



Understanding the Separations Report

The **Separations Report** provides information on separation actions that have been submitted to HR for processing. It also displays a metric which calculates the time elapsed between the day HR receives the package and the effective date of the action. This report can be used as a means for monitoring the status of separation actions for the organization(s) you service.

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

Choose a Report List:	Select Your Report:
CSD Report List	Separations Report
This report provides detailed information about actions for separating (departing) employees that have been submitted to HR for processing.	
Status of Actions:	All
Generate Report By:	Date Action Received in HR
Start Date:	8/20/2014
End Date:	8/20/2014
IC:	ALL
Search Admin Code:	Exact ALL
Branch:	ALL
Include GRU Data?	Yes
Display By:	ALL
HR Specialist:	ALL
HR Assistant:	ALL
HR SPA:	ALL
Separation Type:	ALL

Report Parameters




- **Status of Actions:** Indicate if you wish to view actions with a specific status (Active Actions or Completed Actions) or if you wish to view actions of all status types.
- **Generate Report by:** Select a date field to filter the report.
- **Start and End Dates:** Enter a date range to filter the report.
- **IC:** Indicate if you wish to filter actions by a specific Institute or Center (IC) or if you wish to view actions for 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.
- **Display By:** Indicate if you wish to filter the report for actions handled by a particular Specialist, Assistant, or SPA (Final Authorizer).
- **HR Specialist, HR Assistant, HR SPA:** Select the staff member for whom you would like to view actions.
- **Separation Type:** Indicate if you wish to view a specific type of separation, or all separations.

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

Separations Report

This report displays transactional and organizational information about each action (WiTS #, IC, Admin Code/Org Initials, Employee Name, Position Title/Pay Plan/Series/Grade, Date Received in HR, and (Proposed) Effective Date) as well as the Separation Type (defined below):

WiTS Trans # Action Status Code	IC	Admin Code	Organization Initials	Separation Type	Employee Name	Position Title Pay Plan-Series-Grade	Date Recvd in HR	(Proposed) Effective Date	HR Specialist HR Assistant HR SPA
591322	CC	HNJ128	OOD	RESIGNATION	[REDACTED]	NIH INTERN (MGMT ANALYST) GS-0399-07	03/01/2013	03/05/2013	Rubinstein Cannella Yazdani
	COMPLETED							4	
Comments:									
591655	CC	HNJ3312	CSO	RESIGNATION	[REDACTED]	CLINICAL RESEARCH NURSE (FP-PD) AD-0610-N/A	03/04/2013	(03/08/2013)	Harrington Bruno Jackson*
	ACTIVE IN HR \ ACTIVE								
Comments:									
591682	OD - OM	HNAM7	OM OMA	TERMINATION-APPT IN	[REDACTED]	MANAGEMENT ANALYST GS-0343-14	03/01/2013	12/15/2012	Farmer McDowell Banks
	COMPLETED							-76	

- Resignation: employee resigns
- Resignation w/VSIP: employee resigns with a buyout
- Separation-US: employee separates to enter on duty with the uniformed services
- Termination: employee’s appointment was terminated by the Agency
- Termination-Appnt In: employee separates to move to another Agency
- Termination-Exp of Appt: employee’s time-limited appointment expires

The Separations report also includes the Action Locator feature: An asterisk (*) is displayed after the name of the individual HR staff member (i.e., HRS, HRA, HR SPA) who currently has responsibility for the action.

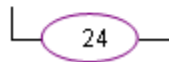
About Metrics

For actions that have been completed (that is, actions that have an actual Effective Date vs. a (Proposed) Effective Date), WiTS counts the number of days between the Date Received in HR and the Effective Date.



This metric is displayed in brackets under the dates listed for each action:

Date Received in HR	(Proposed) Effective Date
07/24/2007	08/17/2007



In the example above, HR received the package to process a separation on 7/24/07. The effective date of the employee's separation was 8/17/07. A total of 24 days elapsed from when the package was received to when the action was effective.

Note: Because separation packages are often received in HR after the employee has separated, this metric will often result in a negative number. In these cases, the number represents the number of days after the effective date that HR received the package.

The last page of the report displays the total number of Separation Actions included in your report, as well as calculations for Average (average number of days for all actions), Median (the number that falls in the middle of all of the counts), Minimum (least number of days), and Maximum (highest number of days) numbers of days between the date received in HR and the effective date.

Average:	6
Median:	1
Minimum:	-1
Maximum:	24

Total Separations: 8

Exporting and Printing

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

