Current Reports in WiTS

*Action-Specific*

- **Awards Report**: provides information on award actions that have been submitted to HR for review and processing

- **Appointment Actions Report**: provides information on appointment actions processed as a result of recruitment, competitive movements and EODs with no accompanying recruitment activity

- **Appointment KPI Report**: provides information on appointment actions and their metrics and compares them to benchmark Key Performance Indicators / Service level Agreements

- **Classification Report**: provides information on classification actions that have been submitted to HR for action

- **DEU Activity Report**: provides information about recruitment and appointment activities carried out by the CSD’s Delegated Examining Unit

- **Not to Exceed Report**: provides information about employees’ time-limited appointments

- **Orientation Report**: provides new employee orientation registration and attendance information

- **Pay Summary Report**: provides summary information on Special Pay actions

- **Pay Adjustments Reports**: provides information on pay adjustment actions that have been submitted to HR for review and processing

- **Pay Incentives Report**: provides information on pay incentive actions (Recruitment Incentives, Relocation Incentives, SLRP, etc.) that have been submitted to HR for review and processing

- **Pay Allowances/ Supplements Report** provides information on allowance and supplement actions (Market Pay, Retention Allowances, PCA, etc.) that have been submitted to HR for review and processing

- **Promotions Report**: provides information on promotion actions that have been submitted to HR for review and processing
- **Recruitment Actions Report:** provides information on recruitment actions that have been submitted for action.

- **Recruitment KPI Report:** provides information on recruitment actions and their metrics and compares them to benchmark Key Performance Indicators.

- **Separations Report:** provides information on separation actions that have been submitted to HR for review and processing.

- **Timeliness of Recruitment Related Hiring Decisions:** provides information on the time elapsed between when certificates are sent to Selecting Officials and when a hiring decision is made.

- **Vacancy Announcement/Certificate Listing Report:** provides information about open vacancies and certificates to facilitate global recruitment and certificate sharing.

**Client Services Division**

- **Status Report:** provides summary information about all HR activity.

- **Strategic Hiring Data Report (3 views):** provides information on recruitment activities for strategic reporting needs.
  - Time to Hire
  - Use of Hiring Flexibilities
  - Applicant Notification

- **Job Code/Position Number Report:** provides information of Job Code/Position Number request activity.

- **HR Action Count Report:** provides summary information on the HR Action activity throughout the CSD.

- **Internal Classification Report:** provides information on classification actions that have been submitted to the CSD’s Classification Unit for action.

- **Workload Report:** summarizes workload data by action type, action status, HR staff member, Branch and/or organization.

- **CSD Workload and Optimization Report (3 views):** displays workload data as compared to optimal time available for specific activities.
• **Proactive Time to Hire Report (subscription only):** sent to CSD staff by request to provide information on active Appointment actions contributing to the NIH’s Time to Hire goals

**Compensation and Senior Scientific Employment Division (CSSED)**

• **Senior Level Pay Activity Report:** provides information on senior-level actions that have been submitted to NIH Committees for recommendation and Building 1 for decision

• **Senior Level Pay KPI Report:** provides metric information on senior-level actions that have been submitted to NIH Committees for recommendation and Building 1 for decision

• **NIH Committee Activity Reports (4 views):** provide information related to NIH Committee review and recommended action on senior level pay cases
  - NCC Recommendations Report
  - NCC Case Reviews Report
  - NCCP Recommendations on Title 38 Requests Report
  - NCCP Quarterly Report

• **Employee History Report:** provides historical action information on employees

**Workforce Relations Division (WRD)**

*Benefits and Payroll Liaison Branch*

• **Retirement Activity Report (4 views):** provides information on retirement estimates and retirement application processing

• **Benefits Activity Report:** provides information on benefits form processing

• **Proactive Benefits Processing Report for New Hires (subscription only):** sent to BPLB staff every other Wednesday to help them stay apprised of active Benefit actions for new hires.

**Final Authorizer Unit**

• **Proactive Final Authorizer Processing Report (subscription only):** sent to FA staff every Monday; helps staff stay apprised of active actions that are pending processing or that will soon (within 14 days) be effective.

**Employee Relations**

• **ER Status Report:** provides overview information on ER Cases and Consultations
- **ER Case Summary Report**: provides summary on the cases submitted to ER
- **ER Employee History Report**: provides historical action information on Employees.

**Labor Relations**

- **LR Status Report**: provides overview information on LR Cases and Consultations
- **LR Information Request Report**: provides information on information requests received by LR
- **LR Representation Report**: provides information on representation cases handled by LR
- **LR Unfair Labor Practice Report**: provides information on ULP cases handled by LR
- **LR Negotiability Report**: provides information on negotiability cases handled by LR
- **LR Negotiated Grievance Report**: provides information on negotiated grievance cases handled by LR
- **LR Negotiations Report**: provides information on negotiations handled by LR

**HR Systems, Analytics, and Information Division (HR SAID)**

- **SAID Admin Status Report**: provides information on pending and resolved Administrative requests

**HR Systems Support**

- **HRSS Ticket Report**: provides information on pending and resolved HR Systems Support requests
- **HRSS Tier Activity**: summarizes data on HR Systems Support activity by Tier level
- **User System Access History Report (2 views)**: provides history of HRSS activities related to granted, modifying or deleting user system access