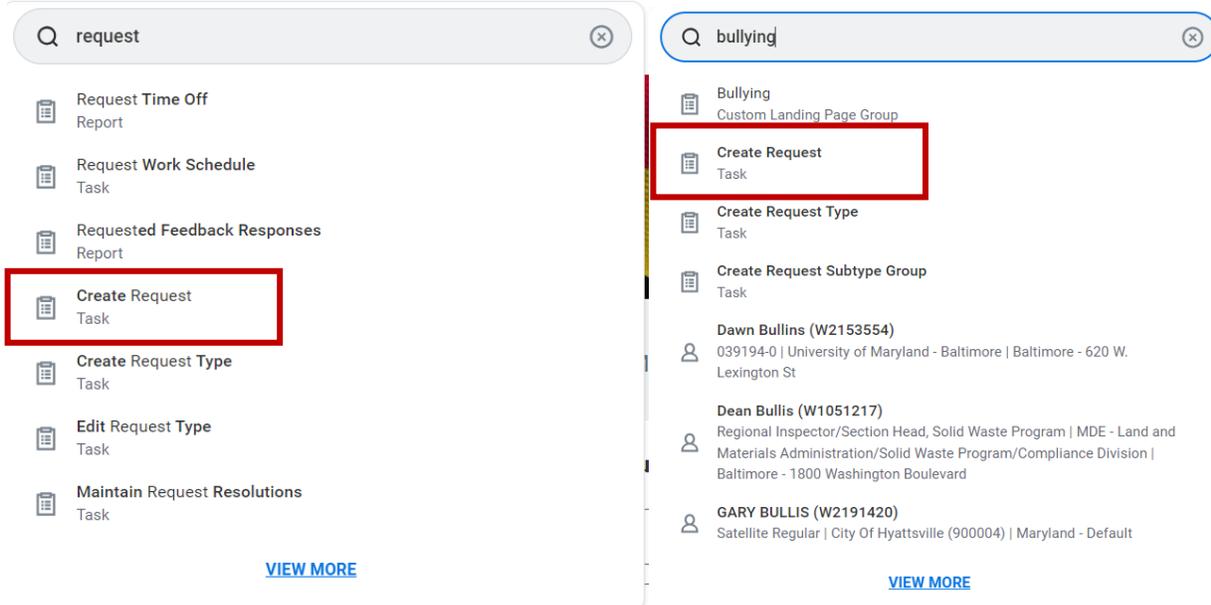


Quick Guide: Bullying Complaint Tracking

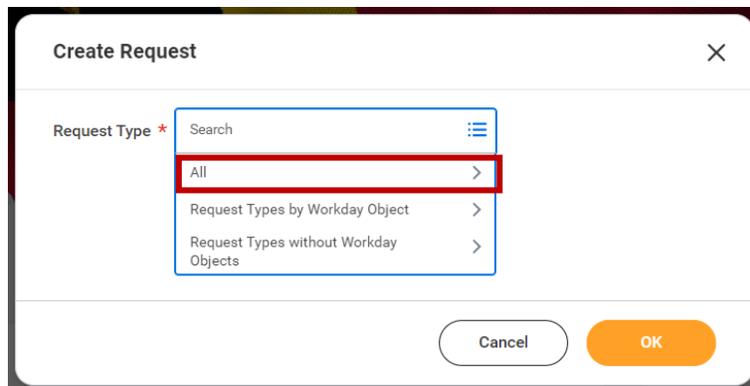


Create a Bullying Complaint Request – Initiator (HR Staff)

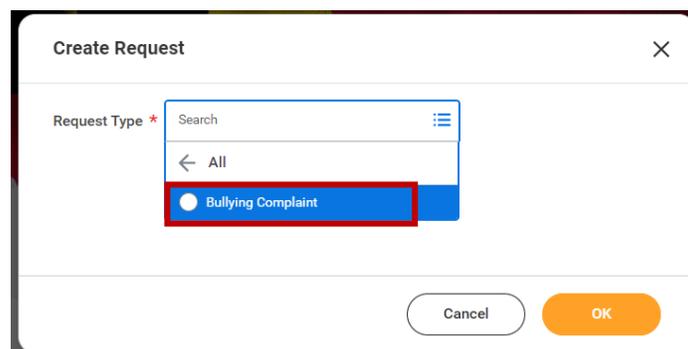
1. Type “request” or “bullying” in the Workday search bar. You will be able to select the *Create Request* task from the drop down or search results.



2. Navigate to the **All** dropdown menu in the “Request Type” prompt field.



3. Select the *Bullying Complaint* selection option.



Quick Guide: Bullying Complaint Tracking

4. Follow the task prompts to complete the *Bullying Complaint Request*. See chart below for prompt details:

Prompt Field	Details for Completion
Describe the Request	Write a description of the request or incident being addressed.
Identify Complainant Type	Select: <i>Anonymous, Self, Witness, or HR STAFF.</i>
Name of Complainant	Name the employee making the complaint (<i>unless it is an anonymous complaint</i>).
Employee ID/W# of Complainant	Enter W# of complainant (unless anonymous).
Date Complaint Filed	Enter Date that complaint was filed.
Relationship of Alleged Bully to the Complainant	Select the best response: <i>Manager/Supervisor, Co-Worker, Subordinate, or Other.</i>
Name of the person alleged to be bullying	Provide the name of the individual alleged to be the bully.
Unit, Division or Supervisory Organization of the Alleged Bully	Identify the Sup Org or Division associated with the alleged bully.
Name of Alleged Bully's Supervisor	Name the supervisor of the accused.
Notes Completed by Person Submitting this Form	Add any notes that are relevant to the complaint.

5. Attach any supporting documentation for the complaint in the attach document section of the task.

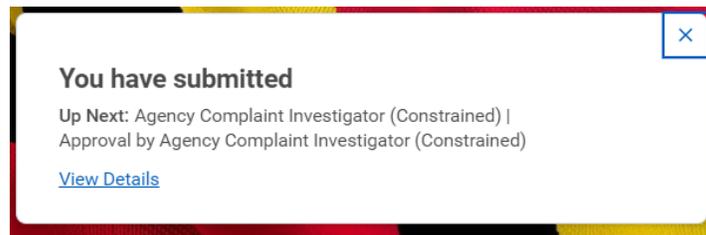
Attach Bullying Complaint Document(s) (Optional)

Drop files here

or

Select files

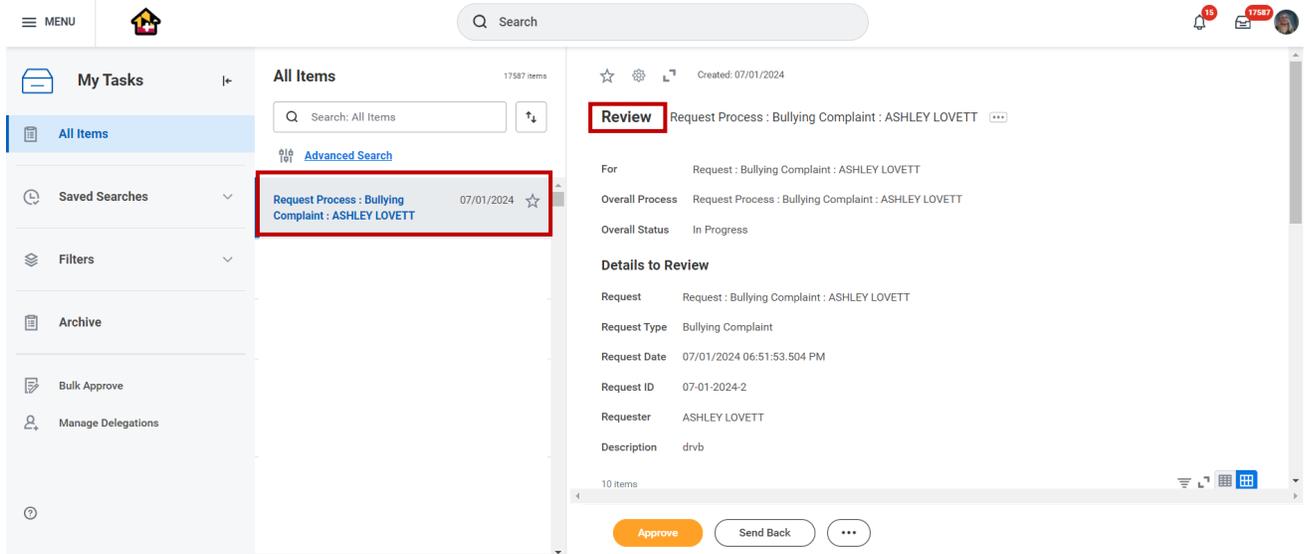
6. Once all required information is entered, select “Submit”. Your request will be sent to your Agency Complaint Investigator (*for tracking purposes, the initiator may be the same person, assigned by the agency to track/enter this data*).



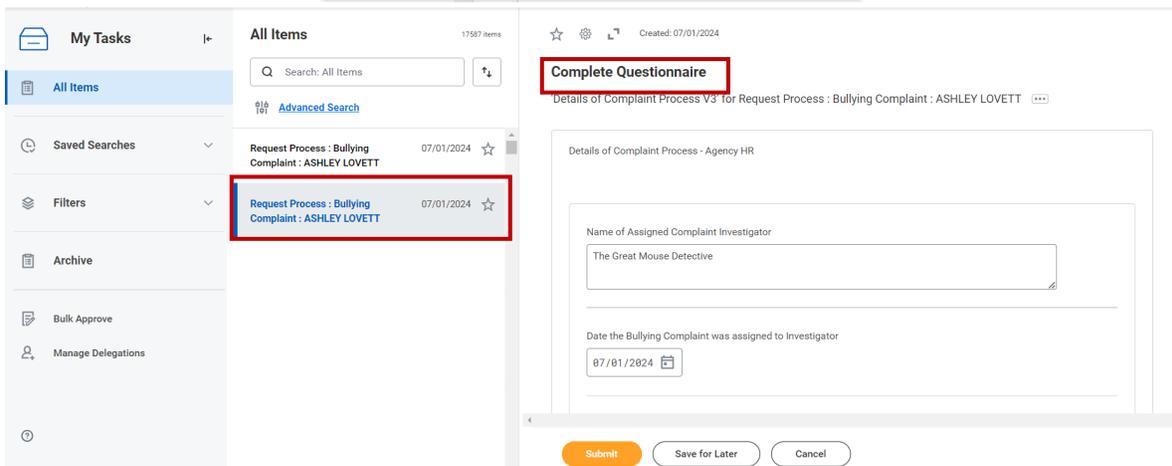
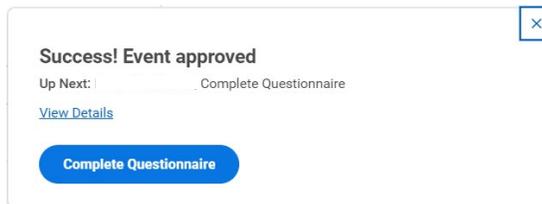
Quick Guide: Bullying Complaint Tracking

Approve and Complete Request – Approver (Agency Complaint Investigator)

1. Navigate to *Request Process: Bullying Complaint* review task in approver’s My Task Box.



2. Review the request and then select “Approve”.
3. A success message will appear with the option to “Complete Questionnaire”. Select the blue button to complete the next step. *This step can also be accessed through the My Task box.*



Quick Guide: Bullying Complaint Tracking

4. Follow the task prompts to complete the *Bullying Complaint Request*. See chart below for prompt details:

Prompt Field	Details for Completion
Name of Assigned Complaint Investigator	Name the person that was assigned to complete an investigation of the complaint.
Date the complaint was assigned	Enter Date that complaint was assigned to the investigator.
Status of Investigation	Select: <i>Under Investigation, Management Review of Investigatory Findings, Decision Completed and Sent to Complainant, or Other Referred to EEO.</i>
Notes by person submitting this form	Add any notes that are relevant to the complaint.
Resolution of bullying complaint	Select: <i>Sustained, Not Sustained, or Referred to EEO. If you select Sustained or Not Sustained, you will then be prompted to give more details from the dropdown options.</i>

5. Attach any supporting documentation of the complaint investigation or decision in the attach document sections of the task.

Attached Bully Complaint Decision

Drop files here

or

Select files

6. Once all required information is entered, select “Submit”. Your request will be sent to your Agency Complaint Investigator.

Quick Guide: Bullying Complaint Tracking

Close Request – HR Staff

1. Navigate to *Request Process: Bullying Complaint* close request task in the My Task Box:

Important Note:

Once this page is completed, you cannot go back and change this information. Before completing this page, please make sure that you have all the correct information and the complaint case in completed and any actions are final.

The screenshot shows the 'Close Request' task in the My Task Box. The task is titled 'Request Process : Bullying Complaint : ASHLEY LOVETT'. The left sidebar shows 'My Tasks' with 'All Items' selected. The main area shows the task details and a form with fields for Worker, Request Subtype, Resolution, and Resolution Details. The 'Close Request' button is highlighted in red.

2. Complete the task prompts with appropriate responses.
 - a. Worker - This is the name of the person making the complaint
 - b. Request Subtype
 - c. Resolution – Select one: Other, Sustained, or Unsustain
 - d. Resolution Details

The screenshot shows the 'Close Request' task form. The form is titled 'Request Process : Bullying Complaint : ASHLEY LOVETT'. The form fields are Worker, Request Subtype, Resolution, and Resolution Details. The 'Resolution' field is highlighted in red. Below the form is a table with columns 'Question' and 'Answers'. The table contains two rows: 'Identify Complainant Type' with 'Witness' and 'Name of Complainant' with 'Mary Jo'. The 'Employee ID/WE of Complainant' field is highlighted in red.

3. Once complete, select "Submit". A success message will be displayed.
4. This system task is complete.