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 Reports located on the upper grey bar and select dashboard 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**.
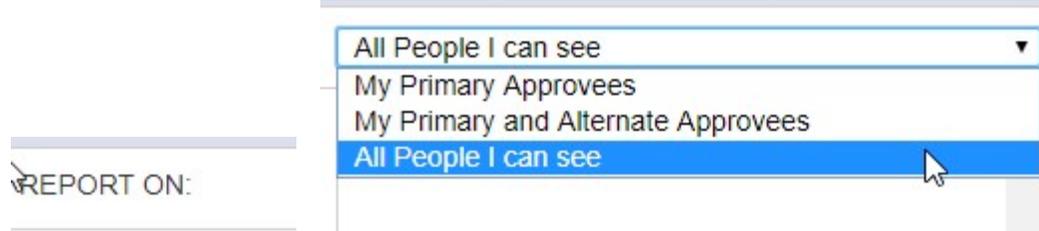
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PERSON:

ORG. CODE | LAST NAME

☐ Show Org. Codes in filter only
☐ Include inactive people in filter

PERSON STATUS:

TIMESHEET APPROVAL GROUP:

APPROVAL GROUP

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:

TIMESHEET STATUS:		
☑ MISSING	☑ DISAPPROVED	☑ SUBMITTED(Adjustments)
☑ INUSE	☑ COMPLETED	☑ APPROVING(Adjustments)
☑ SUBMITTED	☑ LOCKED/EXTRACTED	☑ DISAPPROVED(Adjustments)
☑ APPROVING	☑ INUSE(Adjustments)	☐ PENDING REVIEW

☐ Suppress Adjustments (Original Timesheet Version)
☐ Show Timesheets with Completed Unextracted Adjustments Only

- MISSING - will return the names of subcontractors who 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 – indicates that one of the two required approvals, the subcontractor and Leidos, has been completed. The report will show which approval is missing.
- DISAPPROVED - will return subcontractors who have disapproved labor claims.
- COMPLETED - shows labor claims that have been approved by both the vendor and Leidos approver and are ready for extraction.
- LOCKED/EXTRACTED - refers to labor claims that have been extracted and are eligible for invoicing.

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.

TIME PERIOD:
○ Relative Time Period [Current Period ▼]
◉ Specific Time Period

Weekly (4/27/2019-5/3/2019)
Weekly (4/20/2019-4/26/2019)
Weekly (4/13/2019-4/19/2019)
Weekly (4/6/2019-4/12/2019)
Weekly (3/23/2019-3/29/2019)

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 be 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, Joe Alfred's labor claim ending 04/19/19 is in Brent Jameson's queue. "Manager" refers to the Primary Vendor Approver and "Proj Approver" is the Primary Leidos Approver.

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

PERSON	HOURS	OUT OF	%	STATUS	MANAGER	PROJ APPR	CUSTOMER

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