

The WiTS Proactive Workforce Action Deadline Report



The **Proactive Workforce Action Deadline Report** assists HR staff and IC business partners in proactive workforce management by displaying a number of **upcoming due dates and not-to-exceed dates for NIH employees**, and should be used by IC and HR staff to stay aware of time-sensitive dates that may require their action.

EHCM and nVision are the sources of the data in this WiTS report, and the data is no more than two pay periods behind the date the report is generated. The report displays (where applicable) upcoming:

Proactive Workforce Action Deadline Report

IC: [REDACTED] Admin Code (Begins With): [REDACTED] Date Range: Within 120 Days Run Date: Wednesday, February 17, 2021 8:00 AM

- Within Grade Increase (WGI) Due Dates
- Appointment Probationary Dates
- Supervisory Probationary Dates
- SES Trial Period Dates
- Employment Not-to-Exceed Dates
- Leave Without Pay (LWOP) Not-to-Exceed Dates
- Temporary Promotion Not-to-Exceed Dates
- Retention Incentive Expiration Dates
- Physician's Comparability Allowance (PCA) End Dates

The Proactive Workforce Action Deadline Report assists in workforce management by displaying upcoming due dates and not-to-exceed dates for employees.

	Count	Upcoming within 30 Days
# of Within Grade Increases	6	1
# of Appointment Probationary Periods	0	0
# of Supervisory Probationary Periods	1	0
# of SES Trial Periods	0	0
# of Employment Not-to-Exceed Dates	0	0
# of Leave Without Pay Not-to-Exceed Dates	0	0
# of Temporary Promotion Not-to-Exceed Dates	0	0
# of Retention Expiration Dates	0	0
# of PCA Expiration Dates	0	0

Proactive Workforce Action Deadline Report

IC: [REDACTED] Admin Code (Begins With): [REDACTED] Date Range: Within 120 Days Run Date: Wednesday, February 17, 2021 8:00 AM

IC	Admin Code	Employee Name	Position Title Pay Plan- Series-Grade Current Step	Pay Basis	Adjusted Basic Pay*	CAN	Appt. Probation Date	Suppy. Probation Date	SES Trial Period Date	WGI Due Date	Last Equivalent Increase	WGI Status**	LWOP NTE Date	Temp Promotion NTE Date	Retention Expiration Date	PCA Expiration Date	Appt. NTE Date
OD	HHAM42	[REDACTED]	HR Specialist GS-0201-13-3	Per Annum	\$110,603.00	18030935				03/14/2021	03/15/2020	Approved					
OD	HHAM42	[REDACTED]	Supervisory HR Specialist GS-0201-14-1	Per Annum	\$122,530.00	18031217			04/12/2021	04/11/2021	04/12/2020	Waiting					

- Within Grade Increase (WGI) Due Date: The date an acceptable level of performance and meet the require
- Appointment Probationary Date: The date an employ
- Supervisory Probationary Date: The date an employ
- SES Trial Period Date: The date an employee's Senior
- Employment Not-to-Exceed Date: The date an employ
- Leave Without Pay (LWOP) Not-to-Exceed Date: The date
- Temporary Promotion Not-to-Exceed Date: The date
- Retention Expiration Date: The date an employee's R
- PCA Expiration Date: The date an employee's Physi

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In the Description of Issue or Request box, indicate that you are requesting the establishment of a WiTS Report Subscription, and provide the following information for each report:

- The **name of the report** – 'Proactive Workforce Action Deadline Report'
- Your **report parameters** - select your report criteria just as you currently do from your WiTS reportparameter pages
- The **format** - choose to have your report delivered in either PDF, Word, or Excel
- The **frequency** – choose how often you would like your report delivered (daily, weekly, monthly, etc.) and specify what day (every Monday, the 15th day of each month, etc.)
- The **time** – choose what time of day you would like to receive your report
- The **e-mail box** – provide the NIH e-mail address you would like your report sent to.

Here's an **example** of a subscription:

**Send me the: Proactive Workforce Action Deadline Report
Generated with these parameters:**

- IC/Admin Code
- Dates upcoming within: 45, 60, 90, 120, or 180 days

In this format: PDF Every: Month, on the first Monday At: 8:00am

To my e-mail box at: youremail@mail.nih.gov

Please allow 5-7 business days from when your request is submitted for the establishment of your Report Subscription.