



Understanding the LR Negotiation Report

The **LR Negotiation Report** displays information about negotiation cases handled by the WRD's Labor Relations Team.

WITS
workflow information tracking system

Reports

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

Provides detailed information on Negotiation Cases

This report generates on legal size paper. For instructions on how to print to letter sized paper, see user guide

Status of Actions: All

Generate Report By: Date Action Received in HR

Start Date: 8/1/2013

End Date: 9/23/2013

IC: ALL

Search Admin Code: Exact ALL

Labor Organization: ALL

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

- **Status of Actions:** Indicate if you wish to view actions with a specific status (Active, Closed, or 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

Case Number / Action Status Code	Contact's IC / Admin Code	LR Team	Branch Chief / Team Leader / Specialist	Contact	Date Received In HR	Related Matter	Labor Org	Negotiation Type / Did Union Invoke Bargaining?	Notice to Union? / Date of Notice to Union	Negotiated Agreement Articles	FMCS Request? / Date of FMCS Request	FSIP? / Date Sent to FSIP / FSIP Outcome / Date of Impasse Certification	Negotiation End Date / Negotiation Resolution	Contract/MOU Amendment Effective Date	Date Case Closed	Days from Case Receipt to Case Close
31579	OD - OHR / HNAM425	Team A	Kerr, Ken / Coelho, Deborah / Gordon, Noreen	Michael D andrea	09/29/14	14 - Overtime Priority for FOP	2171 - FOP (Police)	Mid-Term Negotiations / Yes	Yes / 09/29/14	4, 5, 8, 11	Yes / 09/16/14	Yes / 09/11/14 / Mediation-arbitration / 10/1/2014	11/28/14 / Impasse	--	N/A	



ACTIVE

Comments:	For Negotiation Cases, Labor Relations staff should be recording the date that FMCS certifies that the matter is at impasse
Negotiated Items:	ADR, Awards, EEO, Office Space, Official Time
Other Misc. Items Negotiated:	Other Miscellaneous Items Negotiated
Negotiation Resolution Description:	Negotiation Resolution 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
29196	OD - OHR / HNAM425	Team A	Lesiw, Roman / Coelho, Deborah / Lubel, Samantha	Samantha Lubel



ARCHIVED

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

The report also displays detailed information about the case:

Date Received In HR	Related Matter	Labor Org	Negotiation Type / Did Union Invoke Bargaining?	Notice to Union? / Date of Notice to Union	Negotiated Agreement Articles	FMCS Request? / Date of FMCS Request	FSIP? / Date Sent to FSIP / FSIP Outcome / Date of Impasse Certification	Negotiation End Date / Negotiation Resolution	Contract/MOU Amendment Effective Date	Date Case Closed	Days from Case Receipt to Case Close
09/29/14	14 - Overtime Priority for FOP	2171 - FOP (Police)	Mid-Term Negotiations / Yes	Yes / 09/29/14	4, 5, 8, 11	Yes / 09/16/14	Yes / 09/11/14 / Mediation-arbitration / 10/1/2014	11/28/14 / Impasse	--	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.
- **Labor Organization:** The union or bargaining unit that is the subject of the case.
- **Negotiation Type/Did Union Invoke Bargaining:** The type of negotiation and if the union invoked bargaining.
- **Notice to Union/Date of Notice:** If applicable, was there notice sent to the union and if so, the date of the notice.
- **Negotiated Agreement Articles:** The negotiated agreement articles of the union’s contract related to the negotiation.
- **FMCS Request/Date of FMCS Request:** If applicable, was there an FMCS request and if so, the date of the FMCS request.
- **FSIP/Date Sent to FSIP/FSIP Outcome/Date of Impasse Certificate:** If applicable, was the FSIP involved in the case, if so, the date the case was sent to the FSIP, and the FSIP outcome, and the date FMCS certifies that the matter is at impasse.
- **Negotiation End Date/Negotiation Resolution:** The end date of the negotiation and the negotiation resolution
- **Contract/MOU Amendment Effective Date:** The date the contract/MOU amendment is effective.
- **Date Case Closed:** The date the case was closed in WiTS

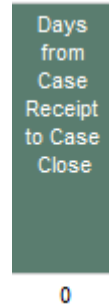
Comments and additional information about the case is displayed directly under each entry:

Comments:	comments
Negotiated Items:	Contracting Out
Other Misc. Items Negotiated:	other miscellaneous items negotiated
Negotiation Resolution Description:	negotiation resolution description

About Metrics

The *LR Negotiation Report* contains one metric:

- **Days from Case Receipt to Case Close:** WiTS counts the number of days between when the case was received in HR and when the case was closed and displays the count in the last column:



Summary Data

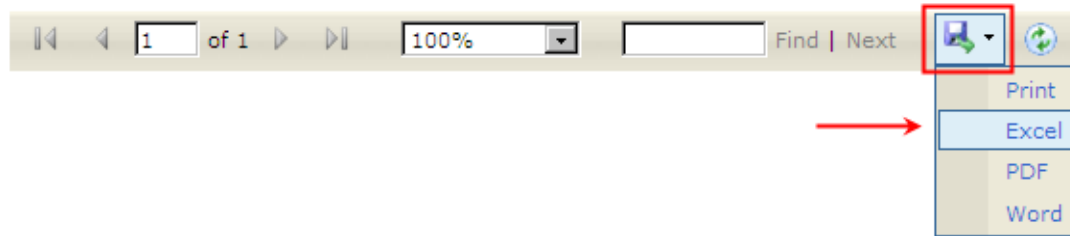
The last page of the LR Negotiation Report contains a table that lists the total active and closed/archived cases, by union/labor organization, that are included in your report.

Union / Labor Org	Active Cases	Closed / Archive Cases
8888 - Not Eligible	0	1
Total	0	1

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

