



Understanding the Awards Report

The **Awards Report** provides information on award actions submitted to HR for review and processing. It also displays metrics, which calculate the time it takes to complete the processing of an award. You can use this report to monitor the status and location of award actions submitted by the organization(s) you service.

The parameter page is where you will choose your report filters.

Choose a Report List:		Select Your Report:		
CSD Report List	▼	Awards Report	▼	
This report provides detailed information about award actions that have been submitted to HR for review and processing. ?				
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 Order 1:	WiTS#	▼	?	
Sort Order 2:	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	▼	?	
Award Type:	Select		?	
Search Recipient Last Name:	Exact	▼	ALL	?

Awards Report Parameters

- **Status of Actions:** 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.
- **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.
- **Award Type:** Select specific Award type(s) that you would like retrieved. Click on the *Select* button to select any variation of award types (default option includes all award types).
- **Recipient Last Name:** You may enter the last name of a specific award recipient to see only actions associated with him/her. Select By Exact Match if you know the exact spelling of the name; Select Begins With if you would like to enter the first few letters of the name and see data for all actions where the last name begins with those letters. For example, a Begins With search for "Smit" will return actions for "Smith", "Smithson", "Smits" etc.

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

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 'Total Processing Days'. It also counts the number of awards by type and group by type.

Award Type	Number of Awards
NOT IDENTIFIED YET	56
EMPLOYEE REFERRAL	2
ON-THE-SPOT	9
PERFORMANCE	7
QSI	673
REFERRAL BONUS	9
SPECIAL ACT OR SERVICE	225
TIME OFF AS AN INCENTIVE	231

Exporting and Printing

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