



Understanding the ER Employee History Report

The **ER Employee History Report** provides users with the ability to monitor and track ER Cases and ER Consultations for a particular employee. This report displays basic information and all ER activity (Cases and Consultations) for a particular employee. Additionally, there is a drill option to the ER Case and ER Consultation reports.

Parameter Page

The parameter page is where you will choose your report filters.

The screenshot shows the WITS Reports interface. At the top, the WITS logo is displayed. Below it, the word 'Reports' is written in a large, blue font. The main content area is divided into two sections. The first section, 'Choose a Report List:', contains a dropdown menu with 'ER Report List' selected. The second section, 'Select Your Report:', contains a dropdown menu with 'ER Employee History Report' selected, which is highlighted with a red box. Below these sections, there is a description: 'Provides historical action information on Employees'. At the bottom, there are search filters: 'Search for an Employee: (Enter at least two characters)' with a 'Begins With' dropdown and an input field, and 'Choose Employee Name:' with a dropdown menu. There are also help icons (question marks) next to the search fields.

ER Employee History Report Parameters

Search for an Employee: Select a search method (by 'Begins With' or 'Contains')

Choose Employee Name: Select the employee you wish to view from the list of available names

ER Employee History Report Data

The report is broken-up into two sections: 1) Employee Information and 2) Case/Action History. The Employee Information section displays current employee data such as their position title, supervisory code, and NIH Start Date. The Case/Action History section displays all of the employee's ER Case and ER Consultation actions. This section will be blank if there are no cases or consultations associated with them.

Employee Information					
Employee Name:	Michael P D Andrea	Employee ID:	00104456	Position Details:	Human Res Spec(Info Sys/Class) GS-0201-13, 2
Bargaining Unit:	8888 - Ineligible	FLSA:	Exempt	Performance Rating (Date):	5 (12/31/2010) 5 (12/31/2009) 5 (12/31/2008)
NTE Date:		Duty Station:	Rockville	Admin Code:	HNAM425
Probation End Date:		Supvy Probation End Date:			
SES Probation End Date:		HHS EOD Date:	09/17/2006		
WGI Eligibility Date:	05/19/2013	WGI Status:	Waiting	Supervisory Code:	8 (All Other Positions)

Case/Action History							
ER Case # / Consult #	Action Type	IC	Issue / Consultative Services	Date Received In HR	Specialist	IC Contact or Requester	Date Action Closed
25599	ER Consultation	OD - OHR		05/29/2012	Maria Gorrasi	Naghmeh Afshar	01/01/2019
25668	ER Case	OD - OHR	Inappropriate use of government time, Inappropriate use of government property, Ethics, Discourteous/Inappropriate behavior	06/11/2012	Eugene McDougal	Kenneth Kerr	06/30/2012
25697	ER Case	OD - ORS	Discourteous/Inappropriate behavior	06/13/2012	Negy Shahparast-Afshar	Bjarne Smith	06/26/2012
25783	ER Case	OD - OHR	Performance - Failed PIP	06/27/2012	Negy Shahparast-Afshar	Krishna Vasam	06/29/2016
25792	ER Consultation	NCI	Basic training	06/28/2012	Eugene McDougal	Christopher Kerr	07/24/2012
25794	ER Case	OD - OHR	Performance - (1)	06/28/2012	Eugene McDougal	Terronn Verge	06/30/2012
25808	ER Consultation	OD - OHR	Draft Documents	07/02/2012	Eugene McDougal	NED First Name NED Last Name	07/12/2012
25856	ER Case	OD - OHR	Prohibited personnel action, Off duty conduct, Misuse of official position, AWOL	07/12/2012	Beth Chandler	Kevin Murphy	09/30/2012
25924	ER Consultation	OD - OHR	Guidance	07/16/2012	Eugene McDougal	Luke Daniel	07/16/2012
25933	ER Case	OD - ORS	Medical inability to perform	07/16/2012	Lanetta Holloway	Michael Spillane	07/21/2012
26146	ER Consultation	OD - OHR	Team Leader Review	08/14/2012	Eugene McDougal	Michael D andrea	08/27/2012
26149	ER Case	OD - OHR	Inappropriate use of information technology, Inappropriate use of government time, Inappropriate use of government property, AWOL	08/14/2012	Eugene McDougal	Michael D andrea	12/20/2012
26151	ER Case	OD - OHR	Reasonable Accommodation, Medical inability to perform, Medical documentation	08/14/2012	Eugene McDougal	Michael D andrea	08/20/2012
26164	ER Consultation	OD - ORS	Draft Documents	08/15/2012	Lanetta Holloway	Alvin Hinton	08/15/2012
26247	ER Consultation	OD - OHR	Guidance	08/29/2012	Eugene McDougal	Terronn Verge	08/30/2012
26284	ER Consultation	OD - OHR	Meeting	09/04/2012	Lanetta Holloway	Christine Major	09/04/2012
26285	ER Case	OD - OHR	AWOL	09/05/2012	Eugene McDougal	Michael D andrea	09/24/2012

This report is for official use only; all information is protected by the Privacy Act of 1974, 5 U.S.C. § 552a as Amended. Unauthorized review or dissemination of this report is strictly prohibited.

Employee Information Section

The Employee Information section displays current data on the employee. Blank fields indicate there is no data available for that field.

Employee Information					
Employee Name:	Michael P D Andrea	Employee ID:	00104456	Position Details:	Human Res Spec(Info Sys/Class) GS-0201-13, 2
Bargaining Unit:	8888 - Ineligible	FLSA:	Exempt	Performance Rating (Date):	5 (12/31/2010) 5 (12/31/2009) 5 (12/31/2008)
NTE Date:		Duty Station:	Rockville	Admin Code:	HNAM425
Probation End Date:		Supvy Probation End Date:			
SES Probation End Date:		HHS EOD Date:	09/17/2006		
WGI Eligibility Date:	05/19/2013	WGI Status:	Waiting	Supervisory Code:	8 (All Other Positions)

Case/Action History Section

The Case/Action History section displays all of the ER Cases and ER Consultations that are associated with the employee. Additionally, you can *click* on the Case # or Consult # to drill down to the ER Case Report or ER Consultation Report for more information.

ER Case # / Consult #	Action Type	IC	Issue / Consultative Services	Date Received In HR	Specialist	IC Contact or Requester	Date Action Closed
25589	ER Consultation	OD - OHR		05/29/2012	Maria Gorrasi	Naghmeh Afshar	01/01/2019
25668	ER Case	OD - OHR	Inappropriate use of government time, Inappropriate use of government property, Ethics, Discourteous/Inappropriate behavior	06/11/2012	Eugene McDougal	Kenneth Kerr	06/30/2012

There is a summary table at the end of the report, which displays the number of ER Cases and ER Consultations that are associated with the employee.

Action Type	Count
ER Consultation	6
ER Case	12
Total	18

Exporting and Printing

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

Note: The Employee Information section does not export to MS Excel.

