



# Title 42(g) Status and Data Export Reports

The Title 42(g) Status and Data Export Reports provides comprehensive information on all Title 42(g) Requests to Appoint, Convert, or Extend an employee.

*The start of the Title 42 Request workflow began on August 17, 2015 and only included three pilot ICs (NHLBI, NIDDK, and NINDS).*

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

| Choose a Report List:   |                        | Select Your Report:               |     |
|---|------------------------|-----------------------------------|-----|
| IC Title 42 Report List   | ▼                      | Title 42(g) Request Status Report | ▼   |
| This report provides comprehensive information on Title 42(g) Requests. ? |                        |                                   |     |
| Status of Actions   | All                    | ▼                                 | ?   |
| Generate Report By:   | Date Request Entered   | ▼                                 | ?   |
| Start Date:   | 8/12/2015              | 📅                                 | ?   |
| End Date:   | 8/12/2015              | 📅                                 | ?   |
| IC:   | ALL                    | ▼                                 | ?   |
| Search Admin Code:  | Exact                  | ▼                                 | ALL |
| Branch:   | ALL                    | ▼                                 | ?   |
| Include GRU Data?   | Yes                    | ▼                                 | ?   |
| HR Specialist:  | ALL                    | ▼                                 | ?   |
| Generate report using:  | Calendar Days          | ▼                                 | ?   |
| Requested Title 42 Action:  | ALL                    | ▼                                 | ?   |
| Title 42 Professional Designation:  | <a href="#">Select</a> |                                   | ?   |

## 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.). You may enter multiple admin codes, when using 'Exact Match' or 'Begins With' separated by a comma (,) with NO space after the comma.
- **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.
- **HR Specialist:** Indicate if you wish to filter the report by one or all HR Specialists. You will only be able to view HR Specialist data based on your current IC or Branch access level.
- **Generate Report Using:** Indicate if you wish to calculate metrics on the report using calendar days or working days (working days excludes federal holidays and weekends)
- **Requested Title 42 Action:** Select all or one specific Requested Title 42 Action.
  - **Convert an Employee from One Appointment to Another:** When an existing NIH employee is moving from one appointment to another.
  - **Extend an Employee's Not-to-Exceed Date:** When an existing employee's not-to-exceed date on their current Appointment is being extended.
  - **New Appointment:** When hiring a new NIH employee into a Title 42(g) position.
- **Title 42 Professional Designation:** Select the Professional Designations you wish to view on your report

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

## Summary Metrics Tables

The first page of the report contains two summary metric tables. The first table (Title 42 Request – Branch Summary) contains a distinct count of Title 42 Requests by status, grouped by Branch, IC, and Requested Title 42 Action. The table provides the average number of days from when the request was entered to the date the IC approved the request and the average number of days from the request was entered to the Effective Date of the related Appointment or Career Change action. You can expand and collapse the table by the Branch.

1 of 36 100% Find | Next



### Title 42(g) Status Report

**New Appointments, Conversions, and Extensions**


Status of Actions: All      IC: ALL

Title 42 Action: ALL

Title 42 Professional Designation: ALL

Branch: ALL      Include GRU Data: Yes

Date Request Entered between 1/12/2015 to 8/12/2015 (metrics calculated using Calendar days)



HR Specialist: ALL

Run Date: 8/12/2015 10:18:50 PM      [Data Export](#)      [Help](#)

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| Title 42 Request - Branch Summary                                   |                                    |                           |            |           |            |   |   |
|---|------------------------------------|---------------------------|------------|-----------|------------|---|---|
| <i>(Table shows distinct counts by status of Title 42 Requests)</i> |                                    |                           |            |           |            |   |   |
| Branch  | IC                                 | Requested Title 42 Action | ACTIVE     | COMPLETED | Total      | Avg Number of Days Date Entered To Date IC Approved | Avg Number of Days Date Entered To Effective Date |
| E   | CC                                 | Conversion                | 8          | -         | 8          | 17.60   |   |
|   |                                    | Extension                 | 22         | -         | 22         | 9.92  | 2.50  |
|   |                                    | New Appointment           | 21         | 4         | 25         | 5.70  |   |
|   | <input type="checkbox"/> E Total   |                           | 51         | 4         | 55         | 7.63  | 2.50  |
| G   | <input type="checkbox"/> G Total   |                           | 60         | 6         | 66         | 16.19   | 28.00   |
| GRU   | <input type="checkbox"/> GRU Total |                           | 2          | -         | 2          | 5.33  | 5.00  |
| H   | <input type="checkbox"/> H Total   |                           | 4          | 1         | 5          | 34.00   |   |
| J   | <input type="checkbox"/> J Total   |                           | 4          | 1         | 5          | 0.50  | 3.00  |
| <b>Grand Total</b>  |                                    |                           | <b>121</b> | <b>12</b> | <b>133</b> | <b>12.34</b>  | <b>13.86</b>                                      |

The second table (Title 42 Request – HR Specialist Summary) contains a distinct count of Title 42 Requests by status, grouped by HR Specialist, IC, and Requested Title 42 Action. The table provides the average number of days from when the request was entered to the date the IC approved the request and the average number of days from the request was entered to the Effective Date of the related Appointment or Career Change action. You can expand and collapse the table by the HR Specialist. Note: This table only includes requests assigned to an HR Specialist. An HR Specialist is not assigned to the request until it is received in OHR.

| Title 42 Request - HR Specialist Summary  |   |                           |           |           |           |   |   |
|---|---|---------------------------|-----------|-----------|-----------|---|---|
| <i>(Table shows distinct counts by status of Title 42 Request assigned to an HR Specialist)</i> |   |                           |           |           |           |   |   |
| HR Specialist   | IC  | Requested Title 42 Action | ACTIVE    | COMPLETED | Total     | Avg Number of Days Date Entered To Date IC Approved | Avg Number of Days Date Entered To Effective Date |
| DAndrea, Michael  | CC  | Conversion                | 3         | -         | 3         | 21.75   | 5.00  |
|   |   | Extension                 | 3         | -         | 3         | 4.50  | 2.50  |
|   |   | New Appointment           | 7         | 1         | 8         | 12.13   |   |
|   | CIT   | Extension                 | -         | 1         | 1         | -1.00   | 3.00  |
|   | CSR   | New Appointment           | 2         | -         | 2         | 4.50  |   |
|   | NHLBI   | Extension                 | -         | 1         | 1         | -   |   |
|   | NIDDK   | Extension                 | 3         | 2         | 5         | 1.40  | 34.50   |
|   |   | New Appointment           | -         | 1         | 1         | 17.00   | 15.00   |
|   | NINDS   | Conversion                | 1         | -         | 1         | 7.00  |   |
|   |   | Extension                 | 4         | 2         | 6         | 3.67  |   |
|   |   | New Appointment           | 6         | -         | 6         | 3.83  |   |
|   | <input type="checkbox"/> DAndrea, Michael Total |                           |           | 29        | 8         | 37  | 7.33  |
| <b>Grand Total</b>  |   |                           | <b>29</b> | <b>8</b>  | <b>37</b> | <b>7.33</b>   | <b>13.86</b>                                      |


## Report Details

The subsequent pages of the report provide details on Title 42 Request and any related Appointment or Career Change action. The report details contain four sections: 1) Request Contacts and Organization; 2) Request Details; 3) Request Approvals; and, 4) Appointment/Career Change. The first three sections correspond to fields on the related tabs of the Title 42 Request Workflow form. The fourth section contains information on the related Appointment or Career Change action.

- Please reference the [OHR or IC version of the Title 42 Request Workflow user guide](#) for more information and definitions on all of the fields on this report.
- This report offers interactive sorting. You can sort by the Request#, Admin Code, CSD Branch, and Category. You can sort by multiple columns by holding down the Shift key.

*Hold shift key to sort by multiple columns*

| Request Contacts and Organization   |  |   |   |  |   | Request Details  |   |   |  |  |   | Request Approvals                        |   |   |  | Appointment/Career Change                                   |   |  |   |   |
|---|--|---|---|--|---|--|---|---|--|--|---|--|---|---|--|---|---|--|---|---|
| Request#<br>/<br>Appoint/<br>Career<br>Change#<br><br><i>(Sort by<br/>Request#)</i> | IC<br>/<br>Admin<br>Code<br>/<br>Org.<br>Initials<br><br><i>(Sort by<br/>Admin Code)</i> | CSD<br>Branch<br>/<br>Priority<br><br><i>(Sort by<br/>CSD<br/>Branch)</i> | Request<br>Preparer<br>/<br>IC<br>Contact | HR<br>Specialist<br>/<br>HR Team<br>Leader | Date<br>Request<br>Entered<br>/<br>Date<br>Request<br>Initiated | Requested<br>Title 42 Action<br>/<br>Category<br>/<br>Professional<br>Designation<br><br><i>(Sort by<br/>Category)</i> | Employee<br><i>(Last, First MI)</i><br>/<br>Current<br>NIH<br>Employee? | Organizational<br>Title<br>/<br>Pay Plan - Series<br>Basic Pay*<br>CAN* | Pay<br>Band*<br>/<br>Pay<br>Tier*<br>/<br>PGY<br>Year* | Duty Station<br>/<br>Supervisor              | Start Date/<br>Current<br>NTE Date<br>/<br>Proposed<br>NTE Date | Work<br>Visa?<br>/<br>Type<br>of<br>Visa | IC<br>Approver<br>/<br>IC<br>Approval<br>Date | Date<br>Routed<br>to OHR<br>/<br>NCC/NCCP<br>Review<br>Required | # Days<br>Date<br>Request<br>Entered<br>TO<br>IC<br>Approval<br>Date | Action<br>Type<br>/<br>Sub<br>Action<br>Type<br>/<br>Status | Date<br>Action<br>Entered<br>/<br>Date<br>Complete<br>Package<br>Received | HR<br>Specialist<br>/<br>HR<br>Assistant<br>/<br>Final<br>Authorizer | Proposed<br>Effective<br>Date<br>/<br>Effective<br>Date | # Days<br>Date<br>Request<br>Entered<br>TO<br>Effective<br>Date |
| 34043   | NIDDK  | G   | Michael<br>DAndrea                        | DAndrea,<br>Michael                        | 08/09/2015  | New Appointment  | D ANDREA,<br>MICHAEL P  | General Manager<br>RG-<br>0403  | I<br>/<br>1  | ROCKVILLE<br>/<br>Montgomery<br>County MD US | 08/10/2015  | Yes                                      | SAMANTHA<br>/<br>LUBEL                        | 08/09/2015  | 17   | Appointment   | 08/09/2015  | DAndrea,<br>Michael  | 08/10/2015  | 15  |
| 34044   | HNK1C4<br>/<br>OD OFMA   | High  | /   | DAndrea,<br>Michael                        | 08/09/2015  | Intramural (Basic)<br>/<br>Research Fellow   | /<br>Yes  | 80000.00<br>/<br>44444444   | /<br>/   | /  | 08/10/2018  | H1-B                                     | /   | Yes   | 08/26/2015   | 171 - Exc<br>Appt NTE<br>(date)<br>/<br>COMPLETED           | 08/11/2015  | DAndrea,<br>Michael<br>/<br>DAndrea,<br>Michael                      | 08/24/2015  |   |







 Request Status Description: Request Completed

Request Comments: --Discussed the action with HR Specialist to determine Relocation Incentives

Appointment/Career Change Comments: --Appointment delayed two pay periods due to security clearance backlog

## Status Codes and Request Status Description

The stoplights or status codes and the request status description are determined based on where the request is located and the status of any related Appointment or Career Change action.

| <b>Stoplight</b>   | <b>Status Code</b>  | <b>Request Status Description</b>   | <b>Definition</b>   |
|--|---|---|---|
|    | <b>Request Complete</b>   | Request Completed   | Indicates the Title 42 Request is complete  |
|  |   | Request Withdrawn - Completed   | Indicates the Title 42 Request was withdrawn and is complete  |
|    | <b>Request with OHR – Pending Appointment/Career Change Action Creation</b>           | Request with OHR - Pending Appointment Action Creation                        | Indicates the Title 42 Request is currently with OHR and the related Appointment action has not been created yet.   |
|  |   | Request with OHR - Pending Personnel Action Creation                          | Indicates the Title 42 Request is currently with OHR and the related Career Change action has not been created yet. |
|   | <b>Request with IC – Pending Submission to OHR</b>                                    | Request with IC - Pending Submission to OHR                                   | Indicates the Title 42 Request (Conversion or Extensions) is currently with the IC.                                 |
|  |   | Request with IC - Pending Search Efforts/Additional Information               | Indicates the Title 42 Request (New Appointment) is currently with the IC.  |
|  | <b>Request with OER/OIR – Pending Approval</b>  | OIR Reviews and Approves Title 42 Request                                     | Indicates the Title 42 Request is currently with OIR for review and approval.                                       |
|  |   | OER Reviews and Approves Title 42 Request                                     | Indicates the Title 42 Request is currently with OER for review and approval.                                       |
|  | <b>Appointment/Career Change Action Created – Pending Processing/Entrance on Duty</b> | Appointment Pending Entrance on Duty/Action Completion                        | Indicates an Appointment action was created that is related to the Title 42 Request and it is currently active.     |
|  |   | Career Change Action Pending Processing                                       | Indicates a Career Change action was created that is related to the Title 42 Request and it is currently active.    |
|  | <b>Appointment/Career Change Action Complete – Pending Title 42 Request Closeout</b>  | Appointment/Career Change Action Complete – Pending Title 42 Request Closeout | Indicates a related Appointment or Career Change action was completed and the Title 42 Request is still active.     |

## Data Export

This report was designed for those users who wish to perform additional analysis and data manipulation in Excel. This report contains a majority of the fields contained on the Title 42 Request Workflow form for Title 42(g) actions.

|  |  |
|--|--|
| Include GRU Data: Yes  | HR Specialist: ALL                               |
| Date Request Entered between 01/01/2015 to 08/09/2015 (metrics calculated using Calendar days) |  |
| Run Date: 8/12/2015 10:53:44 PM  | <a href="#">Data Export</a> <a href="#">Help</a> |

## Exporting and Printing

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

