# QRC - Labor Status Report

## About this Card
This QRC provides instructions specifically for using the labor claim details report in the Subcontract Labor Incurred Cost System (SLICS). This report is an effective and friendly tool to track hours recorded toward a project.

## How to Access?
To access the **Labor Claim Status** report:

1. Log into your SLICS account.
2. Go to the Reports dashboard located on the upper blue bar.
3. Select “Timesheet Status” located under People Reports.

## How to Run?
1. Select “All People I can see” from the drop down menu called Report On.
2. To see a specific Purchase Order or person you can enter from: Approval Group (Purchase Order) and/or Last Name.
3. The Approval Group filter is where you can enter in your project’s PO#. You can enter in multiple PO#’s through the use of commas (i.e. P010XXXXXX,P0100XXXXX,P01...).
4. **Once you have entered in your filters, select the blue arrow ➤ to confirm your filters.** This will move your filters to the right, inside the larger white box.
5. For maximum details, we recommend that you checkmark the boxes shown below:

- **MISSING** - will return subcontractors that have not created labor claims during a particular week(s).
- **INUSE** - refers to subcontractors with unsigned (not submitted) labor claims.
- **SUBMITTED** - will return subcontractors that have submitted their labor claim(s) for approval.
- **APPROVING** - interprets as one out of the two Unanet approvers’ approved the labor claim. This report will illustrate whose approval queue a labor claim is in at the top of the page next to each labor claim.
- **DISAPPROVED** - will return subcontractors that have disapproved labor claims.
- **COMPLETED** - labor claims have been approved by both the vendor and Leidos approver and is ready for extraction.
- **LOCKED/EXTRACTED** - refer to labor claims that have been extracted.

6. Select “Specific Time Period” under the Time Period filter. For selection of multiple labor claim weeks, hold down the SHIFT or CTRL key on your keyboard.

7. Select “Detail View” under the Reporting Options filter and check off all boxes.

8. Select the “Run Report” button once you have selected your filters. **You may save your report to your dashboards for future use.**
9. If you get results back, they will listed like the example below with the subcontractor name followed by the hours worked, the status of the labor claim and whose approval queue it is in.

For this example, James Bartell's labor claim ending 03/27/2015 is in Ronald K. Elwell's queue. “Manager” refers to the Primary Vendor Approver and “Proj Approver” is the Primary Leidos Approver.

Further down your report you can view the labor claim and the approval history.

Questions?

Please contact the SLICS Helpdesk by email (SLICS_SLS@leidos.com) or phone (865-425-4099).