Understanding the Information Request Report

The **LR Information Request Report** displays information about information requests handled by the WRD's Labor Relations Team.

Report Parameters

- **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.
- **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.
- **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

LR Case - Information Request Report

NIH National Institutes of Health Office of Management

IC: ALL	Admin Code: ALL	LR Team: ALL	Run Date: 9/24/2013 2:14:14 PM	Page 1 of 1
Status of Actions: All	Display by: LR Specialist / Lubel, Samantha	Union/Labor Org: ALL	Date Received in HR 09/23/2013 to 09/23/2013	

Case Number / Action Status Code	Contact's IC / Admin Code	LR Team	Branch Chief / Team Leader / Specialist	Contact	Date Received In HR	Related Matter	Case Category	Filer Name / Labor Org	Date Initial Request Received	1st Agency Response Date / 1st Agency Response Disposition	Final Response Disposition	Number of Agency Responses¹	Number of Union Responses²	Date Case Closed	Days from Initial Request to Close
29203 ACTIVE	OD - OHR / HNAM425	Team A	Lesiw, Roman / Coelho, Deborah / Lubel, Samantha	Samantha Lubel	09/23/13	N/A	Labor Org	- - / 0900 - PSEU Local 572	09/17/13	09/18/13 / Full Response Provided	Full Response Provided	2	1	09/28/13	11

Comments:	Comments
Information Request Description:	information request description
Response Description:	response description

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

Case Number / Action Status Code	Contact's IC / Admin Code	LR Team	Branch Chief / Team Leader / Specialist	Contact
29203 ACTIVE	OD - OHR / HNAM425	Team A	Lesiw, Roman / Coelho, Deborah / Lubel, Samantha	Samantha Lubel

Note: By selecting the case number hyperlink, you can access a more comprehensive report regarding the specific case.

The report also displays detailed information about the case:

Date Received In HR	Related Matter	Case Category	Filer Name / Labor Org	Date Initial Request Received	1st Agency Response Date / 1st Agency Response Disposition	Final Response Disposition	Number of Agency Responses[1]	Number of Union Responses[2]	Date Case Closed
09/23/13	N/A	Labor Org	- - / 0900 - PSEU Local 572	09/17/13	09/18/13 / Full Response Provided	Full Response Provided	2	1	N/A

- **Date Received in HR**: The date that the case was received by WRD's Labor Relations Team.
- **Related Matter**: If applicable, the LR Matter (the overarching issue) related to the case.
- **Case Category**: Whether the case is related to an employee or a labor organization
- **Filer Name/Labor Org**: The name of the person who filed the information request and the union or bargaining unit that is the subject of the case.
- **Date Initial Request Received**: The date the initial request was received.
- **1st Agency Response Date/1st Agency Response Disposition:** The first agency response date and disposition.
- **Final Response Disposition:** The final response disposition.
- **Number of Agency Responses:** The number of agency responses to this information request.
- **Number of Union Responses:** The number of union responses to this information request.
- **Date Case Closed:** The date the case was closed in WiTS.

Comments and additional information about the case is displayed directly under each entry:

Comments:	Comments
Information Request Description:	information request description
Response Description:	response description

About Metrics

The *LR Information Request Report* contains one metric:

- **Days from Initial Request to Close:** WiTS counts the number of days between when the date the initial request was received and the date the case was closed and displays the count in the last column:


Summary Data

The last page of the LR Negotiation Report contains a table that lists the total active and closed/archived cases, by union/labor organization, that are included in your report.

Union / Labor Org	Active Cases	Closed / Archive Cases
0900 – PSEU Local 572	1	0
Total	1	0

Total Number of Cases: 1

Exporting and Printing

The report can be printed and/or exported to Excel, PDF or Word by clicking on the icon on the toolbar:
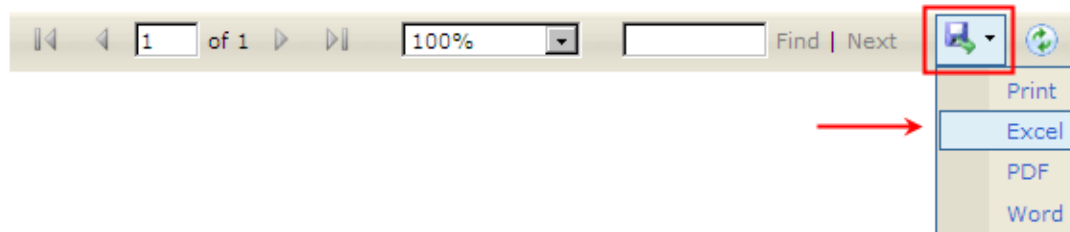
Note: When printing to a desktop printer it is important to print the report on paper that is 11 X 8.5 inches. To do this:

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

QRG—Understanding The LR Information Request Report