



Understanding the Appointment Actions Report

The **Appointment Actions Report** provides information on appointment actions (e.g., Excepted Service, Career-Conditional, and Promotion) submitted to HR for review and processing. It also displays metrics, which calculate the time it takes to complete the processing of such appointments. You can use this report to monitor the status of appointment actions in the organization(s) that you service.

Choose a Report List:	Select Your Report:
CSD Report List	Appointment Actions Report
This report provides information about actions associated with the hiring of new employees.	
Status of Actions:	All
Generate Report By:	Date Action Received in HR
Start Date:	6/20/2016
End Date:	6/20/2016
Generate report using :	Calendar Days
Sort 1:	WiTS#
Sort 2:	IC
Sort 3:	Admin Code
IC:	ALL
Search Admin Code:	Exact ALL
Branch:	ALL
Include GRU Data?	Yes
Display By:	ALL
HR Specialist:	ALL
HR Assistant:	ALL
HR FA:	ALL
Appointment Type:	Select

Appointment Actions Report Parameters

- **Status of Action:** Select the status of the actions you would like retrieved. Select "All Actions" if you would like to see both active and completed actions.
- **Generate Report by:**
 - **Date Action Received in HR:** This filter will have your report display only actions that were received by HR within your specified date range.
 - **Effective Date:** This filter will have your report display only actions with effective dates within your specified date range. Note: Only Completed Actions can be displayed by Effective Date.

- **Proposed Effective Date:** This filter will have your report display only actions with Proposed Effective dates within your specified date range.



- **Start and End Dates:** Enter a date range to filter the report.
- **Generate report using:** Indicate whether you would like the metrics in your report calculated using Calendar Days (includes weekends and Federal holidays) or Working Days (excludes weekends and Federal holidays).
- **Sort Order 1:** Select the first field that you would like your data sorted by.
- **Sort Order 2:** Select the second field that you would like your data sorted by.
- **Sort Order 3:** Select the third field that you would like your data sorted by.
- **IC:** Indicate if you wish to filter the report by a specific Institute or Center (IC) or if you wish to view 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.).
- **Branch:** Select whether you would like to filter the report by a specific branch or if you would like the report to return all actions.
- **Include GRU Data?:** Indicate whether you would like to include GRU data.
- **Display By:** Select a specific HR Specialist, HR Assistant, or HR SPA for which you would like to view actions. Select "ALL" if you would like to see actions associated with all staff.
- **Appointment Type:** Select which specific Appointment type(s) you would like retrieved. Click on the *Select* button to select any variation of appointment types (default option includes all appointment types).

After you have selected your report parameters, click the 'Generate Report' button to retrieve your report.

Appointment Actions Report

The report lists essential information: WITS #, Action Status Code, IC, Admin Code, Organization Initials, Appointee, Position Title, Pay Plan, Series, Grade, FPL, Appointment Type, Legislative Initiative Supported / Reemployed Annuitant, Global Recruitment, Date Received in HR/Date Missing Docs Rec'd, Date Prepare for New Hire Email Sent to IC Contact¹, EOD Date, and Proposed Effective Date/Effective Date, HR Specialist, HR Assistant, HR SPA (Final Authorizer), and Days to Process (i.e., number of days between Date Received in HR to Effective Date).






The Appointment Actions Report also includes the Action Locator feature: An asterisk (*) is displayed after the name of the individual HR staff member (i.e., HRS, HRA, SPA) who currently has responsibility for the action.

 Appointment Actions  National Institutes of Health Office of Management													
IC: ALL				Branch: ALL Include GRU Data: Yes				Admin Code: ALL					
Appointment Action Type: ALL							Status of Actions: All						
Run Date: 6/20/2016 3:29:54 PM				Actions Received in HR between 6/20/2016 to 6/20/2016 (metrics calculated using Calendar days)									
WITS Transaction / Action Status Code	IC	Admin Code Org Initials	Appointee	Position Title Pay Plan-Series-Grade-FPL	Appointment Type	Legislative Initiative Supported / Reemployed Annuitant	Global Rec?	Date Received in HR / Date Missing Docs Rec'd	Date Prep for New Hire Email Sent to IC Contact	EOD Date	Proposed Effective Date / Effective Date	HR Specialist HR Assistant FA	Days to Process
11111	NIEHS	HNV126 OA	MARY NEWHIRE	Procurement Analyst GS-1102-13 FPL 13	Career/Career Conditional	N/A / No	No	05/12/2016 / 06/20/2016	05/14/2016	07/11/2016	07/10/2016 / -	Smith Brown* Adams	



Comments:

The Action Status Code (depicted by a color-specific traffic light) next to each entry tells you quickly where a specific action is in the process.

Legend:	
	Action is Active in HR
	Action is Active in IC Program
	Completed Actions
	Announcement is currently posted /open
	Selection made-pending approval

About Metrics

WITS counts the number of days between the *Date Received in HR* and the *Effective Date*. It uses this data to calculate the 'Number of Days to Process'. You have the option of selecting whether these days are calculated in "calendar days" or "working days" by making the appropriate selection on the parameter page.

¹ An automated email sent to the Administrative Officer or IC Contact on the Appointment form to begin the Security process, create the NED profile, and perform any Ethics requirements. Reference the [CSD Reminder Email guide](#) for more information.

The Summary Metrics grid at the end of the report displays the Average, Median, Minimum and Maximum Numbers of Days for the data contained in your report.

Summary Metrics	
	No of Days to Process
Average	13
Median	14
Minimum	1
Maximum	58

Exporting and Printing

This report can be printed or exported to Excel, PDF, or Word by clicking on the icon on the toolbar:

