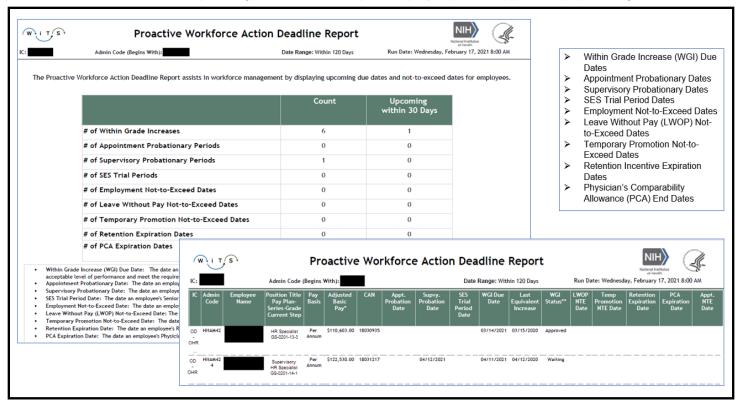
The WiTS Proactive Workforce Action Deadline Report



The *Proactive Workforce Action Deadline Report* assists HR staff and IC business partners in proactive workforce management by displaying a number of **upcoming due dates and not-to-exceed dates for NIH employees**, and should be used by IC and HR staff to stay aware of time-sensitive dates that may require their action.

EHCM and nVision are the sources of the data in this WiTS report, and the data is no more than two pay periods behind the date the report is generated. The report displays (where applicable) upcoming:



How to Subscribe

You can request automated report delivery of this report by submitting a <u>HR Systems Support ticket</u> and selecting Issue Category: Report Subscription (New).

In the Description of Issue or Request box, indicate that you are requesting the establishment of a WiTS Report Subscription, and provide the following information for each report:

- The name of the report 'Proactive Workforce Action Deadline Report'
- Your report parameters select your report criteria just as you currently do from your WiTS reportparameter pages
- The format choose to have your report delivered in either PDF, Word, or Excel
- The **frequency** choose how often you would like your report delivered (daily, weekly, monthly, etc.) and specify what day (every Monday, the 15th day of each month, etc.)
- The **time** choose what time of day you would like to receive your report
- The **e-mail box** provide the NIH e-mail address you would like your report sent to.

Here's an **example** of a subscription:

Send me the: *Proactive Workforce Action Deadline Report* Generated with these parameters:

- IC/Admin Code
- Dates upcoming within: 45, 60, 90, 120, or 180 days

In this format: PDF Every: Month, on the first Monday At: 8:00am

To my e-mail box at: youremail@mail.nih.gov

Please allow 5-7 business days from when your request is submitted for the establishment of your Report Subscription.