



## Understanding the Promotions Report

The **Promotions Report** provides information on promotion actions submitted to HR for review and processing and promotion actions related to a vacancy announcement. It also displays metrics, which calculate the time it takes to complete the processing of a promotion. You can use this report as a means for monitoring the status of the promotion actions in the organization(s) that you service.

Choose a Report List:	Select Your Report:
CSD Report List	Promotions Report

This report provides detailed information about promotion actions that have been submitted to HR. ?

Status of Actions:	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 Order 1:	WiTS#	?	
Sort Order 2:	Admin Code	?	
IC:	ALL	?	
Search Admin Code:	Exact	ALL	?
Branch:	ALL	?	
Include GRU Data?	Yes	?	
HR Specialist:	ALL	?	
Grade:	ALL	?	

### Report Parameters

- **Status of Action:** Select the status of the actions you would like retrieved. Select "All Actions" if you would like to see both active and completed actions.
- **Generate Report by:**
  - **Date Action Received in HR:** This filter will have your report display only actions that were received by HR within your specified date range.
  - **Effective Date:** This filter will have your report display only actions with effective dates within your specified date range. Note: Only Completed Actions can be displayed by Effective Date.
  - **Proposed Effective Date:** This filter will have your report display only actions with Proposed Effective dates within your specified date range.

- **Start and End Dates:** Enter a date range to filter the report.
- **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:** Select the first field that you would like your data sorted by.
- **Sort Order 2:** Select the second field 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.
- **Grade:** Select a specific grade, or select "ALL" if you would like to see actions associated with all grades.

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 promotion action:

- NTE (Not to Exceed) Date: applicable to temporary promotions
- Promotion Type: i.e., career ladder, accretion of duties, etc.
- Number of Days to Process Promotion
- HR Specialist: the CSD HR Specialist responsible for the action

Action Status Code	WITS Trans #	IC	Admin Code Org Initials	Name of Employee	Position Title Pay Plan-Series-Grade(Cluster/Band)	Date Recvd in HR (Date Missing Docs Recvd)	Effective Date	NTE Date	Promotion Type	HR Specialist	# Days to Process Promotion
	579103	NIAD	HNM1A25 OD OMO OAS MSB	[REDACTED]	Administrative Officer- GS-0341-09	01/23/13	02/10/13		Career Ladder	Richardson, Cathy	13
Action Status: Completed: Comments: 1/23/13: rec'd career promotion to AO GS-9 paperwork, promotion eff 2/10, to Carla 1/24											
	580049	CC	HNJ653 ODDCC PHARM	[REDACTED]	Supervisory Pharmacist GS-0660-13	(02/10/13)	02/10/13		Promotion - Competitive	Ugochukwu, Sherry	0
Action Status: Completed: Comments: 1/25/13 - ini in caphr 12.27 - HRS requested release date of 2/9 from Matthew Carpenter at VA Medical Center. Waiting for response.											
	582982	NCI	HNC1N CGH	[REDACTED]	Staff Assistant GS-0301-09	(01/18/13)	01/27/13		Promotion - Competitive	Jones, Brandy	5
Action Status: Completed: Comments:											
	583652	NIGMS	HNS62 DEA GAB	[REDACTED]	Extramural Support Asst. (OA)- GS-0303-06	01/18/13	02/10/13		Career Ladder	Evans, Wendy	15
Action Status: Completed: Comments:											
	583703	NIMH	HN71B5 SWPDB	[REDACTED]	Lead Public Affairs Specialist- GS-1035-14	01/18/13			Management Decision	Ey, Elan	

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

## About Metrics

For actions that have been completed, WITS counts the number of days between the Date Received in HR (or the Date Missing Docs Received) and the Effective Date. This data is used to calculate the **Number of Days to Process Promotion**. You have the option of selecting whether these days are calculated in “calendar days” or “working days” by making the appropriate selection on the parameter page.

## Exporting and Printing

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

