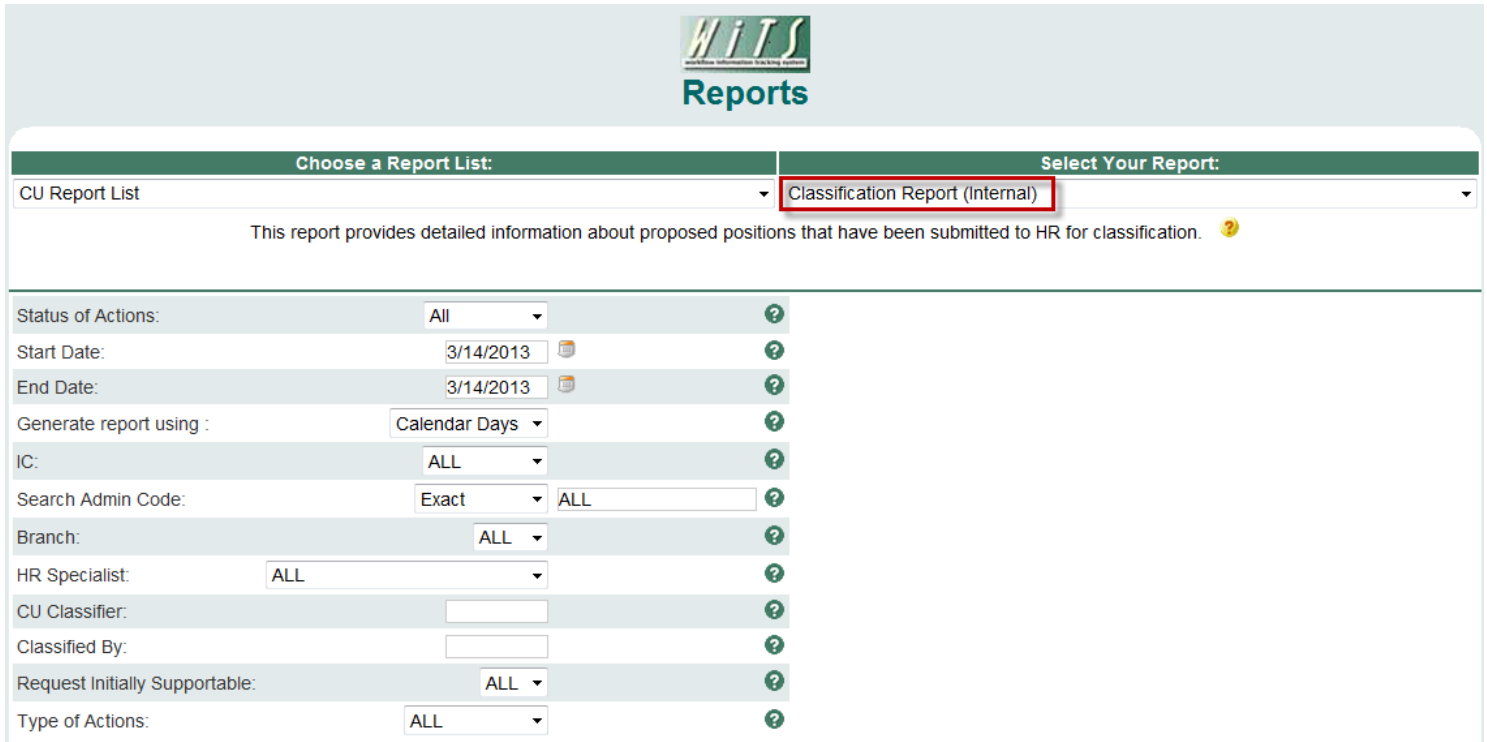


Understanding the Internal Classification Report

The **Internal Classification Report** provides the status and details of proposed positions submitted for classification information. This report is for use by the CSD Classification Unit and CSD Leadership only.

The parameter page is where you will choose your report filters.



The screenshot shows the WITS Reports interface. At the top, there is a header with the WITS logo and the word 'Reports'. Below this, there are two main sections: 'Choose a Report List:' and 'Select Your Report:'. Under 'Choose a Report List:', 'CU Report List' is selected. Under 'Select Your Report:', 'Classification Report (Internal)' is selected and highlighted with a red box. Below these sections, there is a description: 'This report provides detailed information about proposed positions that have been submitted to HR for classification.' followed by a question mark icon. The bottom section contains various filter parameters, each with a dropdown menu and a question mark icon:

- Status of Actions: All
- Start Date: 3/14/2013
- End Date: 3/14/2013
- Generate report using: Calendar Days
- IC: ALL
- Search Admin Code: Exact, ALL
- Branch: ALL
- HR Specialist: ALL
- CU Classifier: (empty)
- Classified By: (empty)
- Request Initially Supportable: ALL
- Type of Actions: ALL

Internal Classification Report Parameters

- **Status of Action:** Select the status of the actions you would like retrieved. Select "All Actions" if you would like to see both active and completed actions.
- **Report Range (Start/End Date):** The report will display only actions that were received by HR within your specified date range.
- **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).
- **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.).

- **HR Specialist:** Indicate whether you would like to see actions for which a specific CSD Branch HR Specialist is responsible, or choose "All" to return all actions.
- **CU Classifier:** Indicate whether you would like to see actions for which a specific CSD Classification Unit Classifier, or choose all to return all actions.
- **Classified By:** Indicate whether you would like to see actions handled by the Branch HRS, the Classification Unit, or all actions.
- **Request Initially Supportable?:** Indicate whether you would like to see actions which were initially supportable at the series/grade requested.
- **Type of Actions:** Indicate whether you would like to see Ad Hoc Classifications only, Regular Classifications only, or all.

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

Internal Classification Report

The report lists essential information such as WiTS #, Action Status Code, IC, Admin Code, Organization Initials, and Requested and Classified Position Information. It also displays whether or not the request was initially supportable, whether the classification was supported by GSSG or PPW, and modifications made to the PD and/or other comments, and the number of days the action has been active since it was received in HR. In addition, to the metrics discussed below, the Branch HR Specialist and the CU Classifier (if applicable) are also displayed.



Classification Report (Internal)



IC: ALL

Branch: ALL

Admin Code: ALL

Types of Actions: ALL

Status of Actions: Completed

Classified By: ALL

Run Date: 3/13/2013 12:07:13 PM

Completed Classifications Received in HR between 2/1/2013 to 3/13/2013 (using Working days)

WiTS Trans # Action Status Code	IC Admin Code Org Initials	Ad Hoc Class. ?	Requested Position Title Pay Plan-Series-Grade -Full Performance Level	Classified Position Title Pay Plan-Series-Grade -Full Performance Level	Request Initially Supportable?	Class Supported By	No. of Days Active since Date Rec'd in HR	Date Rec'd in HR / (Date Missing Docs Rec'd)	Date Complete Class Pkg. Rec'd in CU	Date Class Started	Date Class Completed	No. of Days to Classify	HR Specialist / CU Classifier*
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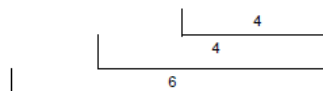
Comments:
PD Modifications:
Outcome Comments:

27361	Test TEST PLAY/TESTING BRANCH	No	Red Sox Coach GS-1111 13, 14, 15 FPL 15	Red Sox Manager GS-2222 -12, 13, 14 FPL 14	Yes	GSSG	0	02/11/13	02/06/13	02/08/13	02/11/13	2	Verge / Shahparast-Afshar, Negy
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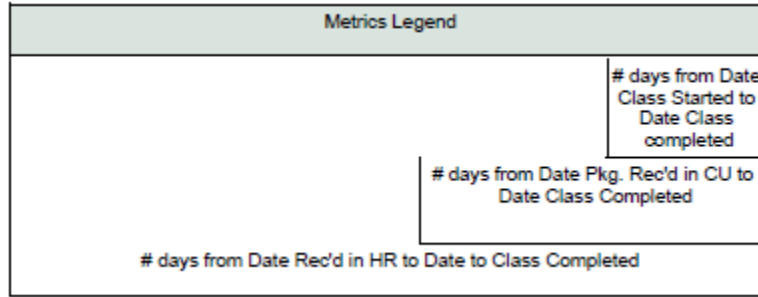
Comments:
PD Modifications:
Outcome Comments:

27367	Test TEST PLAY/TESTING BRANCH	No	Ravens Linebacker GS-1111 09, 11, 12, 13 FPL 13	Ravens Tight End GS-2222 -09, 11, 12 FPL 12	N/A		0	(02/05/13)	02/07/13	02/07/13	02/12/13	4	Verge / Shahparast-Afshar, Negy
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About Metrics

WiTS counts the number of days between each interval of dates in the following fields: Date Rec'd in HR/ (Date Missing Docs Rec'd), Date Class Started, and Date Class Completed. The counts are displayed under the related columns in brackets:



WITS Trans # Action Status Code	IC Admin Code Org Initials	Ad Hoc Class. ?	Requested Position Title Pay Plan-Series-Grade -Full Performance Level	Classified Position Title Pay Plan-Series-Grade -Full Performance Level	Request Initially Supportable?	Class Supported By	No. of Days Active since Date Rec'd in HR	Date Rec'd in HR / (Date Missing Docs Rec'd)	Date Complete Class Pkg. Rec'd in CU	Date Class Started	Date Class Completed	No. of Days to Classify	HR Specialist / CU Classifier*
27367	Test TEST PLAY/TESTING BRANCH	No	Ravens Linebacker GS-1111 09, 11, 12, 13 FPL 13	Ravens Tight End GS-2222 -09, 11, 12 FPL 12		N/A	0	(02/05/13)	02/07/13	02/07/13	02/12/13	4	Verge / Shahparast-Afshar, Negy

The time between the *Date Class Started* and the *Date Class Completed* is displayed as the “Number of Days to Classify.”

Exporting and Printing

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

