



Understanding the LR Status Report

The **LR Status Report** displays information about all LR cases/consultations handled by the WRD's Labor Relations Team. This report displays Labor Relations cases and consultation actions.

WITS
Reports

Choose a Report List: LR Report List
Select Your Report: LR Status Report

Provides overview information on LR Cases and Consultations ?

Search Matter: (Enter at least 3 characters) Contains ALL ?

Choose Matter: ?

Further Filter Matter using Additional Parameters below: No ?

Status of Actions: All ?

Generate Report By: Date Action Received in HR ?

Start Date: 9/23/2013 ?

End Date: 9/23/2013 ?

Action Type: ALL ?

IC: ALL ?

Search Admin Code: Exact ALL ?

Labor Organization: ALL ?

Sort By: WITS# ?

Display By: ALL ?

LR Team Lead: ALL ?

LR Specialist: ALL ?

Is this a report that you will be running on a regular basis? Learn more about automated report delivery via the [WITS Report Subscription Service](#)

Generate Report

Generate Report (508 Compliant Export)

Report Parameters


- **Search Matter:** Use this search feature if you wish to filter your results on a specific Matter. Leave this blank or as 'ALL' if you do not wish to filter your results based on a Matter. Type in at least 3 characters for any Matter that you would filter your report by.

- **Choose Matter:** Select the matter that you would like to filter your report by.
- **Further Filter Matter using Additional Parameters below:** If you wish to return all cases and consultations related to the Matter, select 'No' and all other parameters will be ignored—returning everything related to the Matter. If you wish to narrow the report related to the Matter using additional parameters, select 'Yes' and choose the filters you wish.
- **Status of Actions:** Indicate if you wish to view actions with a specific status (Active, Closed, Archived, or Closed or Archived) or if you wish to view actions of all status types.
- **Generate Report By:** You can pull the cases to be included in your report by either the date the case was received in HR or the date the case was closed.
- **Start/End Date:** Your report will display only cases with dates within this date range based on the date you selected above.
- **Action Type:** Indicate if you wish to view LR Cases only, LR Consultations only, or all actions.
- **IC:** Indicate if you wish to filter cases by a specific Institute or Center (IC) or if you wish to view cases for all ICs.
- **Search Admin Code:** Indicate whether you would like to view actions for a specific admin code, a root admin code, or 'All.' By choosing 'By Exact Match' you can enter a specific admin code and the report will only return actions for that admin code. By choosing 'Begins With,' you can enter the root admin code for an organization. *For example, if you enter HN32, the report will return all actions that have an admin code beginning with HN32 (HN3212, HN32A, etc.).*
- **Labor Organization:** Indicate if you wish to filter cases by a specific Labor Organization or if you wish to view cases for all labor orgs.
- **Sort By:** Indicate if you wish to have the report sorted by WiTS number (Case/Consult number) or by the Related Case number.
- **Display By:** Indicate if you wish to filter the report by a particular LR Specialist or LR Team Leader.
- **LR Team Lead:** Select the LR team lead you wish to filter the report by.
- **LR Specialist:** Select the LR specialist you wish to filter the report by.

After you have selected your report parameters, click the 'Generate Report' button to retrieve your report. Note that you also have the option of generating a 508 compliant report by selecting the 'Generate Report (508 Compliant Export)' button.

Report View

1 of 2 100% Find | Next




LR Status Report

ALL

IC: ALL Admin Code: ALL LR Team: ALL Union/Labor Org: ALL Run Date: 9/24/2013 2:01:37 PM Page 1 of 2


Status of Actions: All Display by: LR Specialist / Lubel, Samantha Action Type: ALL Sort By: WITS# Actions Received in HR: 09/23/2013 to 09/23/2013

Case # / Consult # / Action Status Code	IC / Admin Code	LR Team	Branch Chief / Team Leader / Specialist	Contact or Requestor	Action Type	Type of Case Or Consultative Services	Related Matter / Related Case	Case Category Or Subject of Consultative Services	Employee Name / Labor Org	Date Entered In WITS	Date Received In HR	Number of Related Consults	Date Action Closed
29196	OD - OHR / HNAM425	Team A	Lesiw, Roman / Coelho, Deborah / Lubel, Samantha	Samantha Lubel	LR Case	Negotiation	7 - test 7 / N/A	Employee	SAMANTHA LUBEL / 8888 - Not Eligible	09/23/13	09/23/13	0	09/23/13

 Archived
Comments: comments

The report displays basic information about the case or consultation (WITS #, Action Status Code, LR Team, LR Branch Chief, LR Team Leader, and LR Specialist) and the IC contact:

Case # / Consult # / Action Status Code	IC / Admin Code	LR Team	Branch Chief / Team Leader / Specialist	Contact or Requestor
29196	OD - OHR / HNAM425	Team A	Lesiw, Roman / Coelho, Deborah / Lubel, Samantha	Samantha Lubel

 Archived
Comments: comments

Note: By selecting the case/consult number hyperlink, you can access more details about the specific case or consultation.

The report also displays detailed information about the cases or consultations:

Action Type	Type of Case Or Consultative Services	Related Matter / Related Case	Case Category Or Subject of Consultative Services	Employee Name / Labor Org	Date Entered In WITS	Date Received In HR	Number of Related Consults	Date Action Closed
LR Case	Negotiation	7 - test 7 / N/A	Employee	SAMANTHA LUBEL / 8888 - Not Eligible	09/23/13	09/23/13	0	09/23/13

- **Action Type:** Case or Consultation.
- **Type of Case or Consultative Services:** Specific type of case or consultative services.
- **Related Matter/Related Case:** If applicable, the LR Matter (the overarching issue) related to the case and a related case.
- **Case Category or Subject of Consultative Services:** The case category or subject of consultative service.
- **Employee Name/Labor Org:** The employee and/or labor organization related to the case/consult.
- **Date Entered in WiTS:** The date the case/consultation was entered into WiTS
- **Date Received in HR:** The date that the case/consult was received by WRD's Labor Relations Team.
- **Number of Related Consults:** The number of related consults.
- **Date Action Closed:** The date the case was closed in WiTS.

About Metrics

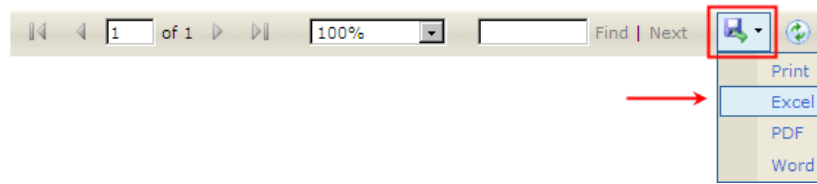
Summary Data

The last page of the *LR Status Report* contains a table that lists the number of active, closed/archived and total LR cases that are included in your report.

Activity Summary for Time Period			
Action Type	# Active	# Closed / Archived	Total
LR Consultations - Subject of Consultative Services			
Employee	3	4	7
Labor Org	1	12	13
Multiple Labor Orgs	3	10	13
Total LR Consultations	7	26	33
LR Cases - Case Type			
Information Request	8	9	17
Negotiability	3	5	8
Negotiated Grievance	12	3	15
Negotiation	8	3	11
Representation	4	4	8
Unfair Labor Practice	9	7	16
Total LR Cases	44	31	75
Total LR Actions	51	57	108

Exporting and Printing

The report can be printed and/or exported to Excel, PDF or Word by clicking on the icon on the toolbar:



Note: When printing to a desktop printer it is important to print the report on paper that is 11 X 8.5 inches. To do this:

1. Select the “Fit” button under Size Options.
2. Make sure the “Choose paper source by PDF page size” button is unchecked.
3. Select print

