



Understanding the Pay Summary Report

The **Pay Summary Report** provides overview and detailed information about special pay actions that are processed by OHR. These Special Pay actions include: Pay Incentives (Recruitment, Relocation, and SLRP); Pay Adjustments (Exceptional Pay Adjustments, Quadrennial Increases, January and Spring T42 Increases, etc.); and Pay Supplements / Allowances (Physicians Comparability Allowances and Retention Allowances).

Choose a Report List:	Select Your Report:
CSD Report List	Pay Summary Report
Provides summary information on Pay actions	
Status of Actions:	All
Generate Report By:	Date Action Received in HR
Start Date:	8/21/2014
End Date:	8/21/2014
Generate report using :	Calendar Days
Pay Action Type:	All
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
View Report By:	By IC

Report Parameters

- **Status of Actions:** Select the status of the actions you would like retrieved. Select "All Actions" if you would like to see both active and completed actions.
- **Generate Report by:** You can pull the actions to be included in your report by either the Date the action was received in HR, the IC Approval Date, the Effective Date, or the Service Agreement Start/End Date.
- **Start and End Dates:** Enter a date range to filter your report based on the date you selected above.
- **Generate report using:** Indicate whether you would like the metrics in your report calculated using Calendar Days (includes weekends and Federal holidays) or Working Days (excludes weekends and Federal holidays).
- **Pay Action Type:** You can pull only a certain action type into your report or all action types.
- **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:** Select a specific staff member for which you would like to view actions, or select “ALL” if you would like to see actions associated with all staff members.
- **View Report By:** Select whether you would like to view the data by IC or by Branch.

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

Report View

The Pay Summary Report displays a cross-tab of special pay types and counts by either IC or by Branch (depending on your report view selection).

Pay Adjustment

IC	Exceptional Pay Adjustments	January T42 Pay Adjustment	January T5 COLA	Spring T42 Pay Adjustment	Total
OD - OM	0	1	0	2	3
TEST	1	1	1	0	3
Total	1	2	1	2	6

Pay Allowance/Supplement

IC	PCA	Retention Allowance	Total
OD - OM	1	1	2
Total	1	1	2

Pay Incentive

IC	Recruitment Incentive	Relocation Incentive	Student Loan Repayment Program (SLRP)	Total
OD - OM	1	1	1	3
Total	1	1	1	3

This report also gives you the option to “drill-down” to see the details of the actions included in the report. To view the action details, click on the “Pay Action Type” text (hyperlink).

WITS Trans # / Action Status	Admin Code Org Initials	Employee Name	Position Title Pay Plan-Series-Grade (Cluster/Band)	Amount (\$)	Date Recvd in HR (Date Missing Docs Recvd)	Pay Action Sub Type	IC Approval Date	OHR Approval Date	Service Agreement Start Date	Service Agreement End Date	Effective Date	No. of Days to Process	HR Specialist
17840	HNAM OM	SCORPIO ROBIN	Soap Opera Doctor GS-6666-13	10000	07/27/09	Student Loan Repayment Program (SLRP)	07/27/09		07/27/09	07/27/10			Ukpabi, Nnek
COMMENTS: Active													
17843	HNAM OM	QUARTERMAIN ALAN	Soap Opera Doctor AD-5555-00	10000	07/27/09	Relocation Incentive	07/27/09		07/27/09	07/27/10			Ukpabi, Nnek
COMMENTS: Active													
17847	HNAM OM	DRAKE NOAH	Soap Opera Doctor GS-4444-14	20000	07/27/09	Recruitment Incentive	07/27/09		07/27/09	07/27/10			Ukpabi, Nnek
COMMENTS: Active													

About Metrics

The drill down reports contained in the Pay Summary Report (except the Pay Adjustment report) contain a metric: **Number of Days to Process**. It is calculated as the difference between the Date Received in HR and the Effective Date.

Exporting and Printing

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

