



OFFICE *of* HUMAN RESOURCES

# Capital HR Common Reports

NIH | OD | OHR |  
HRSAID (HR Systems, Analytics, Information Division)

# Agenda

- How to access reports/queries and the **Query Viewer**
- How to determine **actions processed** within a specific timeframe
- How to determine when someone is due for a **WIGI** or who have received a **WIGI**
- How to determine **last promotion** (Date of entry in current grade)
- How to determine someone's **FLSA** (Fair Labor Standards Act Code) **E**xempted or **N**on-exempt
- **NTE Reports**
  - How to determine NTE Dates (on LWOP)
  - How to determine NTE Dates (on Appointments)
  - How to determine NTE Dates (on Retention/PCA)



# How to access the Query Viewer

- Menu > Query > Query Viewer
- Search by Query Name
- Click on the Excel version of the Query to get to the Parameters page of the report

The screenshot shows the 'Query Viewer' interface. On the left is a 'Menu' sidebar with 'Query' expanded to show 'Query Viewer' and 'Report Manager'. The main area has a search section with a dropdown set to 'Query Name' and a search box containing 'HE0043'. Below this is a 'Search Results' section with a table of results. The table has columns for 'Query Name', 'Description', 'Owner', 'Folder', 'Run to HTML', 'Run to Excel', 'Schedule', and 'Add to Favorites'. Two rows are shown, both for 'HE0043' and 'HE0043\_2'. The 'Run to Excel' links in the second row are highlighted with a red box. Red arrows point from the 'Query' menu item to the search box and from the 'Search' button to the search box.

**Menu**

- > My Favorites
- > Recruiting
- > Workforce Administration
- > Benefits
- > Compensation
- > Payroll for North America
- > Workforce Development
- > Organizational Development
- > HHS Custom Menu
- > Set Up HRMS
- > Worklist
- > Tree Manager
- > Reporting Tools
- ▼ Query
  - Query Viewer
  - Report Manager
- > PeopleTools
- Security Recertification
- My Personalizations
- My System Profile

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By: Query Name begins with

[Advanced Search](#)

**Search Results**

\*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
HE0043	Actions Processed within Dept	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
HE0043_2	Actions Processed within Dept	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

# EHRP (Capital HR) Public Queries

Visit <http://hr.od.nih.gov/hrsystems/staffing/caphr/documents/PublicQueries.pdf> to view a list of all Capital HR Queries. Use the Find function (CTRL+F) to 'find' key words in queries/reports.

**Example:** Looking for employees who are on LWOP?

- Once in the Capital HR Public Queries document
- On your keyboard hit CTRL + F
- In the 'Find Box' type LWOP and use the arrows to move through the document
- All reports containing LWOP will pull

The screenshot shows a web browser window with the URL <http://hr.od.nih.gov/hrsystems/staffing/caphr/documents/PublicQueries.pdf>. The browser's address bar shows the current page. A search bar is visible, and a green box labeled "Find Box (Ctrl + F)" is overlaid on the table. The table contains the following data:

Query ID	Description	Fields
HE0189 - Missing TSP SCD	Reports those employees with Retirement Code equal to K with no SCD TSP in EHRP	Setid Deptid Like Emplid Name Deptid Retirement Plan Hire Date TSP Status Date SCD TSP
HE0190 - Employees on LWOP	Reports those employees on leave with a NTE date less than date entered at prompt	NTE Date < Setid Deptid Like Name Address City State Zip



How to determine

# Actions Pro'd within a timeframe

- HE0043\_2: Actions Processed
- Parameters:
  - Business Unit (NIH00)
  - Department ID (SAC/HN Code) Note: use wildcard %
  - Date Range

https://www.caphrehrp.psc.gov...

Business Unit: nih00

Deptid Like (% for all): HNL% **Enter SAC/HN code, use "%" as a wildcard**

From Date: 01/01/2015 **Enter timeframe**

End Date: 12/31/2015

View Results

DeptID	Pay Plan	ID	Position	Job Code	Action	Reason	NOA Code	Descr	NOA Ext	Eff Date	Authority (1)	Grade	Occ Series	Name	WIP Seq	WIP Status	User	Action Date
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HR

## How to determine

# Actions Pro'd within a timeframe

### Column Meaning

- K** Effective 4/19/15
- O** Daffy Duck
- F** Received pay increase
- G** Step Progression
- P** Sequence of events that lead to the action being processed
- R & S** Who touched the action and the date they touched the action

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
Actions Processed within Dept				3482															
Dept	Pay Plan	ID	Position	Job Code	Action	Reason	NOA Code	Descr	NOA Ext	Eff Date	Authority (1)	Grade	Occ Series	Name	WIP Seq	WIP Status	User	Action Date	
HNL1334	GS			25	PAY	SPG	892	TECHNOLOGY SPEC	0	4/19/2015	RBM	14	2210	Daffy Duck	4	PRO	#TXY0311	4/15/2015	
HNL1334	GS			25	PAY	SPG	892	TECHNOLOGY SPEC	0	4/19/2015	RBM	14	2210	Daffy Duck	3	REV	#LVS0506	4/8/2015	
HNL1334	GS			25	PAY	SPG	892	TECHNOLOGY SPEC	0	4/19/2015	RBM	14	2210	Daffy Duck	2	NI	#GPC0920	4/3/2015	
HNL1334	GS			25	PAY	SPG	892	TECHNOLOGY SPEC	0	4/19/2015	RBM	14	2210	Daffy Duck	1	REV	#GPC0920	4/3/2015	
HNL1334	GS			25	PAY	ADJ	894	TECHNOLOGY SPEC	0	1/11/2015	QWM	14	2210	Daffy Duck	1	PRO	FGPY005*	1/12/2015	
HNL73	AD							STAFF SCIENTIST	0	6/28/2015						1	PRO		7/8/2015
HNL73	AD							STAFF SCIENTIST	0	4/6/2015						1	PRO		4/14/2015
HNL73	AD							STAFF SCIENTIST	0	1/11/2015						1	PRO		1/7/2015
HNL73	AD							STAFF SCIENTIST	5	1/8/2015						1	PRO		1/8/2015
HNL73	AD							Senior Scientist	0	7/26/2015						2	PRO		7/24/2015
HNL73	AD							Senior Scientist	0	7/26/2015						1	REV		7/21/2015
HNL73	AD							Senior Scientist	0	4/6/2015						1	PRO		4/14/2015
HNL244	GS							Librarian	0	4/6/2015						1	PRO		4/14/2015
HNL244	GS							Librarian	0	1/11/2015						1	PRO		1/11/2015
HNL22	GS							Technical Information Sr	0	8/7/2015						6	PRO		8/6/2015
HNL22	GS							Technical Information Sr	0	8/7/2015						5	REV		8/6/2015
HNL22	GS							Technical Information Sr	0	8/7/2015						4	INI		8/4/2015
HNL22	GS							Technical Information Sr	0	8/7/2015						3	SIG		7/29/2015
HNL22	GS							Technical Information Sr	0	8/7/2015						2	2ND		7/29/2015

How to determine

# WIGI Due Date or WIGI Received Date

- **HE0275: WIGI status**
- **Parameters:**
  - Business Unit (NIH00)
  - Department ID (SAC/HN Code) Note: use wildcard %

https://www.caphrehrp.psc.gov...

Business Unit:  

Department:  

ID	Name	Grade	Step	WGI Due Dt	WGI Status	DeptID	Pay Plan
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## How to determine

# WIGI Due Date or WIGI Received Date

### Column Meaning

- B** Justin Timberlake
- F** 'Waiting' (W) for his Within Grade Increase
- E** Which can happen on 12/25/2016

**E Row 6** If the WGI Due Date column is blank for the then employee is either  
 1- a student,  
 2- at the top of their grade

	A	B	C	D	E	F	G	H
1	WGI Edits	703						
2	ID	Name	Grad	Ste	WGI Due Dt	WGI Status	DeptID	Pay Plan
3	1111111	Justin Timberlake	09	10	12/25/2016	W	HNV2	GS
4	5555555	Beyonce Knowles	11	3	10/18/2015	W	HNV2H	GS
5	7777777	Salvador Dali	00	0		N	HNV2H	AD
6	9999999	Ben Franklin	00	0		N	HNV2	GS
7	3333333	Tim Roth	11	3	6/26/2016	W	HNV2R	GS
8	8888888	Judy Judge	13	5	11/13/2016	W	HNV33	GS



How to determine

# Temp Promotion Effective Date

- **HE0210: Promotions**
  - or **HE0220: Temporary Promotion NTE** (reports those with a 703 or 769 NOAC)
- **Parameters:**
  - Business Unit (NIH00)
  - Department ID (SAC/HN Code) Note: use wildcard %
  - Date Range

https://www.caphrehrp.psc.gov...

**Business Unit:** nih00

**From Date:** 08/01/2013

**End Date:** 08/01/2017

**Deptid Like (% for all):** HNV%

**View Results**

ID	Name	DeptID	Position Descr	Eff Date	New Grade	Old Grade	Authority (1)	NOA Code	NOA Ext	NTE Date	Target Grd
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## How to determine

# Temp Promotion Effective Date

### Column Meaning

**E** On 11/3/13

**B** Judy Judge

**G & F** Received pay increase from GS14 to GS15

**K** On a temporary basis, not to exceed 3/2/14

**L** Target Grade is not a required field

	A	B	C	D	E	F	G	H	I	J	K	L
1	Promotions		80									
2	ID	Name	DeptID	Position Descr	Eff Date	New Grade	Old Grade	Authority (1)	NOA Code	NOA Ext	NTE Date	Target Grd
3	1111111	Justin Timberlake	HNV2R	Biologist	6/28/2015	11	09	N6M	702	0		11
4	5555555	Beyonce Knowles	HNV128	Specialist	9/21/2014	09	08	N3M	702	0		09
5	7777777	Salvador Dali	HNV1	Specialist	8/11/2013	09	07	WUM	702	0		09
6	9999999	Ben Franklin	HNV52	Toxicologist	7/26/2015	14	13	N3M	702	0		14
7	3333333	Judy Judge	HNV3H	Sci Administrator	2/22/2015	15	15	N3M	702	0		
8	3333333	Judy Judge	HNV3H	Sci Administrator	11/3/2013	15	14	N8M	703	0	3/2/2014	
9	2222222	Tim Roth	HNV2G	Biologist	12/28/2014	12	11	N3M	702	0		12
10	4444444	Michael Jordan	HNV125	Operations Spec	8/11/2013	09	07	N3M	702	0		09
11	9999999	Roy Williams	HNV277	Biologist	11/3/2013	11	09	N6M	702	0		11
12	363636	Dean Smith	HNV128	Operations Spec	9/8/2013	12	11	N3M	702	0		12



How to determine

# Last Promotion (date of entry in current grade)

- **HE0159: Grade Entry Date**
- **Parameters:**
  - Business Unit (NIH00)
  - Department ID (SAC/HN Code) Note: use wildcard %

https://www.caphrehrp.psc.gov...

SetID:  

Deptid Like (% for all):  

DeptID	ID	NID	Name	Occ Series	Grade	Step	Salary	Pay Basis	Grade Date	Date LEI	Title
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How to determine

# Last Promotion (date of entry in current grade)

**Column**    **Meaning**

**D**        Ben Franklin

**F**        Is a GS11

**G**        Step 2

**I**        Since 9/7/2013

	A	B	C	D	E	F	G	H	I	J	K
1	Grade Entry Report			48							
2	DeptID	ID	NID	Name	Occ Series	Grade	Step	Salary	Grade Date	Date LEI	Title
3	HNV1	5555555	128790	Beyonce Knowles	0201	14	10	5960.00	10/25/2009	10/25/2009	Lead HR Spec (Info Sys)
4	HNV7	7777777	5493851	Salvador Dali	0201	15	9	55341.00	4/26/2009	4/20/2014	Business Analysis
5	HNV9	9999999	9496878	Ben Franklin	0201	11	2	65847.00	9/7/2013	9/7/2014	Specialist
6	HNV2	3333333	90823	Tim Roth	1530	12	1	99905.00	12/28/2014	12/28/2014	Statistician
7	HNV14	8888888	125213	Judy Judge	0201	9	1	102932.00	2/16/2015	1/25/2015	Specialist
8	HNV72	2222222	863722	Cathy Clarify	0201	6	2	125213.00	7/20/2008	7/12/2015	Supry Business Analysis
9	HNV6	4444444	363722	Patty Promote	0201	13	1	47689.00	4/5/2015	4/5/2015	Business Analysis



How to determine

# FLSA = Exempt or Non-Exempt?

- **HE0370: Position Mgmt Validation Elements**
- **Parameters:**
  - Business Unit (NIH00)
  - Department ID (SAC/HN Code) Note: use wildcard %

Connecting...

Business Unit: nih00

Deptid Like (% for all): HNC%

View Results

Enter SAC/HN code, use "%" as a wildcard

DeptID	Name	ID	Position Title	Pay Plan	Occ Series	Grade	Mgr Level	Job Code	Position	Reports To	Reports To Name	Location	City	State	Barg Unit	FLSA Stat	CAN	Wrk Sched
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## How to determine

# FLSA = Exempt or Non-Exempt?

- Most jobs are governed by the FLSA. Some are not. Some jobs are excluded from FLSA coverage by statute. Other jobs, while governed by the FLSA, are considered "exempt" from the FLSA overtime rules.

### Column Meaning

**B** Ben Franklin

**Q** Is exempt from the Fair Labor Standards Act

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Pos Mgmt Validation Elements			3111															
2	DeptID	Name	ID	Position Title	Plan	Occ Ser	Grade	Mgr Lev	Job Cod	Pos	Reports To	Reports To Name	Loc ation	Cit y	Stat e	Barg Unit	FLSA Stat	CAN	Wrk Sche
3	HNC17	Justin Timberlake		INVESTIGATOR	GS	110508	8	00490014	004		Judy Judge		ROCK	Maryl	7777		N		F
4	HNC1T	Beyonce Knowles		Purchasing Agent	GS	110508	8	00490014	150		Roy Williams		BETH	Maryl	7777		N		F
5	HNC1D	Salvador Dali		Medical Officer	GS	060115	8	00520027	550		Dean Smith		ROCK	Maryl	7777		E		F
6	HNC17	Ben Franklin		Contract Specialist	AD	040100	2	00490005	003		Barney Purple		ROCK	Maryl	7777		E		F
7	HNC51	Tim Roth		MEMBER	EI	060200	8	00090030	128		Drew Berrymore		BETH	Maryl	8888		E		I
8	HNCD36	Judy Judge		Advisor	GS	068514	8	00420033	005		Brad Pitt		ROCK	Maryl	7777		E		F
9	HNC17	Cathy Clarify		Public Health	ES	034100	2	00650033	061		Mariah Carey		BETH	Maryl	8888		E		F
10	HNC53	Patty Promote		Biologist	GS	110212	8	00250020	546		Jeremy Hall		BETH	Maryl	7777		E		F
11	HNC71	Rocky Review		Biologist	GS	040112	8	00250004	023		Michael Jordan		BETH	Maryl	7777		E		F
12	HNC4D	Jeremy Hall		Health Scientist	GS	060214	8	00120008	320		Will Smith		ROCK	Maryl	7777		E		F
13	HNC7Z	Alice Wood		STAFF SCIENTIST	AD	132000	8	00000003	316		Julia Roberts		BETH	Maryl	7777		E		F
14	HNC20	Joey Jetson		Senior Investigator	AD	110500	4	00930034	331		Taylor Swift		BETH	Maryl	8888		E		F

How to determine

# NTE Dates on Appointments

- **HE0075: NTE Between From/Thru Date**
  - or **HE0010: Staffing Runs**
- **Parameters:**
  - Business Unit (NIH00)
  - Department ID (SAC/HN Code) Note: use wildcard %
  - Between Dates
  - Pay Plan

SetID:

for all deptids enter %:

From Date:

End Date:

Pay Plan Like (% for all):



DeptID	ID	Empl Rcd#	Name	NID	Job Code	Job Title	Pay Plan	Grade	Step	Salary	Full/Part	Reg/Temp	Std Hrs/Wk	Hire NTE Dt	Position	Occ Series	Status	CAA #1	CAA #2	Combo Code
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## How to determine

# NTE Dates on Appointments

### Column Meaning

- D** Roy Williams & Jeremy Hall
- O** Have a NTE date of 9/30/2015

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	NTE Between From/Thru date																
2	DeptID	ID	Empl Rcd#	Name	NID	Job Code	Job Title	Pay Plan	Grade	Step	Salary	Full/Part	Reg/Temp	Std Hrs/Wk	Hire NTE Dt	Position	Occ Series
3	HNAM41			Judy Judge			NIH Intern (Admin Support)	GS	07	1		F	R	40.00	9/30/2015		
4	HNAM42			Roy Williams			NIH Intern (Admin Support)	GS	01	1		F	T	40.00	9/30/2015		
5	HNAM426			Dean Smith			NIH Intern (Admin Support)	GS	06	1		F	T	40.00	9/30/2015		
6	HNAM426			Barney Purple			NIH Intern (Admin Support)	GS	05	1		F	R	40.00	9/30/2015		
7	HNAM445			Drew Berrymore			NIH Intern (Admin Support)	GS	04	1		F	T	40.00	9/30/2015		
8	HNAM445			Jeremy Hall			NIH Intern (Admin Support)	GS	03	1		F	T	40.00	9/30/2015		
9	HNAM445			Michael Jordan			NIH Intern (Admin Support)	GS	05	1		F	T	40.00	9/30/2015		
10	HNAM48D			Martin Lail			NIH Intern (Admin Support)	GS	07	1		F	T	40.00	9/30/2015		
11	HNAM48D			Penny Thatcher			NIH Intern (Admin Support)	GS	07	1		F	T	40.00	9/30/2015		



How to determine

# NTE Dates on LWOP

- **HE0190: Employees on LWOP**
  - Reports those employees on leave with a NTE date less than date entered at prompt

https://www.caphrehrp.psc.gov...

NTE date <:

SetID:

Deptid Like (% for all):

**NTE less than the date you are looking for**  
Example: show me all persons on LWOP who NTE date will come due between today (Aug 2015) and Jan

Name	Address 1	City	State	Postal	Eff Date	NTE Date
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A	B	C	D	E	F	G
<b>Employees on LWOP</b>						
Name	Address 1	City	State	Postal	Eff Date	NTE Date
Jon Stewart	13323 STAGE ROAD	BETHESDA	MD		5/22/2015	11/30/2015
Nicki Manaj	29 KUDROW AVENUE	BALTIMORE	MD		7/14/2015	7/31/2015
Joe DiMaggio	73284 VALLEY ROAD	ROCKVILLE	MD		4/16/2015	9/30/2015
Larry King	7365 LOUIS COURT	BETHESDA	MD		6/1/2015	12/31/2015
Joan Arc	12460 CUSACK CIRCLE	ROCKVILLE	MD		7/26/2015	9/30/2015
Patti Smith	91 PARKER TERRACE	BALTIMORE	MD		6/2/2015	9/30/2015



## How to determine

# PCA Pay (Physicians' Comparability Allowance)

### ■ HE0142: PCA Report

- An agency may pay a physicians' comparability allowance (PCA) to an eligible Government physician who enters into a service agreement with the agency in order to recruit and retain the physician.

#### Column Meaning

**C** Ty Lawson

**I** Receives \$615.39 PCA pay

	A	B	C	D	E	F	G	H	I	J	K
1	PCA Report										
2	DeptID	ID	Name	Job Title	Grac	Eff Date	Earn Code	Descr	Amour	End Date	As of Date
3	HN91		Ty Lawson	Medical Officer	14	7/27/2014	Z2A	PCA - RSRCH/CNTRL OF DISEASE	615.39	10/17/2015	10/2/2005
4	HNQ19		Roy Williams	Medical Officer	15	2/12/2012	Z2A	PCA - RSRCH/CNTRL OF DISEASE	1153.85	6/24/2017	12/31/1987
5	HNH972		Polly Harvey	Medical Officer (Research)	14	7/12/2015	Z2A	PCA - RSRCH/CNTRL OF DISEASE	923.08	11/14/2015	12/1/2002
6	HNCB4C		Louisa Huron	Medical Officer	14	2/23/2014	Z2A	PCA - RSRCH/CNTRL OF DISEASE	769.23	12/24/2016	8/26/1990
7	HNH32		Anne Frank	Medical Officer (Research)	14	8/24/2014	Z2A	PCA - RSRCH/CNTRL OF DISEASE	923.08	8/6/2016	10/27/1996
8	HNH964		Dean Smith	Medical Officer	15	9/22/2013	Z2A	PCA - RSRCH/CNTRL OF DISEASE	884.62	10/3/2015	5/4/1987
9	HNM654		Michael Jordan	Medical Officer (Research)	15	2/23/2014	Z2A	PCA - RSRCH/CNTRL OF DISEASE	1153.85	11/24/2018	11/30/2014



# Additional Retention/PCA reports:

## HE0327 & HE0327B: Retention Report

- This report lists current active employees who received retention incentive 827 (B, L, or blank) in PRO or COR WIP status between dates entered at prompt. It will not be on report if a future 827 “ \* ” in PRO or COR WIP status exists, excludes employees that have a NOA ext. of ‘ \* ’ with NOA Code 827

- **HE0142:** PCA Report

- **HE0147:** Medical Officers Series 0602

- **HE0148:** Medical Officers Series 0602 No Add-On’s

- **HE0149:** Series 0602 Receiving PSP not PCA

- **HE0151:** PCA & Retention Allowance NTE

<b>Current Z codes:</b>	Z01 = Practice of Medicine	Z03 = Eval of Physical Fitness	Z2A= Research / Control of Disease
Z2B = Research / Food & Drugs	Z2C = Research Epidemiological	Z4A = Disability Evaluation	Z4B = Admin Medical/Health Programs

# OHR Website Resources

## Capital HR: Queries

<http://hr.od.nih.gov/hrsystems/staffing/caphr/query.htm>

## Questions?:

- Contact HR Systems Support:

<http://intrahr.od.nih.gov/helpdeskform.htm>

Most of the queries pulled from Capital HR contain Personally Identifiable Information (PII). If you save a Capital HR report containing PII, save it to a secure network drive. If you print a Capital HR report containing PII, ensure that you maintain proper custody of it at all times. **Do not email a report containing PII**, if you need to email a report containing PII, use the Secure Email File Transfer Service (SEFT). For more information visit the Secure Email File Transfer website.

