



Understanding the Pay Adjustments Report

The **Pay Adjustments Report** provides information on provides detailed information about pay adjustment actions. These actions include certain January COLAs, January and Spring Title 42 pay increases, as well as Exceptional Pay Adjustments and Quadrennial Increases. You can use this report to monitor the status of pay adjustment actions in the organization(s) that you service.

Choose a Report List:	Select Your Report:
CSD Report List	Pay Adjustment Report

Provides details on Pay Adjustments ?

Status of Actions:	All	?	
Pay Adjustment Type:	ALL	?	
Generate Report By:	Date Action Received in HR	?	
Start Date:	8/21/2014	?	
End Date:	8/21/2014	?	
Sort 1:	WITS#	?	
Sort 2:	Admin Code	?	
Sort 3:	IC	?	
IC:	ALL	?	
Search Admin Code:	Exact	ALL	?
Branch:	ALL	?	
Include GRU Data?	Yes	?	
HR Specialist/Contact:	ALL	?	

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.
- **Pay Adjustment Type:** You can pull only a certain Pay Adjustment type into your report or all Pay Adjustment types.
- **Generate Report by:** You can pull the actions to be included in your report by either the Date the action was received in HR or by the Effective Date.
- **Start and End Dates:** Enter a date range to filter the report.
- **Sort Order 1, 2, 3:** Select the first, second and third fields that you would like your data sorted by.
- **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.
- **HR Specialist/Contact:** You can choose to display actions assigned to a specific HR Specialist or contact.

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

Report View

The report lists essential information: WiTS #, Action Status Code, IC, Admin Code, Organization Initials, Appointee, Position Title, Pay Plan, Series, Grade, and Pay Adjustment Type, Amount and Percentage (%). It also displays key dates in the process including: Date Received in HR (Date Missing Docs Rec'd), IC Approval Date/ OHR/Building 1 Decision, and Proposed Effective Date/Effective Date.

The HR Contact column displays the name of the individual HR staff member (i.e., HRS, HRA, SPA) or organization who currently has responsibility for the action.

WiTS Trans # / Action Status Code	IC	Admin Code Org Initials	Employee Name	Position Title Pay Plan-Series-Grade(Cluster/Band)	Date Recvd in HR (Date Missing Docs Recvd)	Pay Adjustment Type	Amount (\$) / Percentage (%)	IC Approval Date	(OHR) Bldg 1 Approval Date / Decision	(Proposed) Effective Date	HR Contact
415928	NIEHS	HNV242 DIR/LN	[REDACTED]	Senior Investigatr AD-401-00 (XX/IV)	(05/24/10)	Quadrennial Increase	9,135	5/17/10	(05/14/10) / Approved	(06/20/10)	Delgais, Nancy

COMMENTS: Active
T42 review scheduled for 5-14-10

Exporting and Printing

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

