



BRANCH MANAGEMENT BEYOND THE GRIEVANCE FILE

The people, assignments, records, and follow-up stay connected.

GrieveTrac supports the daily branch work surrounding every grievance, not only the case number.

Members and representatives

- Member profile, contact information, EIN, status, seniority, and veteran preference
- Membership status and complete grievance history
- Branch officers, stewards, Formal A representatives, vouchers, and membership pins

Assignments, routes, and hold-downs

- Current station assignment, route information, and employee context
- Hold-down activity, CCA details, and temporary assignments
- PS Form 1723 records and 204B coverage history

OWCP and operational follow-up

- OWCP cases visible beside the rest of the branch workload
- Activity, notes, dates, and member context kept organized
- Closed-office dates and branch calendar context for follow-up

Stations and USPS management

- Stations, finance numbers, ZIP codes, routes, and assigned stations
- USPS representatives, postmasters or managers, supervisors, and 204Bs
- Phone and email contacts organized with the station record

Back dues and member service

- Unpaid and partial dues balances kept with the member record
- Payment history and branch follow-up
- Member reports that connect profile, assignment, dues, and grievance history

Imports, bulk tools, and numbering

- USPS and NALC member spreadsheets reviewed in preview before changes are applied
- Bulk record tools for cleanup, handoff, exports, and reporting
- Automatic grievance numbering based on type and branch sequence preferences

TRANSPARENCY

One case trail from issue through archive.

ACCOUNTABILITY

Notes, reminders, files, and decisions stay together.

TIMELY ACTION

Appeals, meetings, and overdue work stay visible.

BETTER ORGANIZATION

Cases, members, stations, and dues stay connected.

SECURITY AND ACCESS

Security built for branch work.

Branch-isolated workspaces and role-based permissions help protect grievance files, member records, reports, and administrative tools.

- Officers, stewards, Formal A representatives, and administrators
- Controlled case visibility and permission-aware access
- Passkeys, two-factor verification, and idle-session timeout options
- Encrypted HTTPS access and activity history



SEE HOW IT FITS YOUR BRANCH

www.grievetrac.com

GrieveTrac is an independent software platform and is not presented as an official NALC or USPS system.



A COMPLETE WORKSPACE FOR NALC BRANCHES

One system for the grievance - and the branch work behind it.

Built for branch officers, union stewards, Formal A representatives, and grievance teams that need the full record in one place.

FROM INTAKE TO ARCHIVE

**The case, the deadline, the evidence, and the outcome
stay together in one branch workspace.**

ONE CONNECTED WORKFLOW

Intake → Informal A → Formal A → Step B / DRT → Pre-arb → Arbitration → Archive

What GrieveTrac brings together

Complete grievance tracking

- Contract, discipline, class action, and informal-resolution cases
- Issue statement, Article, incident date, requested remedy, and disposition
- Informal A, Formal A, Step B / DRT, pre-arb, arbitration, and archive
- Resolution, withdrawal, impasse, remand, and remedy-compliance follow-up

Case files and documentation

- Information requests and management responses
- Witness statements, supporting evidence, steward notes, and source records
- Clock rings, schedules, route records, PS Form 1723, and PS Form 8190 materials
- Every document stays attached to the grievance where it belongs

Deadlines and reminders

- Filing, forwarding, meeting, appeal, pre-arb, arbitration, and compliance dates
- Calendar and activity views for the work that needs attention next
- Configured reminders, overdue reports, scheduled notices, and weekly digests
- Closed-office dates and timing aligned with the branch calendar

Reports and case visibility

- Grievance detail and member detail reports
- Filled PS Form 8190 PDFs prepared from the case record
- Open, overdue, resolved, withdrawn, and archived views
- Recurring-issue review and data-health checks for incomplete records

FIND THE RECORD FAST

Search and filter by grievance number, status, type, station, member, representative, or date - without rebuilding the story from separate spreadsheets, inboxes, and paper files.



SEE THE COMPLETE SYSTEM

Explore GrieveTrac for your branch.

www.grievetrac.com