



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 Committee Activity Reports	▼
Provides details on NIH Committee activities ?			
Select a Report View:	NCC Recommendations Report		?
Generate Report By:	Date Received in CSSED		?
Start Date:	3/18/2013		?
End Date:	3/18/2013		?
Status of Actions:	All		?
Case Type:	ALL		?
Nature of Action:	ALL		?
Sort 1:	Status of Action		?
Sort 2:	WITS#		?
Sort 3:	Status of Action		?
IC:	ALL		?
Search Admin Code:	Exact	ALL	?
CSSED HR Specialist:	ALL		?
Include Committee Comments :	No		?
Include Internal Comments :	Yes		?

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 										
Status: All			Nature of Action: ALL			Admin Code: ALL				
Case Type: ALL			CSSED HR Specialist: ALL			Building 1 Decision Date between 12/1/2013 to 12/1/2014				
Run Date: 12/1/2014 12:35:33 PM										
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 Recommendation:		The NCC recommends approval of the band change and pay adjustment based on Dr. Doe becoming tenured.								
Comments:										
1234567	NTZ	Doe, John	PhD	Band Change/Pay Adjustment	Intramural (Clinical)-III-1	81,619	98,000	98,000	11/14/13	Approved
NCC Recommendation:		The NCC recommends approval of the pay increase based on Dr. Doe's promotion from Research Fellow to Tenure-Track Investigator.								
Comments:		Selected as John Doe Fellow. Ph.D. in epidemiology conducting research in the roles of physical activity and obesity in human carcinogenesis.								
1234567	NTZ	Doe, John	PhD	Band Change/Pay Adjustment	Intramural (Clinical)-III-1	84,146	98,000	98,000	11/26/13	Approved
NCC Recommendation:		The NCC recommends approval of a Band Change/Pay Adjustment to \$98,000 for Dr. Doe upon promotion to Investigator.								
Comments:		Promotion to Investigator.								
1234567	NTZ	Doe, John	PhD	Band Change/Pay Adjustment	Intramural (Basic)-II-1	79,507	100,000	100,000	11/14/13	Approved
NCC Recommendation:		The NCC recommends approval of the band change and pay increase based on Dr. Doe's promotion from Research Fellow to Staff Scientist.								
Comments:										

NCC Case Reviews Report

Choose a Report List:	Select Your Report:
CSSED Report List	NIH Committee Activity Reports
Provides details on NIH Committee activities ?	
Select a Report View:	NCC Case Reviews Report ?
Generate Report By:	Date Received in CSSED ?
Start Date:	3/18/2013 ?
End Date:	3/18/2013 ?
Status of Actions:	All ?
Case Type:	ALL ?
Nature of Action:	ALL ?
Sort 1:	Status of Action ?
Sort 2:	WiTS# ?
Sort 3:	Status of Action ?
IC:	ALL ?
Search Admin Code:	Exact ALL ?
CSSED HR Specialist:	ALL ?
Include Internal Comments :	Yes ?

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 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:

- 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

  National Institutes of Health Office of Management 												
Status: All			Nature of Action: ALL				Admin Code: ALL					
Case Type: ALL			CSSED HR Specialist: ALL									
Run Date: 12/1/2014 12:41:11 PM						Date Received in CSSED between 12/1/2013 to 12/1/2014						
WITS Transaction	IC	Employee Name	Degree	Nature of Action	Current Category-Band-Tier	Current Base Salary	Current Additional Compensation	Requested Category-Band-Tier	Requested Base Salary	Requested Additional Compensation	Requested Total Compensation	NCC Review Date
1234567	NTZ	Doe, John	PhD	Exceptional Pay Adjustment	Intramural (Basic) III-1	96,910	0	Intramural (Basic) III-1	101,756	0	101,756	12/12/13
Comments:		Additional information was requested by the NCC as to the basis. NTZI response- During this time Dr. Doe received the 2012 XXXXXX Award; 2013 XXXXXX Award; 2012/2013 NTZ Leadership Program nomination; and a 2013 XXXXXX Lab Director Appointment										
1234567	NTZ	Doe, John	PhD	Recruitment	N/A N/A-N/A	49,000	0	N/A N/A-N/A	110,000	0	110,000	12/13/13
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.										
1234567	NTZ	Doe, John	MD/PhD	Exceptional Pay Adjustment	Intramural (Basic) IV-2	191,300	0	Intramural (Basic) IV-3	202,778	0	202,778	
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

Choose a Report List:	Select Your Report:
CSSSED Report List	NIH Committee Activity Reports
Provides details on NIH Committee activities	
Select a Report View:	NCCP Recommendations on Title 38 Requests Report
Generate Report By:	Date Received in CSSSED
Start Date:	3/18/2013
End Date:	3/18/2013
Status of Actions:	All
Case Type:	ALL
Nature of Action:	ALL
Sort 1:	Status of Action
Sort 2:	WITS#
IC:	ALL
Search Admin Code:	Exact ALL
CSSSED HR Specialist:	ALL
Include Committee Comments :	No

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 CSSSED, 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:** 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.),
- **CSSSED HR Specialist:** Indicate whether you would like to actions for which a specific CSSSED HR Specialist is responsible, or all actions.
- **Include Committee Comments:** Indicate whether or not you would like committee 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, 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

 <div style="text-align: center;"> NIH Clinical Compensation Panel Recommendations on Title 38 Requests </div>  															
Status: All				Nature of Action: ALL				Admin Code: ALL							
Run Date: 12/1/2014 12:46:01 PM				CSSED HR Specialist: ALL				Building 1 Decision Date between 12/1/2013 to 12/1/2014							
WITS Transaction	IC	Employee Name	Degree	Clinical Specialty / Current Board	Nature of Action	Professional Designation Series-Pay Plan-Grade-Step	Current				Requested				
							Base Salary	Market Pay	Additional Compensation	Total Compensation	Base Salary	Market Pay	Additional Compensation	Total Compensation	
1234567	NTZ	Doe, Jon	MD	Psychiatry / American Board of Psychiatry and Neurology	Request for T38 Pay	Staff Clinician-Pay Table 1-Tier 1	156,000	0	0	156,000	99,628	65,372	0	165,000	
NCCP Recommendation:		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.													
1234567	NTZ	Doe, Jon	MD	Nuclear Medicine / Nuclear Medicine and Radiology	Request for T38 Pay	Senior Scientific Officer-Pay Table 3-Tier 2	275,850	0	0	275,850	130,810	79,190	0	210,000	
NCCP Recommendation:		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.													

NCCP Quarterly Report

Choose a Report List:	Select Your Report:
CSSSED Report List	NIH Committee Activity Reports
Provides details on NIH Committee activities ?	
Select a Report View:	NCCP Quarterly Report ?
Generate Report By:	Date Received in CSSSED ?
Start Date:	3/18/2013 ?
End Date:	3/18/2013 ?
Status of Actions:	All ?
Case Type:	ALL ?
Nature of Action:	ALL ?
Sort 1:	Status of Action ?
Sort 2:	WITS# ?
Sort 3:	Status of Action ?
IC:	ALL ?
Search Admin Code:	Exact ALL ?
CSSSED HR Specialist:	ALL ?
Include Committee Comments :	No ?
Include Building 1 Decision Comments :	Yes ?

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 CSSSED, 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.),
- **CSSSED HR Specialist:** Indicate whether you would like to actions for which a specific CSSSED 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.

WITS		NIH Clinical Compensation Panel Quarterly Report										NIH National Institutes of Health Office of Management		
Status: All		Nature of Action: ALL				Admin Code: ALL								
Case Type: ALL		CSSED HR Specialist: ALL												
Run Date: 12/1/2014 12:49:27 PM						Building 1 Decision Date between 12/1/2013 to 12/1/2014								
WITS Transaction	IC	Employee Name	Degree	Clinical Specialty	Case Type	Nature of Action	Requested					Exceeds Pay Range (Y/N)	NCCP Recommendation / Date of Recommendation	Building 1 Decision / Date of Decision
							Professional Designation Series- Pay Plan- Grade-Step	Requested Pay Table - Tier Level	Base Salary	Market Pay	Additional Compensation			
1234567	NTZ	Doe, Jon	MD	Psychiatry	Title 38	Request for T38 Pay	Staff Clinician 0602-GP-15-1	Pay Table 1	99,628	65,372	0.00	No	Approved 12/20/13	Approved 12/30/13
NCCP Recommendation:		The NCCP recommends approval of the 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.												
Building 1 Decision Comments:		approved request to appoint Dr. Doe as a Staff Clinician 2 into 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												
1234567	NTZ	Doe, Jon	MD	Nuclear Medicine	Title 38	Request for T38 Pay	Senior Scientific Officer 0602-GP-15-10	Pay Table 3	130,810	79,190	0.00	No	Approved 01/21/14	Approved 01/31/14
NCCP Recommendation:		The NCCP recommends approval of the 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.												
Building 1 Decision Comments:		Approved 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												

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:

