



Understanding the Pay Incentives Report

The **Pay Incentives Report** provides detailed information about special pay actions related to pay incentives. These actions include Recruitment Incentives, Relocation Incentives and the Student Loan Repayment Program (SLRP).

Choose a Report List:		Select Your Report:		
CSD Report List	▼	Pay Incentives Report	▼	
Provides details on Pay Incentives (Recruitment, Relocation, SLRP) ?				
<hr/>				
Status of Actions:	All	▼	?	
Incentive Type:	ALL	▼	?	
Generate Report By:	Date Action Received in HR	▼	?	
Start Date:	8/21/2014	📅	?	
End Date:	8/21/2014	📅	?	
Generate report using :	Calendar Days	▼	?	
Sort 1:	WITS#	▼	?	
Sort 2:	Admin Code	▼	?	
Sort 3:	IC	▼	?	
IC:	ALL	▼	?	
Search Admin Code:	Exact	▼	ALL	?
Branch:	ALL	▼	?	
Include GRU Data?	Yes	▼	?	
HR Specialist/Contact:	ALL	▼	?	

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.
- **Incentive Pay Type:** You can pull only a certain Incentive Type into your report or all Incentive types.
- **Generate Report by:** You can pull the actions to be included in your report by either the Date the action was received in HR, the IC Approval Date, the Effective Date, or the Service Agreement Start/End Date.
- **Start and End Dates:** Enter a date range to filter your report based on the date you selected above.
- **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).
- **Sort Order 1, 2, 3:** Select the first, second and third fields that you would like your data sorted by.
- **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:** Indicate if you wish to filter actions by a specific Branch or if you wish to view actions for all Branches.
- **Include GRU Data?:** Indicate whether you would like to include GRU data.
- **HR Specialist/Contact:** Select a specific staff member for which you would like to view actions, or select “ALL” if you would like to see actions associated with all staff members.

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

Report View

This report displays transactional and organizational information (WiTS #, IC, Admin Code/Org Initials, Employee Name, Position Title/Pay Plan/Series/Grade, Date Received in HR, Effective Date) as well as details specific to the pay action:

WiTS Trans # Action Status Code	IC	Admin Code Org Initials	Employee Name	Position Title Pay Plan-Series-Grade (Cluster/Band)	Incentive Type	(Requested) Approved Amount \$ / Percentage %	Date Recvd in HR (Date Missing Docs Recvd)	IC Approval Date	(OHR) Bldg 1 Approval Date / Decision	Service Agreement Start Date	Service Agreement End Date	(Proposed) Effective Date	No. of Days to Process	HR Contact
580407	NCI	HNC7Z04 CCR LBMB	[REDACTED]	N/A N/A-0000-N/A	Recruitment Incentive	46,250 / 100	01/18/13	01/18/13	01/31/13 / Approved			(03/10/13)		Pay Specialists Group
 <p>Comments:</p>														
580476	NIAMS	HNB-2 IRP OSD	[REDACTED]	Tenured Associate Professor N/A-0000-N/A	Recruitment Incentive	(35,000)	(01/04/13)	01/02/13						Winter, Wendy
 <p>Comments:</p>														
582421	NHLBI	HNH6Z01 DIR HB	[REDACTED]	Nurse Practitioner GS-0610-13	Student Loan Repayment Program (SLRP)	10,000 / 11	01/11/13	12/19/12	(01/11/13) / N/A			01/27/13	16	Wittenberg, David
														

*Amounts shown in parenthesis () are the amounts that have been requested – amounts shown without parenthesis are the approved amounts.

About Metrics

The Pay Incentives Report contains a metric: **Number of Days to Process**. It is calculated as the difference between the Date Received in HR and the Effective Date.

Exporting and Printing

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

