



Happy New Year,

The nVision Team has been working closely with OHR to create a new standard nVision HR report. The *FTE Staff by Pay Period End Date (HR-134)* report can be helpful in many ways and is now available on the [nVision HR Community Page](#).

The “FTE Staff by Pay Period End Date (HR-134)” report provides the NIH community with a more accurate way of generating FTE rosters based on pay period end dates. Although this report was mainly created to assist ICs with year-end PMAP activities, nVision HR customers may also find other uses for this report.

Typically, existing staff reports (i.e. FTE Staff by Pay Plan HR-29) provide snapshots of employees’ information based on when system of record data was received and loaded to nVision (as of date), and do not necessarily include actions effective by that date (effective date). In contrast, existing action reports (i.e. All Personnel Actions HR-69) provide employees’ information effective by desired date (effective date), and do not necessarily include accurate snapshots of employees assigned to organizations by that date (as of date).

In order to fuse staff and action information into one hybrid report, nVision Team created the “FTE Staff by Pay Period End Date (HR-134)” report. The key feature found in this report is the linkage between staff and actions for displaying more accurate snapshots of employees, vice having to generate and reconcile separate reports. The disadvantage is that the report is based on a custom query that prevents nVision users from adding new or removing existing objects into the report. Any changes to the report will have to be made via the nVision Team to minimize errors in logic and data integrity. For additional data manipulation, the report can be generated and exported to a variety of formats such as Excel.

This report displays FTE employees as of specified pay period end dates. The report is grouped by IC and organization code. Prompts include IC(s) and Pay Period End Date. Columns include Employee ID, Employee Names, IC, Organizational Code, Pay Plan, Series, Grade, Step, Bargaining Unit, Program Type, Position Incumbency, Annual Stipend/Salary, Hourly Rate, Within Grade Increase (WIGI) Due Date. This report excludes pay plans CC and EI.

***The final Calendar Year 2014 pay period end date is 1/10/2015. Data For This Pay Period will be available in nVision HR on 1/22/2015.***

If you have any questions regarding this report or anything else related to nVision HR please contact [nVision Support](#)..

Best Regards,

The nVision Team