

<u>Create a Bullying Complaint Request</u> – 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.

Q	request		Q	bullying
	Request Time Off Report			Bullying Custom Landing Page Group
	Request Work Schedule Task			Create Request Task
	Request ed Feedback Responses Report			Create Request Type Task
Ē	Create Request			Create Request Subtype Group Task
	Create Request Type	1	ප	Dawn Bullins (W2153554) 039194-0 University of Maryland - Baltimore Baltimore - 620 W. Lexington St
	Edit Request Type Task		8	Dean Bullis (W1051217) Regional Inspector/Section Head, Solid Waste Program MDE - Land and Materials Administration/Solid Waste Program/Compliance Division Ratimore - 1800 Washington Bouleward
	Maintain Request Resolutions Task	-	8	GARY BULLIS (W2191420) Satellite Regular City Of Hyattsville (900004) Maryland - Default
	VIEW MORE	-		VIEW MORE

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

Create Request					
Request Type *	Search	≔			
	All	>			
	Request Types by Workday Object	>			
	Request Types without Workday Objects	>			
		Ca	ncel	ок	

3. Select the *Bullying Complaint* selection option.

Create Reque	st	×
Request Type *	Search	:=
	AllBullying Complaint	
	(Сапсеі ОК

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: Anonymous, Self, Witness, or HR
	STAFF.
Name of Complainant	Name the employee making the complaint
	(unless it is an anonymous complaint).
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	Select the best response:
Complainant	Manager/Supervisor, Co-Worker, Subordinate,
	or Other.
Name of the person alleged to be	Provide the name of the individual alleged to
bullying	be the bully.
Unit, Division or Supervisory	Identify the Sup Org or Division associated
Organization of the Alleged Bully	with the alleged bully.
Name of Alleged Bully's Supervisor	Name the supervisor of the accused.
Notes Completed by Person Submitting	Add any notes that are relevant to the
this Form	complaint.

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

 $\label{eq:Attach Bullying Complaint Document(s) (Optional)$

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*).



<u>Approve and Complete Request</u> – Approver (Agency Complaint Investigator)

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

=	MENU 🏠			Q Search	4 ⁰	17587
Ē	My Tasks	←	All Items	17587 items	☆ 戀 ∎ Created: 07/01/2024	Î
	All Items		Q Search: All Items	Ť4	Review Request Process : Bullying Complaint : ASHLEY LOVETT	- 1
			Advanced Search		For Request : Bullying Complaint : ASHLEY LOVETT	
Ŀ	Saved Searches	\sim	Request Process : Bullying	07/01/2024 🕁 📋	Overall Process Request Process : Bullying Complaint : ASHLEY LOVETT	- 1
			Complaint : ASHLEY LOVETT		Overall Status In Progress	- 1
♦	Filters	\sim			Details to Review	
					Request Request : Bullying Complaint : ASHLEY LOVETT	
	Archive				Request Type Bullying Complaint	
					Request Date 07/01/2024 06:51:53.504 PM	
Ð	Bulk Approve				Request ID 07-01-2024-2	
2.	Manage Delegations				Requester ASHLEY LOVETT	
					Description drvb	
					10 items 👳 🕻 🏢	· -
					4	Þ
0					Approve Send Back ····	

- 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*.

	Success! Event approved Up Next: Complete Questionnaire View Details Complete Questionnaire
─ My Tasks I+	All Items 17567 Tems 🔆 🛞 🛄 Created: 07/01/2024
III All Items	Q Search: All Items Image: Search Image: Search Image: Search Details of Complaint Process V3 for Request Process : Bullying Complaint : ASHLEY LOVETT
(L) Saved Searches ~	Request Process : Bullying 07/01/2024 📩 🖕 Details of Complaint Process - Agency HR
😂 Filters 🗸 🗸	Request Process : Bullying 07/01/2024 1/2 Complaint : ASHLEY LOVETT
E Archive	Name of Assigned Complaint Investigator The Great Mouse Detective
Bulk Approve Q. Manage Delegations	Date the Bullying Complaint was assigned to investigator 07/01/2024
0	Submit Save for Later Cancel

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	Name the person that was assigned to
Investigator	complete an investigation of the complaint.
Date the complaint was assigned	Enter Date that complaint was assigned to
	the investigator.
Status of Investigation	Select: Under Investigation, Management
	Review of Investigatory Findings, Decision
	Completed and Sent to Complainant, or
	Other Referred to EEO.
Notes by person submitting this form	Add any notes that are relevant to the
	complaint.
Resolution of bullying complaint	Select: 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.

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.

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.

Ē	My Tasks	←	All Items 17587 items	☆ ⑧ 【 Created:07/01/2024	
Ē	All Items		Q Search: All Items	Close Request Request Process : Bullying Complaint : ASHLEY LOVETT	
			diá Ivi Advanced Search	Request Request : Bullying Complaint : ASHLEY LOVETT	
(Ŀ)	Saved Searches	\sim	Request Process : Bullying 07/01/2024	Request Type Bullying Complaint	
\$	Filtoro			Request Date 07/01/2024 06:45:01.359 PM	
*	Fillers	Ň		Requestre ASHLEY LOVETT	
	Archive			Description There was an incident of name calling in the meeting at 9AM.	
_				Worker :=	
5	Bulk Approve			Request Subtype	
2,	Manage Delegations			Resolution *	
				Resolution Details	
				4	
0				Submit Send Back ····	

- 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

Close Request Request Process : Bullying Complaint : ASHLEY LOVETT 🚥							
Request	Request : Bullying Complaint : ASHLEY LOVETT		Worker				
Request Type	Bullying Complaint		Request Subtype				
Request Date	07/01/2024 06:45:01.359 PM		Resolution *				
Request ID	07-01-2024-1		Resolution				
Requester	ASHLEY LOVETT		Resolution Details				
Description	There was an incident of name calling in the meeting at 9AM.				J		
10 items					₹." 🏾 🖿		
					A		
Question		Answers					
Identify Comp	lainant Type	Witness					
Name of Complainant		Mary Jo					
Employee ID/A	N# of Complainant	W########					
Submit	Submit Send Back Save for Later .						

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