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

![NCC Recommendations Report Screenshot]
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.
- **Status of Actions:** Select whether you would like to see active actions, completed actions or all actions.
- **Case Type:** You may choose a specific Case Type or all Case Types.
- **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

![NIH Compensation Committee Recommendations](image)
NCC Case Reviews Report

Report Parameters

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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:

- 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

### NIH Compensation Committee Case Reviews

<table>
<thead>
<tr>
<th>Status: All</th>
<th>Case Type: ALL</th>
<th>Nature of Action: ALL</th>
<th>Admin Code: ALL</th>
<th>Run Date: 12/1/2014 12:41:11 PM</th>
<th>Date Received in CSSED between 12/1/2013 to 12/1/2014</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>WITS Transaction</th>
<th>IC</th>
<th>Employee Name</th>
<th>Degree</th>
<th>Nature of Action</th>
<th>Current Category-Band-Tier</th>
<th>Current Base Salary</th>
<th>Current Additional Compensation</th>
<th>Requested Category-Band-Tier</th>
<th>Requested Base Salary</th>
<th>Requested Additional Compensation</th>
<th>Requested Total Compensation</th>
<th>NCC Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567</td>
<td>NTZ</td>
<td>Doe, John</td>
<td>PhD</td>
<td>Exceptional Pay Adjustment</td>
<td>Intramural (Basic) III-1</td>
<td>96,910</td>
<td>0</td>
<td>Intramural (Basic) III-1</td>
<td>101,756</td>
<td>0</td>
<td>101,756</td>
<td>12/12/13</td>
</tr>
</tbody>
</table>

**Comments:** Additional information was requested by the NCC as to the basis. NTZ response: During this time Dr. Doe received the 2012 XXXXXXX Award, 2013 XXXXXXX Award; 2012/2013 NTZ Leadership Program nomination; and a 2013 XXXXXXX Lab Director Appointment.

<table>
<thead>
<tr>
<th>WITS Transaction</th>
<th>IC</th>
<th>Employee Name</th>
<th>Degree</th>
<th>Nature of Action</th>
<th>Current Category-Band-Tier</th>
<th>Current Base Salary</th>
<th>Current Additional Compensation</th>
<th>Requested Category-Band-Tier</th>
<th>Requested Base Salary</th>
<th>Requested Additional Compensation</th>
<th>Requested Total Compensation</th>
<th>NCC Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567</td>
<td>NTZ</td>
<td>Doe, John</td>
<td>PhD</td>
<td>Recruitment</td>
<td>N/A</td>
<td>N/A-N/A</td>
<td>N/A-N/A</td>
<td>N/A</td>
<td>110,000</td>
<td>0</td>
<td>110,000</td>
<td>12/13/13</td>
</tr>
</tbody>
</table>

**Comments:** Once approved, CSD will make the action retroactive to November 2013, the date the visa was approved by DIS. Sent Bruce Tibbs e-mail on 12/16/2013 saying that Dr. Doe is a Visiting Fellow who is being appointed as a Staff Scientist(VP) with pay of $110,000. Case does not require NCC review.

<table>
<thead>
<tr>
<th>WITS Transaction</th>
<th>IC</th>
<th>Employee Name</th>
<th>Degree</th>
<th>Nature of Action</th>
<th>Current Category-Band-Tier</th>
<th>Current Base Salary</th>
<th>Current Additional Compensation</th>
<th>Requested Category-Band-Tier</th>
<th>Requested Base Salary</th>
<th>Requested Additional Compensation</th>
<th>Requested Total Compensation</th>
<th>NCC Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567</td>
<td>NTZ</td>
<td>Doe, John</td>
<td>MD/PhD</td>
<td>Exceptional Pay Adjustment</td>
<td>Intramural (Basic) IV-2</td>
<td>191,300</td>
<td>0</td>
<td>Intramural (Basic) IV-3</td>
<td>202,778</td>
<td>0</td>
<td>202,778</td>
<td>12/19/13</td>
</tr>
</tbody>
</table>

**Comments:** Case has been withdrawn by NTZ per email 12/19/13 based on the understanding that any increase cannot be made effective until June 2014. NTZ will assess its options.
NCCP Recommendations on Title 38 Requests Report

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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, 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

### NIH Clinical Compensation Panel

**Recommendations on Title 38 Requests**

<table>
<thead>
<tr>
<th>WITS Transaction</th>
<th>IC</th>
<th>Employee Name</th>
<th>Degree</th>
<th>Clinical Specialty / Current Board</th>
<th>Nature of Action</th>
<th>Professional Designation Series Pay Plan Grade-Step</th>
<th>Base Salary</th>
<th>Market Pay</th>
<th>Additional Compensation</th>
<th>Total Compensation</th>
<th>Base Salary</th>
<th>Market Pay</th>
<th>Additional Compensation</th>
<th>Total Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567</td>
<td>NTZ</td>
<td>Doe, Jon</td>
<td>MD</td>
<td>Psychiatry / American Board of Psychiatry and Neurology</td>
<td>Request for T38 Pay</td>
<td>Staff Clinician-Pay Table 1-Tier 1</td>
<td>156,000</td>
<td>0</td>
<td>0</td>
<td>156,000</td>
<td>99,628</td>
<td>65,372</td>
<td>0</td>
<td>165,000</td>
</tr>
<tr>
<td>NCCP Recommendation:</td>
<td>The NCCP recommend request to appoint Dr. Doe as a Staff Clinician 2 in Title 5 with Title 38 PDP, VA Title 38 Pay Table 1, Tier 1 with a base pay of $99,628 (GS-602-15, step 01, non-locality) and a market pay of $65,372, for an annual pay of $165,000.</td>
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</tr>
<tr>
<td>1234567</td>
<td>NTZ</td>
<td>Doe, Jon</td>
<td>MD</td>
<td>Nuclear Medicine / Nuclear Medicine and Radiology</td>
<td>Request for T38 Pay</td>
<td>Senior Scientific Officer-Pay Table 3-Tier 2</td>
<td>275,850</td>
<td>0</td>
<td>0</td>
<td>275,850</td>
<td>130,810</td>
<td>79,190</td>
<td>0</td>
<td>210,000</td>
</tr>
<tr>
<td>NCCP Recommendation:</td>
<td>The NCCP recommends request to appoint Dr. Doe as Senior Scientific Officer in Title 5 with Title 38 PDP, Pay Table 3, Tier 2, with a base pay of $130,810 (GS 602-15, Step 10, non-locality) and a market pay of $79,190, for an annual pay of $210,000.</td>
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- **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: