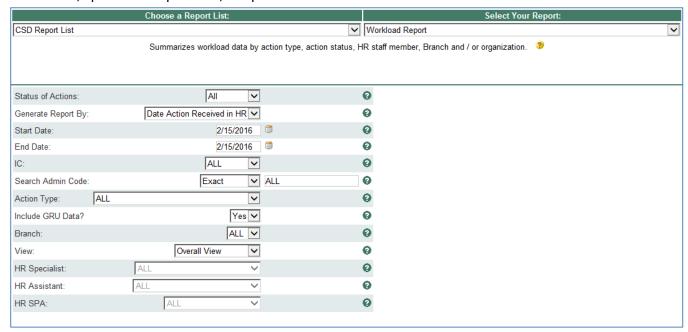


# **Understanding the Workload Report and the HR Action Count Report**

To assist HR leadership in managing and monitoring the work of their staff, WiTS offers two reports: the *Workload Report* and the *HR Action Count Report*.

# **The Workload Report**

The *Workload Report* summarizes workload data by Action Type, Action Status, HR staff member, Branch, and/or IC organization. This report provides six different views – Overall, Workload, All HR Staff, specific HR Assistant, specific HR Specialist, or specific HR SPA.



# **Report Parameters**

- **Status of Action:** Select the status of the actions you would like retrieved. Select "All Actions" if you would like to see both active and completed actions.
- **Generate Report By**: Select if you would like to generate your report by "Date Action Received in HR", "Effective Date", or "Proposed Effective Date".
- Start and End Dates: Enter a date range (by Date Received in HR) to filter your report.
- IC: Indicate if you wish to filter the report by a specific Institute or Center (IC) or if you wish to view 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 'Exact' 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: You can choose to display only a specific action type, 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 SPA (Final Authorizer).

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

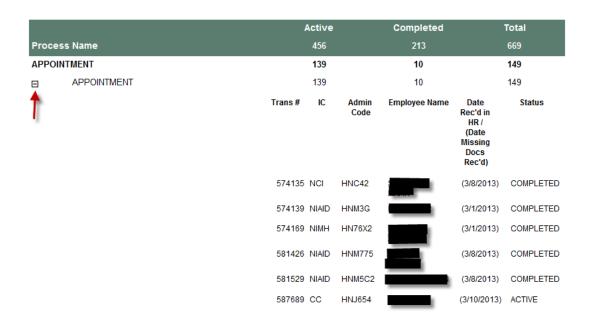
# **Report Views**

#### **Overall View**

The Overall report display provides a count on the number of active/ completed actions by action type.

		Active	Completed	Total
Proces	s Name	456	213	669
APPOIN	ITMENT	139	10	149
+	APPOINTMENT	139	10	149
AWARD		18	3	21
+	ON-THE-SPOT	1	0	1
<b>±</b>	QSI	0	3	3
<b>+</b>	SPECIAL ACT OR SERVICE	3	0	3
<b>±</b>	TIME OFF AS AN INCENTIVE	14	0	14
CAREER CHANGE		87	27	114
+	CHANGE TO LOWER GRADE	3	1	4
+	CONVERSION	2	3	5
<b>+</b>	CONVERSION NTE	5	7	12

The Action Type name displays an expand/collapse button. Expand any *Action Type* name to open another view with details on each action. The Status is system-generated based on the current state of the WiTS action at the time the report is generated.



#### **Workload View**

The Workload view displays counts of both active and completed actions by "action type" for each individual HR staff member (I.e. each HRS, HRA and SPA).

	Actions Worked During Date Range	Active	Completed	Total
HR ASSIS	TANTS	22	4	26
BE	ST, SEAN			
	APPOINTMENT	2	0	2
<b>±</b>	APPOINTMENT	2	0	2
	CAREER CHANGE	1	0	1
<b>±</b>	PROMOTION	1	0	1
	INITIATE JCPN	0		<u> </u>
+	INITIATE JCPN	0	4	4

The Action Type name displays an expand/collapse button. Expand any *Action Type* name to open another view with details on each action. The Status is system-generated based on the current state of the WiTS action at the time the report is generated.

Actions Worked During Date Range	Active	Completed	Total	
HR ASSISTANTS	22	4	26	
BEST, SEAN				
APPOINTMENT	2	0	2	
E APPOINTMENT	2	0	2	
<b>†</b>	Trans# IC	Admin Employee Name Code	Date Status Rec'd in HR / (Date Missing Docs Rec'd)	
	593906 NIDDK	HNK6G	3/18/2013 ACTIVE	
	593924 NHLBI	HNH13B	(3/18/2013) ACTIVE	

This view only shows individual HRA/HRS/SPA staff members that have been designated on actions Received in HR within the report range dates specified on the parameter page.

#### **HR Staff Member Views**

The HR Specialist, HR Assistant, and HR SPA report views display a count of the number of each active/completed action for the specifically selected individual CSD servicing Branch staff member (i.e., an HR Specialist, an HR Assistant, or an HR SPA).

# **The HR Action Count Report**

The *HR Action Count Report* provides a summary count of the number of each type of action by its current status based on the Date Received in HR.



# **Report Parameters**

- Start and End Dates: Enter a date range (by Date Received in HR) to filter your report.
- **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.

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

# **Report View**

ACTIVE												
	Α	В	С	D	E	F	G	GRU	н	- 1	J	Total
APPOINTMENT	6	15	9	9	36	8	22	19	3	6	6	139
AWARD	2				1	2				10	3	18
CAREER CHANGE	8	4	9	16	1	7	10		15	11	6	87
CHANGE IN WORK SCHEDULE/HOURS					6	1						7
CLASSIFICATION		1				1			2		1	5
INITIATE JCPN	1		2	8	1		1	3		3	1	20
LEAVE WITHOUT PAY (LWOP)					1							1
RECRUITMENT	12	14	18	21	21	12	18		5	12	7	140
RETURN TO DUTY					1			1			1	3
SENIOR LEVEL PAY	4	2		1		1						8
SEPARATION	1		3	5	1	7	3		3	2		25
SPECIAL PAY	1					3	3	1		2	1	11
Total	35	36	41	60	69	42	57	24	28	46	26	464

# **Exporting and Printing**

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

