Understanding the Classification Report

The Classification Report provides the status of proposed positions submitted to HR for classification. You can use this report to monitor and track the status and progress of pending classification actions for the organization(s) you service.

Classification 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.
- **Report Range (Start/End Date)**: The report will return actions that were received in HR within your specified date range.
- **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).
- **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.
- **HR Specialist**: Select a specific HR Specialist for which you would like to view actions. Select “ALL” if you would like to see actions associated with all staff.
- **Legislative Initiative**: Select a specific Legislative Initiative (ARRA, Roadmap, etc.), or select “ALL” to see actions associated with all legislative initiatives.
After you have selected your report parameters, click the ‘Generate Report’ button to retrieve your report.

Classification Report
The report lists transactional and organizational information (WiTS #, IC, Admin Code, Organization Initials) as well as details specific to the classification action.

<table>
<thead>
<tr>
<th>WiTS #</th>
<th>Action Status Code</th>
<th>Legislative Initiative Supported/Global Recruitment</th>
<th>Requested Position Title, Pay Plan, Series, Grade</th>
<th>Classified Position Title, Pay Plan, Series, Grade</th>
<th>Date Rec’d in HR (Date Missing Docs Received)</th>
<th>No. of Days Active Since Rec’d in HR</th>
<th>Date Classification Started</th>
<th>Date Classification Completed</th>
<th>HR CARDS PD Used?</th>
<th>HR Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>27361</td>
<td>Test TEST</td>
<td>N/A</td>
<td>Red Sox Coach GS-1111 13, 14, 15 FPL 15</td>
<td>Red Sox Manager GS-2222 12, 13, 14 FPL 14</td>
<td>02/11/13</td>
<td>-</td>
<td>02/08/13</td>
<td>02/11/13</td>
<td>No</td>
<td>Verge</td>
</tr>
<tr>
<td>27419</td>
<td>TEST</td>
<td>N/A</td>
<td>Ravens Manager GS-1111 09, 11, 12 FPL 15</td>
<td>Ravens Coach GS-2222 07, 09, 11 FPL 14</td>
<td>02/19/13</td>
<td>6</td>
<td>02/14/13</td>
<td>Yes</td>
<td>Verge</td>
<td></td>
</tr>
</tbody>
</table>

- **Legislative Initiative Supported/Global Recruitment**: the Legislative Initiative the position supports (if any) and whether or not the Global Recruitment Unit is responsible for the classification.

- **Requested and Classified Title/Pay Plan/Series/Grade/Full Performance Level**: Note: All requested/classified grades are displayed for career ladder positions.

- **Date Received in HR (Date Missing Docs Received)**: the date the classification package was received in HR or, in cases of packages that were initially incomplete, the date that any missing documents were received.

- **No. of Days Active Since Rec’d in HR**: for active Classifications, a count of the number of days elapsed since the date the package was received in HR to the date the report is generated.

- **Date Classification Started/Completed**

- **HR CARDS PD Used?**: whether or not a PD from the HR CARDS system was used in the classification.

- **HR Specialist**: The CSD HR Specialist responsible for the Classification.

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.
Exporting and Printing

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