



Understanding Your Senior Level Pay Activity Report

The **Senior Level Pay Activity Report** displays measures of the NIH/OHR's performance of steps in the Title 42 and Title 38 Senior Level Pay processes including case preparation, Committee review, final decision by Building 1 and notification of case outcome to the ICs. WiTS calculates these metrics (based on "snapshot" data as well as real-time, live data) by counting the days elapsed for certain steps of our Senior Level Pay process.

Choose a Report List:	Select Your Report:
CSSED Report List	Senior Level Pay Activity Report
Provides details on Senior Level Pay cases ?	
Status of Actions:	All ?
Generate Report By:	Submission Date ?
Start Date:	3/18/2013 ?
End Date:	3/18/2013 ?
Generate report using :	Calendar Days ?
Case Type:	ALL ?
Nature of Action:	ALL ?
Sort 1:	WITS# ?
Sort 2:	Status of Action ?
Sort 3:	WITS# ?
IC:	ALL ?
Search Admin Code:	Exact ALL ?
CSSED HR Specialist:	ALL ?


Report Parameters

- **Status of Actions:** Specify whether you would like to see active cases, completed cases, or all cases.
- **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, the Building 1 Decision date, or the date the IC/CSD were notified of the outcome.
- **Start/End Date:** Your report will display only actions with dates within this date range based on the date you selected above.
- **Generate Report Using:** Indicate if you want the metrics in your report to be calculated using Calendar days or Working days. Working Days excludes weekends and Federal holidays.
- **Case Type:** You can specify whether you would like the report to include only Title 42 cases, only Title 38 cases or both.
- **Nature of Action:** You can specify whether you would like the report to include only a specific Nature of Action, or all Natures of Action.
- **Sort 1,2, 3:** Indicate the first, second and third fields that you would like your report's data sorted by.


- **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 '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.),
- **CSSSED HR Specialist:** Indicate whether you would like to see actions associated with a specific CSSSED HR Specialist, or all CSSSED HR Specialists.

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

Report View




Senior Level Pay Activity Report



Status of Action: All **Include Hold cases in Metrics: Yes** **Branch: ALL** **Include GRU Data: Yes**
Nature of Action: ALL **Admin Code: ALL**

Run Date: 12/1/2014 12:57:37 PM **Case Type: ALL** **Date IC / CSD Notified of Outcome between 08/1/2014 to 12/1/2014 (using Calendar days)**

WITS Transaction Number / Action Status Code	IC Admin Code Org Initials	Employee Name	Position Title Pay Plan-Series / Professional Designation	Case Type	Nature of Action / General Call?	Date Submitted	Date Received in CSSED (Date Missing Docs Rcvd)	Date to Committee.	Committee Recommended Date	Date to Building 1	Building 1 Decision Date	Date IC / CSD Notified of Outcome	CSSED Contact / CSD Contact
1234567	NTZ HN1233 DIR	Doe, John	Staff Clinician AD-0602 / Staff Clinician 1	Title 42	Recruitment / No	06/25/14	06/27/14	07/01/14	07/08/14	07/29/14	08/20/14	08/26/14	Doe, John Doe, John


Status: Completed

2	4	7	21	22	6
	11				
	32				
	54				
	60				

The report displays basic information about the action (WiTS #, IC / Admin Code / Org Initials, Employee Name, Position Title – Pay Plan – Series / Professional Designation) as well as specific details about the request:

- Case Type
- Nature of Action
- Whether or not the case was the result of a General Call for submissions

About Metrics

The *Senior Level Pay Activity Report* contains multiple metrics. WiTS counts the number of days in each interval of dates contained in the process to calculate separate metrics for each step. This information is displayed in the brackets directly below the dates:

Metrics legend					
Days from Submission Date to Date Recvd in CSSED	Days from Date Recvd in CSSED to Date to Committee	Days from Date to Committee to Committee Recomm. Date	Days from Committee Recomm. Date to Date to Building1	Days from Date to Building1 to Building1 Decision Date	Days from Building1 Decision Date to Date Decision to IC/CSD
Days from Date Recvd in CSSED to Committee Recomm. Date					
Days from Date Recvd in CSSED to Date to Building1					
Days from Date Recvd in CSSED to Building1 Decision Date					
Days from Date Recvd in CSSED to Date Decision to IC / CSD					

Number of Days from Submission Date to Date Received in CSSED

This metric is calculated as the number of days elapsed from the date the request was submitted to CSSED (via the web) to the date that the case documents were received in CSSED (or the date any missing documents were received).

Number of Days from Date Received in CSSED to Date to Committee

This metric is calculated as the number of days elapsed from the date that the case documents were received in CSSED (or the date any missing documents were received) to the date the request was sent to the reviewing committee.

Number of Days from Date to Committee to Committee Recommendation Date

This metric is calculated as the number of days elapsed from the date the request was sent to the reviewing committee to the date the committee rendered a recommendation.

Number of Days from Committee Recommendation Date to Date to Building 1

This metric is calculated as the number of days elapsed from the date the reviewing committee rendered a recommendation on the request to the date the request was sent to Building 1 for decision.

Number of Days from Date to Building 1 to Building 1 Decision Date

This metric is calculated as the number of days elapsed from the date request was sent to Building 1 to the date the Approving Official rendered a decision.

Number of Days from Building 1 Decision Date to Date Decision to IC/CSD

This metric is calculated as the number of days elapsed from the date the Approving Official rendered a decision on the request to the date that the IC and CSD were notified of the outcome (via email).

Comparative Metrics Data

The last page of the Senior Level Pay Activity Report contains a table that lists the average, median, minimum and maximum numbers of days each step in the review and approval process has taken based on the actions included in your report.

COMPARATIVE METRICS DATA					
	Days from Date Recvd in CSSED to Date to Committee	Days from Date to Committee to Committee Recomm. Date	Days from Committee Recomm. Date to Building1	Days from Date to Building1 to Building1 Decision Date	Days from Building1 Decision Date to Date Decision to IC/CSD
Average	7	8	9	9	5
Median	8	7	7	8	5
Minimum	0	1	0	4	0
Maximum	38	35	35	22	21

Note: Negative metrics are not included in the Comparative Metrics Data grid.

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:

