

Understanding the NIH Committee Activity Reports

The *NIH Committee Activity Reports* provides information about senior level pay actions which are submitted to the Compensation and Senior Scientific Employment Division (CSSED) for review by NIH Committees and approval by Building 1.

Parameter Page

The parameter page is where you will choose your report view, either the NCC Recommendations Report, the NCC Case Reviews Report, the NCCP Recommendations on Title 38 Requests Report, or the NCCP Quarterly Report. The remainder of the fields on this page vary based on the view you select.

NCC Recommendations Report

	Choose a Report List:			Select Your Report:	
CSSED Report List		-	NIH Commit	tee Activity Reports	
	Prov	rides details on NIH C	ommittee activit	es 🤔	
Select a Report View:	NCC Recommendations Report	-		0	
Generate Report By:	Date R	eceived in CSSED 👻]	0	
Start Date:		3/18/2013		0	
End Date:		3/18/2013		0	
Status of Actions:		All 🗸]	Θ	
Case Type:	ALL	-]	0	
Nature of Action:	ALL	-		0	
Sort 1:		Status of Action 👻]	0	
Sort 2:		WiTS# -]	Θ	
Sort 3:		Status of Action 👻]	0	
IC:		ALL -]	0	
Search Admin Code:		Exact -	ALL	0	
CSSED HR Specialist:		ALL -		0	
Include Committee Comments :		No 🔻]	0	
Include Internal Comments :		Yes 🔻		0	

Report Parameters

- **Generate Report By**: You can pull the actions to be included in your report by either the Date the action was received in CSSED, the date the action was sent to Committee, the Committee Review Date, the date the action was sent to Building 1, or the Building 1 Decision.
- **Start/End Date**: Select a date range to filter your report data.
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- Nature of Action: You may choose a specific Nature of Action or all Natures of Action.
- Sort 1, 2 3: You may choose to have your report sorted by Status of Action, WiTS number, or Case Type.
- IC: Select a specific Institute or Center you wish to view, or select 'All.'
- Search Admin Code: Indicate whether you would like to view actions for specific admin code, a root admin code, or 'All.' By choosing 'Exact' 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.),
- **CSSED HR Specialist**: Indicate whether you would like to actions for which a specific CSSED HR Specialist is responsible, or all actions.
- Include Committee Comments: Indicate whether or not you would like committee comments displayed on your report.
- Include Internal Comments: Indicate whether or not you would like internal comments displayed on your report.

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

Report View

The report displays basic information about the action (WiTS #, IC, Employee Name, Degree) as well as specific details about the request:

- Nature of Action
- Proposed Category Band Tier
- Current Base Salary
- IC Proposed Base Salary
- IC Proposed Total Compensation
- NCC Review Date
- NCC Action

								1	≤\$	e ef Management
	s	tatus: All		Nature o	f Action: ALL			Admin Code: Al	LL	
	c	ase Type: ALL		CSSED I	HR Specialist: ALL					
Run Date:	12/1/2014	4 12:35:33 PM					Building 1 D	ecision Date betw	veen 12/1/2013	8 to 12/1/201
WiTS Transaction	IC	Employee Name	Degree	Nature of Action	Proposed Category- Band-Tier	Current Base Salary	IC Proposed Base Salary	IC Proposed Total Compensation	NCC Review Date	NCC Action
1234567	NTZ	Doe, John	MD/PhD	Band Change/Pay Adjustment	Intramural (Clinical)-IV-1	114,355	145,000	145,000	11/14/13	Approved
NCC Recom Comments:	mendatior	1:	The NCC recor	nmends approval of the	band change and pay adjustn	nent based on	Dr. Doe becomin	g tenured.		
1234567	NTZ	Doe, John	PhD	Band Change/Pay Adjustment	Intramural (Clinical)-III-1	<mark>81,61</mark> 9	98,000	98,000	11/14/13	Approved
NCC Recom	mendatior	1:	The NCC recor	nmends approval of the	pay increase based on Dr. Do	pe's promotion	from Research F	ellow to Tenure-Trac	k Investigator.	
Comments:			Selected as Jo	nn Doe Fellow. Ph.D. in	epidemiology conducting rese	earch in the role	es of physical act	ivity and obesity in h	uman carcinogen	esis.
1234567	NTZ	Doe, John	PhD	Band Change/Pay Adjustment	Intramural (Clinical)-III-1	84,146	98,000	98,000	11/26/13	Approved
NCC Recom	mendatior	1:	The NCC recor	nmends approval of a Ba	and Change/Pay Adjustment	to \$98,000 for I	Dr. Doe upon pro	motion to Investigato	or.	
Comments:			Promotion to In	vestigator.						
1234567	NTZ	Doe, John	PhD	Band Change/Pay Adjustment	Intramural (Basic)-II-1	79,507	100,000	100,000	11/14/13	Approved

NCC Case Reviews Report

	Choose a Report List:			Select Yo	ur Report:
CSSED Report List			NIH Comr	nittee Activity Reports	
		Provides details on NIH	Committee acti	vities 🥝	
Select a Report View:	NCC Case Reviews Report	•		0	
Generate Report By:	Date	Received in CSSED 🔻		0	
Start Date:		3/18/2013	<u> </u>	0	
End Date:		3/18/2013		0	
Status of Actions:		All 👻		Θ	
Case Type:	ALL	•		Θ	
Nature of Action:	ALL	•		0	
Sort 1:		Status of Action 👻		0	
Sort 2:		WiTS# -		Θ	
Sort 3:		Status of Action 🝷		Θ	
IC:		ALL 🝷		Θ	
Search Admin Code:		Exact -	ALL	0	
CSSED HR Specialist:		ALL •		Θ	
Include Internal Comments		Yes 🔻		0	

Report Parameters

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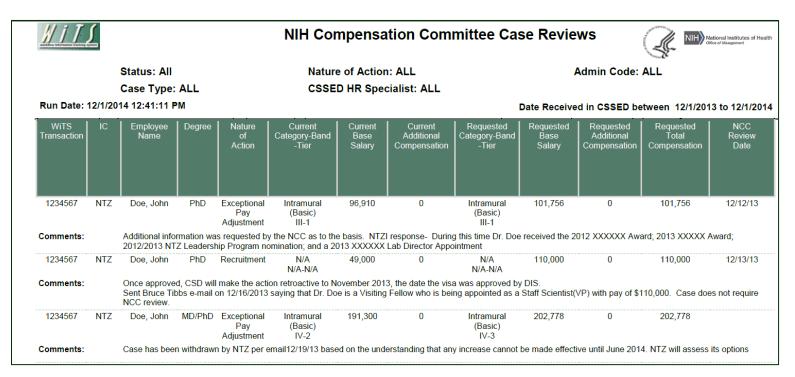
After you have selected your report parameters, click the 'Generate Report' button to retrieve your report.

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Report View

The report displays basic information about the action (WiTS #, IC, Employee Name, Degree) as well as specific details about the request:

- Current Category Band Tier
- Current Base Salary
- Current Additional Compensation
- Proposed Category Band Tier
- Requested Base Salary
- Requested Additional Compensation
- Requested Total Compensation
- NCC Review Date



NCCP Recommendations on Title 38 Requests Report

	Choose a Report	t List:			Select Yo	our Rep
CSSED Report List			-	-> NIH Comm	ittee Activity Reports	
		Provid	les details on NIH (Committee activ	ities 🦻	
Select a Report View:	NCCP Recommend	lations on Title 38	Requests Report	Ŧ	0	
Generate Report By:		Date Re	ceived in CSSED	•	0	
Start Date:			3/18/2013		0	
End Date:			3/18/2013		0	
Status of Actions:			All	•	0	
Case Type:		ALL		•	0	
Nature of Action:	ALL			•	0	
Sort 1:			Status of Action	•	0	
Sort 2:			WITS#	•	0	
IC:			ALL	•	0	
Search Admin Code:			Exact	✓ ALL	0	
CSSED HR Specialist:			ALL	•	0	
Include Committee Comments :			No	•	0	

Report Parameters

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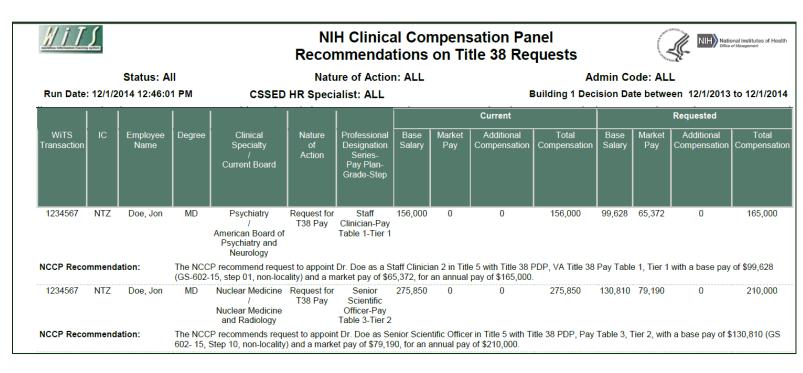
Report View

The report displays basic information about the action (WiTS #, IC, Employee Name, Degree, Clinical Specialty) as well as specific details about the request:

- Nature of Action
- Proposed Professional Designation Pay Table Tier Level

It also displays the current and requested:

- Base Salary
- Market Pay
- Additional Compensation
- Total Compensation



NCCP Quarterly Report

Provides details on NIH Committee activities a Report View: NCCP Quarterly Report	Pro	CSSED Report List
a Report View: NCCP Quarterly Report	Pro	
ate Report By: Date Received in CSSED		
ate Report By: Date Received in CSSED		
3/18/2013 Image: Constraint of the second	NCCP Quarterly Report	Select a Report View:
ate: 3/18/2013 © Of Actions: All • Of Action: Of Action: ALL • Of Action: Of Action: ALL •		Generate Report By:
of Actions: All All		Start Date:
Type: ALL Of Action: ALL Of		End Date:
of Action: ALL		Status of Actions:
	ALL	Case Type:
Status of Action 👻	ALL	lature of Action:
		Sort 1:
WITS# 🗸 🕜		Sort 2:
Status of Action -		Sort 3:
ALL 🗸 😧		C:
Admin Code: Exact - ALL @		Search Admin Code:
D HR Specialist: ALL -		CSSED HR Specialist:
e Committee Comments : No 🔹		nclude Committee Comments :
Building 1 Decision Comments : Yes •	nts :	nclude Building 1 Decision Comments :

Report Parameters

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- **CSSED HR Specialist**: Indicate whether you would like to actions for which a specific CSSED HR Specialist is responsible, or all actions.
- Include Committee Comments: Indicate whether or not you would like committee comments displayed on your report.
- Include Building 1 Decision Comments: Indicate whether or not you would like the Building 1 decision comments displayed on your report.

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

Report View

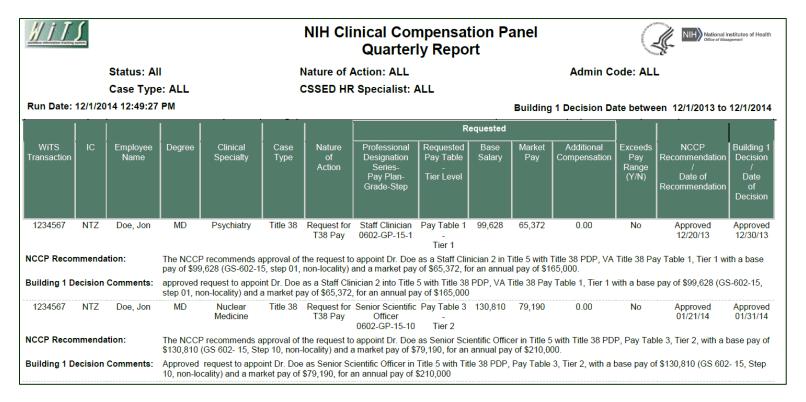
The report displays basic information about the case (WiTS #, IC, Employee Name, Degree, Clinical Specialty) as well as specific details about the request:

- Case Type
- Nature of Action

It also displays the requested:

- Professional Designation Series Pay Plan Grade Step
- Base Salary
- Market Pay
- Additional Compensation
- Total Compensation

The report also indicates whether the pay range is exceeded. The NCCP Recommendation (and the date of that recommendation) is listed, as well as the Building 1 Decision and the decision date.



Exporting and Printing

All three views can be printed and/or exported to Excel, PDF or Word by clicking on the icon on the toolbar:

