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.

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**
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:

**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**: 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.

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