



Understanding the Status Report

The WiTS **Status Report** provides OHR and Program customers with overview data on Appointment, Award, Career Change, Change to Work Schedules, Classification, Leave without Pay, Recruitment, Return to Duty, Special Pay, Senior Level Pay, and Separation actions.

You can use this report as a means for monitoring the status of 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	Status Report

This report provides overview information on actions that have been submitted to HR for review and processing. ?

Status of Actions:	All	?	
Generate Report By:	Date Action Received in HR	?	
Start Date:	12/21/2015	?	
End Date:	12/21/2015	?	
IC:	ALL	?	
Search Admin Code:	Exact	ALL	?
Action Type:	Select	?	
Branch:	ALL	?	
Include GRU Data?	Yes	?	
Display By:	ALL	?	
HR Specialist:	ALL	?	
HR Assistant:	ALL	?	
HR FA:	ALL	?	
Priority:	All	?	
Include Recruitments in the Final Audit Stage:	No	?	
Sort 1:	WiTS#	?	
Sort 2:	IC	?	
Sort 3:	Admin Code	?	

Is this a report that you will be running on a regular basis? Learn more about automated report delivery via the [WiTS Report Subscription Service](#)



Status 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.).*
- **Action Type:** Indicate whether you would like to view a specific action type, multiple action types, or all action types.
- **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 by a particular Specialist, Assistant, or Final Authorizer.
- **Priority:** Indicate if you wish to view actions with a specific priority (High, Medium, or Low) or if you wish to view actions of all priorities. *It is recommended to leave this filter as 'All' unless your organization places a priority on actions.*
- **Include DE Recruitments in the Final Audit Stage:** Indicate if you wish to view Recruitment actions with the CSD Delegated Examining Unit that are in the final audit stage of the process. *This is the process that takes places after all certificates have expired and all selections/non-selections have been made.*
- **Sort 1, Sort 2, & Sort 3:** Utilize this feature if you wish to sort your report based on WiTS, IC, and/or Admin Code.

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

Status Report

This report displays transactional and organizational information about each action (WiTS #, Priority, Branch, IC, Admin Code, Org Initials, Action Type/Sub-Action Type, Employee Name, Position Title/Pay Plan/Series/Grade, Date Received in HR, Date Completed Package Received, Effective Date, and Proposed Effective Date. The Status Report also includes a "Point of Contact" for the action. The individual/group that is displayed here represents the participant who has the action or who completed the action. "(GRU)" indicates that the HR staff member is a member of the Global Recruitment Unit in CSD. Any related comments and the action status code/description are listed below the record.



Status Report



IC: ALL

Branch: ALL Include GRU Data: Yes Display By: ALL

Selected Individual: ALL

Priority: All

Run Date: 7/1/2015 11:44:23 AM

Action Type: ALL

Actions Received in HR between 6/1/2015 to 7/1/2015

Hold Shift key to sort by multiple columns

WiTS # / Action Status	Priority	Branch	IC	Admin Code	Organization Initials	Action Type / Sub-Action Type	Employee Name (Last, First MI)	Position Title Pay Plan-Series-Grade	Date Received in HR**	Date Complete Package Received	Proposed Effective Date**	Effective Date*	Point of Contact
33195	High	E	CC	HNJ8E8	CAS	SENIOR LEVEL PAY Band Placement/Pay Adjustment	-	Research Fellow N/A-0000-N/A	05/28/15	-	08/30/15	10/28/15	Dixon, Juan



COMPLETED

Comments : Senior Level Pay Comments are auto-generated
 CSD BRANCH CHIEF: MIKE D'ANDREA
 IC CONTACT: SAMANTHA LUBEL
 IC PROPOSED CATEGORY: INTRAMURAL (CLINICAL)
 IC PROPOSED BAND and TIER: III; 3
 REVIEWING COMMITTEE: NCC
 COMMITTEE REVIEW DATE: 08/24/15
 BUILDING 1 DECISION DATE: 09/30/15
 BUILDING 1 APPROVED PROFESSIONAL DESIGNATION: INVESTIGATOR 1
 BUILDING 1 APPROVED TOTAL COMPENSATION: \$158,700.00
 DATE IC NOTIFIED OF OUTCOME: --

Report Header Sorting Option

The report provides interactive sorting on the following column headers: Branch, IC, Admin Code, Action Type Date Received in HR, and Proposed Effective Date. By clicking on the arrow beside the column header text, the report automatically sort by that column. Clicking the same arrow for a second time reverses the sort order. You can sort by multiple columns by holding the 'Shift' key on your keyboard.

WITS # / Action Status	Priority	Branch	IC	Admin Code	Organization Intials	Action Type / Sub-Action Type	Employee Name (Last, First MI)	Position Title Pay Plan-Series- Grade	Date Received in HR**	Date Complete Package Received	Proposed Effective Date**	Effective Date*	Point of Contact
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Action Summary

The Action Summary table includes the total number of Active and Completed actions for each of the Action Type as well as the total number of actions.

<i>Action Summary</i>			
ACTION TYPE	ACTIVE	COMPLETED	TOTAL
APPOINTMENT	8	11	19
AWARD	17	2	19
CAREER CHANGE	27	7	34
CHANGE IN WORK SCHEDULE/HOURS	15	1	16
CLASSIFICATION	2	13	15
PAY ADJUSTMENT	2	0	2
PAY ALLOWANCE/SUPPLEMENT	14	1	15
PAY INCENTIVE	1	3	4
RECRUITMENT	23	0	23
SEPARATION	6	0	6
TITLE 42 REQUEST	44	3	47
TOTAL	159	41	200

Report Notes:

- For Recruitment actions, the following information will be programmatically populated into the Comments section. Any comments entered by HR staff will display below.
 - Scheduled Pre-recruitment email reminders
 - Common Accounting Number
 - Timekeeper Number
 - Selecting Official
 - Administrative Officer
 - Announcement Number, Open and Close Dates
 - 1st Hiring Decision Due Date
 - For the 12 latest certificates (based on the expiration date), the Certificate Number, Certificate Type, Position Title, Grade, Issue Date, Date Sent to Selecting Official, and Expiration Date.
- Job Code/Position Number (JC/PN) request data is not included on this report because these actions are not directly related to a personnel action for an employee. The JC/PN request process was designed to automate the approval of position management data in the personnel system of record.
- Retirement data is not included on this report as it is confidential. This information is communicated—on an as needed basis—to the Client Services Division and the Program Area separately.
- All comments for Senior Level Pay actions are programmatically generated and cannot be modified.
- For Recruitment, Classification, and Detail actions, the Effective Date is the date that the action was completed.
- The last page of the report displays the number of active and completed actions as well as the total number of actions.
- The last page of the report contains a legend which explains the action status codes and their descriptions.



Exporting and Printing

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

