



## 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.

# Awards Report



## Awards Report



IC: ALL

Branch: ALL Include GRU Data: Yes

Admin Code: ALL

Award Type: ALL

Recipient Last Name: ALL

Run Date: 6/20/2016 4:24:34 PM

Actions Received in HR between 6/20/2016 to 6/20/2016 (using Calendar days)

WITS Transaction / Action Status Code	IC / Admin Code / Org Initials	Date Received in HR	Date Missing Docs Received	Award Type	Nomination Period	Award Amount / Hours Off / Award Item	Individual / Group / Nominating IC	Award Recipient	Position Title / Pay Plan-Series-Grade	Step (QSIs only)	Proposed Effective Date	Effective Date	Date Received in HR to Effective Date	HR Specialist / HR Assistant / FA
798491	NIAAA / HN5582 / SSP	06/20/16	-	SPECIAL ACT OR SERVICE	01/01/15 - 12/31/15	\$1,000	I / NIAAA	Employee, Jane	Senior Investigator AD-0180-00		07/10/16	-		Smith* / Avery / Bell



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Award Justification:

The report lists essential information: WITS #, Action Status Code, IC, Admin Code, Organization Initials, Date Received in HR, Date Missing Documents Received, Award Type, Nomination Period, Award Amount, Hours Off, Award Item, Individual, Group, Nominating IC, Award Recipient, Position Title, Pay Plan, Series, Grade, Step (QSIs Only), Proposed Effective Date, Effective Date, Date Received in HR To Effective Date, and HR Specialist, HR Assistant, and HR Final Authorizer will display on your report.

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

## 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

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

