



Understanding the OHR Admin Requests Status Report

The *OHR Admin Status Report* provides information to ASB/OIMP and OHR Division Leadership on active and completed administrative requests submitted by OHR staff.

The Parameter Page is where you select the criteria for your report. Each Division has its own Admin Report List, which contains the Division's Admin Requests Status Report. Only authorized users will be able to view the OHR Admin Requests Status Report (shown below), which contains requests for all OHR Divisions.

Choose a Report List:	Select Your Report:
OHR Admin Report List	OHR Admin Requests Status Report
Provides details on pending and completed OHR Admin requests ?	
Generate Report By:	Date Submitted ?
Start Date:	4/23/2015 ?
End Date:	4/23/2015 ?
Request Type:	ALL ?
Nature of Request:	ALL ?
OHR Division:	ALL ?
Requestor's Org:	ALL ?
Search Requestor's Name:	Exactly ALL ?
Resolved By:	ALL ?
Status of Actions:	All ?

- **Generate Report By:** Indicate whether you would like to view requests by the date they were submitted or by the date they were completed.
- **Start and End Dates:** Enter a date range to filter your results based on your selection above.
- **Request Type:** Select a specific Request Type, or all Request Types.
- **Nature of Request:** Select a specific Nature of Request, or all Nature of Request types.
- **OHR Division:** Select a specific OHR Division.(only ASB/OIMP users have the option to select all Divisions).
- **Requestor's Org: Requestor's Org:** You may filter the report by the requestor's organization.
- **Search Requestor's Name:** You may enter the last name of a specific requestor to see only tickets submitted by him/her. Select 'Exact' Match if you know the exact spelling of the name or select 'Contains' if you would like to enter partial name information to return all tickets where the last name of the requestor begins with those letters.
- **Resolved By:** You may choose to filter the report by the person who has resolved the request.
- **Status of Actions:** Select if you would like to view only active, only completed, or all tickets.

Here is the Report view:

OHR Administrative Requests Report												
Request Type: ALL			Nature of Request: ALL				OHR Division: ALL					
Requestor: ALL			Resolved By: ALL									
Run Date: 2/13/2017 3:17:55 PM						Tickets Initiated Between 2/13/2017 to 2/13/2017						
Request # / Date Submitted	Requestor / Request Preparer	OHR Division / Organization	Request Type / Nature of Request	Request Description	Cost Associated? / Amount	Date Add'l Approval Requested	Date Add'l Approval Decision	Date Sent to WSDD (Training Requests Only)	Date Sent to ASB (Jr AO)	Date Sent to ASB (Sr AO)	Current Status / Last Update	Resolved By
145665 / 02/13/17	Kha Nguyen / Thomas Morataya	DSSEM / DSSEM	Time Keeping / Tour Changes	Request to change tour type to AWS in ITAS.	No / -	-	-	-	02/13/17	-	ACTIVE / 02/13/17	
Justification: Kha has requested and submitted a change of work schedule form to change his tour type to AWS.												
OHR Division and/or WSDD Comments:												
ASB Comments:												
Resolution:												

The report displays:

- **Request # / Date Submitted:** The request number assigned to the ticket and the date it was submitted.
- **Requestor / Request Preparer:** The individual who the request is for, and the staff member who submitted the request on their behalf (may be the same person).
- **OHR Division / Organization:** The OHR Division and Organization of the requestor.
- **Request Type / Nature of Request:** The category and sub-category of the request.
- **Request Description:** The description of the request.
- **Cost Associated / Amount:** Whether or not the request has any cost associated with it, and if so, the amount.
- **Date Additional Approval Requested:** The date that any additional Division approval was requested (via WiTS email).
- **Date of Additional Approval Decision / Decision:** The date that any additional Division approval was received and the decision (approved/disapproved).
- **Date Sent to WSDD:** For training requests only, the date that the request was routed to WSDD for approval.
- **Date Sent to ASB (Jr AO and Sr AO) :** If applicable, the date that the request was forwarded to ASB's junior and senior Admin Officers.
- **Current Status / Last Update:** The status (pending or completed) of the request at the time the report is generated, and the date the last update was made.
- **Resolved By:** For completed requests only, the name of the individual who completed (resolved) the request.

In addition, the report displays:

OHR Administrative Requests Report												
Request Type: ALL			Nature of Request: ALL				OHR Division: ALL					
Requestor: ALL			Resolved By: ALL									
Run Date: 2/13/2017 3:17:55 PM						Tickets Initiated Between 2/13/2017 to 2/13/2017						
Request # / Date Submitted	Requestor / Request Preparer	OHR Division / Organization	Request Type / Nature of Request	Request Description	Cost Associated? / Amount	Date Add'l Approval Requested	Date Add'l Approval Decision / Decision	Date Sent to WSDD (Training Requests Only)	Date Sent to ASB (Jr.AO)	Date Sent to ASB (Sr.AO)	Current Status / Last Update	Resolved By
145665 / 02/13/17	Kha Nguyen / Thomas Morataya	DSSEM / DSSEM	Time Keeping / Tour Changes	Request to change tour type to AWS in ITAS.	No / -	-	-	-	02/13/17	-	ACTIVE / 02/13/17	
Justification: Kha has requested and submitted a change of work schedule form to change his tour type to AWS.												
OHR Division and/or WSDD Comments:												
ASB Comments:												
Resolution:												

- **Justification:** The reason for the request as submitted by the Requestor.
- **OHR Division and/or WSDD Comments:** Any comments that the Division admin or WSDD Training Approver has sent (via WiTS email) to the requestor and request preparer are displayed.
- **ASB Comments:** Any comments that ASB has sent (via WiTS email) to the requestor and request preparer are displayed.
- **Resolution:** The final resolution/fulfillment of the request (as communicated to the requestor) are displayed.

The last page of the report displays the total number of requests contained in the report, as well as a cross tab of the data by Resolver, OHR Division, Request Type and Nature of Request.

Resolver	Count	OHR DIVISION	Count	REQUEST TYPE	Count	NATURE OF REQUEST	Count
Crump, Stephanie	2	CSD	5	Building Issues	2	Conference Line	1
		DSSEM	1	Employee (New , Move, Depart)	1	Conference Room	1
		HR SAID	1	Equipment / Property	1	Other	8
		WRD	3	Mail	1	Tour Changes	1
		WSDD	1	Other	1		
				Reservations	2		
				Technology	1		
				Time Keeping	1		
				Training	1		

Exporting and Printing

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

