



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.

Choose a Report List:	Select Your Report:
CSD Report List	Classification Report
This report provides detailed information about proposed positions that have been submitted to HR for classification.	
Status of Actions:	All
Start Date:	8/19/2014
End Date:	8/19/2014
Generate report using :	Calendar Days
IC:	ALL
Search Admin Code:	Exact ALL
Branch:	ALL
Include GRU Data?	Yes
HR Specialist:	ALL
Legislative Initiative:	ALL



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.

WiTS Trans # Action Status Code	IC Admin Code Org Initials	Legislative Initiative Supported / Global Recruitment	Requested Position Title Pay Plan-Series-Grade -Full Performance Level	Classified Position Title Pay Plan-Series-Grade -Full Performance Level	Date Rec'd in HR / (Date Missing Docs Rec'd)	No. of Days Active since Date Rec'd in HR	Date Class Started	Date Class Completed	HR CARDS PD Used?	HR Specialist
27361	Test TEST PLAY/TESTING BRANCH	N/A / No	Red Sox Coach GS-1111 13, 14, 15 FPL 15	Red Sox Manager GS-2222 12, 13, 14 FPL 14	02/11/13	-	02/08/13	02/11/13	No	Verge
 <p>Comments:</p>										
27419	Test TEST PLAY/TESTING BRANCH	N/A / No	Ravens Manager GS-1111 09, 11, 12 FPL 15	Ravens Coach GS-2222 07, 09, 11 FPL 14	02/19/13	6	02/14/13		Yes	Verge
 <p>Comments:</p>										

- *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.

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

Exporting and Printing

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

