



Proactive Final Authorizer Processing Report (Report Subscription Only)

This subscription-based report was designed to assist Final Authorizer staff to stay apprised of active actions that are pending processing. The report displays active Appointment, Award, Career Change, Leave Without Pay (LWOP), Return to Duty, Separation, and Special Pay actions that have been sent to the Final Authorizer.

The status codes are determined by the Pay Period End Date (based on the Proposed Effective Date) and the Run Date of the report. If the Pay Period End Date is in the past and the action is still active, the status is "Red" or "Overdue", otherwise, the action is "Green" or "Upcoming".

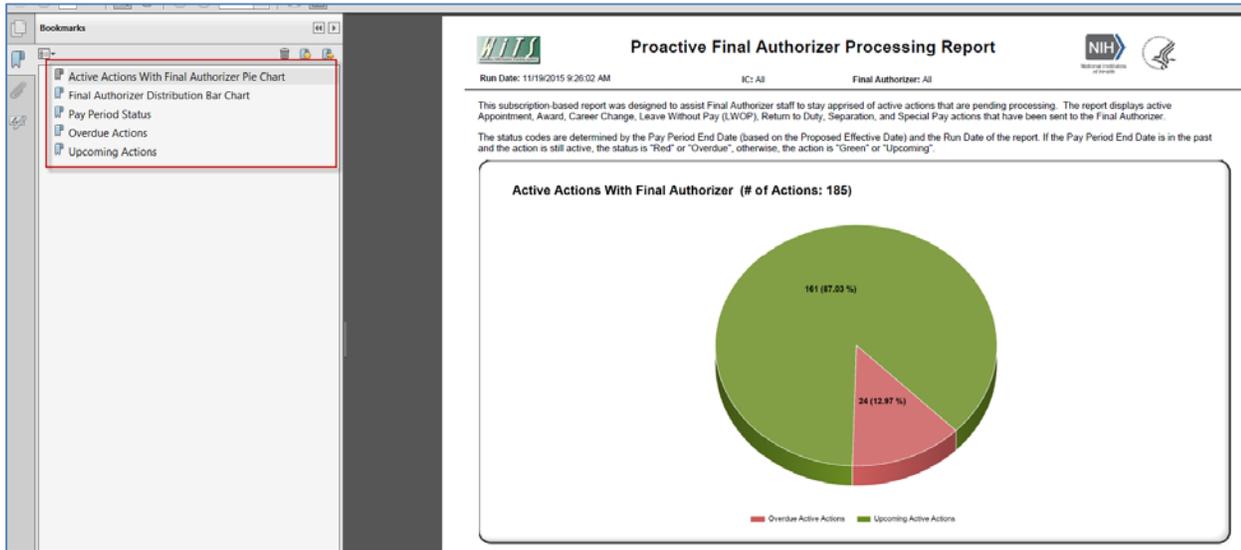
Report Notes:

- All calculations are in calendar days (including weekends and Federal holidays).
- The report displays actions created on or after 9/30/2014.
- 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 to be delivered in 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 within the pdf document. You can jump to any section of the report by clicking on the bookmark link.

The report header at the top of each page displays the Run Date (the date that the report was generated), the IC and the Final Authorizer.



Parameters

This report offers the following parameters, which you can request when submitting your HR Systems Support ticket:

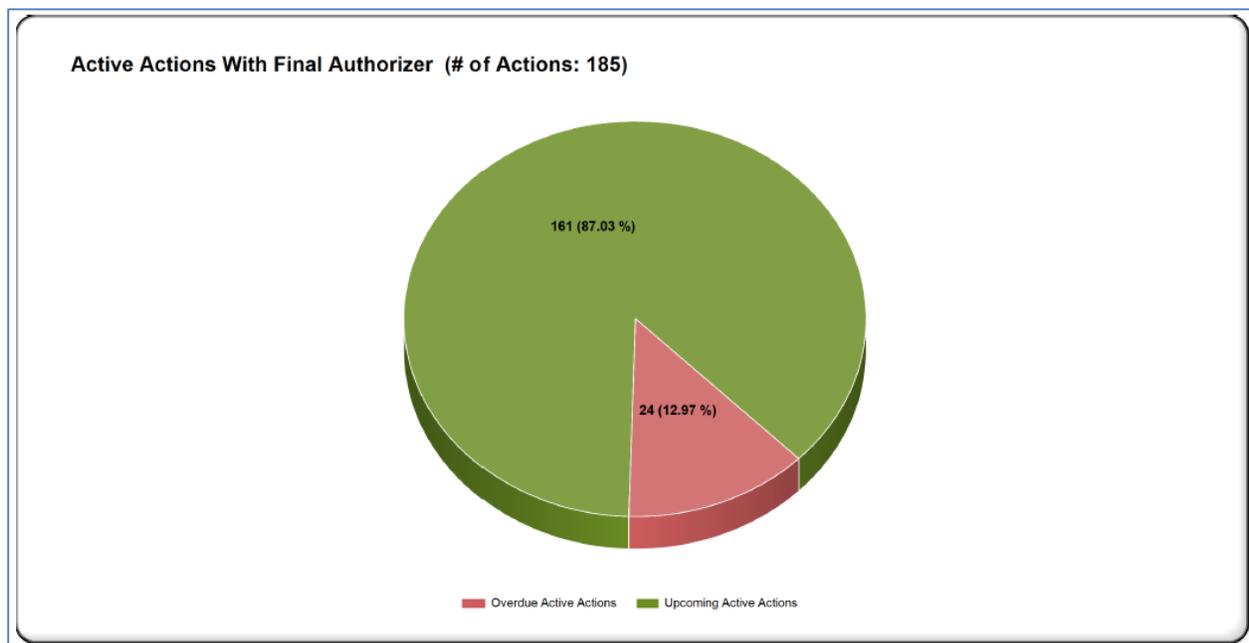
- **IC:** You can select to receive the report for one or all ICs. *The default is All.*
- **Final Authorizer:** You can select to receive the report for one or all Final Authorizers.

First Level – Pie Chart

The pie chart shows the number of actions currently with the Final Authorizer Group (*i.e., the action is active and has been routed to the Final Authorizer*) and the percentage of the total for each Status level.

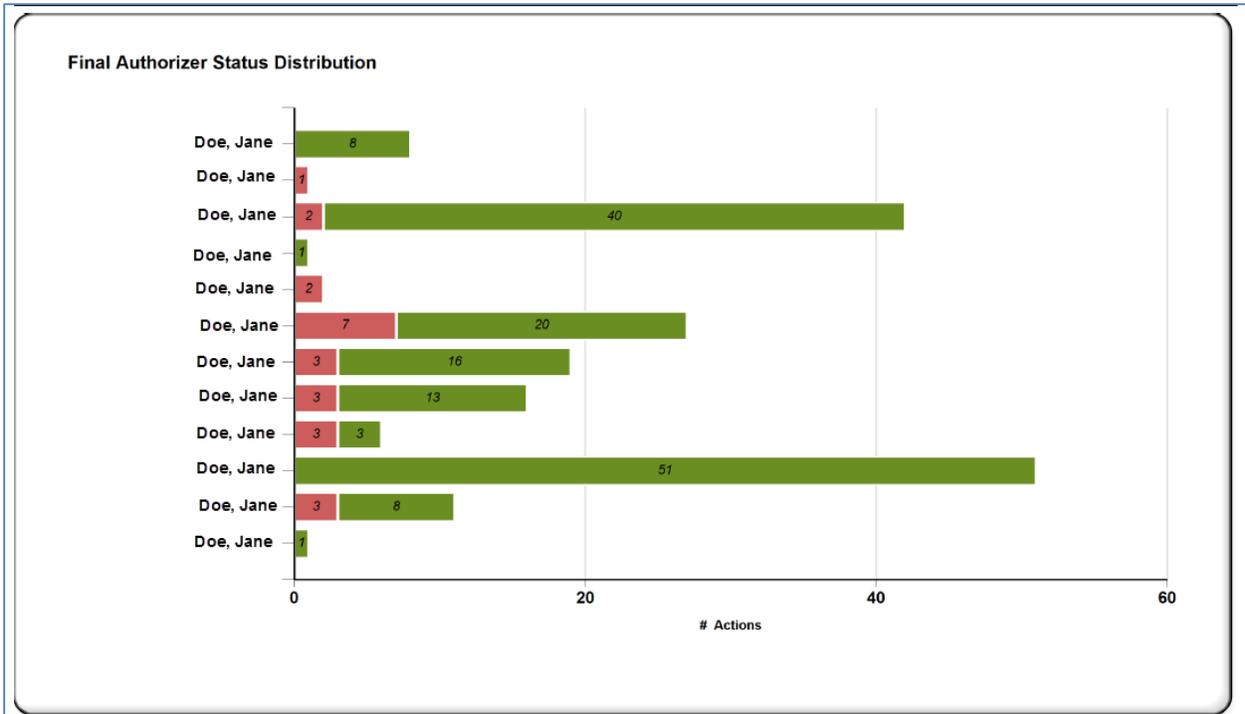
Report Indicator Icon Legend

Icon	Description	Definition
	Overdue Active Action	Indicates that the Pay Period End Date (based on the Proposed Effective Date), has past and therefore, the action is overdue.
	Upcoming Active Action	Indicates that the Pay Period End Date (based on the Proposed Effective Date), has not past and the action can be completed before the due date.



Second Level – Final Authorizer Stacked Bar Charts

This layer of the report provides a status distribution and action count for each Final Authorizer who have actions in the report.



Third Level – Active Actions Pay Period Chart

This layer of the report displays the number of active actions by pay period and by Final Authorizer.

PP End Date	Doe, Jane	Total											
12/13/2014	0	0	0	0	0	0	1	0	0	0	0	0	1
2/7/2015	0	0	0	0	0	0	1	0	0	0	0	0	1
7/11/2015	0	0	0	0	1	1	0	0	0	0	0	0	2
8/8/2015	0	1	0	0	0	0	0	0	0	0	1	0	2
8/22/2015	0	1	0	0	0	2	1	0	0	0	0	0	4
10/3/2015	0	0	0	3	0	0	0	0	0	0	0	0	3
10/17/2015	0	0	0	0	0	0	0	1	0	1	0	0	2
11/14/2015	0	1	0	0	2	0	4	1	0	1	0	0	9
11/28/2015	0	5	10	3	8	10	10	0	1	23	0	8	78
12/12/2015	1	2	28	0	5	4	6	0	0	9	0	0	55
12/26/2015	0	0	3	0	0	0	0	0	0	1	0	0	4
1/9/2016	0	1	9	0	0	0	3	0	0	1	0	0	14
1/23/2016	0	0	1	0	0	1	1	0	0	1	0	0	4
2/6/2016	0	0	0	0	0	1	0	0	0	4	0	0	5
2/20/2016	0	0	0	0	0	0	0	0	0	1	0	0	1
Total	1	11	51	6	16	19	27	2	1	42	1	8	185

Table displays active actions with the FA Group by the Pay Period End Date

Fourth Level – Overdue Active Actions Details

This layer of the report provides detailed information about each active action that is overdue. This section of the report is ordered by calendar year, pay period, and then by Final Authorizer.

Overdue Active Actions with the Final Authorizer Group												
Displays actions where the time to complete within the pay period, based on the Proposed Effective Date, has expired												
Pay Period Calendar Year - Pay Period Number	WITS#	Final Authorizer / CSD Specialist / CSD Assistant	Action Type / Sub-Action Type	Branch	IC / Admin Code	Position Title Pay Plan Series Grade	Employee Name	Proposed Effective Date	Pay Period End Date	# Calendar Days From 11/19/2015 To Pay Period End Date	Date Sent to Final Authorizer	# Calendar Days From Date Sent to FA To 11/19/2015
CY-2014 PP-26	123456	Doe, Jane / Doe, Jane / Doe, Jane	Separation / Termination-Appt In	Z	NTZ / HNZ123	Social Worker (Clinical Transition Unit) GS-0185-12	DOE, JOHN	11/30/2014	12/13/2014	-341	11/19/2015 7:36:15 AM	0
	 Comments: 11/18-action keyed and reviewed, received SF-50 on 11/16											
CY-2015 PP-4	123457	Doe, Jane / Doe, Jane / Doe, Jane	Leave Without Pay (LWOP) / --	Z	NTZ / HNZ123	Contract Specialist GS-1102-12	DOE, JOHN	01/27/2015	02/07/2015	-285	10/15/2015 5:10:26 PM	35
	 Comments: researching worker's comp issue before processing											

Fifth Level – Upcoming Active Actions Details

This layer of the report provides detailed information about each active action that is upcoming. This section of the report is ordered by calendar year, pay period, and then by Final Authorizer.

Upcoming Active Actions with the Final Authorizer Group												
Displays actions where the time to complete within the pay period, based on the Proposed Effective Date, is upcoming												
Pay Period Calendar Year - Pay Period Number	WITS#	Final Authorizer / CSD Specialist / CSD Assistant	Action Type / Sub-Action Type	Branch	IC / Admin Code	Position Title Pay Plan Series Grade	Employee Name	Proposed Effective Date	Pay Period End Date	# Calendar Days From 11/19/2015 To Pay Period End Date	Date Sent to Final Authorizer	# Calendar Days From Date Sent to FA To 11/19/2015
CY-2015 PP-25	654321	Doe, Jane / Doe, Jane / Doe, Jane	Appointment / Change to Lower Grade	Z	NTZ / NTZ123	Security Assistant (OA) GS-0086-08	DOE, JOHN	11/15/2015	11/28/2015	9	11/16/2015 11:36:14 AM	3
	 Comments:											
CY-2015 PP-25	456123	Doe, Jane / Doe, Jane / Doe, Jane	Separation / Termination-Appt In	Z	NTZ / NTZ123	Mechanical Engineer GS-0830-13	DOE, JOHN	11/15/2015	11/28/2015	9	10/22/2015 4:06:26 PM	28
	 Comments: Waiting for the pick-up SF-50.											