

Employee Request Platform (ERP)



Quick Reference Guide:

How to Submit an Inquiry to the Department of Human
Resources Management (DHRM)



TOP SERVICES



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The Employee Request Platform can be accessed via the “For Employees” page of the Fulton County public website.

Click on the Employee Request Platform tile. No need to log in.

 Report Online

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* Which department are you trying to reach?:

* What is your relationship to Fulton County?:

* What is your issue?:

* Case Subtype:

Incident Location:

Next >

* Indicates a required field



After clicking on the ERP tile, you will be directed to an Inquiry Submission Form.

Details

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* Which department are you trying to reach?:

<Select> ▾
<Select>
DCRC
Human Resources

* What is your relationship to Fulton County?:

* What is your issue?:

<Select> ▾

* Case Subtype:

<Select> ▾

Incident Location:

<Select> ▾

Next >

1. Select “Human Resources” as the Department you are trying to reach.

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* Which department are you trying to reach?:

Human Resources

* What is your relationship to Fulton County?:

Employee

<Select>

* What is your issue?:

Employee

<Select>

* Case Subtype:

<Select>

* Is this issue ongoing:

 Yes No

Incident Location:

<Select>

Human Resources

* Is there a second case type?:

 Yes No

Case Details:



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2. Select “employee” as your relationship to Fulton County.

* Which department are you trying to reach?:

Human Resources

* What is your relationship to Fulton County?:

Employee

* What is your issue?:

<Select>

* Case Subtype:

- <Select>
- Appeals
- Bullying
- Diversity and Civil Rights Compliance
- Fair Labor Standards Act
- Grievance
- Internal Equity in Pay
- Mediations
- Miscellaneous Complaints
- Performance Management
- Policy Violations
- Substance Abuse
- Unfair Treatment
- Whistleblower
- Work Environment Assessment
- Workplace Violence

* Is this issue ongoing:

Incident Location:

Human Resources

* Is there a second case type?:

Case Details:

Do you need to appeal disciplinary action, file a grievance, submit a bullying complaint, notify HR about unfair treatment, etc.?

3. Identify the reason you are contacting the DHRM.

Grievance

- Leave Request Denials
- Retaliatory Actions
- Violation of Rules/Policies
- Working Conditions
- Working out of classification

Bullying

- Hostile Work Environment
- Mobbing
- Verbal Abuse

Workplace Violence

- Acts of Violence
- Assault
- Threats of Violence
- Social Media
- Weapons

4. Narrow down the focus of your inquiry by identifying a “second case type.”

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* Which department are you trying to reach?: Human Resources

* What is your relationship to Fulton County?: Employee

* What is your issue?: Bullying

* Case Subtype: Hostile Work Environment

* Is this issue ongoing: Yes No

Incident Location: <Select>

Human Resources

* Is there a second case type?: Yes No

Case Details:

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5. Indicate whether you are experiencing an ongoing issue or an isolated event.

*** Which department are you trying to reach?:**

*** What is your relationship to Fulton County?:**

*** What is your issue?:**

*** Case Subtype:**

*** Is this issue ongoing:**

Incident Location:

<Select>

- Arts & Culture
- Behavioral Health
- Child Attorney
- Commission - At Large
- Commission District 1
- Commission District 2
- Commission District 3
- Commission District 4
- Commission District 5
- Commission District 6
- County Attorney
- County Commission Clerk
- County Manager
- County Marshal
- Department of Community Development
- District Attorney
- Diversity and Civil Rights Compliance

<Select> ▼

Human Resources

*** Is there a second case type?:**

Yes No

Case Details:

6. Indicate your assigned department.

NOTE: "INCIDENT LOCATION" = YOUR ASSIGNED DEPARTMENT

* Is there a second case type?:

Yes No

Case Details:

I have been subjected to a hostile work environment by my direct supervisor, John Black. Mr. Blacks routinely berates me in team meetings in front of my colleagues. He intentionally sabotages me in the performance of my duties by setting deadlines that are impossible to meet. |

Workplace Violence Anti-Bullying Investigation Request Form

* Who have you reported this incident to?:

Select

Select all that apply.

Comments:

Please input all your information, and information about the violator in the parties form on the next page. For more information about categories of violation visit the [Violator Categories](#) page. Lanna Hill, Lanna.Hill@fultoncountyga.gov is signed in

Next >

7. Provide a summary of the reason you are contacting the DHRM in the “Case Details” section of the page. Please provide as much detail as possible to assist DHRM staff in determining appropriate next steps.

Second Case Type: <Select>

* Is this issue ongoing: Yes No

Incident Location: District Attorney

Human Resources

* Is there a second case type?: Yes No

2nd Case Subtype: Interference

Case Details:

Click here



Next >



8. Complete all mandatory fields on the page and click on the "Next" button.

 Report Online

Details > Parties > Files > Submission > [Back](#) [Next](#)

You cannot submit this online report without first adding at least one party

Parties

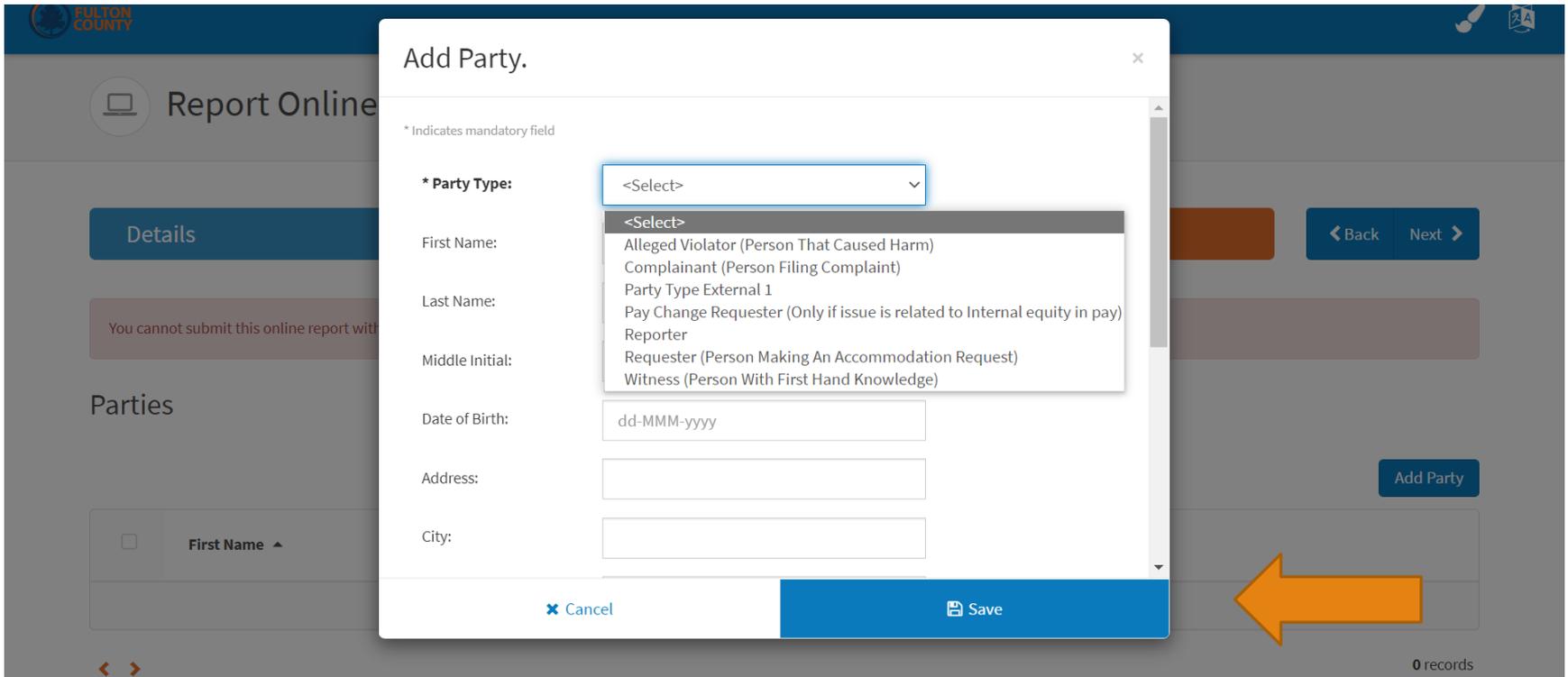


<input type="checkbox"/>	First Name ▲	Last Name	Party Type
No records to display.			

< > 0 records

[Back](#) [Next](#)

9. Click “add party” to identify individuals with relevant information about your concern including yourself, witnesses, supervisors and/or managers.



10. When entering your personal contact information, select “Complainant” as the “Party Type.” At a minimum, provide your first and last name and telephone number. Click “save” when you are finished entering your contact information.

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You cannot submit this online report without first adding at least one party

Parties

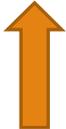
Add Party

<input type="checkbox"/>	First Name ▲	Last Name	Party Type
<input type="checkbox"/>	Jane	Doe	Complainant (Person Filing Complaint)

< 1 >

1-1 out of 1 records ▼

< Back Next >



11. Click “Next” when you have identified all persons with relevant information.

Report Online

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Files

Add File

<input type="checkbox"/>	Attachments ▾	Summary
No records to display.		

< > 0 records

Back
Next



12. Click the “Add file” button to include any relevant documents (e.g., emails, memoranda, and photographs) with your submission.

×

Add File

Summary:

B *I* U ~~S~~ | Format |

Words: 0, Characters: 0/10000

Attachments: **0 of 1 Attachments**

Drop files here to upload

or

Upload a File from your Computer

✕ Cancel
Save



13. Upload files by dragging files and folders from your computer or clicking on the “Upload a file from your Computer” button. Please provide a summary description of any attached file(s). Click “Next” when you have attached all relevant files.

 Report Online

Details Parties Files Submission
← Back Submit ✓

Please review your Case below. You may go back to make any necessary corrections.

When you are ready submit the final Case below. Thank you for providing us with this feedback.

*** Which department are you trying to reach?:** Human Resources

*** What is your relationship to Fulton County?:** Employee

*** What is your issue?:** Workplace Violence

*** Case Subtype:** Threats of violence

*** Is this issue ongoing:** Yes

Incident Location: Arts & Culture

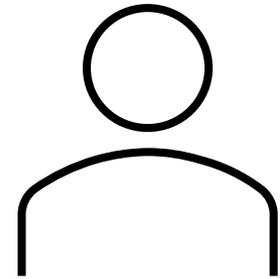
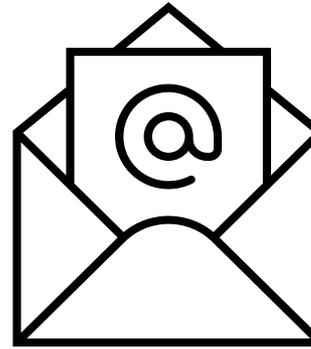
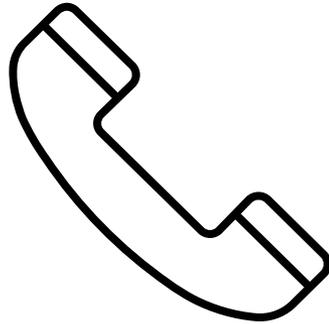
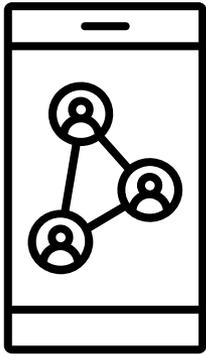


14. Review the form, make any necessary corrections, and click “Submit.”



Thank you for contacting the Department of Human Resources Management. We are reviewing your submission and a member of our team will be in contact with you soon. In the meantime, should you have any questions or should additional concerns arise, please do not hesitate to contact us at (404) 613-6700.

15. FOLLOWING SUBMISSION, YOU WILL RECEIVE AN EMAIL ACKNOWLEDGING RECEIPT OF YOUR REQUEST, INQUIRY AND/OR COMPLAINT.



Note: In addition to the inquiries submitted online, this system will be used to process inquiries received by the DHRM via email, over the phone, in person, etc.