



## Understanding the Not-to-Exceed Report

The **Not-to-Exceed Report** provides users with the ability to monitor and track certain personnel actions with a Not-to-Exceed Date (NTE Date). This report captures all WiTS Appointment and Career Change actions (*i.e., Temporary Promotions, Details, Extensions of Details, Extensions of Appointment, and Time-Limited Conversions*) with a NTE Date.

### Parameter Page

The parameter page is where you will choose what data you would like displayed on your report.



Choose a Report List:		Select Your Report:	
CSD Report List	▼	Not-to-Exceed Report	▼
This report provides information on the Not-to-Exceed dates of employees on time-limited appointments. ?			
NTE Date (Start):	8/22/2014		?
NTE Date (End):	8/22/2014		?
Action Type:	All		?
IC:	ALL		?
Search Admin Code:	Exact	ALL	?
Branch:	ALL		?
Include GRU Data?	Yes		?

### Report Parameters

- **NTE Date Start and End Dates:** Select the time period that you would like the report to cover based on the *NTE Date*.
- **Action Type:** Indicate if you wish to view Appointment and Career Change Actions (“All Action Types”), or if you wish to view just Appointments or Career Change actions.
- **IC:** Select a specific Institute or Center or select ‘All.’ *For IC Staff, this parameter will default to your IC.*
- **Search Admin Code:** Indicate if you would like to view data 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 (HN32A, HN32123, etc.).*
- **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

WITS Trans #	IC	Admin Code Org Initials	Branch	CSD Team Leader / CSD HR Specialist	Employee Name	Nature of Action Code or Career Change Type	Action Type	Position Title Pay Plan Series Grade	EOD Date of Action	NTE Date
26207	Test	TEST PLAY/TESTING BRANCH	Play	Verge, Terrje / Verge, Terrje	Kirk, James T	Promotion NTE	CAREER CHANGE	Captain, Starship Enterprise GS-1111-15	08/21/2012	10/31/2012
 Action Status: COMPLETED. Comments:										
26208	Test	TEST PLAY/TESTING BRANCH	Play	Verge, Terrje / Verge, Terrje	Spook, Dr.	Extension of Detail	CAREER CHANGE	Chief Vulcan AD-2222-N/A	08/21/2012	11/01/2012
 Action Status: COMPLETED. Comments:										

## Report Notes:

- Information on Details and Extensions are available only for actions processed on or after 08/27/2012.

## Exporting and Printing

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

