



Understanding the Title 38 Activity Report

The **Title 38 Activity Report** provides high-level and detailed information about Senior Level Pay actions where the Case Type is 'Title 38.' This report is only available via the CSSED Report List. This report only contains Senior Level Pay actions that were created on or after 9/1/2009, which is when the Senior Level Pay workflow began.

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 dropdown menus: "Choose a Report List:" and "Select Your Report:". The first dropdown is set to "CSSED Report List" and the second is set to "Title 38 Activity Report". Below these menus, there is a description: "This report provides comprehensive information on Title 38 Senior Level Pay Cases".

Below the description, there are several filter fields:

- Status of Actions: All
- Generate Report By: Submission Date
- Start Date: 1/1/2014
- End Date: 12/8/2015
- IC: ALL
- HR Specialist: ALL

Below the filter fields, there is a question: "Is this a report that you will be running on a regular basis? Learn more about automated report delivery via the [WITS Report Subscription Service](#)".

At the bottom, there are three buttons:

- Generate Report
- Generate Report (608 Compliant Export)
- Clear Selections

Report Parameters

- **Status of Actions:** Indicate if you wish to view actions with a specific status (Active Actions or Completed Actions) or if you wish to view actions of all status types.
- **Generate Report by:** Select a date field to filter the report.
- **Start and End Dates:** Enter a date range to filter the report.
- **IC:** Indicate if you wish to filter the report by a specific Institute or Center (IC) or if you wish to view all ICs.
- **HR Specialist:** Indicate if you wish to filter the report by one or all HR Specialists.

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

Title 38 Activity - By Nature of Action and IC Summary Chart

This report contains two levels: a top level summary chart and a data export. The top level provides the report user with a summary chart by Nature of Action and IC. Both the rows and columns are dynamically generated by the unique values contained in the data set. Therefore, if there are no actions for a particular IC or Nature of Action, that value will not be shown.

- You can sort the summary table by the IC in alphabetical order or by the Grand Total.
- The Grand Total for both the IC and Nature of Action serves as a launch pad to the Data Export Report. You can run the Data Export Report for all actions by clicking on the numeric value for both Grand Totals or by clicking on the 'Data Export' hyperlink.

IC	Base Pay Adjustment	Conversion from another Pay System	Market Pay Adjustment	Recruitment	Recruitment: Base Pay and Recruitment Incentive	Request for T38 Pay	Grand Total
CC	0	1	18	1	0	15	35
NCCIH	0	0	0	0	0	1	1
NCI	0	1	10	2	0	22	35
NEI	0	3	5	0	0	1	9
NHGRI	0	0	0	0	0	1	1
NHLBI	0	0	3	0	1	17	21
NIA	0	1	2	0	0	1	4
NIAAA	0	1	2	1	0	0	4
NIAID	0	0	8	0	0	10	18
NIAMS	0	0	0	0	0	1	1
NIBIB	0	0	0	0	0	2	2
NICHD	0	0	2	0	0	1	3
NIDA	0	2	0	0	0	1	3
NIDCD	0	0	1	0	0	3	4
NIDCR	0	0	0	0	0	2	2
NIDDK	0	2	2	0	0	2	6
NIEHS	0	0	1	0	0	1	2
NIGMS	0	0	0	0	0	1	1
NIMH	0	0	0	0	0	6	6
NINDS	0	0	3	0	0	3	6
NINR	1	0	0	1	0	0	2
OD	0	0	1	0	0	3	4
Grand Total	1	11	58	5	1	94	170

This report is for official use only and the data provided is protected by the Privacy Act of 1974, 5 U.S.C. § 552a as Amended

Title 38 - Data Export

The second level of the report is the Data Export. This view of the report contains all columns on the Senior Level Pay form. This was designed for viewing on the webpage or exporting to Excel. It is not meant for printing.

WITS Number	IC	Admin Code	Org. Initials	Action Type	Action State	Action Status Code	Action Status	Action Status Description	Priority	Last Routing Option Selected	Date Action Created	Date Last Updated	Last Updated By	Date Recd In HR
761536	NO	HNCD4	DOOPS SRP	Senior Level Pay	ACTIVE	Tan	Pending Bldg 1 Decision	Submitted to Building 1	High	To Building 1 - Send mail	11/12/2015	11/25/2015 2:05PM	Francis McDonnell	11/12/2015
761393	NAD	HNMD5	DR LPD	Senior Level Pay	ACTIVE	Tan	Pending Bldg 1 Decision	Submitted to Building 1	High	To Building 1 - Send mail	11/10/2015	11/25/2015 2:18PM	Francis McDonnell	11/10/2015
761389	NAD	HNMD4	DR LCD	Senior Level Pay	ACTIVE	Yellow	Incomplete Package Received by HR	Waiting for missing documents	High		11/10/2015	11/20/2015 1:57PM	Francis McDonnell	11/10/2015

Exporting and Printing

Both views of this report can be printed or exported to Excel, PDF, or Word by clicking on the icon on the toolbar:

