Proactive Active New Hire Benefits Processing Report

(Report Subscription Only)

This subscription based report was designed to assist BPLB staff stay apprised of active actions for new hires. The report displays all active actions where the Benefits Event is New Hire, Reinstatement (rehire), Transfer (in), or Reemployed Annuitant regardless if it was created from an Appointment through the Client Services Division or as standalone action created by BPLB. The status levels are based on the number of calendar days between the Effective Date on the Appointment action (Proposed Effective Date for BPLB standalone actions) and the Run Date of this report. *Note: the Effective Date cannot be changed on the BPLB action.*

Report Notes:
- All calculations use calendar days.
- The stacked bar chart is hidden if the report is generated for a specific Specialist or Assistant.
    - *For example, if a report is generated for one Specialist and all Assistants, the Specialist chart will be hidden, but not the Assistant chart.*
- **This report is subscription based only.** To start receiving this report, please submit an HR Systems Support ticket. For more information about WiTS Report Subscriptions, please visit our [web page](#).
- This report is designed for pdf format only.

Navigating the Report

This report uses a navigation function called "document mapping," which offers you the ability to *jump* to any section of the report. To access this function, click on the Bookmarks icon on the pdf document. You can jump to any section of the report by clicking on the bookmark link.

The report header (top of each page) displays the Run Date, which is the date that the report was generated, the IC, Status Level, Benefits Assistant, Benefits Specialist, and the Total Number of Actions.

Top Level – Pie Chart

The pie chart shows the number of actions and the percentage of the total for each 'Status Level.' These are the status levels used on this chart and throughout the report.

- **Less than 30 Days**
  - This status indicates that the action has been active for less than 30 days since the Effective Date.
- **30 to 44 Days**
 - This status indicates that the action has been active between 30 and 44 days since the Effective Date.
- **45 to 60 Days**
  - This status indicates that the action has been active between 45 and 60 days since the Effective Date.
- **Less than 30 Days**
  - This status indicates that the action has been active for more than 60 days since the Effective Date.
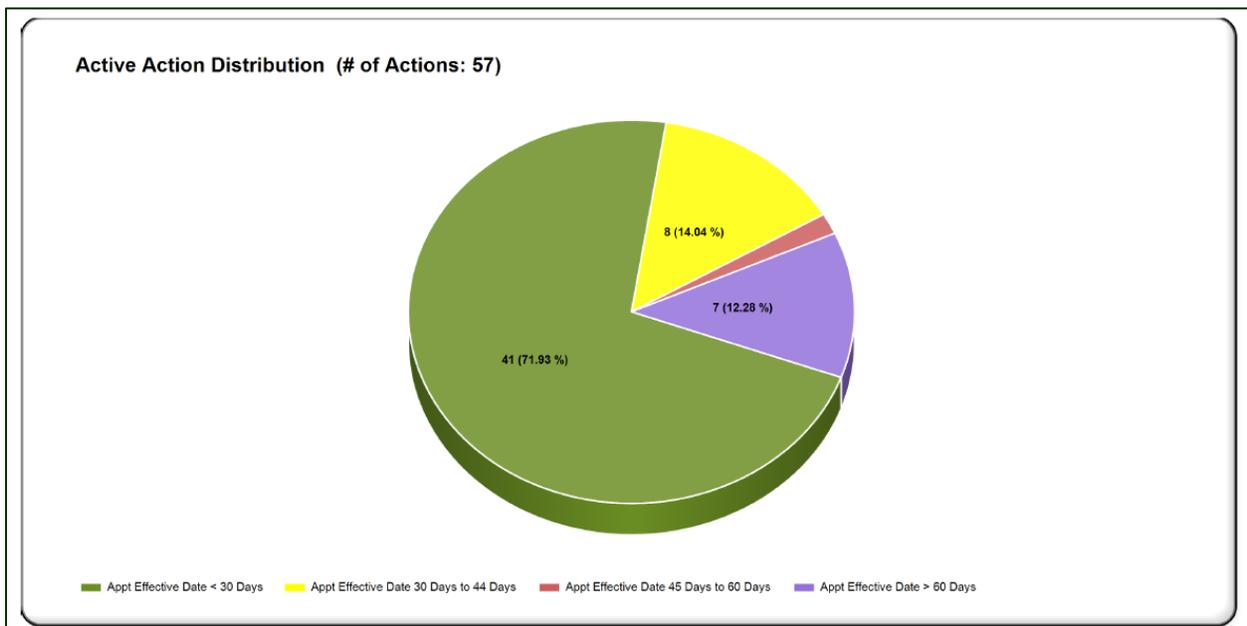
Second Level – Specialist and Assistant Stacked Bar Charts

This layer of the report provides a status distribution and action count for each Specialist and Assistant who have data on the report. The stacked bar chart is hidden if the report is generated for a specific Specialist or Assistant. *For example, if a report is generated for one Specialist and all Assistants, the Specialist chart will be hidden, but not the Assistant chart.*
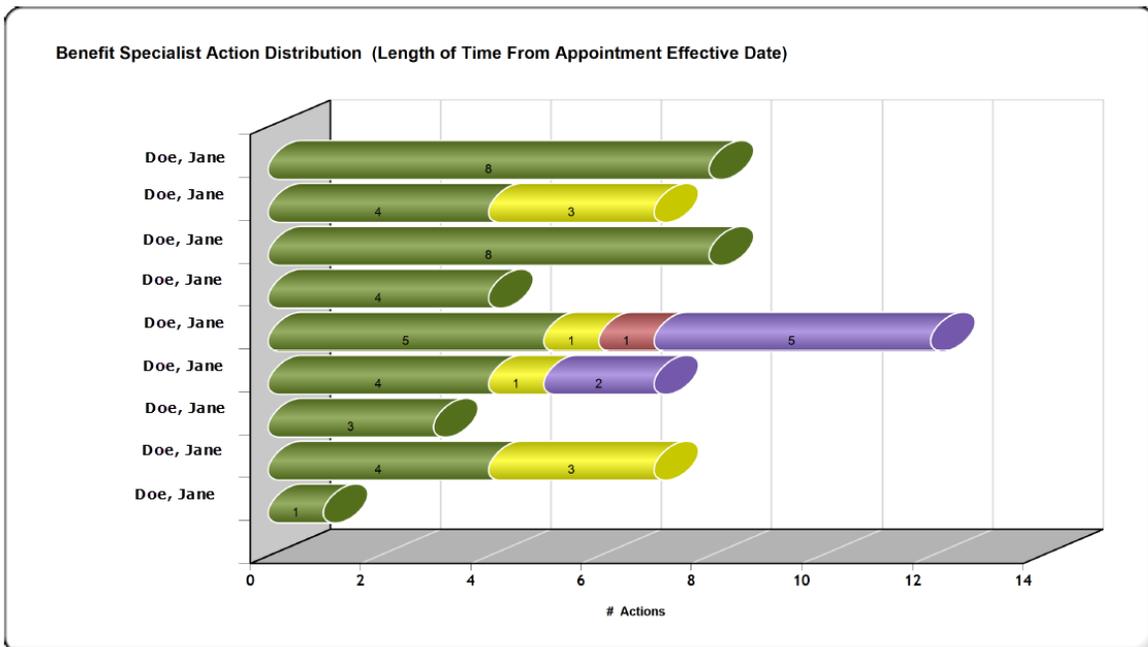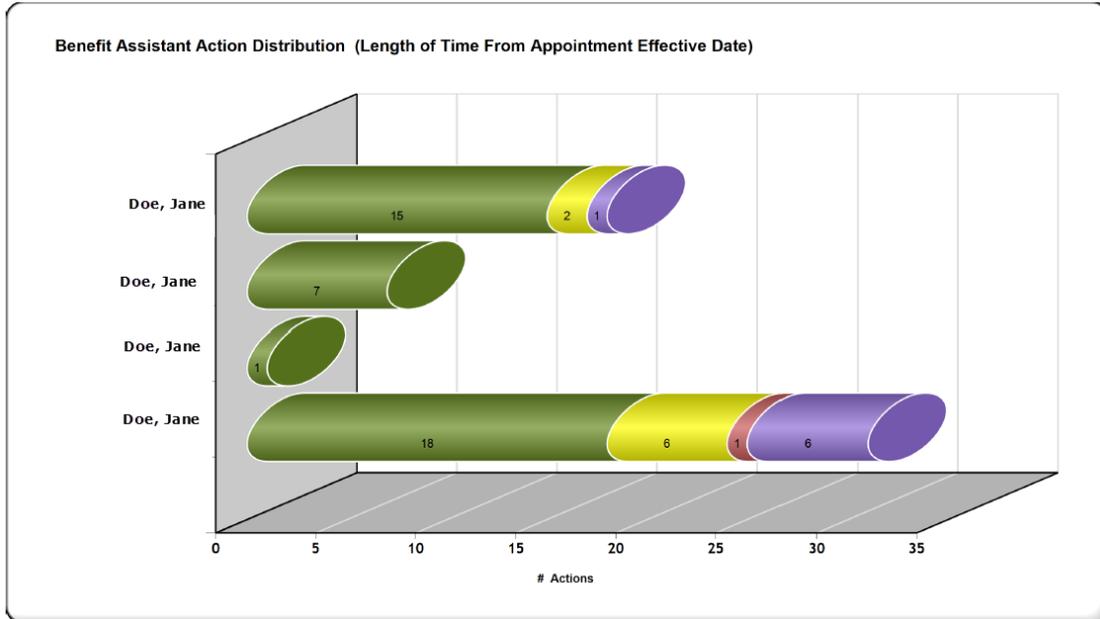
Third Level – Detailed Action Information

This layer of the report provides detailed information for each active action.

Icon	Definition
	Benefits Status Level: Appt Effective Date > 60 Days
	Benefits Status Level: Appt Effective Date 45 Days to 60 Days
	Benefits Status Level: Appt Effective Date 30 Days to 44 Days
	Benefits Status Level: Appt Effective Date < 30 Days

Indicator Icon Legend

WiTS#	Benefits Assistant / Benefits Specialist	Benefits Event	Employee Name	IC	Position Title Pay Plan Series Grade	Date Benefits Action Created	Effective Date Appointment Action	# Days Active from Effective Date	# Days Active from Benefits Action Created
1234567	Doe, Jane / Doe, John	New Hire	Jacob Smith	NCX	Management Analyst GS-0301-12	11/5/2014 5:40:44 PM	08/10/2014	110	23
Benefits Status Level: Appt Effective Date > 60 Days									
1234567	Doe, Jane / Doe, John	New Hire	Sally Smith	NCX	Clinical Fellow AD-0602-N/A	11/5/2014 10:01:51 AM	10/05/2014	54	23
Benefits Status Level: Appt Effective Date 45 Days to 60 Days									
1234567	Doe, Jane / Doe, John	New Hire	Frank Smith	NCX	Health Scientist Admin AD-0601-00	10/31/2014 9:08:33 AM	10/19/2014	40	28
Benefits Status Level: Appt Effective Date 30 Days to 44 Days									
1234567	Doe, Jane / Doe, John	New Hire	Wendy Smith	NCX	Administrative Officer GS-0341-12	11/17/2014 11:43:23 AM	11/02/2014	26	11
Benefits Status Level: Appt Effective Date < 30 Days									