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Logon To The Grievance & Arbitration System
Open Internet Explorer and type in the following URL:
http://www.calstate.edu/es/intranet/applications/

The Enterprise Applications page will display. Using the scroll bar, navigate to the applications listed under Human Resources. Click on the Grievance & Arbitration link.

The Grievance & Arbitration page will display. Click on the Application Logon Screen link.
Logon To The Grievance & Arbitration System (continued)

Initial Logon
The first time this application is accessed from a desktop computer, a Java Runtime Environment (JRE) version will need to be downloaded and installed. Click on the following URL for instructions to download the applet: http://www.calstate.edu/es/java-runtime-environment.shtml. To properly install the applet, technical support may be needed to provide you with ‘administrator privileges’.

Subsequent Logons
A Logon window will open and prompt you for your Oracle User Name and Password. Enter your user name and password for the Grievance & Arbitration System. Click on the Connect button.

NOTE: The first time you log on, you will be asked to change your password. Please refer to the section titled Change Your Oracle Password for specifics.
Logon To The Grievance & Arbitration System (continued)

Successful Logon
The main screen for the Grievance & Arbitration System will display when a valid user name and password have been entered.

Unsuccessful Logon
This dialog box will display when an invalid user name and/or password have been entered. Click on the OK button and re-enter your user name and password. Please send an email to arb_support@calstate.edu should you need assistance.
To Close And Logoff

To logoff the system, select Exit > Exit GRARB from the Windows toolbar.

The Logon Window will display. Click on the Cancel button > click on the ‘X’ icon in the upper right hand corner of your screen to close your browser.
Change Your Oracle Password

Enter your user name and password. Click on the Change Password icon.

The change password dialog box will display. To change your password, enter your current password then a new password (must begin with an alpha character). Confirm your new password by re-entering your new password. Click on the Change Password button. If the two new password entries agree, your password will be changed and the system will display the Logon Window for you to logon using the new password.
The Grievance & Arbitration Main Screen

The system functions selected from this screen are based on the roles and privileges assigned to each user. Based on your privileges, you may have access to:

- **List Grievances**  
  A summary of the cases based on a set of user defined search criteria

- **Maintenance**  
  Online maintenance of grievance and arbitration related data

- **Ultra Search**  
  Displays the arbitration documents/awards based on a set of search criteria

- **System Administration**  
  Online maintenance of all reference related data

- **Reports**  
  Pre-defined reports based on a set of user defined search criteria

- **File Transfers**  
  Transfer the monthly UAW Opt Out report from the campus to the Chancellor's Office
About These Icons
These icons are used to perform specific tasks within the screen. Each task associated with the icon is described below. It is important to understand the use of these icons so that you can navigate the screens.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save</td>
<td>Saves your changes. Used whenever you Add, Delete or Update a record.</td>
</tr>
<tr>
<td>Search</td>
<td>Searches the database for all records that fulfill the search criteria. Enter the search criterion in the field you want to search.</td>
</tr>
<tr>
<td>Insert New Record</td>
<td>Inserts a blank record after the record where the cursor is positioned.</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes the record or data field.</td>
</tr>
<tr>
<td>Clear Current Record</td>
<td>Clears the screen of all values except the search parameter(s).</td>
</tr>
<tr>
<td>Clear Form</td>
<td>Clears the screen of all values.</td>
</tr>
<tr>
<td>Show editor</td>
<td>Show editor invokes the editor associated with the current text item in the form</td>
</tr>
</tbody>
</table>
Monthly Opt Out Report
Opt Out Processing Procedures

The step-by-step procedure for the Opt Out Report is as follows:

1. On the first workday of each month (after 10:00 am), download the CIRS Report A30 or A32. Refer to section titled Reporting Requirements for specifics.

2. Format your report according to the format requirements for A30 or A32. Refer to section titled Data Description for A30 Report or Data Description for A32 Report.

3. Open Internet Explorer and type in the following URL: https://kappa.calstate.edu:4443/webdoc/grarb.html.

4. Logon using your account assigned to you for the Grievance and Arbitration System. Refer to section titled Logon To The Grievance & Arbitration System.

5. Transfer your file to the Chancellor’s Office. Refer to section titled To Transfer Your File To The CO.

6. Verify that your file was successfully transferred. Refer to section titled To View or Delete An Uploaded File.

7. Logoff the system. Refer to section titled To Close And Logoff.
Monthly Opt Out Report

Reporting Requirements

In compliance with the current MOU, campuses are being asked to supply Systemwide Labor Relations with 2 directory listings of all R11 employees who have NOT opted out from disclosure. To assist with this, two Compendium Reports are available on CIRS. Please follow the instructions below for each report.

**R11 Active or On-Leave Employees (A30)**

Provides UAW with a directory listing of all employees who are active or on-leave as of the end of the reporting month.

- Download CIRS report code A30, which should be available on the first workday of each month after 10:00 am. The cycles designate the reporting month. For instance, the data available on April 3rd reflecting the reporting month of March will have a cycle of 0603.

- Import the downloaded file into Excel as a tab delimited file starting the import on row 3 so the following heading lines are skipped:
  ```plaintext
  *** R11 EMPLOYEE DIRECTORY
  *** DATA AS OF mm/dd/yy *** PROGRAM=PDC2400 – TAB DELIMITED FILE
  ```

- Retain the column headings

- Remove employees who have opted out from disclosure of their directory information (including any duplication of names). The CIRS report is sorted by last name. An employee may be listed more than once due to the employee having more than one position. The entire row(s) of the employee’s data must be removed.

- REMOVE COLUMN B, SSA, FROM THE FILE. Although disclosure of confidential information is not an issue with the “file transfer” process, uniformity is helpful to Systemwide HR when compiling individual campus reports into one systemwide report.

**R11 Employees Who Received Payment(s) During The Current Business Month (A32)**

Provides UAW with a directory listing of all employees who were issued regular pay for any pay period during the closing business month.

- Download CIRS report code A32, which should be available on the first workday of each month after 10:00 am. The cycles designate the reporting month. For instance, the data available on April 3rd reflecting the reporting month of March will have a cycle of 0603.

- Import the downloaded file into Excel as a tab delimited file starting the import on row 3 so the following heading lines are skipped:
  ```plaintext
  *** R11 EMPLOYEE DIRECTORY
  *** DATA AS OF mm/dd/yy *** PROGRAM=PDC2401 – TAB DELIMITED FILE
  ```

- Retain the column headings

- Remove employees who have opted out from disclosure of their directory information (including any duplication of names). The CIRS report is sorted by last name. An employee may be listed more than once due to the employee having more than one payment. The entire row(s) of the employee’s data must be removed.

- REMOVE COLUMN B, SSA, FROM THE FILE. Although disclosure of confidential information is not an issue with the “file transfer” process, uniformity is helpful to Systemwide HR when compiling individual campus reports into one systemwide report.
Monthly Opt Out Report  
CIRS Reporting Requirements  
Due Date  
Per the MOU, the systemwide list is due to UAW the last day of the first full week of every month. CSU and UAW agree that report deadlines will be extended to the following Friday when a holiday occurs in the 1st full week of any month.

To accommodate this schedule, each campus must upload both CIRS files to Systemwide Grievance and Arbitration Database at least two (2) days before the due date. Please forward both reports to Systemwide HR each month whether or not you had any employees who opted out.

CIRS Access  
It is the responsibility of each campus to determine who has access to CIRS and is able to download the reports. If your department does not have a CIRS user, you may want to inquire at Human Resources or the payroll department.

Contacts  
- Questions on this data request can be directed to Ruth Hirai at (562) 951-4409.
- Questions on downloading the CIRS reports can be directed to CIRS Hotline at (916) 323-5694.
Monthly Opt Out Report
CIRS Reporting Requirements
Data Description for A30 Report

PLEASE KEEP REPORT COLUMNS IN THE SAME ORDER AS IN CIRS. THIS WILL AID SYSTEMWIDE HR WHEN COMPILING SEPARATE CAMPUS DATA INTO COLLECTIVE SYSTEMWIDE DATA.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Excel Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Code</td>
<td>A</td>
<td>The two character code representing the campus</td>
</tr>
<tr>
<td>SSA</td>
<td>B</td>
<td>Social Security Number (beginning with 0604 cycle)</td>
</tr>
<tr>
<td>Last Name</td>
<td>C</td>
<td>Employee’s last name (sorted by)</td>
</tr>
<tr>
<td>First Name</td>
<td>D</td>
<td>Employees' first name and middle initial</td>
</tr>
<tr>
<td>Class Code</td>
<td>E</td>
<td>Code that identifies the job classification as shown in the CSU Salary Schedule</td>
</tr>
<tr>
<td>Class Title</td>
<td>F</td>
<td>This represents the abbreviated class title</td>
</tr>
<tr>
<td>CBID</td>
<td>G</td>
<td>Collective Bargaining Identifier. Represents the unit to which the employee belongs</td>
</tr>
<tr>
<td>Campus</td>
<td>H</td>
<td>Campus name</td>
</tr>
<tr>
<td>Department Code</td>
<td>I</td>
<td>The code of the department to which an employee has been assigned on PIMS</td>
</tr>
<tr>
<td>Department Name</td>
<td>J</td>
<td>The name of the department to which an employee has been assigned on PIMS</td>
</tr>
<tr>
<td>Address 1</td>
<td>K</td>
<td>The employee’s home address (street address)</td>
</tr>
<tr>
<td>Address 2</td>
<td>L</td>
<td>The employee’s home address (city, state, zip)</td>
</tr>
</tbody>
</table>

Data Description for A32 Report

PLEASE KEEP REPORT COLUMNS IN THE SAME ORDER AS IN CIRS. THIS WILL AID SYSTEMWIDE HR WHEN COMPILING SEPARATE CAMPUS DATA INTO COLLECTIVE SYSTEMWIDE DATA.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Excel Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Code</td>
<td>A</td>
<td>The two character code representing the campus</td>
</tr>
<tr>
<td>SSA</td>
<td>B</td>
<td>Social Security Number (beginning with 0604 cycle)</td>
</tr>
<tr>
<td>Last Name</td>
<td>C</td>
<td>Employee’s last name (sorted by)</td>
</tr>
<tr>
<td>First Name</td>
<td>D</td>
<td>Employees' first name and middle initial</td>
</tr>
<tr>
<td>Class Code</td>
<td>E</td>
<td>Code that identifies the job classification as shown in the CSU Salary Schedule</td>
</tr>
<tr>
<td>Campus</td>
<td>F</td>
<td>Campus name</td>
</tr>
</tbody>
</table>
Q: In running the A30 and A32 reports this month…we found no SSNs on either report. That was problematic since SSNs are the data elements by which our Registrar checks for Unit 11 student-employees who have “opted out.” I respectfully request that SSNs be added to both reports for future R11 reporting purposes.

A: SSNs have been added to both campus compendium reports (A30 and A32) and will be available beginning with the 0604 cycle. It is very important to remove SSNs before emailing reports to Chancellor’s Office as email is not considered a secure method of transmitting confidential information.

Q: Why are some student employees’ home addresses blank on the A30 report?

A: Employees with a missing address indicate those who have indicated their desire to have their address withheld. The employee would have completed a “Request for Nondisclosure of Employee Home Address” form in their payroll office. This is different than those who opt out of the directory listings.

Q: Is the data contained on both compendium reports (A30 and A32) considered confidential information? If HR downloads the information and needs to send it to their payroll department, would email transmission be violating confidentiality rules because it contains detailed employee information for some opt out employees?

A: As a general rule emailing of confidential information is not to be done unless the data is encrypted. Now that SSNs have been included, the file is considered confidential. The campus can contact their Information Security Office for more direction on this.

Q: If the monthly deadline falls within a holiday week, shouldn’t the deadline be extended to the following Friday?

A: Yes, the parties have mutually agreed upon the contractual interpretation of reporting deadlines. CSU and UAW agree that report deadlines will be extended to the following Friday when a holiday occurs in the 1st full week of any month. The 2006 schedule, provided with the reporting instructions, has been updated.

Q: Currently our office does not have access to CIRS; we elect to use PeopleSoft for our data reporting. Do you see a problem with us generating the report from PeopleSoft instead of PIMS?

A: The data must be pulled from CIRS (PIMS), which means that the campuses will have to coordinate with a CIRS user, either within or outside the department. If your department does not have a CIRS user, you may want to check with Human Resources or the payroll department.

Q: When will the A30 and A32 reports be available to download from CIRS each month?

A: Both compendium reports (A30 and A32) should be available to download the first workday of every month after 10:00 a.m. For example, April's reports should be available April 3 after 10:00 a.m.
Monthly Opt Out Report
CIRS Reporting Requirements
Questions & Answers

Q: I don't find the reports available in CIRS. Are they not yet mounted, or does this mean I need to contact HRA to get my access changed? If not yet mounted, when will they be so I can test them?
A: The reports (A30 and A32) should be available to download the first workday of the month after 10:00 a.m.

Q: What data is provided to assist us with name checking if we have duplicate names?
A: The campus reports are sorted by last name so if any duplicate names exist, they will be grouped together.

Q: Why is the population between the 2 files different?
A: Employees who are separated would not appear on the A30 file. However, they may have received pay in the reporting month and would appear on the A32 file.

Q: How should the files be named?
A: There is no current naming convention. It is suggested that the CIRS compendium code be included in the file name (A30 or A32) and perhaps the month/year that reports are being submitted.
Monthly Opt Out Report
To Transfer Your File To The CO

1. Select File Transfers > Campus Submission from the main menu.

2. Select the campus from the dropdown list. Values displayed for the month and year are for the current reporting process.

3. Click on the Transfer File(s) button.

4. The Upload/Download File(s) box will display. Click on the Path Name icon.
Monthly Submission of the Opt Out Report
To Transfer Your File To The CO (continued)

5. The Open box will display for you to select the path and file name of your Opt Out report. Click on the **Open** button.

3. The Upload/Download File(s) box will display with the file name that you selected. Enter a name for the Opt Out report > click on the **Save** button.

4. The Submitted box identifies the status of the campus submission. The box will be checked to identify that the campus Opt-Out Report has been successfully submitted.
Monthly Opt Out Report
To View or Delete An Uploaded File

1. Select File Transfers > Campus Submission from the main menu.

2. Select the campus from the dropdown list. Values displayed for the month and year are for the current reporting process.

3. Click on the Transfer File(s) button.
Monthly Opt Out Report
To Delete An Uploaded File

4. The Upload/Download File(s) box will display. Select the report you want to view or delete.

5. To view the report, click on the **Open** button. The report will display.

1. To delete report, click on the **Delete** icon.

7. A message will display to confirm the file to be deleted. Click on the **Yes** button.
Data Field Definitions  
File Transfer  
Campus Submission

**Campus**
Two-digit campus code associated with the campus name.

**Month**
Identifies the processing month of the Opt-out Report. The system defaults to the current reporting month.

**Year**
Identifies the processing year of the Opt-out Report. The system defaults to the current reporting year.

**Code**
See Campus.

**Campus Name**
The descriptive short name of the campus for report submitted.

**Submitted**
The Submitted Box identifies the status of the campus submission. The box will be checked to identify that the campus Opt-Out Report has been successfully submitted.