Excel Reports for Work Accommodation

Parklane's new Excel reports are designed, formatted and print-ready. They may also be edited as the user sees fit. Below is a list of reports currently available in **Work Accommodation.** *Please read descriptions carefully.*

We recommend viewing the video provided on Parklane's Resource Page for information on the reports.

Special notes:

- Instruction on the use of Microsoft Excel is *not* available through Parklane Support, however, many helpful tutorials can be found online.

Report Name	Report Code	Report Details
Open RTW Programs	MHA Program Start Date Program Type Classification Dept Group Name Term of program Position Managing Staff Key number Union Dept Description	Report based on program start date range. Selecting all dates, will report all open RTW programs. Does not include programs with a RTW date. • Main sheet: Chart with numbers of existing modified work programs by class: i.e. LTD, Health Care and number of people waiting for placements (if applicable). Pie chart of term of program percentages and pie chart of non-occ vs. occ programs. • Sheet 2: Table of # of programs by department and class • Sheet 3: Detailed table of current RTW (including Waiting for Placement if applicable) programs by department, start date, name, position, type, class, program and totals • Sheet 4: Detailed table of current RTW programs by Managing staff, date, name, position, class, program, comments from description page, and totals.
RTW Summary	MHB Injury/Illness Date Program Start date Projected Completion Actual Completion Date Guideline RTW Date Medical Review Date Program Type Classification Term of Program Result Comment Managing Staff Name	Report pulled on program RTW date. Includes all successfully returned to work employees. • Main sheet: Chart of total RTW by quarter. Chart of total RTW by month. Pie chart of RTW results. • Sheet 2: Detailed summary of individuals that have returned to work in date range: table of dept/group, name, position, managing staff, illness/injury date, program start date, projected completion, actual completion and term of program – totaled by department. • Sheet 3: Table of counts grouped by Term of Program and Result.

	Position Dept/Group Key number Union Dept Description		
Program Status	MHC Injury/Illness Date Program Start date Projected Completion Actual Completion Date Guideline RTW Date Medical Review Date Program Type Classification Term of Program Result Comment Managing Staff Name Position Dept/Group Num Days on Program Num Days Btw Est and Act Key Year End Union Dept Description	Report based on program start date. Includes all cases started with in that time period whether they are closed or open. • Main sheet: Includes bar chart of programs started and completed by category; chart of programs started and completed by classification for date range. Chart of average number of days in a program by year the program began. • Sheet 2: Table of modified work programs by dept/group, including classification, number of programs started and number that returned to work in that date range. **NEW**: now includes percentage of employees who have returned to work by dept/group. • Sheet 3: Detailed report of department, employee name, position, managing staff, start date, projected completion, and completion date *(if applicable)*. Includes term of program, number of days in program to date and count of programs. • Sheet 4: Includes all data from sheet three with a page break on department/group.	
Restrictions - Updated	MHD Injury/Illness Date Program Start date Projected Completion Actual Completion Date Guideline RTW Date Medical Review Date Program Type Classification Term of Program Result Managing Staff Name Position Dept/Group Phase No Item No Restrictions Temporary/Permanent Assignments Assignments Perm/Temp Key Union Emp Number Restriction Comments Assignment Comments Dept Description City	Report on Program Start Date OR open programs only. • Main sheet: Chart of top ten permanent and temporary work restrictions. Chart of top ten permanent and temporary assignments. • Second sheet: Counts of all active restrictions to employees. Counts of all active assignments to employees. • Sheet 3: Detailed report of dept/group, employee name, projected completion, actual completion (if applicable), phase #, restrictions and comments. • Sheet 4: Detailed report of dept/group, employee name, projected completion, actual completion (if applicable), phase #, Assignments and comments. • Sheet 5: NEW Detailed report of open phases by dept/group, employee name, program start date, managing staff, phase#, restrictions, temp/perm, assignments, temp/perm.	

	Province Actual Start Date Actual Stop Date Dept Code Schedule Start Schedule Stop	
Phases	MHE Name Dept/Group Position Type Classification Program Start date Injury/Illness Date Reference Claim No Medical Review Date Placement Priority Start Date Closed Date Projected Completion Date Expected Duration Term of Program Actual Completion Date Actual Duration Result No of days on Program No of days in Phase 1 Mod Work Phase 1 Mod Sched Phase 1 No of days in Phase 2 Mod Work Phase 2 Mod Sched Phase 2 No of days in Phase 3 Mod Work Phase 3 Mod Sched Phase 3 No of days in Phase 4 Mod Work Phase 4 Mod Sched Phase 4 Comments Key Union Dept Description City Province	Report on Program Start Date. • Main sheet: Bar chart of average # of days in a program by type and classification; bar chart of average # of days spent in phases by type and classification; bar chart of RTW programs started by year and type; pie charts of RTW results, term of program and classification • Sheet 2: Table by department of statistics by position, including – projected completion, actual completion, expected duration, actual duration, average number of days on program and average number of days in each phase from 1-4. • Sheet 3: Table by employee name of RTW details including type, class, projected and actual dates, and days spent in each phase and grand totals.
RTW Details	MHF Name Dept/Group Position Type Classification Program Start Date Injury/Illness Date Actual Completion Date Projected Completion Expected Duration Term of Program	Choose by employee and RTW program. Report summarizes an employee's complete RTW plan. • Main sheet: Includes employee summary. Table of RTW program points including scheduled start and stop by phase number, whether there are modified duties and or modified schedule, a summary of each, and work hours –by phase. • Sheet 2: Includes employee summary with start date and projected completion. Table of detailed restrictions, assignment and associated additional comments by phase. Includes start date, and total

	Occ/Non-occ Phase No Scheduled Start Scheduled Stop Actual Start Actual Stop Modified Duties Mod Duties Detail Modified Schedule Mod Schedule Detail Daily Work Hours Daily Work Hours From Daily Work Hours To Dept Assigned Dept Name Assigned Item No Restrictions Restrictions Temp/Perm Assignments Assignments Perm/Temp Restrictions Comments Assignments Comments	work hours assigned. • Sheet 3: Duplicate of sheet 3 but with signature lines included.
Attributes and Program	MHG Program Start Date Program Type Classification Dept Group Dept Description Name Term of program Position Managing Staff Closed Projected Completion Actual Completion Result Key Attribute Union	Pull by dept/group, up to 5 attributes, and date range. • Main sheet: Bar and data table graph of number of attributes by classification. Bar and data table graph of number of attributes by program type. Pie chart of percentage of program types and pie of percentage of term of program. • Sheet 2: Table of attributes selected that includes # of times it was used and the details of the programs that are tagged – term of program, class, projected completion, actual completion and result. • Sheet 3: Table of programs that contain chosen attributes – listed by program type, dates of projected and actual (if available), result and counts by classification. • Sheet 4: Table by department with managing staff, name of employee, classification, term of program, dates, result and count of how many of those 5 attributes are tagged in those programs.