applicable, maintenance not allowed.  |
| 5-6       | Level 2                         | Required, alphanumeric, reset not applicable, maintenance not allowed.  |
| 7-16      | Reserved                        | <b>Zero</b>   |
| 17        | Separator Code                  | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Constant <b>0</b> .   |
| 18        | Create Historical Job Seniority | Optional, alphanumeric, see instructions for reset value, maintenance allowed.<br>Valid values are:<br><b>Y</b> - Track history of job seniority<br><b>R</b> or <b>N</b> - Do not track history of job seniority<br>Messages:<br><b>CREAT HIS SENIOR INVALID</b> - Rejected.  |
| 19        | Adjust Seniority Options        | Optional, alphanumeric, see instructions for reset value, maintenance allowed.<br>Valid values are:<br><b>Y</b> - Use historical job seniority to calculate seniority at current job<br><b>R</b> or <b>N</b> - Do not calculate seniority at current job<br>Messages:<br><b>ADJ SENIOR OPTION INVALID</b> - Rejected. |

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*(continued)*

| Positions | Field Name                 | Descriptions  |
|-----------|----------------------------|---|
| 20        | Calculate Seniority Method | Optional, alphanumeric, see instructions for reset value, maintenance allowed.<br>Valid values are:<br><b>1</b> or <b>R</b> - Cumulative length of service on the job for the employee<br><b>2</b> - From the date the employee held the job for the first time to present<br><b>3</b> - Use a user seniority calculation routine<br>Messages:<br><b>SENIOR CALC MTHD INVALID</b> - Rejected. |
| 21        | Delete Seniority Option    | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blank</b> or <b>R</b> - Not deleted<br><b>1</b> - Deleted when employee is rehired from termination<br><b>2</b> - Deleted when employee is terminated<br>Messages:<br><b>DLT SENIOR OPTION INVALID</b> - Rejected.   |
| 22-80     | Reserved                   | <b>Blank</b>  |

## P7 [120] - Organization Processing Options

| Positions | Field Name | Descriptions                 |
|-----------|------------|------------------------------|
| 1-80      |            | Repeat positions 1-80 above. |
| 81-120    | Reserved   | <b>Blank</b>                 |

## T71-001 [80] - Organization Discipline Descriptions

**Function** T71-001 - Organization Discipline Descriptions

**Associated Screens** N/A

| Positions | Field Name          | Descriptions  |
|-----------|---------------------|---|
| 1-3       | Transaction Code    | Constant <b>T71</b> .<br>Messages:<br><b>INVALID TRANSACTION CODE</b> - Rejected.   |
| 4-6       | Multiple Entry Code | Required, numeric, reset not applicable, maintenance not allowed.<br>Constant <b>001</b> .<br>Messages:<br><b>INVALID MULTIPLE ENTRY CODE</b> - Rejected. |
| 7         | Maintenance Code    | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br><b>A</b> - Add<br><b>C</b> - Change<br><b>D</b> - Delete   |
| 8-11      | Reserved            | <b>Blank</b>  |
| 12-13     | Level 1             | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Messages:<br><b>MISSING LEVEL 1</b> - Rejected.                                 |
| 14-15     | Level 2             | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Messages:<br><b>MISSING LEVEL 2</b> - Rejected.                                 |

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(continued)

| Positions | Field Name             | Descriptions   |
|-----------|------------------------|--|
| 16-18     | Discipline Type        | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>User-defined code.   |
| 19-38     | Discipline Description | Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.<br>Description of discipline type.<br>Messages:<br><b>MISS DISCIPLINE DESC</b> - Rejected. Discipline description must be entered when the maintenance code indicates an add or change.<br><b>DELETE DESC MUST BE BLNK</b> - Rejected. Discipline description must be blank when the maintenance code indicates a delete. |
| 39-80     | Reserved               | <b>Blank</b>   |

## T72-001 [80] - Organization Grievance Description

**Function** T72-001 - Organization Grievance Description

**Associated Screens** N/A

| Positions | Field Name          | Descriptions  |
|-----------|---------------------|---|
| 1-3       | Transaction Code    | Constant <b>T72</b> .<br>Messages:<br><b>INVALID TRANSACTION CODE</b> - Rejected.   |
| 4-6       | Multiple Entry Code | Required, numeric, reset not applicable, maintenance not allowed.<br>Constant <b>001</b> .<br>Message:<br><b>INVALID MULTI ENTRY CODE</b> - Rejected.   |
| 7         | Maintenance Code    | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br><b>A</b> - Add<br><b>C</b> - Change<br><b>D</b> - Delete |
| 8-11      | Reserved            | <b>Blank</b>  |
| 12-13     | Level 1             | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Messages:<br><b>MISSING LEVEL 1</b> - Rejected.                               |
| 14-15     | Level 2             | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Messages:<br><b>MISSING LEVEL 2</b> - Rejected.                               |

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(continued)



| Positions | Field Name            | Descriptions   |
|-----------|-----------------------|--|
| 16-21     | Grievance Type        | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>User-defined code.   |
| 22-41     | Grievance Description | Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.<br>Description of grievance type.<br>Messages:<br><b>MISS GRIEV DESC</b> - Rejected. Grievance description must be entered when the maintenance code indicates an add or change.<br><b>DELETE DESC MUST BE BLNK</b> - Rejected. Grievance description must be blank when the maintenance code indicates a delete. |
| 42-80     | Reserved              | <b>Blank</b>   |

## T73- 001 [80] - Organization Violation Description

**Function** T73- 001 - Organization Violation Description

**Associated Screens** N/A

| Positions | Field Name          | Descriptions  |
|-----------|---------------------|---|
| 1-3       | Transaction Code    | Constant <b>T73</b> .   |
| 4-6       | Multiple Entry Code | Required, numeric, reset not applicable, maintenance not allowed.<br>Constant <b>001</b> .<br>Message:<br><b>INVALID MULTI ENTRY CODE</b> - Rejected.   |
| 7         | Maintenance Code    | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br><b>A</b> - Add<br><b>C</b> - Change<br><b>D</b> - Delete |
| 8-11      | Reserved            | <b>Blank</b>  |
| 12-13     | Level 1             | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Message:<br><b>MISSING LEVEL 1</b> - Rejected.                                |
| 14-15     | Level 2             | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Message:<br><b>MISSING LEVEL 2</b> - Rejected.                                |
| 16-18     | Violation Type      | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>User-defined code<br>Messages:<br><b>MISSING VIOLATION TYPE</b> - Rejected.   |

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(continued)

| Positions | Field Name            | Descriptions  |
|-----------|-----------------------|---|
| 19-38     | Violation Description | <p>Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.</p> <p>Description of violation type.</p> <p>Messages:</p> <p><b>MISSING VIOLATION DESC</b> - Rejected. Violation description must be entered when the maintenance code indicates an add or change.</p> <p><b>DELETE DESC MUST BE BLNK</b> - Rejected. Discipline type by offense number must be blank when the update code indicates a delete.</p> |
|           | Discipline Types      | <p>User-defined code. Must be one of the codes defined by the user in the Discipline Type Table.</p> <p>Messages:</p> <p><b>MISSING DISCIPLINE TYPE</b> - Rejected. Embedded blank discipline type among nonblank discipline types in the discipline type by offense number area.</p> <p><b>DELETE DISCIPLN NOT BLANK</b> - Rejected. Discipline type by offense number must be blank when the update code indicates a delete.</p>          |
| 39-41     | Type 1                | <p>Optional, alphanumeric, reset not applicable, maintenance allowed.</p> <p>Discipline type for first offense.</p>   |
| 42-44     | Type 2                | <p>Optional, alphanumeric, reset not applicable, maintenance allowed.</p> <p>Discipline type for second offense.</p>  |
| 45-47     | Type 3                | <p>Optional, alphanumeric, reset not applicable, maintenance allowed.</p> <p>Discipline type for third offense.</p>   |
| 48-50     | Type 4                | <p>Optional, alphanumeric, reset not applicable, maintenance allowed.</p> <p>Discipline type for fourth offense.</p>  |
| 51-53     | Type 5                | <p>Optional, alphanumeric, reset not applicable, maintenance allowed.</p> <p>Discipline type for fifth offense.</p>   |
| 54-56     | Type 6                | <p>Optional, alphanumeric, reset not applicable, maintenance allowed.</p> <p>Discipline type for sixth offense.</p>   |
| 57-59     | Type 7                | <p>Optional, alphanumeric, reset not applicable, maintenance allowed.</p> <p>Discipline type for seventh offense.</p>   |
| 60-80     | Reserved              | <b>Blank</b>  |

## T74-001 [80] - Organization Settlement Description

**Function** T74-001 - Organization Settlement Description

**Associated Screens** N/A

| Positions | Field Name          | Descriptions  |
|-----------|---------------------|---|
| 1-3       | Transaction Code    | Constant <b>T74</b> .<br>Messages:<br><b>INVALID TRANSACTION CODE</b> - Rejected.   |
| 4-6       | Multiple Entry Code | Required, numeric, reset not applicable, maintenance not allowed.<br>Constant <b>001</b> .<br>Message:<br><b>INVALID MULTI ENTRY CODE</b> - Rejected.   |
| 7         | Maintenance Code    | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br><b>A</b> - Add<br><b>C</b> - Change<br><b>D</b> - Delete |
| 8-11      | Reserved            | <b>Blank</b>  |
| 12-13     | Level 1             | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Message:<br><b>MISSING LEVEL 1</b> - Rejected.                                |
| 14-15     | Level 2             | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Message:<br><b>MISSING LEVEL 2</b> - Rejected.                                |

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(continued)

| Positions | Field Name                    | Descriptions  |
|-----------|-------------------------------|---|
| 16-17     | Settlement Result Code        | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>User-defined code.<br>Message:<br><b>MISSING SETTLMNT RESULT</b> - Rejected.  |
| 18-27     | Settlement Result Description | Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.<br>Description of settlement result code<br>Messages:<br><b>MISS SETTLE RESULT DESC</b> - Rejected. Settlement Result description must be entered when the maintenance code indicates an add or change.<br><b>DELETE DESC MUST BE BLNK</b> - Rejected. Settlement Result description must be blank when the maintenance code indicates a delete. |
| 28-80     | Reserved                      | Blank   |

## T75-001 [80] - Organization Position Number Structure Description

**Function** T75-001 - Organization Position Number Structure Description

**Associated Screens** N/A

| Positions | Field Name          | Descriptions  |
|-----------|---------------------|---|
| 1-3       | Transaction Code    | Constant <b>T75</b> .<br>Messages:<br><b>INVALID TRANSACTION CODE</b> - Rejected.   |
| 4-6       | Multiple Entry Code | Required, numeric, reset not applicable, maintenance not allowed.<br>Constant <b>001</b> .<br>Message:<br><b>INVALID MULTI ENTRY CODE</b> - Rejected.   |
| 7         | Maintenance Code    | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br><b>A</b> - Add<br><b>C</b> - Change<br><b>D</b> - Delete |
| 8-11      | Reserved            | <b>Blank</b>  |
| 12-13     | Level 1             | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Messages:<br><b>MISSING LEVEL 1</b> - Rejected.                               |
| 14-15     | Level 2             | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Messages:<br><b>MISSING LEVEL 2</b> - Rejected.                               |

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(continued)

| Positions                        | Field Name                         | Descriptions   |
|----------------------------------|------------------------------------|--|
| <b>Position Number Structure</b> |                                    |  |
| 16-17                            | Position Number Length Part 1      | Conditionally required, numeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br>Can be 00 to 10. Sum of the lengths of all parts must be 10.   |
| 18-27                            | Position Number Description Part 1 | Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.<br>User-defined code describing the part of the position number. If the position number part length is not zero, the associated description cannot be blanks. |
| 28-29                            | Position Number Length Part 2      | Optional, numeric, reset not applicable, maintenance not allowed.<br>Refer to position 16-17   |
| 30-39                            | Position Number Description Part 2 | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Refer to positions 18-27   |
| 40-41                            | Position Number Length Part 3      | Optional, numeric, reset not applicable, maintenance not allowed.<br>Refer to positions 16-17  |
| 42-51                            | Position Number Description Part 3 | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Refer to positions 18-27   |
| 52-53                            | Position Number Length Part 4      | Optional, numeric, reset not applicable, maintenance not allowed.<br>Refer to positions 16-17  |
| 54-63                            | Position Number Description Part 4 | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Refer to positions 18-27   |

(continued)

| Positions | Field Name                            | Descriptions   |
|-----------|---------------------------------------|--|
| 64-65     | Position Number Length<br>Part 5      | Optional, numeric, reset not applicable, maintenance not allowed.<br>Refer to positions 16-17      |
| 66-75     | Position Number<br>Description Part 5 | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Refer to positions 18-27 |
| 76-80     | Reserved                              | <b>Blank</b>   |

## Additional Messages

| Message                                   | Description  |
|---|--|
| <b>MISSING POS NUMB STRUCT</b>            | Rejected. Position number structure must be entered when the update code indicates an add or change.                     |
| <b>POS NUM STR MUST BE BLANK</b>          | Rejected. Position number structure must be blank when the update code indicates a delete.                               |
| <b>TOT LENGTH POS NUM PARTS<br/>INVAL</b> | Rejected. The sum of all position number parts lengths is not equal to 10.   |
| <b>MISSING POS NUM PART DESC</b>          | Rejected. Position number part description must be entered when a position part number part length is greater than zero. |
| <b>MISSING POS NUM PART LENGTH</b>        | Rejected. Blank or zero position number part length mixed with position number part lengths that are greater than zero.  |
| <b>INVALID POS NUM PART DESC</b>          | Rejected. Position number part description must be blank for zero position number part length.                           |



## UL-A [80, 120] - Employee Current Seniority Data

**Function** UL-A - Employee Current Seniority Data

**Associated Screens** 205

| Positions | Field Name                | Descriptions   |
|-----------|---------------------------|--|
| 1-2       | Transaction Code          | Constant <b>UL</b> .   |
| 3-4       | Level 1                   | Required, alphanumeric, reset not applicable, maintenance not allowed.   |
| 5-6       | Level 2                   | Required, alphanumeric, reset not applicable, maintenance not allowed.   |
| 7-16      | Employee Number           | Required, alphanumeric, reset not applicable, maintenance not allowed.   |
| 17        | Separator Code            | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Constant <b>A</b> .  |
| 18        | Employee Job Status       | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Employee status on current job.<br>Valid values are:<br><b>1</b> - Permanent<br><b>2</b> - Probationary<br><b>3</b> - Temporary<br>Messages:<br><b>JOB STAT INVALID</b> - Rejected. |
| 19-22     | Seniority Group           | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Seniority group or unit in which the employee is reported.  |
| 23-30     | Employment Seniority Date | Optional, numeric, resets to zero, maintenance allowed.<br>Seniority date associated with most recent employment, YYYYMMDD.<br>Messages:<br><b>EMP SENIOR DATE INVALID</b> - Rejected.   |
| 31-38     | Job Seniority Date        | Optional, numeric, resets to zero, maintenance allowed.<br>Seniority date associated with current job, YYYYMMDD.<br>Messages:<br><b>JOB SENIOR DATE INVALID</b> - Rejected.  |

(continued)

| Positions | Field Name                                       | Descriptions  |
|-----------|--|---|
| 39-46     | User Seniority Date                              | Optional, numeric, resets to zero, maintenance allowed.<br>User-defined date for any additional seniority dates, YYYYMMDD.<br>Messages:<br><b>USER SENIOR DATE INVALID</b> - Rejected.  |
| 47        | User Seniority Date<br>Iteration Number          | Optional, numeric, resets to zero, maintenance allowed.<br>Required with User Seniority Dates.<br>Valid values: 1, 2, or 3.<br>Messages<br><b>USER SENIOR DATE INVALID</b> - Rejected.  |
| 48-55     | Adjusted User Seniority<br>Date                  | Optional, numeric, resets to zero, maintenance allowed.<br>Adjusted user seniority date used for tracking seniority changes, YYYYMMDD.<br>Messages:<br><b>ADJ SENIOR DATE INVALID</b> - Rejected.   |
| 56        | Adjusted User Seniority<br>Date Iteration Number | Optional, numeric, resets to zero, maintenance allowed.<br>Required with Adjusted User Seniority Dates.<br>Valid values: 1, 2, or 3   |
| 57-70     | Reserved   | <b>Blank</b>  |
| 71        | Create Historical Job<br>Seniority Override      | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blank</b> or <b>R</b> - No override; use organization option<br><b>Y</b> - Track history of job seniority<br><b>N</b> - Do not track history of job seniority<br>Messages:<br><b>CREAT HIS SENIOR INVALID</b> - Rejected.  |
| 72        | Adjust Seniority Option<br>Override              | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blank</b> or <b>R</b> - No overrides; use organization option<br><b>Y</b> - Use historical job seniority to calculate seniority at current job<br><b>N</b> - Do not calculate seniority at current job<br>Messages:<br><b>ADJ SENIOR OPTON INVALID</b> - Rejected. |

(continued)

| Positions | Field Name                          | Descriptions  |
|-----------|-------------------------------------|---|
| 73        | Calculate Seniority Method Override | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blanks</b> or <b>R</b> - No override; use organization option<br><b>1</b> - Cumulative length of service on the job of the employee<br><b>2</b> - From the date the employee held the job for the first time to present<br><b>3</b> - Use a user seniority calculation routine<br>Messages:<br><b>SENIOR CALC MTHD INVALID</b> - Rejected. |
| 74        | Delete Seniority Option Override    | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br><b>Y</b> - Delete all seniority for employee<br><b>N</b> - Do not delete seniority<br><b>Note:</b> This is a one-time override and is not stored on the Employee Master File.<br>Messages:<br><b>DLT SENIOR OPTION INVALID</b> - Rejected.   |
| 75-77     | Employment Seniority Tie Number     | Optional, alphanumeric, resets to blank, maintenance allowed.<br>User-defined field to enter the employee's rank if multiple employees have the same employment seniority date.   |
| 78-80     | Job Seniority Tie Number            | Optional, alphanumeric, resets to blank, maintenance allowed.<br>User-defined field to enter employee's rank if multiple employees have the same job seniority date.  |

## UL-A [120] - Employee Current Seniority Data

| Positions | Field Name | Descriptions                 |
|-----------|------------|------------------------------|
| 1-80      |            | Repeat positions 1-80 above. |
| 81-120    | Reserved   | <b>Blank</b>                 |

## UL-B [80, 120] - Employee Layoff/Recall Data

**Function** UL-B - Employee Layoff/Recall Data

**Associated Screens** 206

| Positions | Field Name           | Descriptions   |
|-----------|----------------------|--|
| 1-2       | Transaction Code     | Constant <b>UL</b>   |
| 3-4       | Level 1              | Required, alphanumeric, reset not applicable, maintenance not allowed.   |
| 5-6       | Level 2              | Required, alphanumeric, reset not applicable, maintenance not allowed.   |
| 7-16      | Employee Number      | Required, alphanumeric, reset not applicable, maintenance not allowed.   |
| 17        | Separator Code       | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Constant <b>B</b>  |
| 18        | Layoff Status        | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>Blank</b> - Not on layoff<br><b>1</b> - Fully laid off from work<br><b>2</b> - Laid off, accepted another position or location<br><b>R</b> - Returning from layoff, reset all layoff data<br>Messages:<br><b>LAYOFF STAT INVALID</b> - Rejected.<br><b>RESET STAT WITH OTHER DATA</b> - Rejected. When layoff status is an R, all other data must be blank. |
| 19-26     | Fully Laid Off Date  | Optional, numeric, resets to zero, maintenance allowed.<br>Date the employee was out of work due to a layoff, YYYYMMDD.<br>Messages:<br><b>LAYOFF DATE INVALID</b> - Rejected.   |
| 27-34     | Position Layoff Date | Optional, numeric, resets to zero, maintenance allowed.<br>Date the employee was laid off from the recallable position, YYYYMMDD.<br>Messages:<br><b>POS LAYOFF DATE INVALID</b> - Rejected.   |

(continued)

| Positions | Field Name                 | Descriptions   |
|-----------|----------------------------|--|
| 35-44     | Recallable Position        | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Position number.  |
| 45-52     | Location Layoff Date       | Optional, numeric, resets to zero, maintenance allowed.<br>Date the employee was laid off from the recallable location, YYYYMMDD.<br>Messages:<br><b>LOC LAYOFF DATE INVALID</b> - Rejected.   |
|           | <b>Recallable Location</b> |  |
| 53-56     | Recallable Level 3         | Optional, alphanumeric, resets to blank, maintenance allowed.  |
| 57-60     | Recallable Level 4         | Optional, alphanumeric, resets to blank, maintenance allowed.  |
| 61-64     | Recallable Level 5         | Optional, alphanumeric, resets to blank, maintenance allowed.  |
| 65        | Set Recallable             | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br><b>Blank</b> - Do not set the recallable data from current data<br><b>Y</b> - Set the recallable data equal to the current levels 3 through 5 and position number<br>Messages:<br><b>RECALL INDIC INVALID</b> - Rejected. |
| 66-80     | Reserved                   | <b>Blank</b>   |

## UL-B [120] - Employee Layoff/Recall Data

| Positions | Field Name | Descriptions                 |
|-----------|------------|------------------------------|
| 1-80      |            | Repeat positions 1-80 above. |
| 81-120    | Reserved   | <b>Blank</b>                 |

## UL-E [80, 120] - Employee Union Data

**Function** UL-E - Employee Union Data

**Associated Screens** 219

| Positions                   | Field Name       | Descriptions  |
|-----------------------------|------------------|---|
| 1-2                         | Transaction Code | Constant <b>UL</b> .  |
| 3-4                         | Level 1          | Required, alphanumeric, reset not applicable, maintenance not allowed.  |
| 5-6                         | Level 2          | Required, alphanumeric, reset not applicable, maintenance not allowed.  |
| 7-16                        | Employee Number  | Required, alphanumeric, reset not applicable, maintenance not allowed.  |
| 17                          | Separator Code   | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Constant <b>E</b> .   |
| <b>Union Identification</b> |                  |   |
| 18-24                       | Union Code       | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>User-defined code identifying the union.<br>Messages:<br><b>UNION ID NOT ENTERED</b> - Rejected. Union identification must be entered.<br><b>UNION ID ALREADY EXIST</b> - Rejected. Union identification currently exists; cannot add.<br><b>UNION ID NOT FOUND</b> - Rejected. Union identification to be deleted or replaced. Could not be found.<br><b>UNION ID INVALID</b> - Rejected. Union code must be entered when local is entered. The union code and local must be entered when a sub-local is entered.<br><b>UNION ID NOT ENTERED</b> - Rejected. |
| <b>Union Local/Sublocal</b> |                  |   |
| 25-28                       | Local Number     | Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.<br>User-defined code identifying the local.  |

(continued)

| Positions | Field Name                    | Descriptions  |
|-----------|-------------------------------|---|
| 29-30     | Sublocal Number               | Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.<br>User-defined code identifying the sub-local.  |
| 31-38     | Union Membership Date         | Optional, numeric, resets to zero, maintenance allowed.<br>Original union membership date, YYYYMMDD.<br>Messages:<br><b>UNION MBR DATE INVALID</b> - Rejected.  |
| 39        | Union Membership Type         | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br><b>1</b> - Member/covered<br><b>2</b> - Nonmember/covered<br><b>3</b> - Member/noncovered<br>Messages:<br><b>UNION MBR TYPE INVALID</b> - Rejected. |
| 40-47     | Adjusted Union Member Date    | Optional, numeric, resets to zero, maintenance allowed.<br>Adjusted union membership date, YYYYMMDD.<br>Messages:<br><b>ADJ MBR DATE INVALID</b> - Rejected.  |
| 48-51     | Union Official Type           | Optional, alphanumeric, resets to blank, maintenance allowed.<br>User-defined coding indicating the union official title  |
| 52-59     | Union Member Termination Date | Optional, numeric, resets to zero, maintenance allowed.<br>Date membership in the union was terminated, YYYYMMDD<br>Messages:<br><b>MBR TERM DATE INVALID</b> - Rejected.   |
| 60-68     | Reserved                      | <b>Blank</b>  |

(continued)

| Positions | Field Name                  | Descriptions  |
|-----------|-----------------------------|---|
| 69-75     | Current Position Union Code | <p>Optional, alphanumeric, resets to blank, maintenance allowed.</p> <p>User-defined code indicating the union covering the employee's current position.</p> <p>Messages:</p> <p><b>POS UNION CODE NOT EXIST</b> - Rejected. Current position union code to be replaced has no corresponding union identification.</p> <p><b>UNION CODE DOES NOT EXST</b> - Rejected. Current position union code being added has no corresponding union identification on the master file, or on this transactions.</p> <p><b>POS CD NOT EQU L UNION CD</b> - Rejected. Current position union code being deleted has no corresponding union identification on this transaction.</p> |
| 76-79     | Reserved                    | <b>Blank</b>  |

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*(continued)*



| Positions | Field Name  | Descriptions  |
|-----------|-------------|---|
| 80        | Update Code | Required, alphanumeric, reset not applicable.<br>Valid values are:<br><b>Blank</b> - Add union data<br><b>R</b> - Replace union data<br><b>D</b> - Delete union data<br>Messages:<br><b>UPDT CODE INVALID</b> - Rejected. |

### Additional Messages

| Message                        | Description  |
|--------------------------------|--|
| <b>GENERATED TRANSACTION</b>   | Warning. Generated transaction to update current position union code.  |
| <b>DELETE OLDST UNION DATA</b> | Warning. Union identification information is being added causing the oldest (first entered) occurrence to be dropped from the employee's record. |

### UL-E [120] - Employee Union Data

| Positions | Field Name  | Descriptions  |
|-----------|-------------|---|
| 1-79      |             | Repeat positions 1-79 above.  |
| 80-119    | Reserved    | <b>Blank</b>  |
| 120       | Update Code | Required, alphanumeric, reset not applicable.<br>Valid values are:<br><b>Blank</b> - Add union data<br><b>R</b> - Replace union data<br><b>D</b> - Delete union data<br>Messages:<br><b>UPDT CODE INVALID</b> - Rejected. |

## UL-H [80, 120] - Employee Discipline Data

**Function** UL-H - Employee Discipline Data

**Associated Screens** 217, 218

| Positions | Field Name             | Descriptions   |
|-----------|------------------------|--|
| 1-2       | Transaction Code       | Constant <b>UL</b> .   |
| 3-4       | Level 1                | Required, alphanumeric, reset not applicable, maintenance not allowed.   |
| 5-6       | Level 2                | Required, alphanumeric, reset not applicable, maintenance not allowed.   |
| 7-16      | Employee Number        | Required, alphanumeric, reset not applicable, maintenance not allowed.   |
| 17        | Separator Code         | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Constant <b>H</b> .  |
| 18-25     | Violation Date         | Required, numeric, reset not applicable, maintenance not allowed.<br>Date of the violation of organization policy, YYYYMMDD.<br>Messages:<br><b>VIOLAT DATE INVALID</b> - Rejected.  |
| 26-30     | Discipline File Number | Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.<br>A unique number associating the disciplinary action to its additional documentation.<br>Messages:<br><b>DISCP ALREADY EXISTS</b> - Rejected. Violation date and discipline file number currently exist; cannot add this occurrence.<br><b>DISCP DOES NOT EXIST</b> - Rejected. Violation date and discipline file number do not exist; cannot replace or delete information. |
| 31-33     | Violation Type         | Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.<br>User-defined code. Must be one of the codes defined by the user in the Violation Type Table.<br>Messages:<br><b>VIOLAT TYPE NOT ENTERED</b> - Rejected. Violation type must be present when adding discipline data.<br><b>VIOLAT TYPE NO ON TBL</b> - Rejected. Violation type must have a matching violation type on the tables file.                                       |

(continued)

| Positions                | Field Name      | Descriptions   |
|--------------------------|-----------------|--|
| 34                       | Offense Number  | <p>Optional, numeric, resets to zero, maintenance allowed.</p> <p>Valid values are:</p> <p>Can be 1 to 7. Number of times the employee has violated the particular organization policy.</p> <p>Messages:</p> <p><b>OFFNSE NBR INVALID</b> - Rejected.</p> <p><b>TYP FOR OFFNS NOT ON TBL</b> - Warning. Discipline type for the violation type and offense number must equal the discipline type by offense number on the Tables file.</p> <p><b>OFFNSE NMBR NOT FOUND</b> - Warning. The offense number must be entered on this transaction or must already exist for the employee for the system to verify the discipline type by offense number from the Tables file.</p> <p><b>OFFNSE NMBR NOT ENTERED</b> - Warning. The offense number must be entered when adding discipline data for the employee so the discipline type by offense number can be verified from the Tables file.</p> |
| 35-37                    | Discipline Type | <p>Optional, alphanumeric, reset not applicable, maintenance allowed.</p> <p>User-defined code. Must be one of the codes defined by the user in the Discipline Type Table.</p> <p>Messages:</p> <p><b>DISCP TYPE NOT ON TBL</b> - Rejected. Discipline type must have matching discipline type on the Tables file.</p> <p><b>DISC TYPE NOT ENTERED</b> - Warning. Discipline type must be entered when adding an occurrence.</p>   |
| 38-45                    | Discipline Date | <p>Optional, numeric, resets to zero, maintenance allowed.</p> <p>Date the employee was disciplined, YYYYMMDD.</p> <p>Messages:</p> <p><b>DISCP DATE INVALID</b> - Rejected.</p> <p><b>DELETE OLDST DISCP DATE</b> - Warning. Discipline data is being added causing the oldest occurrence to be dropped from the employee's record.</p>   |
| <b>Discipline Levels</b> |                 |  |
| 46-49                    | Level 3         | Optional, alphanumeric, resets to blank, maintenance allowed.  |
| 50-53                    | Level 4         | Optional, alphanumeric, resets to blank, maintenance allowed.  |
| 54-57                    | Level 5         | Optional, alphanumeric, resets to blank, maintenance allowed.  |

(continued)

| Positions | Field Name            | Descriptions   |
|-----------|-----------------------|--|
| 58-62     | Level 6               | Optional, alphanumeric, resets to blank, maintenance allowed.  |
| 63-67     | Level 7               | Optional, alphanumeric, resets to blank, maintenance allowed.  |
| 68-77     | Discipline Supervisor | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Supervisor Code of the supervisor who disciplined the employee  |
| 78        | Discipline Status     | Optional, alphanumeric, see instructions for reset value, maintenance allowed.<br>Valid values are:<br>The status of the disciplinary action.<br><b>Blank</b><br><b>P</b> or <b>R</b> - Pending<br><b>S</b> - Settled<br><b>A</b> - Appealed<br>Messages:<br><b>DISCP STAT INVALID</b> - Rejected. |
| 79        | Reserved              | <b>Blank</b>   |

*(continued)*

| Positions | Field Name  | Descriptions  |
|-----------|-------------|---|
| 80        | Update Code | Required, alphanumeric, reset not applicable<br>Valid values are:<br><b>Blank</b> - Add discipline data<br><b>R</b> - Replace discipline data<br><b>D</b> - Delete discipline data<br>Messages:<br><b>UPDT CODE INVALID</b> - Rejected. |

## Additional Messages

| Messages                       | Description   |
|--------------------------------|---|
| <b>MAX DISCP DATA ON FILE</b>  | Rejected. Discipline data area is full. The violation data being entered is older than the oldest occurrence on the file. |
| <b>DELETE OLDST DISCP DATA</b> | Warning. Discipline data is being added causing the oldest occurrence to be dropped from the employee's record.           |

## UL-H [120] - Employee Discipline Data

| Positions | Field Name  | Descriptions  |
|-----------|-------------|---|
| 1-79      |             | Repeat positions 1-79 above.  |
| 80-119    | Reserved    | <b>Blank</b>  |
| 120       | Update Code | Required, alphanumeric, reset not applicable<br>Valid values are:<br><b>Blank</b> - Add discipline data<br><b>R</b> - Replace discipline data<br><b>D</b> - Delete discipline data<br>Messages:<br><b>UPDT CODE INVALID</b> - Rejected. |

## UL-L [80, 120] - Employee Grievance Data

**Function** UL-L - Employee Grievance Data

**Associated Screens** 207 - 216

| Positions | Field Name       | Descriptions   |
|-----------|------------------|--|
| 1-2       | Transaction Code | Constant <b>UL</b> .   |
| 3-4       | Level 1          | Required, alphanumeric, reset not applicable, maintenance not allowed.   |
| 5-6       | Level 2          | Required, alphanumeric, reset not applicable, maintenance not allowed.   |
| 7-16      | Employee Number  | Required, alphanumeric, reset not applicable, maintenance not allowed.   |
| 17        | Separator Code   | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Constant <b>L</b> .  |
| 18-23     | Grievance Date   | Required, numeric, reset not applicable, maintenance not allowed.<br>Date the grievance was filed, YYMMDD.<br>Year will be expanded and store 4 digits.<br>Messages:<br><b>GRIEV DATE INVALID</b> - Rejected.<br><b>GRIEV TYPE NOT ENTERED</b> - Rejected. Grievance type must be entered on add.<br><b>MAX GRIEV DATA ON FILE</b> - Rejected. Grievance union code must be entered when local is entered. Union code and local must be present when sub-local is entered.<br><b>DELETE OLDST GRIEV DATA</b> - Warning. Grievance information is being added causing the oldest occurrence to be dropped from the employee's record. |

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(continued)

| Positions                             | Field Name            | Descriptions  |
|---------------------------------------|-----------------------|---|
| 24-28                                 | Grievance File Number | <p>Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.</p> <p>Unique number associating the grievance to its additional documentation</p> <p>Messages:</p> <p><b>GRIEV ALREADY EXISTS</b> - Rejected. Grievance date and grievance file number currently exist; cannot add this occurrence.</p> <p><b>GRIEV DATA DOES NOT EXIST</b> - Rejected. Grievance date and grievance file number do not exist. Cannot replace or delete information for this occurrence.</p> |
| 29-34                                 | Grievance Type        | <p>Conditionally required, alphanumeric, reset not applicable, maintenance allowed.</p> <p>User-defined code. Must be one of the codes defined by the user in the Grievance Type Table.</p> <p>Message:</p> <p><b>GRIEV TYPE NOT ON TBL</b> - Rejected. Grievance type must have a matching grievance type on the Tables file.</p>  |
| <b>Grievance Union Identification</b> |                       |   |
| 35-41                                 | Union Code            | <p>Optional, alphanumeric, resets to blank, maintenance allowed.</p> <p>User-defined code identifying the union filing the grievance.</p> <p>Messages:</p> <p><b>UNION CODE INVALID</b> - Rejected. Grievance union code must be entered when local is entered. Union code and local must be present when sub-local is entered.</p> <p><b>UNION ID NOT FOUND</b> - Warning. Grievance union identification has no corresponding union identification in the employee's record.</p>                    |
| <b>Union Local/Sublocal</b>           |                       |   |
| 42-45                                 | Local Number          | <p>Optional, alphanumeric, resets to blank, maintenance allowed.</p> <p>User-defined code identifying the local filing the grievance.</p>   |
| 46-47                                 | Sublocal Number       | <p>Optional, alphanumeric, resets to blank, maintenance allowed.</p> <p>User determined code identifying the sublocal filing the grievance.</p>   |
| <b>Grievance Levels</b>               |                       |   |
| 48-51                                 | Level 3               | Optional, alphanumeric, resets to blank, maintenance allowed.   |
| 52-55                                 | Level 4               | Optional, alphanumeric, resets to blank, maintenance allowed.   |
| 56-59                                 | Level 5               | Optional, alphanumeric, resets to blank, maintenance allowed.   |

(continued)

| Positions | Field Name           | Descriptions  |
|-----------|----------------------|---|
| 60-64     | Level 6              | Optional, alphanumeric, resets to blank, maintenance allowed.   |
| 65-69     | Level 7              | Optional, alphanumeric, resets to blank, maintenance allowed.   |
| 70-79     | Grievance Supervisor | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Supervisor Code of the supervisor involved in the grievance.   |
| 80        | Update Code          | Required, alphanumeric, reset not applicable.<br>Valid values are:<br><b>Blank</b> - Add grievance data<br><b>R</b> - Replace grievance data<br><b>D</b> - Delete grievance data<br>Messages:<br><b>UPDT CODE INVALID</b> - Rejected. |

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## UL-L [120] - Employee Grievance Data

| Positions | Field Name  | Descriptions  |
|-----------|-------------|---|
| 1-79      |             | Repeat positions 1-79 above.  |
| 80-119    | Reserved    | <b>Blank</b>  |
| 120       | Update Code | Required, alphanumeric, reset not applicable.<br>Valid values are:<br><b>Blank</b> - Add grievance data<br><b>R</b> - Replace grievance data<br><b>D</b> - Delete grievance data<br>Messages:<br><b>UPDT CODE INVALID</b> - Rejected. |

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## UL-N [80, 120] - Employee Grievance Result Data

**Function** UL-N - Employee Grievance Result Data

**Associated Screens** 207 - 216

| Positions | Field Name            | Descriptions  |
|-----------|-----------------------|---|
| 1-2       | Transaction Code      | Constant <b>UL</b> .  |
| 3-4       | Level 1               | Required, alphanumeric, reset not applicable, maintenance not allowed.  |
| 5-6       | Level 2               | Required, alphanumeric, reset not applicable, maintenance not allowed.  |
| 7-16      | Employee Number       | Required, alphanumeric, reset not applicable, maintenance not allowed.  |
| 17        | Separator Code        | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Constant <b>N</b> .   |
| 18-23     | Grievance Date        | Required, numeric, reset not applicable, maintenance not allowed.<br>Date the grievance was filed, YYMMDD.<br>Year will be expanded and store 4 digits.<br>Messages:<br><b>GRIEV DATE INVALID</b> - Rejected.   |
| 24-28     | Grievance File Number | Conditionally required, alphanumeric, reset not applicable, maintenance not allowed.<br>A unique number associating the grievance to its additional documentation.<br>Messages:<br><b>GRIEV DATA DOES NOT EXST</b> - Rejected. Grievance date and grievance file number do not exist; cannot replace information for this occurrence. |
| 29        | Grievance Status      | Optional, alphanumeric, see instructions for reset value, maintenance allowed.<br>Valid values are:<br>The status of the grievance.<br><b>Blank</b><br><b>P</b> or <b>R</b> - Pending<br><b>S</b> - Settled<br><b>A</b> - Appealed<br>Messages:<br><b>GRIEV STAT INVALID</b> - Rejected.  |

(continued)

| Positions | Field Name                        | Descriptions  |
|-----------|-----------------------------------|---|
| 30        | Grievance Procedure Step Number   | <p>Conditionally required, numeric, reset not applicable, maintenance not allowed.</p> <p>Grievance procedure step number associated with the result information.</p> <p>Messages:</p> <p><b>PRCD NMBR INVALID</b> - Rejected.</p> <p><b>PRCD NMBR BLANK ON ADD</b> - Rejected. Procedure result number must be entered when adding an occurrence of grievance result information.</p> <p><b>PRCD NMBR NOT ENTERED</b> - Rejected. Procedure result number must be entered when a procedure result code or procedure result date is entered..</p>   |
|           | <b>Grievance Procedure Result</b> |   |
| 31-32     | Result Code                       | <p>Conditionally required, alphanumeric, resets to blank, maintenance allowed.</p> <p>User-defined code. Must be one of the codes defined by the user in the Settlement Result Code Table.</p> <p>Messages:</p> <p><b>PRCD CODE NOT ON TBL</b> - Rejected. Procedure result number must be entered when a procedure result code or procedure result date is entered.</p> <p><b>PRCD CODE NOT ENTERED</b> - Rejected. Procedure result code must be entered when adding an occurrence of grievance result information.</p> <p><b>GRIEV DATA NOT ENTERED</b> - Rejected. Grievance result information currently exists for this procedure result number. Cannot add this occurrence.</p> <p><b>PRCD DATA DOES NOT EXIST</b> - Rejected. Procedure result number has no corresponding result information; cannot delete or replace information for this occurrence.</p> <p><b>PRCD DATA ALREADY EXIST</b> - Rejected. Grievance result information currently exists for this procedure result number. Cannot add this occurrence</p> |
| 33-38     | Date                              | <p>Conditionally required, numeric, resets to zero, maintenance allowed.</p> <p>Date the grievance procedure step was completed, YYMMDD.</p> <p>Year will be expanded and store 4 digits.</p> <p>Messages:</p> <p><b>GRIEV PRCD DATE INVALID</b> - Rejected.</p> <p><b>PRCD DATE NOT ENTERED</b> - Rejected. Procedure result date must be entered when adding an occurrence of grievance result information.</p> <p><b>DATE NOT AGREE WITH CODE</b> - Rejected. Grievance procedure result date must be blank or reset when the procedure result settlement code is reset.</p>   |
| 39        | Step Settled                      | <p>Optional, numeric, resets to zero, maintenance allowed.</p> <p>Grievance procedure step number in which the grievance was settled</p> <p>Messages:</p> <p><b>STLMT STEP INVALID</b> - Rejected.</p>  |

(continued)

| Positions | Field Name        | Descriptions   |
|-----------|-------------------|--|
| 40-50     | Settlement Amount | Optional, numeric, resets to zero, maintenance allowed.<br>Dollar amount paid to the employee in settlement of the grievance<br>Messages:<br><b>GRIEV STLMT AMNT INVALID</b> - Rejected.   |
| 51-79     | Reserved          | <b>Blank</b>   |
| 80        | Update Code       | Required, alphanumeric, reset not applicable.<br>Valid values are:<br><b>Blank</b> - Add result data<br><b>R</b> - Replace result data<br>Messages:<br><b>UPDATE CODE INVALID</b> - Rejected.<br><b>GENERATED TRANSACTION</b> - Warning. Transaction generated to add or change historical job seniority.<br><b>DELETE OLDST HIS DATA</b> - Warning. Historical job seniority is being added causing the oldest occurrence to be dropped from the employee's record. |

## UL-N [120] - Employee Grievance Result Data

| Positions | Field Name  | Descriptions   |
|-----------|-------------|--|
| 1-79      |             | Repeat positions 1-79 above.   |
| 80-119    | Reserved    | <b>Blank</b>   |
| 120       | Update Code | Required, alphanumeric, reset not applicable.<br>Valid values are:<br><b>Blank</b> - Add result data<br><b>R</b> - Replace result data<br>Messages:<br><b>UPDATE CODE INVALID</b> - Rejected.<br><b>GENERATED TRANSACTION</b> - Warning. Transaction generated to add or change historical job seniority.<br><b>DELETE OLDST HIS DATA</b> - Warning. Historical job seniority is being added causing the oldest occurrence to be dropped from the employee's record. |

## UL-R [80, 120] - Employee Historical Job Seniority Data - 1

**Function** UL-R - Employee Historical Job Seniority Data - 1

**Associated Screens** 224

| Positions | Field Name       | Descriptions  |
|-----------|------------------|---|
| 1-2       | Transaction Code | Constant <b>UL</b> .  |
| 3-4       | Level 1          | Required, alphanumeric, reset not applicable, maintenance not allowed.  |
| 5-6       | Level 2          | Required, alphanumeric, reset not applicable, maintenance not allowed.  |
| 7-16      | Employee Number  | Required, alphanumeric, reset not applicable, maintenance not allowed.  |
| 17        | Separator Code   | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Constant <b>R</b>   |
| 18-27.    | Position Number  | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>User-defined number indicating the position which the employee held. When the update code is <b>D</b> and the position number is blank, all historical data is deleted.<br>Messages:<br><b>POS NMBR NOT ENTERED</b> - Rejected. Historical job seniority position number must be entered when adding or replacing information for this occurrence.<br><b>POS DATA ALREADY EXISTS</b> - Rejected. Historical job seniority data already exists for this position number; cannot add this occurrence.<br><b>POS DATA DOES NOT EXIST</b> - Rejected. Historical job seniority data does not exist for this position number; cannot replace or delete information for this occurrence.<br><b>DELETE ALL HIS DATA</b> - Warning. Position number is blank when deleting historical job seniority causing all occurrences of historical job seniority to be deleted for the employee. |

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(continued)

| Positions | Field Name                       | Descriptions   |
|-----------|----------------------------------|--|
| 28-35     | Original Job Date                | <p>Conditionally required, numeric, reset not applicable, maintenance not allowed. Date the employee held the position for the first time, YYYYMMDD.</p> <p>Messages:<br/> <b>JOB DATE INVALID</b> - Rejected.<br/> <b>JOB DATE NOT ENTERED</b> - Rejected. Original job date must be entered when adding this occurrence.<br/> <b>JOB DATE ENTRD FOR MNT</b> - Rejected. Original job date must be entered when adding this occurrence.<br/> <b>MAX HIS DATA ON FILE</b> - Rejected. Historical job seniority data area is full. The original job date being entered is older than the oldest occurrence on file.</p> |
| 36-43     | Job Seniority Date               | <p>Optional, numeric, resets to zero, maintenance allowed. Job seniority date associated with the position the last time the employee held it, YYYYMMDD.</p> <p>Messages:<br/> <b>JOB SENIOR DATE INVALID</b> - Rejected.</p>  |
| 44-48     | Cumulative Job Length of Service | <p>Conditionally required, numeric, reset not applicable, maintenance allowed. Total length of time the employee actually worked the job in years and days. Format is YYDDD.</p> <p>Messages:<br/> <b>LNGTH SVCS INVALID</b> - Rejected.<br/> <b>LNGTH SVCS DAYS INVALID</b> - Rejected. Cumulative job length of service days greater than 365; cannot add or replace.<br/> <b>LNGTH SVCS ENTRD FOR MNT</b> - Rejected. Cumulative job length of service must be blank when replacing information for this occurrence.</p>  |
| 49-78     | Job Title                        | <p>Optional, alphanumeric, resets to blank, maintenance allowed. Job title associated with the position</p>  |

(continued)

| Positions | Field Name  | Descriptions  |
|-----------|-------------|---|
| 79        | Reserved    | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br><b>Blank</b>   |
| 80        | Update Code | Required, alphanumeric, reset not applicable.<br>Valid values are:<br><b>Blank</b> - Add historical seniority data<br><b>R</b> - Replace historical seniority data<br><b>D</b> - Delete historical seniority data |

## Additional Messages

| Messages                      | Description   |
|-------------------------------|---|
| <b>GENERATED TRANSACTION</b>  | Warning. Transaction generated to add or change historical job seniority.   |
| <b>DELETE OLDEST HIS DATA</b> | Warning. Historical job security is being added causing the oldest occurrence to be dropped from the employee's record. |

## UL-R [120] - Employee Historical Job Seniority Data - 1

| Positions | Field Name  | Descriptions  |
|-----------|-------------|---|
| 1-79      |             | Repeat positions 1-79 above.  |
| 80-119    | Reserved    | <b>Blank</b>  |
| 120       | Update Code | Required, alphanumeric, reset not applicable.<br>Valid values are:<br><b>Blank</b> - Add historical seniority data<br><b>R</b> - Replace historical seniority data<br><b>D</b> - Delete historical seniority data |

## UL-S [80, 120] - Employee Historical Job Seniority Data - 2

**Function** UL-S - Employee Historical Job Seniority Data - 2

**Associated Screens** 224

| Positions | Field Name          | Descriptions   |
|-----------|---------------------|--|
| 1-2       | Transaction Code    | Constant <b>UL</b><br>Messages:<br><b>UL-R – TRANSACTIONS NOT FOUND</b> - Rejected. UL-R transaction must be present when adding a UL-S transaction.<br><b>GENERATED TRANSACTION</b> - Warning. Transaction generated to add historical job seniority.   |
| 3-4       | Level 1             | Required, alphanumeric, reset not applicable, maintenance not allowed.   |
| 5-6       | Level 2             | Required, alphanumeric, reset not applicable, maintenance not allowed.   |
| 7-16      | Employee Number     | Required, alphanumeric, reset not applicable, maintenance not allowed.   |
| 17        | Separator Code      | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Constant <b>S</b>  |
| 18-27     | Position Number     | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Messages:<br><b>POS NMBR NOT ENTERED</b> - Rejected. Position number must be entered when adding historical seniority data.<br><b>POS NMBR ALREADY FOUND</b> - Rejected. Historical job seniority data already exists for this position number; cannot add this occurrence.<br><b>POS NMBR DOES NOT EXIST</b> - Rejected. Historical job seniority data does not exist for this position number; cannot replace information for this occurrence. |
| 28        | Employee Job Status | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Valid values are:<br>Employee status in the position<br><b>1</b> - Permanent<br><b>2</b> - Probationary<br><b>3</b> - Temporary<br>Messages:<br><b>JOB STAT INVALID</b> - Rejected.   |

(continued)

| Positions                | Field Name               | Descriptions   |
|--------------------------|--------------------------|--|
| 29-32                    | Seniority Group          | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Seniority group or unit in which the position is reported.  |
| 33-39                    | Union Code               | Optional, alphanumeric, resets to blank, maintenance allowed.<br>User-defined code indicating the union covering the position.   |
| <b>Historical Levels</b> |                          |  |
| 40-43                    | Level 3                  | Optional, alphanumeric, resets to blank, maintenance allowed.  |
| 44-47                    | Level 4                  | Optional, alphanumeric, resets to blank, maintenance allowed.  |
| 48-51                    | Level 5                  | Optional, alphanumeric, resets to blank, maintenance allowed.  |
| 52-54                    | Job Seniority Tie Number | Optional, alphanumeric, resets to blank, maintenance allowed.<br>Messages:<br><b>ADJ SENIOR DATE INVALID</b> - Rejected.   |
| 55-79                    | Reserved                 | <b>Blank</b>   |
| 80                       | Update Code              | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br><b>Blank</b> - Add historical seniority data<br><b>R</b> - Replace historical seniority data<br>Messages:<br><b>UPDT CODE INVALID</b> - Rejected. |

## UL-S [120] - Employee Historical Job Seniority Data - 2

| Positions | Field Name  | Descriptions   |
|-----------|-------------|--|
| 1-79      |             | Repeat positions 1-79 above.   |
| 80-119    | Reserved    | <b>Blank</b>   |
| 120       | Update Code | Required, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br><b>Blank</b> - Add historical seniority data<br><b>R</b> - Replace historical seniority data<br>Messages:<br><b>UPDT CODE INVALID</b> - Rejected. |



## LRL [80] - HRMS Tables File Rept Select, Labor Relations Data

**Function** LRL - HRMS Tables File Report Selection, Employee/Labor Relations Data

**Associated Screens** N/A

| Positions | Field Name                        | Descriptions   |
|-----------|-----------------------------------|--|
| 1-3       | Transaction Code                  | Constant <b>LRL</b>  |
| 4-5       | Level 1                           | Optional, alphanumeric, reset not applicable, maintenance not allowed.   |
| 6-7       | Level 2                           | Optional, alphanumeric, reset not applicable, maintenance not allowed.   |
| 8         | Level 1-level 2 Page Break Switch | Optional, alphanumeric, reset not applicable, maintenance not allowed.<br>Valid values are:<br><b>Blank</b> - Do page break by level 1-level 2<br>* - Do not page break by level 1-level 2 |
| 9-14      | Date                              | Optional, numeric, reset not applicable, maintenance not allowed.<br>Year will be expanded and store 4 digits. Enter YYMMDD  |
| 15-80     | Reserved                          | <b>Blank</b>   |



## 4 Reports

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### Chapter Contents

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### Introduction

The Employee/Labor Relations module expands the basic Personnel System reporting series. It produces several reports with the Central System: Input Edit Listing, Transaction Validation Report, Master File Update Maintenance Report, and Master File Print. These reports are described in detail in the *Reports Guide*.

The report options and plan IDs are established using the PA-1, PD-2, and PA-7 transactions described in the How To chapter of this guide.

## PRU737 - Labor Relations Profile

|                                 |                                    |               |                                   |            |                      |                |
|---------------------------------|------------------------------------|---------------|-----------------------------------|------------|----------------------|----------------|
| PMRS EMPLOYEE / LABOR RELATIONS |                                    | PRU737        | SYSTEM TEST ORG ALWA              | X          | PAGE                 | 1              |
| LABOR RELATIONS PROFILE         |                                    | AL WA         |                                   |            | RUN DATE             | 10/03/2000     |
| EMPLOYEE NUMBER                 | 1000                               |               | EMPLOYMENT SEN. DATE              | 06/15/1987 | USER SENIORITY DATES |                |
| EMPLOYEE-NAME                   | SMITH-SMITHSONIAN, SAMUALSON TWAIN |               | JOB SENIORITY DATE                |            | CURRENT              | ADJUSTED       |
| POSITION NUMBER                 |                                    |               | ---EMPLOYEE SENIORITY OPTIONS---  |            |                      |                |
| JOB TITLE                       |                                    |               | CREATE HIST. JOB SEN. CO OPT      |            | 1                    |                |
| EMP. JOB STATUS                 |                                    |               | ADJUST SENIORITY CO OPT           |            | 2                    |                |
| SENIORITY GROUP                 |                                    |               | CALCULATE SEN. METHOD CO METHOD   |            | 3                    |                |
|                                 |                                    |               | FULLY LAID                        | POSITION   | RECALLABLE           | LOCATION       |
|                                 |                                    |               | OFF DATE                          | LAYOFF DT  | POSITION             | LAYOFF DT      |
|                                 |                                    |               |                                   |            |                      | -L3- -L4- -L5- |
| LAYOFF DATA                     |                                    | LAYOFF STATUS |                                   |            |                      |                |
|                                 |                                    | NOT ON LAYOFF |                                   |            |                      |                |
| PMRS EMPLOYEE / LABOR RELATIONS |                                    | PRU737        | SYSTEM TEST ORG ALWA              | X          | PAGE                 | 2              |
| LABOR RELATIONS PROFILE         |                                    | AL WA         |                                   |            | RUN DATE             | 10/03/2000     |
| EMPLOYEE NUMBER                 | 2096                               |               | EMPLOYMENT SEN. DATE              | 07/04/2001 | USER SENIORITY DATES |                |
| EMPLOYEE-NAME                   | ATKINSONVILLE, MICHAEL BASKETBALLS |               | JOB SENIORITY DATE                | 07/04/2001 | CURRENT              | ADJUSTED       |
| POSITION NUMBER                 | POSITION #                         |               | ---EMPLOYEE SENIORITY OPTIONS---  |            |                      |                |
| JOB TITLE                       | POSITION TITLE                     |               | CREATE HIST. JOB SEN. YES         |            | 1                    |                |
| EMP. JOB STATUS                 | PERMANENT                          |               | ADJUST SENIORITY YES              |            | 2                    |                |
| SENIORITY GROUP                 | 8807                               |               | CALCULATE SEN. METHOD ORIG JOB DT |            | 3                    |                |
|                                 |                                    |               | FULLY LAID                        | POSITION   | RECALLABLE           | LOCATION       |
|                                 |                                    |               | OFF DATE                          | LAYOFF DT  | POSITION             | LAYOFF DT      |
|                                 |                                    |               |                                   |            |                      | -L3- -L4- -L5- |
| LAYOFF DATA                     |                                    | LAYOFF STATUS |                                   |            |                      |                |
|                                 |                                    | NOT ON LAYOFF |                                   |            |                      |                |

### Generated By

PRU270

### Printed By

PRU737

### Sequence

Based on the profile options selected in the PA-1 control transaction.

### Control Transactions

- PA-1
- PD-2

### Purpose

Provides a record of all employee/labor relations information maintained for an employee.

## Explanation

Prints applicable data elements for the employee as follows:

- Employee job status
- Employee seniority options
- Layoff status
- Union membership type (up to 5 occurrences)
- Violation type
- Discipline type and status (up to 10 occurrences)
- Grievance type and status (up to 10 occurrences)
- Grievance procedure step result (up to 7 per grievance)
- Historical employee job status (up to 20 occurrences).

You can select employees by employee number, current control levels (PD-2 transaction), and employee status (PA-1 transaction).

The total number of employees is printed at each lowest level break as specified by the PA-1 transaction.

## PRU738 - Union Roster

|                                   |                    |            |                      |            |                         |                     |                     |                         |                |
|-----------------------------------|--------------------|------------|----------------------|------------|-------------------------|---------------------|---------------------|-------------------------|----------------|
| PMRS EMPLOYEE / LABOR RELATIONS   |                    | PRU738     | SYSTEM TEST ORG ALWA |            | X                       | PAGE 1              |                     |                         |                |
| UNION ROSTER                      |                    | AL WA      |                      |            |                         | RUN DATE 10/03/2000 |                     |                         |                |
| UNION - AFL-CIO                   |                    |            |                      |            |                         |                     |                     |                         |                |
| EMPLOYEE                          | EMPLOYEE<br>NUMBER | DATE       | TYPE                 | TERM.DT.   | TYPE                    | CURRENT JOB TITLE   | PRESENT<br>JOB DATE | PRESENT<br>EMP. DATE    | HOURLY<br>RATE |
| ATKINSONVILLE, MARY-LOUISE ADAMSO | 3016               | 02/28/1997 | M/C                  | 01/01/1997 |                         | POSITION TITLE      | 08/31/1998          | 08/05/2003              | 7.1423         |
| ATKINSONVILLE, MARY-LOUISE ADAMSO | 3016               | 06/15/1951 | M/C                  |            | CSTW                    | POSITION TITLE      | 08/31/1998          | 08/05/2003              | 7.1423         |
| CRAWFORD, RAMON ROOSEVELTIVILLE   | 3018               | 06/30/1987 | M/C                  |            |                         | POSITION TITLE      | 07/29/1998          | 10/10/2002              | 7.1423         |
| CRAWFORD, DANIEL FRANKLINSON      | 3020               | 01/01/1989 | M/C                  |            |                         | POSITION TITLE      | 06/27/1998          | 04/10/2000              | 7.1423         |
| CRAWFORD, BRADFORD JOHNSTONTOWN   | 3022               | 07/09/1987 | M/C                  |            |                         | POSITION TITLE      | 05/25/1998          | 04/15/2002              | 7.1423         |
| DAVIS, MARTHA L. ALWB3024         | 3024               | 10/12/1987 | M/C                  |            |                         | POSITION TITLE      | 04/23/1998          | 03/14/1961              | 7.1423         |
| FLAIR, REGINIA S. ALWB3026        | 3026               | 04/21/1988 | M/C                  |            |                         | POSITION TITLE      | 01/01/1990          | 01/19/1957              | 7.1423         |
| HOWARD, ELBERTSON EDWARDO         | 3030               | 03/03/1990 | M/C                  |            |                         | POSITION TITLE      | 03/03/1990          | 04/15/2002              | 8.2846         |
| MCVEY, SARAH-FRANCES ELIZABETH    | 3032               | 01/01/1988 | M/C                  |            |                         | POSITION TITLE      | 04/04/1990          | 02/21/1960              | 8.2846         |
| MCVEY, MARIAN-LENORA ALWB3034     | 3034               | 01/01/1988 | M/C                  |            |                         | POSITION TITLE      | 05/05/1990          | 06/12/1979              | 8.2846         |
| MCVEY, RAQUEL J. ALWB3036         | 3036               | 02/20/1989 | M/C                  |            |                         | POSITION TITLE      | 06/06/1990          | 02/12/1989              | 8.2846         |
| MCVEY, JENIFFER W. ALWB3038       | 3038               | 02/20/1987 | M/C                  |            |                         | POSITION TITLE      | 07/07/1990          | 04/30/1970              | 8.2846         |
| KARLAND, BETTY LOUISEALWB3040     | 3040               | 03/15/1990 | M/C                  |            |                         | POSITION TITLE      | 08/08/1990          | 06/14/1999              | 8.2846         |
| KARLAND, GLORIA ALWB3042          | 3042               | 01/01/1990 | M/C                  |            |                         | POSITION TITLE      | 09/09/1990          | 06/14/1999              | 8.2846         |
| LACY, CHARLES M. ALWB3044         | 3044               | 04/01/1990 | M/C                  |            |                         | POSITION TITLE      | 10/10/1990          | 05/16/1959              | 9.9288         |
| MILLS, GERALDINE B. ALWB3046      | 3046               | 04/01/1990 | M/C                  |            |                         | POSITION TITLE      | 11/11/1990          | 07/18/1980              | 15.0000        |
|                                   |                    | TOTAL      |                      |            | -----TOTAL COVERED----- |                     |                     | ---TOTAL NON-COVERED--- |                |
|                                   |                    | EMPLOYEE   |                      |            | MEMBER                  | NON-MEMBER          | MEMBER              | NON-MEMBER              |                |
| UNION - AFL-CIO                   |                    | 16         |                      |            | 16                      |                     |                     |                         |                |

Generated By

PRU271

Printed By

PRU738

Sequence

Based on the options selected in the PA-7 transaction.

## Control Transactions

- PA-7
- PD3-99
- PD3-02

## Purpose

Lists all employees belonging to specific unions or covered by them, or both.

## Explanation

You can select employees by employee number (PD3-99 transaction), membership type, current control levels, union identification (PD3-02 transaction), and employee status (PA-7 transaction).

Current employee information is printed with one line for each occurrence of union data that meets the selection criteria. The membership date records when the employee originally joined the union unless an adjusted date is recorded.

The following membership types are available:

- **M/C** - Member, covered
- **N/C** - Nonmember, covered
- **M/N** - Member, not covered
- **N/N** - Nonmember, not covered.

Values for union official type are assigned by you.

The total number of selected union memberships by membership type is printed at each lowest level break as specified by the PA-7 transaction.

## PRU739 - Disciplinary Actions

| PMRS EMPLOYEE / LABOR RELATIONS<br>DISCIPLINARY ACTIONS |                      | PRU739<br>AL WA      | SYSTEM TEST ORG ALWA |                   | X        | PAGE 1  |  | RUN DATE 10/03/2000 |  |
|---|----------------------|----------------------|----------------------|-------------------|----------|---------|--|---------------------|--|
| EMPLOYEE<br>NUMBER                                      | TYPE -- VIOLATION -- | DISCIPLINE --        | DATE                 | OFFENSE<br>NUMBER | STATUS   | FILE NO | DISCIPLINE<br>-L3- -L4- -L5- -L6- -L7- |                     |  |
| ATKINS, MICHAELSON TURNERSONVILLE                       | 7010                 | ABSENT/DID NOT PHONE | 05/01/1994           | 7                 | PENDING  |         | 2000 2222                              | DPT1                |  |
|   |                      | DISMISSAL            |                      |                   |          |         |  |                     |  |
| ATKINS, MICHAELSON TURNERSONVILLE                       | 7010                 | ABSENT/DID NOT PHONE | 03/01/1994           | 6                 | PENDING  |         | 2000 2222                              | DPT1                |  |
|   |                      | 5-DAY SUSPENSION     |                      |                   |          |         |  |                     |  |
| ATKINS, MICHAELSON TURNERSONVILLE                       | 7010                 | ABSENT/DID NOT PHONE | 01/01/2000           | 3                 | SETTLED  | JK300   | 2000 2222                              | 0073                |  |
|   |                      | WRITTEN REPREMAND    | 02/03/2000           |                   |          |         |  |                     |  |
| ATKINS, MICHAELSON TURNERSONVILLE                       | 7010                 | ABSENT/DID NOT PHONE | 02/01/1998           | 3                 | APPEALED | JK100   | 2000 2222                              | 0073                |  |
|   |                      | WRITTEN REPREMAND    | 02/15/1998           |                   |          |         |  |                     |  |
| ATKINS, DOROTHY BEATRICE-WILDER                         | 7014                 | SAFETY INFRACTION    | 03/11/2003           | 4                 | SETTLED  | JK329   | 0003 0004                              | 0075                |  |
|   |                      | 1-DAY SUSPENSION     | 03/13/2003           |                   |          |         |  |                     |  |
| ATKINS, DOROTHY BEATRICE-WILDER                         | 7014                 | SAFETY INFRACTION    | 02/11/1990           | 3                 | SETTLED  | JK320   | 0003 0004                              | 0075                |  |
|   |                      | WRITTEN REPREMAND    | 03/04/1990           |                   |          |         |  |                     |  |
| ATKINS, MARY-LOUISE ELIZABETH                           | 7016                 | SAFETY INFRACTION    | 02/01/1990           | 3                 | APPEALED | JK100   | 2000 2222                              | 0073                |  |
|   |                      | WRITTEN REPREMAND    | 02/15/1991           |                   |          |         |  |                     |  |
| DAVIS, MARTHA LANGLEY-LILLY                             | 7024                 | SAFETY INFRACTION    | 02/16/1994           | 1                 | PENDING  |         | 0003 0004                              | 0005                |  |
|   |                      | VERBAL REPREMAND     |                      |                   |          |         |  |                     |  |
| GREGORY, NANCY TURBEYVILLESON                           | 7028                 | ABSENT/DID NOT PHONE | 02/05/2002           | 1                 | SETTLED  | JK201   | 1002 0003                              | 0073                |  |
|   |                      | VERBAL REPREMAND     | 05/01/2002           |                   |          |         |  |                     |  |
| MILLS, PAUL REVERE-RIDESAGAIN                           | 7050                 | ABSENT/DID NOT PHONE | 06/01/1997           | 3                 | PENDING  | 12345   | 3333 4444 5555 66666 77777             |                     |  |
|   |                      | WRITTEN REPREMAND    | 06/15/1997           |                   |          |         |  |                     |  |

### Generated By

PRU272

### Printed By

PRU739

### Sequence

Based on the options selected in the PA-7 transaction.



## Control Transactions

- PA-7
- PD3-99
- PD3-03

## Purpose

Lists employee violations and the disciplinary actions associated with each.

## Explanation

You can select employees by employee number (PD3-99 transaction) thus printing all discipline data for that employee. You can also select employees by current control levels, discipline control levels, violation type, discipline type, violation date range (PD3-03 transaction), and employee status (PA-7 transaction) thus printing only the disciplinary actions which meet the selection criteria.

Two detail lines print for each action meeting the selection criteria. The following information appears on the report:

- Violation date and description
- Offense number (1, 2, 3, and so on)
- Disciplinary action taken, date, status, and levels of control
- Disciplinary file number.

Totals are printed at the lowest level break selected in the PA-7 transaction. You can print one of five types of totals or no totals.

The total types are available:

- Discipline type - for each action taken in the current control level, the report shows a description and the total number of times the action was taken. A total of all actions taken also prints.
- Violation type - for each violation type that occurred in the current control level, the report shows a description, total number of times the violation occurred, and the number of times the violation occurred by offense number. A total of all violations also prints.
- Discipline and violation type - for each disciplinary action taken in the current control level, the report shows a description of each discipline and violation type, the number of times violation occurred, and the total number of times disciplinary action was taken. A total of all disciplinary actions taken also prints.
- Discipline type and location - for each action taken in the discipline control level, the report shows a description and the total number of times the action was taken. A total of all actions taken also prints.
- Violation type and location - for each violation that occurred in the discipline control level, the report shows a description, the total number of times the violation occurred, and the number of times the violation occurred by offense number. A total of all violation occurrences also prints.

## PRU740 - Grievances/Complaints

| PMRS EMPLOYEE / LABOR RELATIONS<br>GRIEVANCE / COMPLAINTS |                    | PRU740<br>AL WA                          | SYSTEM TEST ORG ALWA |                    |                  |                        | X                 | PAGE 1<br>RUN DATE 10/03/2000 |        |  |  |
|---|--------------------|--|----------------------|--------------------|------------------|------------------------|-------------------|-------------------------------|--------|--|--|
|   |                    | GRIEVANCE                                |                      |                    |                  |                        |                   | SETTLEMENT                    |        |  |  |
| EMPLOYEE NAME   | EMPLOYEE<br>NUMBER | TYPE<br>-L3- -L4- -L5- -L6- -L7-         | DATE                 | STATUS<br>UNION    | FILE<br>LOC SUB  | LAST STEP<br>COMPLETED | DATE<br>COMPLETED | LAST STEP<br>RESULT           | AMOUNT |  |  |
| ATKINSONVILLE, MICHAEL BASKETBALLS                        | 7010               | PAY DIFFERENTIAL<br>2000 2222 DPT1       | 04/05/1998           | SETTLED<br>AFL-CIO | 1K001<br>1377    | 4                      | 04/09/2001        | DEPT HEAD                     |        |  |  |
| ATKINSONVILLE, MICHAEL BASKETBALLS                        | 7010               | UNSAFE PROC OR COND<br>8820 0022 22DE P2 | 01/16/1992           | PENDING<br>AFL-CIO | 1K009<br>1375    |                        |                   |                               |        |  |  |
| ATKINS, DOROTHY B. TNRB7014                               | 7014               | PAY DIFFERENTIAL<br>0003 0004 0005       | 01/01/1994           | SETTLED<br>AFL-CIO |                  | 2                      | 01/10/1994        | EMP RELAT                     |        |  |  |
| ATKINS, MARY-LOUISE TNRB7016                              | 7016               | UNSAFE PROC OR COND<br>8820 0022 22DE P2 | 01/16/1992           | PENDING<br>AFL-CIO | 1K008<br>1278    | 1                      | 01/17/1992        | SUPERVISOR                    |        |  |  |
| CRAWFORD, RAMON TNRB7018                                  | 7018               | UNSAFE PROC OR COND<br>0003 0004 0005    | 02/01/1994           | SETTLED<br>AFL-CIO |                  | 4                      | 05/01/1994        | EMP RELAT                     |        |  |  |
| CRAWFORD, DANIEL F. TNRB7020                              | 7020               | SICK BENEFIT DENIAL<br>0003 0004 0005    | 03/14/2000           | SETTLED<br>AFL-CIO | 1K345<br>1375    | 1                      | 03/24/1998        | DEPT HEAD                     |        |  |  |
| CRAWFORD, BRADFORD TNRB7022                               | 7022               | SICK BENEFIT DENIAL<br>0003 0004 0005    | 03/01/1994           | SETTLED<br>AFL-CIO |                  | 1                      | 03/01/1994        | EMP RELAT                     |        |  |  |
| DAVIS, MARTHA LOUISE                                      | 7024               | TRAINING DENIED<br>0003 0004 0005        | 04/01/1994           | PENDING<br>AFL-CIO |                  | 1                      | 04/03/1994        | HNDEK PG45                    |        |  |  |
| GREGORY, NANCY TURNERVILLETOWN                            | 7028               | SUSPENSION<br>1002 0003 0000             | 06/01/1994           | PENDING<br>AFL-CIO |                  | 1                      | 06/01/1994        | HNDEK PG45                    |        |  |  |
| HOWARD, ELBERTSON THOMPSON                                | 7030               | SENIORITY<br>0003 0004 0005              | 07/01/1994           | PENDING<br>AFL-CIO |                  | 1                      | 07/01/1994        | XI STEP 2                     |        |  |  |
| IVEY, SARAH-FRANCES TNRB7032                              | 7032               | TERMINATION                              | 08/01/1994           | PENDING<br>AFL-CIO |                  | 1                      | 08/01/1994        | DEPT HEAD                     |        |  |  |
| IVEY, MARIAN-LENORA TNRB7034                              | 7034               | DISCRIMINATION<br>0003 0004 0005         | 09/01/1994           | PENDING<br>AFL-CIO |                  | 1                      | 09/01/1994        | DIV HEAD                      |        |  |  |
| IVEY, JENIFFER W. TNRB7038                                | 7038               | SUSPENSION                               | 03/12/1999           | PENDING<br>AFL-CIO | NK003<br>1375    | 4                      | 03/19/2002        | DEPT HEAD                     |        |  |  |
| MILLS, PAUL TNRB7050                                      | 7050               | UNSAFE PROC OR COND<br>0003 0004 0005    | 06/01/1997           | PENDING<br>1234567 | 00001<br>AAAA BB | 1                      | 08/01/1997        | SUPERVISOR                    |        |  |  |

Generated By

PRU273

Printed By

PRU740

Sequence

Based on the options selected in PA-7 transaction.

## Control Transactions

- PA-7
- PD3-99
- PD3-04

## Purpose

Provides a list of grievances filed by employees and settlement information.

## Explanation

You can select employees by employee number (PD3-99 transaction) and printing all grievance data for an employee. You can also select employees by current grievance control levels, union ID, grievance type/status/date range (PD3-04 transaction), and employee status (PA-7 transaction) and print only grievances that meet the selection criteria.

Two detail lines print for each grievance meeting the selection criteria. The following information prints on the report.

- Date grievance filed
- Description of grievance
- Employee name and number
- Number of procedure step completed
- Description of results
- Date step completed
- Settlement amount, if any.

Totals are printed at the lowest level break selected in the PA-7 transaction. You can print one of five types of totals or no totals.

The following total types are available:

- Filed and settled - for each current level of control, the report shows the total number of grievances filed and settled and the total settlement amount.
- Grievance type - For each current level of control, the report shows the grievance type description, total number of grievances filed and settled, and total settlement amount. The total number of grievances filed and settled and total settlement amount also prints.
- Settlement step and result - For each current level of control, the report shows the totals by settlement result type with a description and number of grievances settled and the total number of grievances settled in each step (seven steps). Totals of all grievances filed and settled and the total settlement amount also prints.
- Filed and settled by location - For each grievance level of control, the report shows the total grievances filed and settled and total settlement amount.
- Grievance type and location - For each grievance type filed in the grievance level of control, the report shows a description, the total number of grievances settled, and the total settlement amount. Totals of all grievances filed and settled in the grievance control level and the total settlement amount also prints.

## PRU741 - Seniority Roster

|                                 |            |            |                          |         |      |                     |                              |        |
|---------------------------------|------------|------------|--------------------------|---------|------|---------------------|------------------------------|--------|
| MRS EMPLOYEE / LABOR RELATIONS  |            | PRU741     | SYSTEM TEST ORG ALWA     |         | X    | PAGE 1              |                              |        |
| SENIORITY ROSTER                |            | AL WA      |                          |         |      | RUN DATE 10/03/2000 |                              |        |
|                                 |            |            |                          |         |      | CURRENT             |                              |        |
|                                 |            |            |                          |         |      | SENIORITY           |                              |        |
| EMPLOYEE NAME                   | EMP. STAT. | POSITION   | JOB                      | UNION   | SEN. | HOURLY              | --SEN. DATES & LENGTH SVC.-- | SEN.   |
| JOB TITLE                       | EMP. NO.   | NUMBER     | STAT -L3- -L4- -L5-      | CODE    | GRP. | RATE                | EMPLOY. JOB UNION            | NUMBER |
| FLAIR, REGINIA SIMPSONVILLE     |            | 650000     | 1                        | AFL-CIO | 0005 | 10/11/1993          | 01/01/1992 04/21/2002        | 1      |
| PRODUCTION SUPV                 |            |            |                          |         |      | 06/359              | 08/278                       |        |
| GREGORY, NANCY TUNERVILLETOWN   |            | 660000     | 1 1002 0003 0000         | AFL-CIO | 0006 | 12/02/1993          | 12/30/0092 09/22/2003        | 2      |
| LINE MAN                        |            |            |                          |         |      | 06/307              | 07/279                       |        |
| HOWARD, ELBERTSON THOMPSONVILLE |            | 9999000011 | 1 0003 0004 0005         | AFL-CIO | 0003 | 01/01/1994          | 01/01/1992 03/03/1990        | 3      |
| LINE SUPERVISOR                 |            |            |                          |         |      | 06/277              | 08/278 10/216                |        |
| DAVIS, MARIHA L. TNRB7024       |            | 1029384785 | 1 0003 0004 0005         | AFL-CIO | 0004 | 01/01/1994          | 01/01/1992                   | 4      |
| LINE QUALITY                    |            |            |                          |         |      | 06/277              | 08/278                       |        |
| CRAWFORD, BRADFORD TNRB7022     |            | 600000     | 1 0003 0004 0005         | AFL-CIO | 0003 | 01/01/1994          | 07/01/1994 07/09/2000        | 5      |
| STEEL WORKER                    |            |            |                          |         |      | 06/277              | 06/096 00/087                |        |
| CRAWFORD, RAMON TNRB7018        |            | 610000     | 1 0003 0004 0005         | AFL-CIO | 0001 | 01/01/1994          | 05/01/1994 06/30/1998        | 6      |
| MECHANIC                        |            |            |                          |         |      | 06/277              | 06/157 02/097                |        |
| CRAWFORD, DANIEL FRANKLINSON    |            | 650000     | 1 0003 0004 0005         | AFL-CIO | 0001 | 01/01/1994          | 06/01/1994 01/01/1999        | 7      |
| PRODUCTION SUPV                 |            |            |                          |         |      | 06/277              | 06/126 01/277                |        |
| MILLS, PAUL TURNOVER            |            | 6667893045 | 1 0003 0004 0005 1234567 | 5106    |      | 12/31/1996          | 01/01/1997                   | 8      |
| OFFICE CLERK                    |            |            |                          |         |      | 03/278              | 03/277                       |        |

### Generated By

PRU274

### Printed By

PRU741

### Sequence

Based on the options selected in PA-7 transaction.

## Control Transactions

- PA-7
- PD3-05

## Purpose

Lists employees by employment, job or union seniority date within the specified organizational unit, job grouping or job, and race or sex.

## Explanation

You can select employees by employment or employee job status (PA-7 transaction), levels of control, union code, seniority group, position number, and minimum employment, job, or union seniority date (PD3-05 transaction).

Two detail lines print for each set of current or historical job seniority data, or both, meeting the selection criteria. The following information prints on the report:

- Employee name and number
- Hourly rate
- Employment status
- Seniority date and group
- Length of service
- Job title and status
- Position number
- Levels of control.

If a detail line contains current data, the job seniority date is taken from current seniority data. For historical data, the date is calculated according to seniority options. The seniority header in the upper right corner indicates the type of data.

Seniority number is the employee's rank within the specified sequence fields. The most senior employee within the sequence fields has a number of one.

The union seniority date is the adjusted membership date or the union membership date. The union code is the employee's current position union code or a historical code. If no active membership is found, the seniority date is blank.

Job and union length of service is the difference in years between the seniority dates and report date.

Totals are printed when any sequence fields change and are the number of employees selected for printing in the associated sequence field.



## HREL01 - Violation/Discipline

| VIOLATION DISCIPLINE REPORT            |                          |                   |                               | L1 - TN SYSTEM TEST ORG TNFB           | X                        | PAGE 1           |                                |
|--|--------------------------|-------------------|-------------------------------|--|--------------------------|------------------|--------------------------------|
|  |                          |                   |                               | L2 - RB US COMBINED, W2/1099R LAER REL |                          | DATE: 07/25/2000 |                                |
| EMP NO<br>EMP NAME                     | DISCIPLINE<br>SUPERVISOR | VIOLATION<br>DATE | VIOLATION TYPE<br>DESCRIPTION | STATUS<br>DESCRIPTION                  | DISCPL<br>FILE<br>NUMBER | DISCPL<br>DATE   | DISCIPLINE TYPE<br>DESCRIPTION |
| 7010<br>ATKINS, MICHAEL TURNERSONVILLE |                          | 05/01/1994        | ABSENT/DID NOT PHONE          | PENDING                                |                          | 00/00/0000       | DISMISSAL                      |
|  |                          | 03/01/1994        | ABSENT/DID NOT PHONE          | PENDING                                |                          | 00/00/0000       | 5-DAY SUSPENSION               |
|  |                          | 02/01/1994        | ABSENT/DID NOT PHONE          | PENDING                                |                          | 00/00/0000       | 3-DAY SUSPENSION               |
|  |                          | 01/01/1994        | ABSENT/DID NOT PHONE          | PENDING                                |                          | 00/00/0000       | 1-DAY SUSPENSION               |
|  | MAYES                    | 02/01/1992        | ABSENT/DID NOT PHONE          | APPEALED                               | JK100                    | 02/15/1992       | WRITTEN REPREMAND              |
|  | MAYES                    | 02/01/1990        | SAFETY INFRACTION             | APPEALED                               | JK100                    | 02/15/1991       | WRITTEN REPREMAND              |
|  | WILSON                   | 01/01/1989        | ABSENT/DID NOT PHONE          | SETTLED                                | JK300                    | 02/03/1989       | WRITTEN REPREMAND              |
|  | WILSON                   | 03/10/1988        | ABSENT/DID NOT PHONE          | SETTLED                                | JK200                    | 04/06/1988       | VERBAL REPREMAND               |
|  | WILSON                   | 02/01/1988        | ABSENT/DID NOT PHONE          | SETTLED                                | JK100                    | 02/03/1988       | VERBAL REPREMAND               |
| 7014<br>ATKINS, DOROTHY BEATRICE       | THOMAS                   | 03/11/1990        | SAFETY INFRACTION             | SETTLED                                | JK329                    | 03/13/1990       | 1-DAY SUSPENSION               |
|  | THOMAS                   | 02/11/1990        | SAFETY INFRACTION             | SETTLED                                | JK320                    | 03/04/1990       | WRITTEN REPREMAND              |
| 7016                                   | MAYES                    | 02/01/1990        | SAFETY INFRACTION             | APPEALED                               | JK100                    | 02/15/1991       | WRITTEN REPREMAND              |
| 7024                                   |                          | 02/16/1994        | SAFETY INFRACTION             | PENDING                                |                          | 00/00/0000       | VERBAL REPREMAND               |
| 7028<br>GREGORY, NANCY THOMPSONVILLE   | WILSON                   | 02/17/1990        | ABSENT/DID NOT PHONE          | SETTLED                                | JK811                    | 02/19/1990       | DISMISSAL                      |
|  | WILSON                   | 05/04/1989        | ABSENT/DID NOT PHONE          | SETTLED                                | JK709                    | 05/16/1989       | 5-DAY SUSPENSION               |
|  | WILSON                   | 06/15/1988        | ABSENT/DID NOT PHONE          | SETTLED                                | JK654                    | 06/17/1988       | 3-DAY SUSPENSION               |
|  | WILSON                   | 09/12/1987        | ABSENT/DID NOT PHONE          | SETTLED                                | JK508                    | 09/23/1987       | 1-DAY SUSPENSION               |
|  | WILSON                   | 06/23/1987        | ABSENT/DID NOT PHONE          | SETTLED                                | JK432                    | 06/24/1987       | WRITTEN REPREMAND              |
|  | WILSON                   | 03/13/1986        | ABSENT/DID NOT PHONE          | SETTLED                                | JK390                    | 05/01/1986       | VERBAL REPREMAND               |
|  | WILSON                   | 02/05/1986        | ABSENT/DID NOT PHONE          | SETTLED                                | JK201                    | 05/01/1986       | VERBAL REPREMAND               |
| 7032                                   |                          | 01/11/1990        | SAFETY INFRACTION             | SETTLED                                | JK415                    | 01/03/1989       | 5-DAY SUSPENSION               |
| 7036                                   |                          | 04/05/1988        | SAFETY INFRACTION             | SETTLED                                | JK987                    | 01/03/1989       | WRITTEN REPREMAND              |
| *** END OF REPORT HRDISCPL ***         |                          |                   |                               |  |                          |                  |                                |

### Purpose

Provides violation and discipline information for all employees.

### Dataframe

HREMPREL relating to HRVIOLT

### Report Series

HR-VIOLATION-DISCIPLINE-REPORT

## Report

HRDISCPL

## Explanation

To create this report, you can use the following RUN statement that contains the RUN-TIME SELECT for EMP-CONTROL-LEVELS-1-2-GROUP:

```
RUN HR-VIOLATION-DISCIPLINE-REPORT  
SELECT EMP-CONTROL-LEVELS-1-2-GROUP L1L2
```

This RUN statement enables you to select specific level 1-level 2 combinations and improve run time efficiency. This SELECT can be used in any HCM:E report series that processes the Employee Master File.

## HRELRO2 - Employee Grievance

| EMPLOYEE GRIEVANCE REPORT               |                         | L1 - AL SYSTEM TEST ORG ALWB           |                     | X   |                       | PAGE 1                       |                                   |
|---|-------------------------|--|---------------------|-----|-----------------------|------------------------------|-----------------------------------|
|   |                         | L2 - WB US COMBINED, W2/1099R, POS CTL |                     |     |                       | DATE: 07/25/2000             |                                   |
| EMP NO<br>EMP NAME                      | GRIEV<br>FILE<br>NUMBER | GRIEVANCE<br>DESCRIPTION               | GRIEVANCE<br>STATUS | NUM | RESULT<br>DESCRIPTION | GRIEV<br>STEP<br>SETTL<br>ID | GRIEVANCE<br>SETTLEMENT<br>AMOUNT |
| 3018<br>CRAWFORD, RAMON ALBERTSON       | 0511W                   | NO PROGRESSION                         | PENDING             | 1   |                       | 0                            | \$ .00                            |
|   |                         |  |                     | 2   |                       |                              |                                   |
|   |                         |  |                     | 3   |                       |                              |                                   |
|   |                         |  |                     | 4   |                       |                              |                                   |
|   |                         |  |                     | 5   |                       |                              |                                   |
|   |                         |  |                     | 6   |                       |                              |                                   |
|   |                         |  |                     | 7   |                       |                              |                                   |
|   | 0451W                   | OUT CLASSIFIED                         | PENDING             | 1   |                       | 0                            | \$ .00                            |
|   |                         |  |                     | 2   |                       |                              |                                   |
|   |                         |  |                     | 3   |                       |                              |                                   |
|   |                         |  |                     | 4   |                       |                              |                                   |
|   |                         |  |                     | 5   |                       |                              |                                   |
|   |                         |  |                     | 6   |                       |                              |                                   |
|   |                         |  |                     | 7   |                       |                              |                                   |
| 3020<br>CRAWFORD, DANIEL FRANKLINTOWN   | 2913W                   | OVERTIME SKIP                          | PENDING             | 1   |                       | 0                            | \$ .00                            |
|   |                         |  |                     | 2   |                       |                              |                                   |
|   |                         |  |                     | 3   |                       |                              |                                   |
|   |                         |  |                     | 4   |                       |                              |                                   |
|   |                         |  |                     | 5   |                       |                              |                                   |
|   |                         |  |                     | 6   |                       |                              |                                   |
|   |                         |  |                     | 7   |                       |                              |                                   |
|   | 0511W                   | NO PROGRESSION                         | PENDING             | 1   |                       | 0                            | \$ .00                            |
|   |                         |  |                     | 2   |                       |                              |                                   |
|   |                         |  |                     | 3   |                       |                              |                                   |
|   |                         |  |                     | 4   |                       |                              |                                   |
|   |                         |  |                     | 5   |                       |                              |                                   |
|   |                         |  |                     | 6   |                       |                              |                                   |
|   |                         |  |                     | 7   |                       |                              |                                   |
|   | 0451W                   | OUT CLASSIFIED                         | PENDING             | 1   |                       | 0                            | \$ .00                            |
|   |                         |  |                     | 2   |                       |                              |                                   |
|   |                         |  |                     | 3   |                       |                              |                                   |
|   |                         |  |                     | 4   |                       |                              |                                   |
|   |                         |  |                     | 5   |                       |                              |                                   |
|   |                         |  |                     | 6   |                       |                              |                                   |
|   |                         |  |                     | 7   |                       |                              |                                   |
| 3022<br>CRAWFORD, BRADFORD WRITESPAPERS | 2811A                   | OVERTIME SKIP                          | PENDING             | 1   |                       | 0                            | \$ .00                            |
|   |                         |  |                     | 2   |                       |                              |                                   |
|   |                         |  |                     | 3   |                       |                              |                                   |
|   |                         |  |                     | 4   |                       |                              |                                   |
|   |                         |  |                     | 5   |                       |                              |                                   |
|   |                         |  |                     | 6   |                       |                              |                                   |
|   |                         |  |                     | 7   |                       |                              |                                   |

M

## Purpose

To show employee grievances and the resulting settlement.

## Dataframe

HREMPREL relating to HRRESULT and HRGRIEV

## Report Series

HR-EMPLOYEE-GRIEVANCE-REPORT

## Report

HRGRIEV

## Explanation

To create this report, you can use the following RUN statement that contains the RUN-TIME SELECT for EMP-CONTROL-LEVELS-1-2-GROUP:

```
RUN HR-EMPLOYEE-GRIEVANCE-REPORT  
SELECT EMP-CONTROL-LEVELS-1-2-GROUP L1L2
```

This RUN statement enables you to select specific level 1-level 2 combinations and improve run time efficiency. This SELECT can be used in any HCM:E report series that processes the Employee Master File.

## HRELRO3 - Employee Union Roster

| EMPLOYEE UNION ROSTER             |            |            |                    | L1 - AL SYSTEM TEST ORG ALWB X<br>L2 - WB US COMBINED, W2/1099R, POS CTL |                       |        |                 | PAGE 1<br>DATE: 07/25/2000    |                                    |   |                       |
|-----------------------------------|------------|------------|--------------------|--|-----------------------|--------|-----------------|-------------------------------|------------------------------------|---|-----------------------|
| LEVEL<br>3                        | LEVEL<br>4 | LEVEL<br>5 | EMPLOYEE<br>NUMBER | UNION CODE<br>LOCAL UNION #<br>SUB-LOCAL #                               | UNION<br>MEMB<br>DATE | C<br>D | MEMBERSHIP TYPE | UNION<br>OFCL<br>TYPE<br>CODE | CURRENT<br>POSITION<br>UNION<br>ID | ADJUSTED<br>UNION<br>MEMBERSHIP<br>DATE | UNION<br>TERM<br>DATE |
| 2000                              | 2222       | DPT1       | 3010               | AFL-CIO<br>1375  | 04/23/1981            | 1      | MEMBER/COVERED  | CSIW                          | AFL-CIO                            | 00/00/0000                              | 12/31/1982            |
| ATKINS, MICHAEL JOHNNY-LEE        |            |            |                    | AFL-CIO<br>1376  | 05/01/1983            | 1      | MEMBER/COVERED  | CSIW                          | AFL-CIO                            | 00/00/0000                              | 00/00/0000            |
|                                   |            |            |                    | AFL-CIO<br>1377  | 06/01/1985            | 1      | MEMBER/COVERED  | CSIW                          | AFL-CIO                            | 00/00/0000                              | 00/00/0000            |
|                                   |            |            |                    | AFL-CIO<br>1378  | 01/01/1986            | 1      | MEMBER/COVERED  | CSIW                          | AFL-CIO                            | 00/00/0000                              | 00/00/0000            |
|                                   |            |            |                    | AFL-CIO<br>1578  | 06/15/1951            | 1      | MEMBER/COVERED  | CSIW                          | AFL-CIO                            | 00/00/0000                              | 00/00/0000            |
| 3016                              |            |            |                    | AFL-CIO<br>1375  | 04/15/1988            | 1      | MEMBER/COVERED  |                               | AFL-CIO                            | 00/00/0000                              | 00/00/0000            |
| ATKINS, MARY-LOUISE ANDERSON      |            |            |                    | AFL-CIO<br>1278  | 06/15/1951            | 1      | MEMBER/COVERED  | CSIW                          | AFL-CIO                            | 00/00/0000                              | 00/00/0000            |
| 0003                              | 0004       | 0005       | 3018               | AFL-CIO<br>1375  | 06/30/1987            | 1      | MEMBER/COVERED  |                               | AFL-CIO                            | 00/00/0000                              | 00/00/0000            |
| CRAWFORD, RAMON ANDERSON          |            |            |                    | AFL-CIO<br>1375  | 01/01/1989            | 1      | MEMBER/COVERED  |                               | AFL-CIO                            | 00/00/0000                              | 00/00/0000            |
| 0003                              | 0004       | 0005       | 3020               | AFL-CIO<br>1375  | 07/09/1987            | 1      | MEMBER/COVERED  |                               | AFL-CIO                            | 00/00/0000                              | 00/00/0000            |
| CRAWFORD, BRADFORD ALBERTSON      |            |            |                    | AFL-CIO<br>1375  | 10/12/1987            | 1      | MEMBER/COVERED  |                               | AFL-CIO                            | 00/00/0000                              | 00/00/0000            |
| 0003                              | 0004       | 0005       | 3024               | AFL-CIO<br>1375  | 04/21/1988            | 1      | MEMBER/COVERED  |                               | AFL-CIO                            | 00/00/0000                              | 00/00/0000            |
| DAVIS, MARIHA LOUISE-JEAN         |            |            |                    | AFL-CIO<br>1378  | 03/03/1990            | 1      | MEMBER/COVERED  |                               | AFL-CIO                            | 00/00/0000                              | 00/00/0000            |
| 3026                              |            |            |                    | AFL-CIO<br>1375  | 01/01/1988            | 1      | MEMBER/COVERED  |                               | AFL-CIO                            | 00/00/0000                              | 00/00/0000            |
| FLAIR, REGINIA SUZANNE            |            |            |                    | AFL-CIO<br>1376  | 03/03/1990            | 1      | MEMBER/COVERED  |                               | AFL-CIO                            | 00/00/0000                              | 00/00/0000            |
| 0003                              | 0004       | 0005       | 3030               | AFL-CIO<br>1375  | 01/01/1988            | 1      | MEMBER/COVERED  |                               | AFL-CIO                            | 00/00/0000                              | 00/00/0000            |
| HOWARD, ELBERTSON ROOSEVELT       |            |            |                    | AFL-CIO<br>1375  |                       |        |                 |                               |                                    |   |                       |
| 3032                              |            |            |                    | AFL-CIO<br>1375  |                       |        |                 |                               |                                    |   |                       |
| IVEY, SARAH-FRANCES MARY-MARAGRET |            |            |                    |  |                       |        |                 |                               |                                    |   |                       |

### Purpose

To list union numbers and membership dates for all employees.

### Dataframe

HREMPREL

## Report Series

HR-UNION-ROSTER-REPORT

## Report

HRUNION

## Explanation

To create this report, you can use the following RUN statement that contains the RUN-TIME SELECT for EMP-CONTROL-LEVELS-1-2-GROUP:

```
RUN HR-UNION-ROSTER-REPORT  
SELECT EMP-CONTROL-LEVELS-1-2-GROUP L1L2
```

This RUN statement enables you to select specific level 1-level 2 combinations and improve run time efficiency. This SELECT can be used in any HCM:E report series that processes the Employee Master File.

## HRELR04 - Layoff/Recall

|                                  |               |  |            |            |                  |            |
|----------------------------------|---------------|--|------------|------------|------------------|------------|
| LAYOFF RECALL REPORT             |               | L1 - AL SYSTEM TEST ORG ALWA           |            | X          | PAGE 1           |            |
|                                  |               | L2 - WA US COMBINED, W2/1099R, BENEFIT |            |            | DATE: 07/25/2000 |            |
|                                  |               |  |            |            | RECALL           |            |
|                                  |               |  |            |            | LOCS             |            |
| EMP NO                           | LAYOFF STATUS | FULLY LAID                             | POS.LAYOFF | LAYOFF     | EMP              | RECALLABLE |
| EMPLOYEE NAME                    |               | OFF DATE                               | DATE       | LOC DATE   | SNR DATE         | POS.NUM    |
|                                  |               |  |            |            |                  | LEV3       |
|                                  |               |  |            |            |                  | LEV4       |
|                                  |               |  |            |            |                  | LEV5       |
| 1010                             | NOT LAID OFF  | 00/00/0000                             | 00/00/0000 | 00/00/0000 | 00/00/0000       |            |
| KENNYS, DAVIDSON JOHNSTON        |               |  |            |            |                  |            |
| 1012                             | NOT LAID OFF  | 00/00/0000                             | 00/00/0000 | 00/00/0000 | 00/00/0000       |            |
| CHILDS, MARCUS WELBY             |               |  |            |            |                  |            |
| 1014                             | NOT LAID OFF  | 00/00/0000                             | 00/00/0000 | 00/00/0000 | 00/00/0000       |            |
| WRIGHT, MARY ALLISON             |               |  |            |            |                  |            |
| 1016                             | NOT LAID OFF  | 00/00/0000                             | 00/00/0000 | 00/00/0000 | 00/00/0000       |            |
| HARMON, ALTHIA ELIZABETH         |               |  |            |            |                  |            |
| 1018                             | NOT LAID OFF  | 00/00/0000                             | 00/00/0000 | 00/00/0000 | 00/00/0000       |            |
| WALKER-FELTON, SAMMUAL ALBERTSON |               |  |            |            |                  |            |
| 1020                             | NOT LAID OFF  | 00/00/0000                             | 00/00/0000 | 00/00/0000 | 00/00/0000       |            |
| WELL, WILLIAM RICHARDSON         |               |  |            |            |                  |            |

### Purpose

To list employee layoff and recall information.

### Dataframe

HREMPREL

### Report Series

HR-EMP-LAYOFF-RECALL-REPORT

### Report

HRLAYOFF

## Explanation

To create this report, you can use the following RUN statement that contains the RUN-TIME SELECT for EMP-CONTROL-LEVELS-1-2-GROUP:

```
RUN HR-EMP-LAYOFF-RECALL-REPORT  
SELECT EMP-CONTROL-LEVELS-1-2-GROUP L1L2
```

This RUN statement enables you to select specific level 1-level 2 combinations and improve run time efficiency. This SELECT can be used in any HCM:E report series that processes the Employee Master File.



## HREL05 - Job Seniority

|                      |       |       |  |               |     |            |                  |          |
|----------------------|-------|-------|--|---------------|-----|------------|------------------|----------|
| JOB SENIORITY REPORT |       |       | L1 - AL SYSTEM TEST ORG ALWA X         |               |     |            | PAGE 1           |          |
|                      |       |       | L2 - WA US COMBINED, W2/1099R, BENEFIT |               |     |            | DATE: 07/25/2000 |          |
| LEVEL                | LEVEL | LEVEL | EMP NO.                                | C             | SNR | EMPLOYMENT | JOB              | EMPLOYEE |
| 3                    | 4     | 5     | EMP NAME                               | D             | GRP | SENIORITY  | SENIORITY        | POSITION |
|                      |       |       |  |               | CD  | DATE       | DATE             | NUMBER   |
|                      |       |       | 1010                                   | N/A           |     | 00/00/0000 | 00/00/0000       |          |
|                      |       |       | KENNYS, DAVIDSON                       | ANDERSONVILLE |     |            |                  |          |
|                      |       |       | 1012                                   | N/A           |     | 00/00/0000 | 00/00/0000       |          |
|                      |       |       | CHILDS, MARCUS                         | WELBY         |     |            |                  |          |
|                      |       |       | 1014                                   | N/A           |     | 00/00/0000 | 00/00/0000       |          |
|                      |       |       | WRIGHT, MARY                           | ALLFINIA      |     |            |                  |          |
|                      |       |       | 1016                                   | N/A           |     | 00/00/0000 | 00/00/0000       |          |
|                      |       |       | HARMON, ALTHIA                         | MARY-MARAGRET |     |            |                  |          |
|                      |       |       | 1018                                   | N/A           |     | 00/00/0000 | 00/00/0000       |          |
|                      |       |       | WALKER-FELTON, SAMMUAL                 | ADAMSONS      |     |            |                  |          |
|                      |       |       | 1020                                   | N/A           |     | 00/00/0000 | 00/00/0000       |          |
|                      |       |       | WELL, LONGFELLOW                       | JOHNSONVILLE  |     |            |                  |          |
|                      |       |       | 1022                                   | N/A           |     | 00/00/0000 | 00/00/0000       |          |
|                      |       |       | H, JOHN                                | ANDERSON      |     |            |                  |          |
|                      |       |       | 1024                                   | N/A           |     | 00/00/0000 | 00/00/0000       |          |
|                      |       |       | EVERMAN, JR. LESLIE                    | ANYWAYS       |     |            |                  |          |
|                      |       |       | 1026                                   | N/A           |     | 00/00/0000 | 00/00/0000       |          |
|                      |       |       | WARD, III. JACKIE                      | CUNNINGHAM    |     |            |                  |          |
|                      |       |       | 1028                                   | N/A           |     | 00/00/0000 | 00/00/0000       |          |
|                      |       |       | NEWMAN, SR. MERLIN                     | WIZARD        |     |            |                  |          |
|                      |       |       | 1032                                   | N/A           |     | 00/00/0000 | 00/00/0000       |          |
|                      |       |       | TEDDLIE, CARL-IS-A-JR                  |               |     |            |                  |          |
|                      |       |       | 1034                                   | N/A           |     | 00/00/0000 | 00/00/0000       |          |
|                      |       |       | GASTON, STEPHEN                        | SENIOR        |     |            |                  |          |
|                      |       |       | 1036                                   | N/A           |     | 00/00/0000 | 00/00/0000       |          |
|                      |       |       | MADDOX, ROSAYN III                     | SOMMERS       |     |            |                  |          |
|                      |       |       | 1038                                   | N/A           |     | 00/00/0000 | 00/00/0000       |          |
|                      |       |       | PARKER, ROULIE II                      | WHEEL         |     |            |                  |          |
|                      |       |       | 1040                                   | N/A           |     | 00/00/0000 | 00/00/0000       |          |
|                      |       |       | VELLA, MERIAN W.                       | VELMA         |     |            |                  |          |
|                      |       |       | 1042                                   | N/A           |     | 00/00/0000 | 00/00/0000       |          |

### Purpose

To list employee job title and job seniority information.

## Dataframe

HREMPREL

## Report Series

HR-JOB-SENIORITY-REPORT

## Report

HRJOBSNR

## Explanation

To create this report, you can use the following RUN statement that contains the RUN-TIME SELECT for EMP-CONTROL-LEVELS-1-2-GROUP:

```
RUN HR-JOB-SENIORITY-REPORT  
SELECT EMP-CONTROL-LEVELS-1-2-GROUP L1L2
```

This RUN statement enables you to select specific level 1-level 2 combinations and improve run time efficiency. This SELECT can be used in any HCM:E report series that processes the Employee Master File.