



## Understanding the Orientation Report

The **Orientation Report** provides new employee orientation information and information on employees moving into new a position. You can use this report to update members of the organization(s) you service with information on employees who will be coming on-board during a particular time.

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

Choose a Report List:		Select Your Report:	
CSD Report List	▼	Orientation Report	▼
This report provides information on new employees scheduled to attend orientation and their Entry on Duty dates ?			
Generate Report By:	Orientation Date	▼	?
Start Date:	8/21/2014	📅	?
End Date:	8/21/2014	📅	?
Action Type:	ALL	▼	?
IC:	ALL	▼	?
Search Admin Code:	Exact	▼	ALL
Branch:	ALL	▼	?
Include GRU Data?	Yes	▼	?

### Orientation Report Parameters

- **Generate Report by:** Select a date field to filter the report.
  - **Orientation Date:** This filter will return records for those individuals who are scheduled to attend the New Employee Orientation.
  - **EOD Date:** This filter will return records for those individuals who are entering a new appointment.
  - **Effective Date:** This filter will return records for those individuals who entered a new position, which includes new appointments and career change actions (i.e., career ladder promotions, details, extensions, conversions, changes to lower grade, and transfers). Note: This filter will typically only return historical information because the Effective Date is set when the personnel action is processed.
  - **Proposed Effective Date:** This date filter will return records for those individuals entering a new position, which includes new appointments and career change actions (i.e., career ladder promotions, details, extensions, conversions, changes to lower grade, and transfers).
- **Start and End Dates:** Enter a date range to filter the report.
- **Action Type:** Indicate if you wish to filter the report by a particular action type (Appointment or Career Change) or if you wish to view all action types. *Career Change actions are only available when the report is generated using the Effective Date or Proposed Effective Date filters.*

- **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 '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.).*
- **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.

## Orientation Report

The report lists essential information: WITS #, Action Type/Sub Action Type, IC, Admin Code, Employee Name, Position Information, Duty Station, Hire Type (*used for Orientation purposes*), CSD Orientation Contact, Attendance status for Orientation, and Benefits Eligibility. Depending on your selection in the "Generate Report By" filter, the date fields *Entry on Duty (EOD) Date, Orientation Date, Effective Date, or Proposed Effective Date* will be displayed on your report.

WITS Trans #	Action Type / Sub-Action Type	IC	Admin Code Org Initials	Employee Name	Position Title Pay Plan-Series-Grade/Cluster	Duty Station**	Hire Type**	Orientation Date	CSD Orientation Contact	Attending Orientation	Eligible for Benefits (Yes/No)**
<b>Branch: A</b>											
495851	Appointment / Excepted Service Appointment	NCI	HNC7Z11 NCI CCR MCGP	John Smith	Research Fellow (VP) AD-0401-N/A	Frederick County (Ft Detrick Area)	New Hire Greater than 1 Year Appt.	01/17/12	Chris Carter	Full Orientation	Yes
497391	Appointment / Excepted Service Appointment	NCI	HNC9C6 DCEG EBP OEEB	Nancy Thomas	Staff Scientist AD-0601-N/A	Montgomery County, MD	New Hire Greater than 1 Year Appt.	04/23/12	Chris Carter	Full Orientation	Yes
504743	Appointment / Career and Career conditional	NCI	HNCB35 DCTD CTE RA	Bruce Jones	Regulatory Affairs Specialist GS-0601-14	Montgomery County, MD	New Hire Greater than 1 Year Appt.	01/30/12	Chris Carter	Full Orientation	Yes
506592	Appointment / Excepted Service Appointment	NCI	HNC7Z17 CCR SB	Sally Rice	Research Fellow AD-0401-N/A	Baltimore Metro Area	New Hire Greater than 1 Year Appt.	01/30/12	Chris Carter	Full Orientation	Yes

## Exporting and Printing

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

