



Understanding the Entrance on Duty Report and Dashboard

The Entrance on Duty Report and Dashboard were designed to help OHR staff with the onboarding of new employees and the processing of new appointment actions for existing employees. This report and dashboard contain six views: EOD Overview, Status—By Branch, Status – By IC, Status – Overall, Timeline, and Action Details.

The report and dashboard are used by CSD, WSDD, WRD, and other OHR staff involved in the New Employee Orientation sessions and the processing of appointment actions. *Dashboard access is reserved for OHR management.*

- All data contained on these reports is from the WiTS Appointment and Job Code/Position Number Request forms.

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The Report Parameter Page

The Entrance on Duty Report is available from the Benefits, CSD, OD-OHR, WSDD, and WRD Processors Report Lists within the WiTS Report Parameter Page.

The screenshot shows the 'Report Parameter Page' for the 'Entrance on Duty Report'. It features two dropdown menus at the top: 'Choose a Report List:' (set to 'CSD Report List') and 'Select Your Report:' (set to 'Entrance on Duty Report'). Below these is a confirmation text: 'Entrance on Duty Report' with a yellow question mark icon. The main section contains several input fields: 'Generate Report By:' (Orientation Date), 'Start Date:' (12/1/2015), 'End Date:' (12/31/2015), 'IC:' (ALL), 'Branch:' (ALL), and 'Include GRU Data?' (Yes). Each field has a help icon. At the bottom, there is a link: '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](#)' and a green 'Generate Report' button.

The Dashboard Parameter Page

The EOD Dashboard can be generated by selecting the 'EOD Dashboard' workarea page in the upper right hand corner of your WiTS page. Select your desired parameters and click 'Get Dashboard.'

Those who require a 508-compliant version of the report can click on the options below the 'Get Dashboard' button.

The screenshot shows the 'EOD Dashboard' parameter page. At the top, there is a 'Worklist' tab and a 'Choose Your Work Area Page:' dropdown set to 'EOD Dashboard'. The main content area is titled 'WiTS EOD Dashboard'. It includes a 'Clear Selections' checkbox, a 'Generate Report By:' dropdown (Orientation Date), and date pickers for 'Start Date:' (12/01/2015) and 'End Date:' (12/31/2015). There are also dropdowns for 'IC:' (ALL) and 'Branch:' (ALL). Below these are three buttons: 'Get Dashboard', 'Get Dashboard (508-compliant export - <)', and 'Get Dashboard (508-compliant export - <)'.

Parameter Options:

- **Generate Report By:** Select the date option you wish to view the report/dashboard by
 - Orientation Date
 - *Selecting this option will only return individuals scheduled to attend the New Employee Orientation in your date range. When using this option to prepare for an upcoming orientation session, ensure to select a date range that is a few days before and after the session you wish to review.*
 - EOD Date
 - *Selecting this option will return anyone with an EOD Date in your date range. This includes individuals currently employed at NIH who are entering a new appointment. **Note:** The Entrance on Duty Date (EOD Date) is the date on which an appointee completes the necessary paperwork and is sworn in as an employee. This is typically, but not always, New Employee Orientation (NEO) Monday. For example, Research Fellows (VP) can begin employment and be sworn in prior to NEO. In those cases, the day they start is their Entrance on Duty Date.*
 - Proposed Effective Date
 - *Selecting this option will return anyone with a proposed effective date in your date range. This includes individuals currently employed at NIH who are entering a new appointment.*
- **Start and End Dates:** Enter a date range to filter the report/dashboard.
- **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.
- **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 Global Recruitment Unit (GRU) data.

Recommendations on How to Use the Reports

Here are recommendations on how OHR Divisions can use the information contained in these reports.

Client Services Division Staff

No later than 12pm ET the Friday before the next New Employee Orientation (NEO)

- Generate the report by the Orientation date, selecting a date range that is a few days before and after the scheduled NEO date (*This is to account for staff who accidentally select the incorrect Orientation Date on the Appointment form*).

- Ensure that all Appointment actions (new hires scheduled to attend NEO) have a status of *Green*, “Sent to FA – Pending Processing” OR *Blue*, “Action – Processed in WiTS.”
 - For actions that have not been sent to the Final Authorizer or that have not been processed in WiTS:
 - Use the drill down reports (‘Status –Overall’, ‘Timeline’, and ‘Action Details’) to gather more information about the outstanding actions. Use the information on these reports to help route these actions to the Final Authorizer.

 - For actions that are missing from the report:
 - Rerun the report using a wider date range to locate the action. If the action is still not found, contact the responsible HR Specialist to ensure the action is created or updated, and then routed to the Final Authorizer.

Final Authorizer Group

No later than 12pm ET the Friday before the next upcoming New Employee Orientation (NEO)

- Generate the report by the Orientation date, selecting a date range that is a few days before and after the scheduled NEO date (*This is to account for staff who accidentally select the incorrect Orientation Date on the Appointment form*).

Click on the *Timeline* hyperlink from the EOD Overview Report:

- Navigate to the Final Authorizer EOD Summary for Time Period chart (page 5) for a count of all the Appointment actions that are assigned to you.
 - For detailed information on the actions, navigate further through the report (starting on page 7). You can also use the 'Status –Overall' or 'Action Details' report for more information.

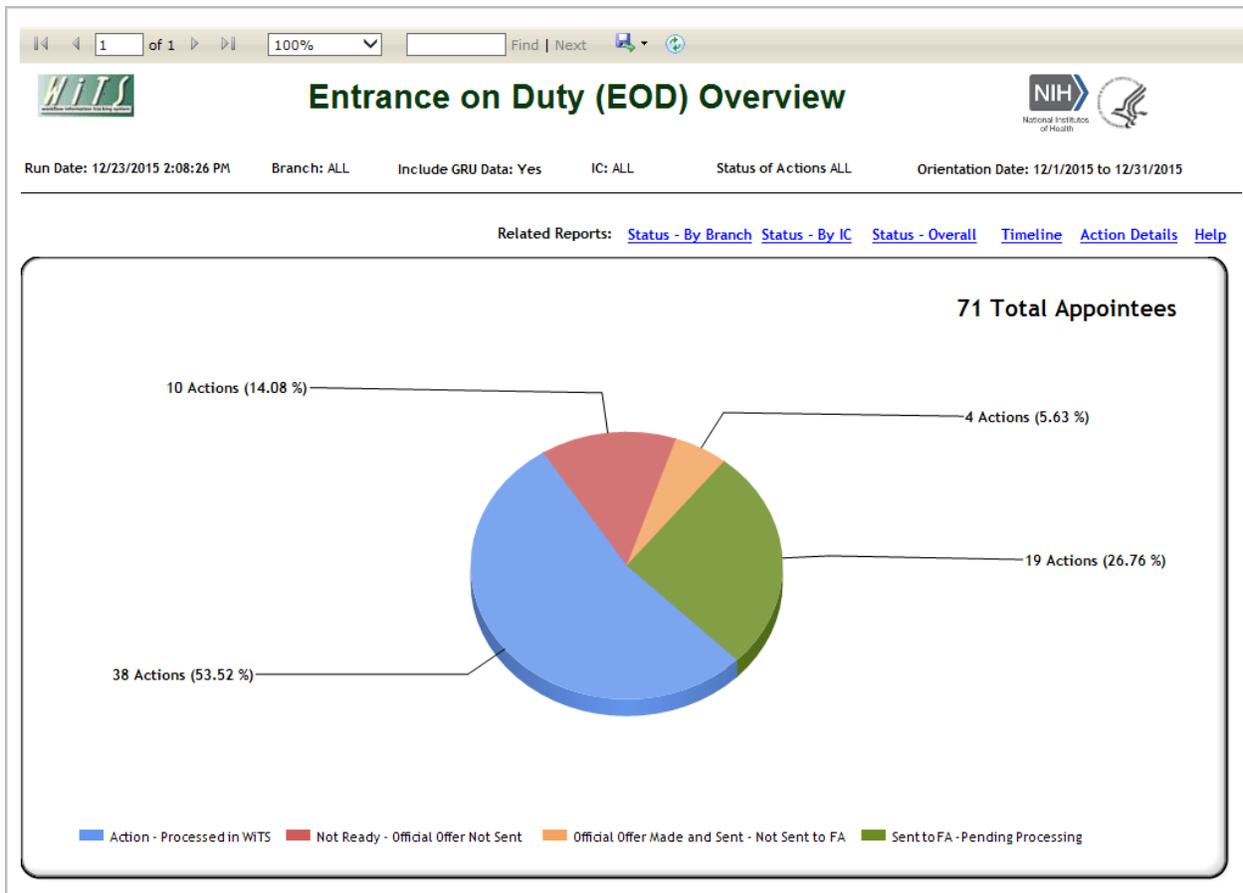
 Entrance on Duty (EOD) Timeline  						
Run Date: 11/25/2014 9:13:57 AM		Branch: ALL	Include GRU Data: Yes	IC: ALL	Status of Actions All	Orientation Date: 10/20/2014 to 10/22/2014
Final Authorizer	EOD Summary for Time Period					
	Not Ready - Official Offer Not Sent	Official Offer Made and Sent - Not Sent to FA	Sent to FA - Pending Processing	Action - Processed in WiTS	Total	
Doe, John	0	0	0	1	1	
Doe, John	0	0	0	4	4	
Doe, John	0	0	0	1	1	
Doe, John	1	0	0	0	1	
Doe, John	1	0	0	0	1	
Doe, John	0	0	0	2	2	
Grand Total	2	0	0	8	10	

No later than 12pm ET the Friday after the previous New Employee Orientation (NEO)

- Generate the report by the Orientation date, selecting a date range that is a few days before and after the last NEO date (*This is to account for staff who accidentally select the incorrect Orientation Date on the Appointment form*).
- Ensure all Appointment actions have a status of *Blue*, "Action – Processed in WiTS."
 - For actions that have not been processed in WiTS:
 - Use the drill down reports ('Status –Overall', 'Timeline', and 'Action Details') to gather more information about the outstanding actions. Use the information on these reports to complete the action.

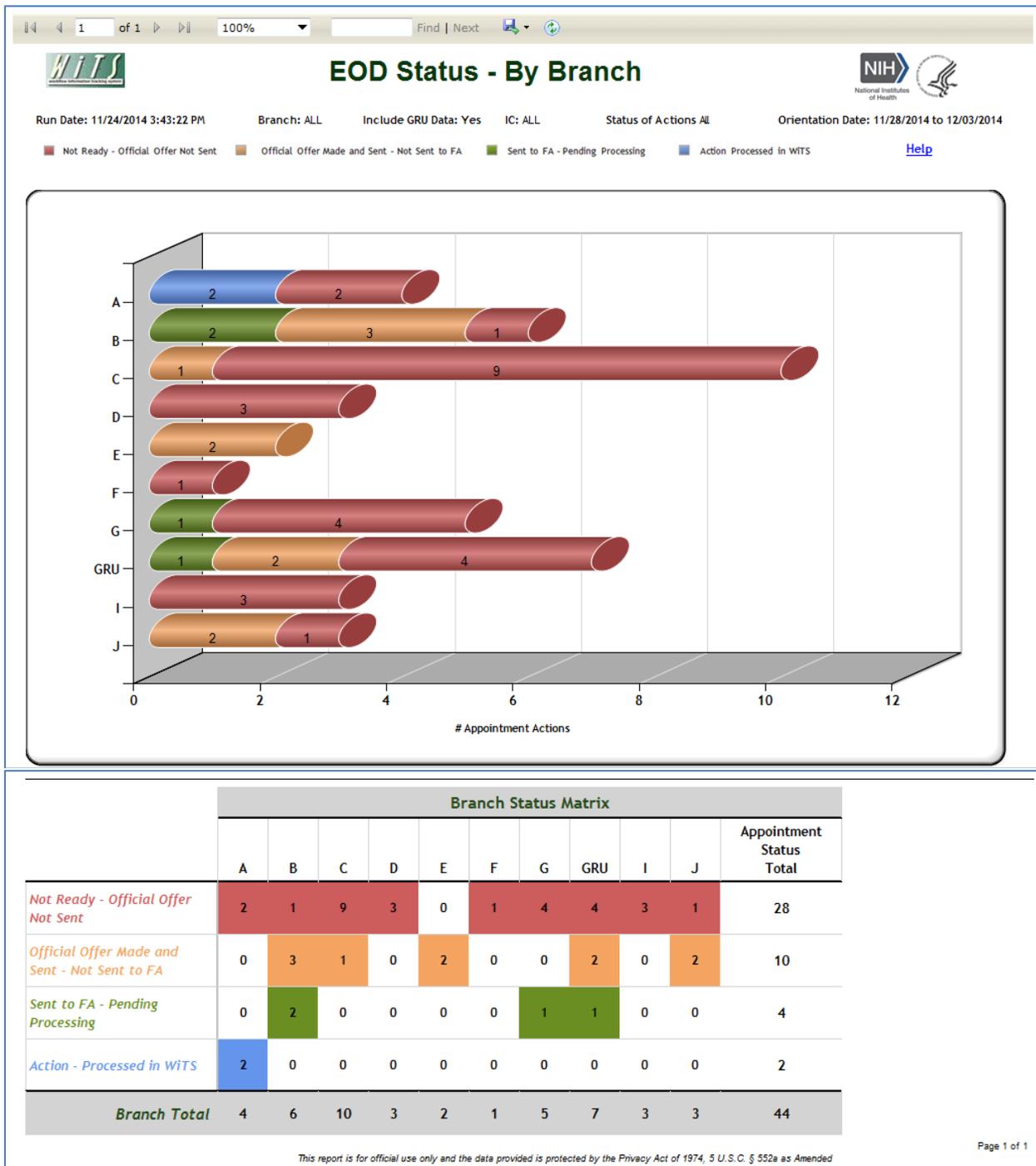
Entrance on Duty (EOD) Overview

The Entrance on Duty Overview report is a view of the status distribution for the appointment actions contained within your selected parameters. It also serves as a launch pad for the five-drilldown reports. *All drilldown reports will open in a new window.*



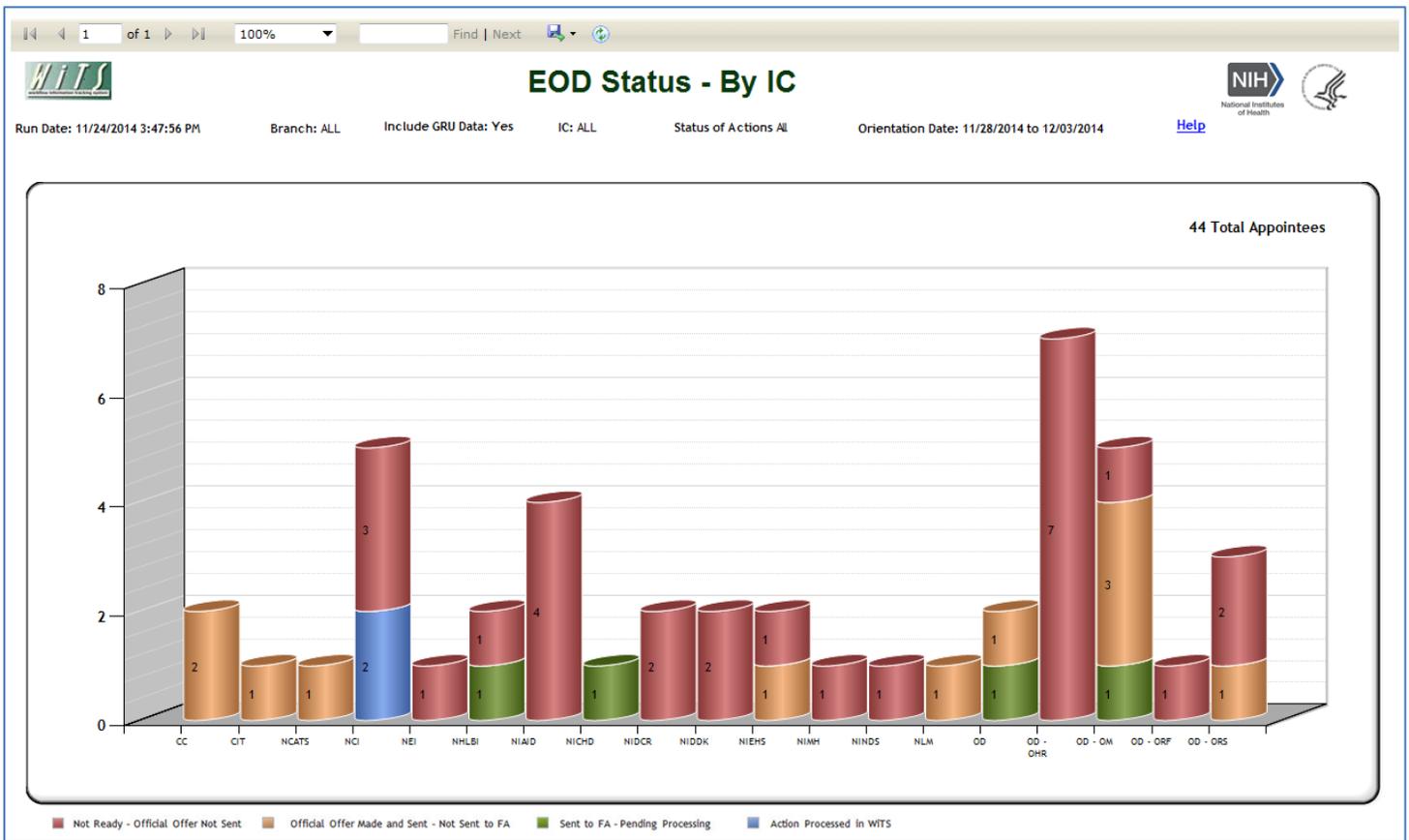
EOD Status—By Branch

The EOD Status—By Branch report is a Branch view of the status distribution for the appointment actions contained within your selected parameters. There is also a matrix, which displays the same information in a tabular format.



EOD Status—By IC

The EOD Status—By IC report is an IC view of the status distribution for the appointment actions contained within your selected parameters. There is also a matrix, which displays the same information in a tabular format.



Institute/Center	Not Ready - Official Offer Not Sent	Official Offer Made and Sent - Not Sent to FA	Sent to FA - Pending Processing	Action - Processed in WITS	Total
CC	0	2	0	0	2
CIT	0	1	0	0	1
NCATS	0	1	0	0	1
NCI	3	0	0	2	5
NEI	1	0	0	0	1
NHLBI	1	0	1	0	2
NIAID	4	0	0	0	4
NICHD	0	0	1	0	1
NIDCR	2	0	0	0	2
NIDDK	2	0	0	0	2
NIEHS	1	1	0	0	2
NIMH	1	0	0	0	1
NINDS	1	0	0	0	1
NLM	0	1	0	0	1
OD	0	1	1	0	2
OD - OHR	7	0	0	0	7
OD - OM	1	3	1	0	5
OD - ORF	1	0	0	0	1
OD - ORS	2	1	0	0	3
IC Total	27	11	4	2	44

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EOD Status—Overall

The EOD Status—Overall report contains two sections: a status summary table grouped by Branch and IC, and a detailed tabular report below it.

WITS EOD Status - Overall NIH National Institutes of Health

Run Date: 11/24/2014 3:52:40 PM Branch: ALL Include GRU Data: Yes IC: ALL Status of Actions All Orientation Date: 11/28/2014 to 12/03/2014 [Help](#)

Branch	IC	EOD Summary for Time Period				
		Not Ready - Official Offer Not Sent	Official Offer Made and Sent - Not Sent to FA	Sent to FA - Pending Processing	Action - Processed in WITS	Total
A	NCI	2	0	0	2	4
	A Total	2	0	0	2	4
B	OD	0	0	1	0	1
	OD - OM	1	3	1	0	5
	B Total	1	3	2	0	6
C	OD - OHR	6	0	0	0	6
	OD - ORF	1	0	0	0	1
	OD - ORS	2	1	0	0	3
	C Total	9	1	0	0	10
D	NIAID	3	0	0	0	3
	D Total	3	0	0	0	3
E	CC	0	2	0	0	2
	E Total	0	2	0	0	2
F	NIEHS	1	0	0	0	1
	F Total	1	0	0	0	1
G	NHLBI	1	0	1	0	2
	NIDDK	2	0	0	0	2
	NINDS	1	0	0	0	1
	G Total	4	0	1	0	5
GRU	NCI	1	0	0	0	1
	NIAID	1	0	0	0	1
	NICHD	0	0	1	0	1
	NIDCR	1	0	0	0	1
	NIEHS	0	1	0	0	1
	OD	0	1	0	0	1
	OD - OHR	1	0	0	0	1
GRU Total	4	2	1	0	7	
I	NEI	1	0	0	0	1
	NIDCR	1	0	0	0	1
	NIMH	1	0	0	0	1
	I Total	3	0	0	0	3
J	CIT	0	1	0	0	1
	NCATS	0	1	0	0	1
	NLM	0	1	0	0	1
	J Total	0	3	0	0	3
Grand Total		27	11	4	2	44

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EOD Status – Overall Detailed Information

This section displays key transactional, organizational, and other information regarding each appointment action contained within your selected parameters

   															
<div style="display: flex; justify-content: space-between;"> Run Date: 11/25/2014 8:48:22 AM Branch: ALL Include GRU Data: Yes IC: ALL Status of Actions All Orientation Date: 11/28/2014 to 12/03/2014 Help </div>															
WTS #	IC	Admin Code	Branch	CSD HR Specialist / CSD HR Assistant / Final Authorizer	Appointee	IC Contact / Supervisor	Position Title Pay Plan - Series Grade - FPL	Duty Location	Nature of Action Code / Hire Type	Eligible for Benefits / Reemployed Annuitant	Tentative Job Offer Date / Proposed Effective Date	Official Job Offer Date / Date Official Offer Sent	Orientation Status / Orientation Date	Entrance on Duty Date	Not-To-Exceed Date
1234567	NTZ	HNTZ123	W	Smith, Bruce / Jenkins, Sally / Wagoner, Stacie	DOE, JOHN	JONES, MARIA / SMITH, RONALD	Senior Investigator (HS) AD-0602-N/A N/A	Montgomery County, MD	170 - Exc Appt / New Hire Greater than 1 Year Appt.	Yes / No	10/22/2014 / 11/30/2014	10/23/2014 /	Full Orientation /	12/01/2014 /	
 Not Ready - Official Offer Not Sent															
Comments: 11/21 - CSAL approved by CSD Director. Ethics clearance pending to EOD. 11/07 - CSAL routed for approval. 10/22 - Job offer made and accepted. Ethics clearance needed. CSAL offered. Proposed EOD: 11/30. 09/16 - NCCP has approved request on to appoint as Senior Investigator (HS) at a base salary of \$290,000 with a recruitment incentive of \$20,000 for a total compensation of \$310,000. This request will require HHS approval. 08/26 - CSAL received in HR.															
1234567	NTZ	HNTZ123	W	Smith, Bruce / Jenkins, Sally / Wagoner, Stacie	DOE, JOHN	JONES, MARIA / SMITH, RONALD	Research Fellow AD-0405-N/A N/A	Research Triangle Park, NC	171 - Exc Appt NTE (date) / New Hire Greater than 1 Year Appt.	Yes / No	11/13/2014 / 11/30/2014	11/13/2014 / 11/13/2014	Full Orientation /	12/01/2014 /	11/29/2016
 Official Offer Made and Sent - Not Sent to FA															
Comments:															
1234567	NTZ	HNTZ123	W	Smith, Bruce / Jenkins, Sally / Wagoner, Stacie	DOE, JOHN	JONES, MARIA / SMITH, RONALD	Traffic Management Specialist GS-2130-12 12	Montgomery County, MD	100 - Career Appt / Career Employee Transfer from outside HHS	Yes / No	10/20/2014 / 11/30/2014	11/04/2014 / 11/04/2014	Full Orientation /	12/01/2014 /	
 Sent to FA - Pending Processing															
Comments:															

EOD Timeline

The EOD Timeline report contains seven sections:

- An EOD summary table grouped by each HR Specialist, HR Assistant, and Final Authorizer,
- An EOD summary metric table grouped by each HR Specialist, HR Assistant, and Final Authorizer, and,
- A detailed timeline report

HR Specialist Summary and Metrics

Responsible HR Specialist		EOD Summary for Time Period				Total
		Not Ready - Official Offer Not Sent	Official Offer Made and Sent - Not Sent to FA	Sent to FA - Pending Processing	Action - Processed in WiTS	
Doe, John		0	0	0	1	1
Doe, John		0	0	0	4	4
Doe, John		0	0	0	1	1
Doe, John		1	0	0	0	1
Doe, John		1	0	0	0	1
Doe, John		0	0	0	2	2
Grand Total		2	0	0	8	10

EOD Summary Branch HR Specialist Metrics					
Branch	Branch HR Specialist	Number of Actions <i>(only includes actions sent to the Final Authorizer)</i>	Average Days Tentative Job Offer To Date Sent to FA	Average Days Date Sent to FA To Date Processed*	Average Days Date Sent to FA To Date Completed
K	Doe, John	1	26.00	0.00	0.00
	Doe, John	1	22.00	0.00	0.00
	Doe, John	2	125.50	-1.00	1.00
	<i>Summary for Branch K</i>	4	74.75	-0.50	0.50
L	<i>Summary for Branch L</i>	7	31.43	158.57	2.14
M	<i>Summary for Branch M</i>	3	79.67	1.67	2.00
N	<i>Summary for Branch N</i>	12	40.33	4.00	6.50
O	<i>Summary for Branch O</i>	5	39.20	16.50	39.50
P	<i>Summary for Branch P</i>	6	26.67	8.50	10.17
Q	<i>Summary for Branch Q</i>	6	15.67	4.17	6.50
R	<i>Summary for Branch R</i>	1	120.00	-7.00	8.00
S	<i>Summary for Branch S</i>	1	16.00	7.00	7.00
T	<i>Summary for Branch T</i>	1	99.00	-14.00	8.00
U	<i>Summary for Branch U</i>	4	71.00	3.75	8.00
	Total Average	50	44.22	27.04	7.13

HR Assistant Summary and Metrics

EOD Summary for Time Period					
Responsible HR Assistant	Not Ready - Official Offer Not Sent	Official Offer Made and Sent - Not Sent to FA	Sent to FA - Pending Processing	Action - Processed in WiTS	Total
Doe, John	0	0	0	1	1
Doe, John	0	0	0	4	4
Doe, John	0	0	0	1	1
Doe, John	1	0	0	0	1
Doe, John	1	0	0	0	1
Doe, John	0	0	0	2	2
Grand Total	2	0	0	8	10

EOD Summary Branch HR Assistant Metrics					
Branch	Branch HR Assistant	Number of Actions <i>(only includes actions sent to the Final Authorizer)</i>	Average Days Tentative Job Offer To Date Sent to FA	Average Days Date Sent to FA To Date Processed*	Average Days Date Sent to FA To Date Completed
K	Doe, John	1	26.00	0.00	0.00
	Doe, John	1	22.00	0.00	0.00
	Doe, John	2	125.50	-1.00	1.00
	<i>Summary for Branch K</i>	4	74.75	-0.50	0.50
L	<i>Summary for Branch L</i>	7	31.43	158.57	2.14
M	<i>Summary for Branch M</i>	3	79.67	1.67	2.00
N	<i>Summary for Branch N</i>	12	40.33	4.00	6.50
O	<i>Summary for Branch O</i>	5	39.20	16.50	39.50
P	<i>Summary for Branch P</i>	6	26.67	8.50	10.17
Q	<i>Summary for Branch Q</i>	6	15.67	4.17	6.50
R	<i>Summary for Branch R</i>	1	120.00	-7.00	8.00
S	<i>Summary for Branch S</i>	1	16.00	7.00	7.00
T	<i>Summary for Branch T</i>	1	99.00	-14.00	8.00
U	<i>Summary for Branch U</i>	4	71.00	3.75	8.00
	Total Average	50	44.22	27.04	7.13

Final Authorizer Summary and Metrics

Entrance on Duty (EOD) Timeline					
					
Run Date: 11/25/2014 9:13:57 AM	Branch: ALL	Include GRU Data: Yes	IC: ALL	Status of Actions All	Orientation Date: 10/20/2014 to 10/22/2014
Final Authorizer	EOD Summary for Time Period				
	Not Ready - Official Offer Not Sent	Official Offer Made and Sent - Not Sent to FA	Sent to FA - Pending Processing	Action - Processed in WITS	Total
Doe, John	0	0	0	1	1
Doe, John	0	0	0	4	4
Doe, John	0	0	0	1	1
Doe, John	1	0	0	0	1
Doe, John	1	0	0	0	1
Doe, John	0	0	0	2	2
Grand Total	2	0	0	8	10

EOD Summary Final Authorizer Metrics				
Final Authorizer	Number of Actions <i>(only includes actions sent to the Final Authorizer)</i>	Average Days Tentative Job Offer To Date Sent to FA	Average Days Date Sent to FA To Date Processed*	Average Days Date Sent to FA To Date Completed
Doe, Jane	10	45.90	111.50	2.10
Doe, Jane	1	22.00	0.00	0.00
Doe, Jane	1	99.00	-14.00	8.00
Doe, Jane	1	16.00	7.00	7.00
Doe, Jane	7	28.00	8.43	9.86
Doe, Jane	5	39.20	16.50	39.50
Doe, Jane	3	92.33	-0.67	0.67
Doe, Jane	15	48.80	3.67	6.80
Doe, Jane	6	15.67	4.17	6.50
Doe, Jane	1	120.00	-7.00	8.00
Total	50	44.22	27.04	7.13

EOD Timeline Detailed Information

This section displays important transactional, organizational, date information, and metric calculations regarding each appointment action contained within your selected parameters.



Entrance on Duty (EOD) Timeline



Run Date: 12/23/2015 2:11:39 PM

Branch: ALL

Include GRU Data: Yes

IC: ALL

Status of Actions All

Orientation Date: 12/1/2015 to 12/31/2015

[Help](#)

WITS #	IC	Admin Code	Branch	CSD HR Specialist / CSD HR Assistant / Final Authorizer	Appointee	Date Action Created / Date Last Updated / Last Updated By	Position Title Pay Plan - Series Grade - FPL	Tentative Job Offer Date / Proposed Effective Date	JC/PN # / Date JC/PN Sent to PM Team / Date JC/PN Completed	Prepare for New Hire Email / Date Educational Docs Received	Official Job Offer Date / Date Official Offer Sent	Entrance on Duty Date / Orientation Date	Date Sent to FA / Date Processed / Date Completed	# Days Tentative Job Offer To Date Sent to FA	# Days Date Sent to FA To Date Processed*	# Days Date Sent To FA To Date Completed
123456	NZT	NZT123	Z	Smith, Joe / Gregg, Jane / Johnson, Eric	SMITH, JOHN	09/25/2014 / 10/21/2014 3:44PM / Joe Smith	Clinical Nurse GS-0610-12 12	09/19/2014 / 10/19/2014	691603 / 10/08/2014 / 10/14/2014	10/22/2014 / 10/17/2014	09/17/2014	10/20/2014 / 10/20/2014	/ /			



Not Ready - Official Offer Not Sent

Comments:

-Tentative Job offer contingent on relocation from California.

123456	NZT	NZT123	Z	Smith, Joe / Gregg, Jane / Johnson, Eric	SMITH, JOHN	10/14/2014 / 10/14/2014 1:35PM / Eric John	Health Communications Specialist GS-1001-12 12	09/16/2014 / 10/05/2014	692513 / 10/15/2014 / 10/20/2014	10/15/2014 / 10/14/2014	10/14/2014	10/20/2014 / 10/20/2014 / 10/22/2014	/ / /	35	0	2
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Action - Processed in WITS

Comments: 9.3.2014 - ARP approved; selectee accepted job offer, and effective date 10.19.2014.
 8.23.2014 - ARP submitted for approval.
 8.22.2014 - Selecting official sends HR ARP package.
 7.15.2014 - Applicant conditionally accepted job offer pending negotiation of salary.
 7.14.2014 - HR receives selection.

EOD—Action Details

This report was designed for those users who wish to perform additional analysis and data manipulation in Excel. This report contains the majority of fields on the Appointment form. Because the report contains almost every field on the Appointment form, it is not suitable for printing.

Exporting and Printing

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

