AGRICULTURAL RESEARCH SERVICE
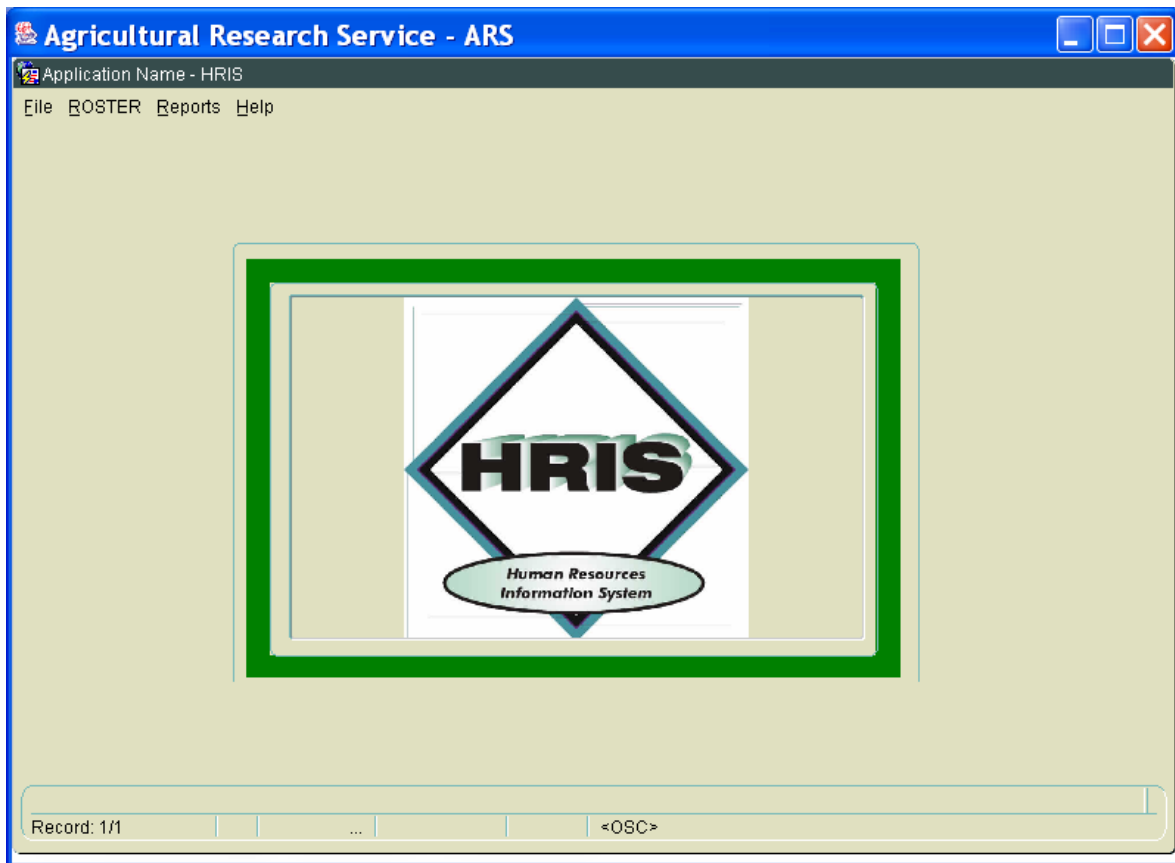**INFORMATION SYSTEMS**

HUMAN RESOURCES INFORMATION SYSTEM (HRIS)
REPORT CATALOG

HRIS REPORTS – INDEX

All Active Positions	Lists positions designated as "Active" in NFC (Sep_Acc_type equals '0' or '3'), within the selected organization and employment group. The list will include both encumbered and vacant positions.
All Vacancies In PMSO	Lists vacant, active positions in the NFC. The data is extracted from the NFC PMSO application.
ARS Post DOC Employment	Employees with an appointment authority of 'Y5M' are included. The report provides a count of employees in 'Post Doc' appointments by grade.
Category	The report can be limited to a specific category by selecting a group under the 'Category' drop down. The report includes Name, Type of appointment, Position Number, Pay Plan/Series/Grade, Title and the Entered Grade date.
Day Limitation	Employees under appointments limited by the 'Number of 'Days' the employee is allowed to work. The report includes employees meeting the number of days criteria entered in the selection screen.
Early Out	Employees eligible as of the date of the report for optional (age 55/30 yrs of service; 60/20 and 62/5) or discontinued/early out retirement (50/20 or Any/25).
Employment Count By Category	The employee counts are grouped by position category. The categories are 0-All Other; 1-Research Scientist; 2-Non-Permanent Research/Service; 3-Support Scientist; 4-Service Scientist (SY); 5-Technician/Aid/Asst (Non Eng/Sci); 6-Specialist; 7-Technician/Aid/Asst (Eng/Sci); 8-Trade And Craft; 9-Admin Support; G-Intergovernmental Personnel Agreement.
Employment Count By Grade	The employee counts are grouped by grade for employees in pay plans 'GS' and 'GM'. An overall average grade is listed for the selected Report Level.
Employment Count By Race/Gender	The employee counts are grouped by gender for employees under permanent appointments.
Employment Count By Race	Employee count grouped by gender/race and tenure group.
Employment Count By Tenure	Employee count grouped by employment level. The designation is by tenure group, type of appointment and work schedule (full time, part time or intermittent).
Employment Count/FTE	Employee count and summary of 'Full Time Equivalent (FTE)' work year, grouped by employment level. The employment level is by tenure group and type of appointment. An FTE is computed by the number of hours an employee is scheduled to work against 1 work year (2,080 hours of work). A full time employee, 80 hours per pay period, would count 1 FTE or 1 full work year while an employee working less than 80 hours would count as a percentage of a full work year.

HRIS REPORTS - INDEX	
Employment Profile	Statistical overview of the selected organization. The counts and averages are grouped by position category.
Filled Positions Only	List of positions from the NFC PMSO application. The list is limited to filled positions, excluding active, vacant positions. The report is sorted by organizational structure code.
Financial Disclosure	List of employee list that is filtered by the selected financial disclosure code. NOTE: If the financial disclosure code is left blank in the criteria window, the report will return an 'empty' report screen.
New Hire	List employees who have an accession to the agency with an action effective date that is equal to or greater than the selected date.
Non Citizens On Board	Employees whose NFC personnel record shows that they do not hold United States citizenship.
Not To Exceed	List of employees with an appointment 'Not To Exceed' (NTE) date. Action should be taken on employees on a time restricted appointment prior to the expiration of the Not To Exceed date. The records will include employees with a NTE date that is less than or is equal to the date selected on the criteria window.
Occupational Series	List of employees filtered by occupational series code. NOTE: Only one series may be selected each time the report is executed. If the occupational series field is left blank, the report will return an 'empty' page.
Pay Plan	List of employees filtered by the selected pay plan. NOTE: Only one pay plan may be selected each time the report is executed. If the pay plan field is left blank, the report will return an 'empty' page.
Post Doc Employees	List of employees with an appointment authority of 'Y5M' are included. The report provides a count of employees in 'Post Doc' appointments by grade.
Retirement Eligibles	Employees eligible as of the date of the report for optional (age 55/30 yrs of service; 60/20 and 62/5). The eligibility range is by calendar year. If the 'Year' field is left blank, the report will return an 'empty' page.
Roster	Display of personnel data for a specific employee. Records may be retrieved using Last Name, First Name or SSNO as a search string. NOTE: The information contained on this screen includes sensitive information. Use of the information is restricted.
Selected Supervisory Code	List of employees in positions that match the selected supervisory code. If the supervisory code field is left blank, the report will display an 'empty' page. The report will also return an 'empty' page if the organization selected in the criteria window does not have any matching positions.

HRIS REPORTS - INDEX

Student Career Appointments	List of employees who are currently serving an appointment under the Student Career Experience Program (SCEP). The legal authority codes are Y1M, Y2M, Y3M, YBM or YGM.
Student Temporary Appointments	List of employees who are currently serving an appointment under the Student Temporary Employment Program (STEP). The legal authority codes are Y1K, Y2K, Y3K, Y4K or Y5K.
Target Grade Check	The report lists any occupied position with a target grade less than the current grade of the position or that is null. The 'Target Grade Status' lists possible errors in the position's target grade.
Time In Grade	The report lists employees in positions with promotion potential, PMSO '[POS_TARG_GRD]' that is less than the current grade. Employees who have either been in the current position for one year or have been in the current grade for one year will be included.
Vacant Positions Only	List of vacant positions from NFC PMSO application. The report is sorted by organizational structure code.
Within Grade Increase Due	List of employees who are due to receive a within grade increase. This is an automatic action unless an employee's non-pay status balance causes the 'waiting period' timer to be recalculated or the agency takes action to withhold the within grade. Employees in certain pay groups (Wage Grade, STEP 10 or no STEP recorded) will be excluded.

NOTE: Any report that references the ethnic profile of an organization should be safeguarded. A report that references an employee's age either directly or indirectly should also be safeguarded. These reports should be only be used for the official, intended purpose.

All Active Positions – Lists positions designated as "Active" in NFC (Sep_Acc_type equals '0' or '3'), within the selected organization and employment group. The list will include both encumbered and vacant positions.

AGRICULTURAL RESEARCH SERVICE
BELTSVILLE AREA
OFFICE OF THE DIRECTOR
FOR ALL ACTIVE POSITIONS
AS OF 09/14/2006

POS#	PPSERGD SALARY PTITLE	TYPE	ASGN DATE	POS SENS CODE FLSA

1201-00-00-00

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report**'. To exit the report execution, select Cancel.

Report Level	This option will filter the records included in the report to employees assigned to the selected organization level. The available filters or levels are <u>Agency</u> wide, <u>Area</u> (Division level) or <u>Location</u> (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Once you have made criteria selections for a report and then open a criteria window for another report, the default report level will return to Agency even though your previous selections will still be shown.
Employment	The employment filters will include records for all employees, '<u>All Emp</u>', or will limit records to employees who are in '<u>SY</u>' Category 1 – Scientific positions. The default selection for reports is '<u>All Emp</u>' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. **Note: If you select 'Agency' as the Report Level, no other organizational filters are available.**
Area	To select records at the Area/Division level, select <u>Area</u> as the <u>Report Level</u>. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.

All Vacancies in PMSO – Lists vacant, active positions in the NFC. The data is extracted from NFC's PMSO application.

AGRICULTURAL RESEARCH SERVICE
VACANT POSITION IN PMSO AS OF 09/14/2006

Pos No	Series	Grade	Title	Est Date	Class Date	Date Vacated

ADMINISTRATIVE AND FINANCIAL MANAGEMENT

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.

Report Level	This option will filter the records included in the report to employees assigned to the selected organization level. The available filters or levels are <u>Agency</u> wide, <u>Area</u> (Division level) or <u>Location</u> (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Once you have made criteria selections for a report and then open a criteria window for another report, the default report level will return to Agency even though your previous selections will still be shown.
Employment	The employment filters will include records for all employees, '<u>All Emp</u>', or will limit records to employees who are in '<u>SY</u>' Category 1 – Scientific positions. The default selection for reports is '<u>All Emp</u>' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select <u>Area</u> as the <u>Report Level</u>. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.

ARS POST-DOC EMPLOYMENT

ARS Post-Doc Employment: Employees with an appointment authority of 'Y5M' are included. The report provides a count of employees in 'Post Doc' appointments by grade.

<table>
<tr><td colspan="7" align="center">AGRICULTURAL RESEARCH SERVICE
POST DOC EMPLOYMENT
AS OF 09/19/2006</td></tr>
</table>

	GRADE					
	11	12	13	14	15	TOTAL
BELTSVILLE AREA						
NORTH ATLANTIC AREA (PHILADELPHIA, PENNSYLVANIA)						
MIDWEST AREA (PEORIA, ILLINOIS)						
PACIFIC WEST AREA (ALBANY, CALIFORNIA)						
NORTHERN PLAINS AREA (FT. COLLINS, COLORADO)						
SOUTHERN PLAINS AREA (COLLEGE STATION, TEXAS)						
MID SOUTH AREA (STONEVILLE, MISSISSIPPI)						
SOUTH ATLANTIC AREA (ATHENS, GEORGIA)						

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.

Report Level	This option will filter the records included in the report to employees assigned to the selected organization level. The available filters or levels are <u>Agency</u> wide, <u>Area</u> (Division level) or <u>Location</u> (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Once you have made criteria selections for a report and then open a criteria window for another report, the default report level will return to Agency even though your previous selections will still be shown.
Employment	The default selection for reports is '<u>All Emp</u>' for all employees with the organizational group selected.
Agency	Select ARS. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area level, select <u>Area</u> as the <u>Report Level.</u> Select the 'Area Offices' (Beltsville Area, Pacific West Area, etc.) from the Area list.
Location	Choose location within the selected area office.

Category: The report can be limited to a specific category by selecting a group under the 'Category' drop down. The report includes Name, Type of appointment, Position Number, Pay Plan/Series/Grade, Title and the Entered Grade date.

AGRICULTURAL RESEARCH SERVICE
BELTSVILLE AREA
CAT1 EMPLOYEES
AS OF 09/14/2006

Name	Type	Pos No	PpSerGd	Title	Enter Grade

NATIONAL ARBORETUM (WASHINGTON, D.C.)

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.

Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are Agency wide, Area (Division level) or Location (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
Employment	The employment filters will include records for all employees, 'All Emp', or will limit records to employees who are in 'SY' Category 1 – Scientific positions. The default selection for reports is 'All Emp' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select Area as the Report Level. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.
Category	To filter the records by category, select the choice from the drop down list. The categories are 0-All Other; 1-Research Scientist; 2-Non-Permanent Research/Service; 3-Support Scientist; 4-Service Scientist (SY); 5-Technician/Aid/Asst (Non Eng/Sci); 6-Specialist; 7-Technician/Aid/Asst (Eng/Sci); 8-Trade And Craft; 9-Admin Support; G-Intergovernmental Personnel Agreement.
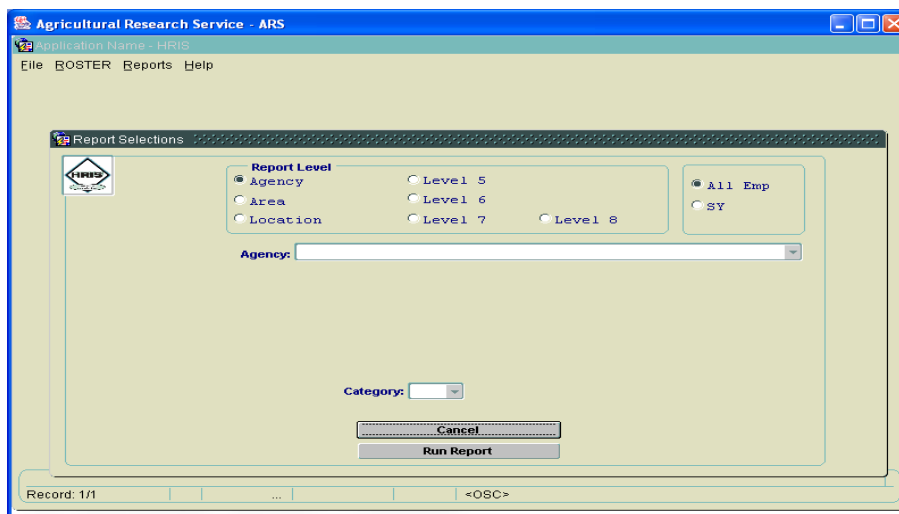
Day Limitation: Employees under appointments limited by the 'Number of 'Days' the employee is allowed to work. The report includes employees meeting the number of days criteria entered in the selection screen.

AGRICULTURAL RESEARCH SERVICE
LIMITED APPOINTMENTS
WITH APPOINTMENT BALANCE DAY LESS THAN OR EQUAL TO 120
AS OF 09/14/2006

NAME	PP-SER-GI	TITLE	APPT NOA	SERV DATE	NTE DATE	APPT LIM DAYS	APPT BAL DAYS

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report**'. To exit the report execution, select Cancel.

Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are <u>Agency</u> wide, <u>Area</u> (Division level) or <u>Location</u> (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
Employment	The employment filters will include records for all employees, '<u>All Emp</u>', or will limit records to employees who are in '<u>SY</u>' Category 1 – Scientific positions. The default selection for reports is '<u>All Emp</u>' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select <u>Area</u> as the <u>Report Level</u>. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.
Number of Days	The number entered will be used to filter employees.

Early Out – Employees eligible as of the date of the report for optional (age 55/30 yrs of service; 60/20 and 62/5) or discontinued/early out retirement (50/20 or Any/25). **NOTE: Any report that references an employee's age, either directly or indirectly, should be safeguarded. It should be only be used for the intended purpose.**

AGRICULTURAL RESEARCH SERVICE
CURRENT EMPLOYEES ELIGIBLE
FOR OPTIONAL AND DISCONTINUED SERVICE RETIREMENT
AS OF 09/14/2006

Name	PPSERGD	YRS SERV

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.

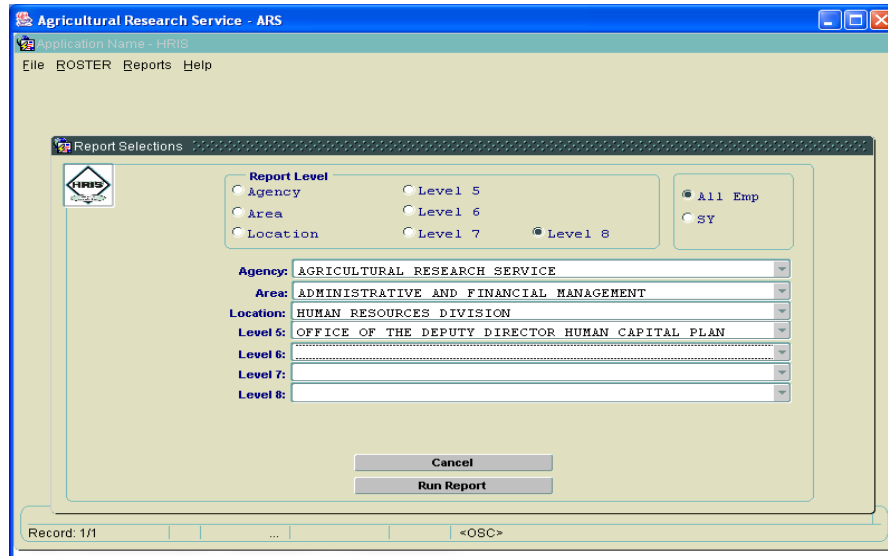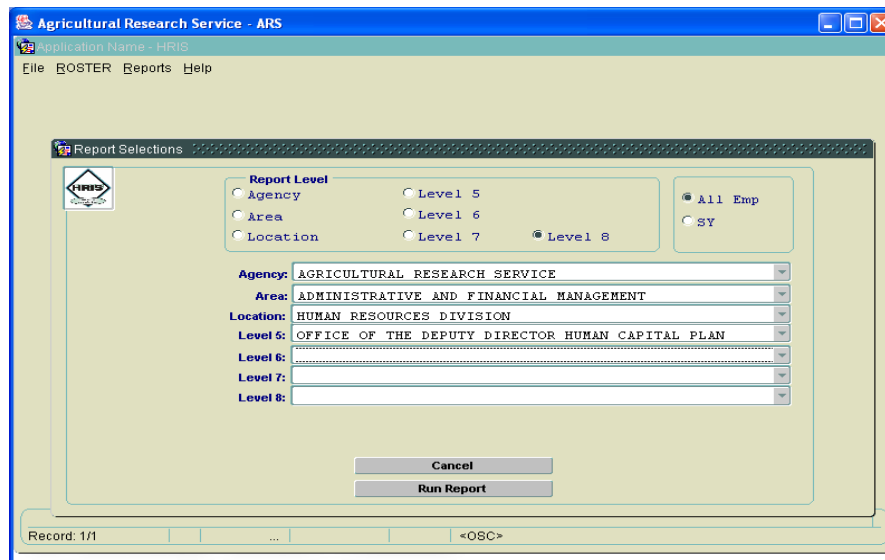|	
Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are Agency wide, Area (Division level) or Location (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
Employment	The employment filters will include records for all employees, 'All Emp', or will limit records to employees who are in 'SY' Category 1 – Scientific positions. The default selection for reports is 'All Emp' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select Area as the Report Level. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.

EMPLOYMENT COUNT BY CATEGORY

Employment Count by Category: The employee counts are grouped by position category. The categories are 0-All Other; 1-Research Scientist; 2-Non-Permanent Research/Service; 3-Support Scientist; 4-Service Scientist (SY); 5-Technician/Aid/Asst (Non Eng/Sci); 6-Specialist; 7-Technician/Aid/Asst (Eng/Sci); 8-Trade And Craft; 9-Admin Support; G-Intergovernmental Personnel Agreement.

AGRICULTURAL RESEARCH SERVICE
BELTSVILLE AREA
CURRENT EMPLOYEES BY CAT
AS OF 09/14/2006

CAT													
0	1	2	3	4	5	6	7	8	9	C	O	TOTAL	

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.

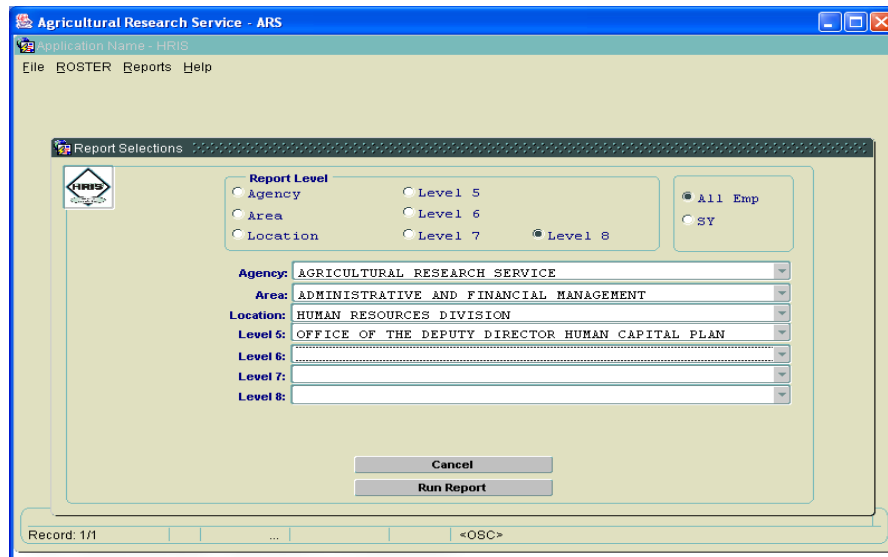|	
Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are Agency wide, Area (Division level) or Location (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
Employment	The employment filters will include records for all employees, 'All Emp', or will limit records to employees who are in 'SY' Category 1 – Scientific positions. The default selection for reports is 'All Emp' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select Area as the Report Level. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.

Employment Count By Grade: The employee counts are grouped by grade for employees in pay plans 'GS' and 'GM'. An overall average grade is listed for the selected Report Level.

AGRICULTURAL RESEARCH SERVICE
BELTSVILLE AREA
AVERAGE GRADE AND EMPLOYMENT COUNT
GS AND GM EMPLOYEES AS OF 09/14/2006

AVE GRADE	GRADE	# EMP

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.

Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are Agency wide, Area (Division level) or Location (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
Employment	The employment filters will include records for all employees, 'All Emp', or will limit records to employees who are in 'SY' Category 1 – Scientific positions. The default selection for reports is 'All Emp' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select Area as the Report Level. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.

EMPLOYMENT COUNT BY RACE GENDER

Employment Count By Race Gender (Sensitive Personnel Data –Use Is Restricted): The employee counts are grouped by gender for employees under permanent appointments. **NOTE: Any report that references the ethnic profile of an organization should be safeguarded. It should be only be used for the intended purpose.**

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report**'. To exit the report execution, select Cancel.

Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are <u>Agency</u> wide, <u>Area</u> (Division level) or <u>Location</u> (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
Employment	The employment filters will include records for all employees, '<u>All Emp</u>', or will limit records to employees who are in '<u>SY</u>' Category 1 – Scientific positions. The default selection for reports is '<u>All Emp</u>' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select <u>Area</u> as the <u>Report Level</u>. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.

Employment Count By Race and Tenure: Employee count grouped by gender/race and tenure group. **NOTE: Any report that references the ethnic profile of an organization should be safeguarded. It should be only be used for the intended purpose.**

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.
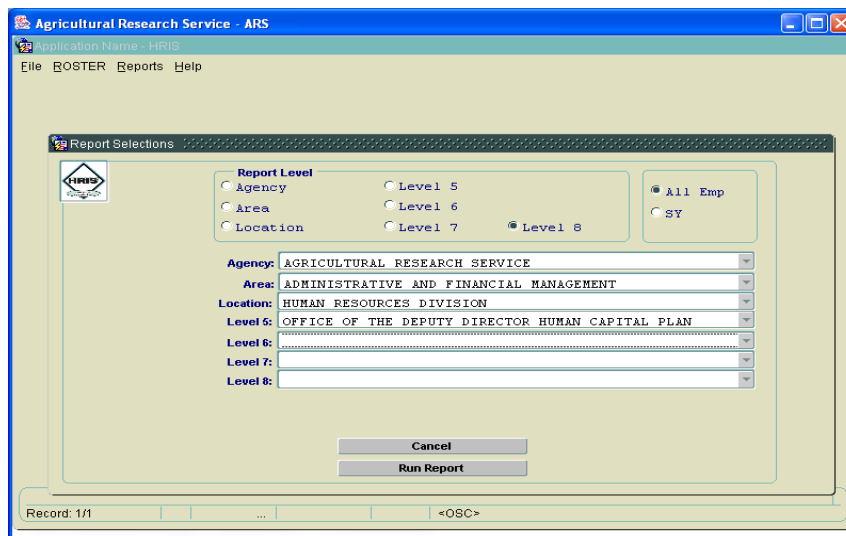
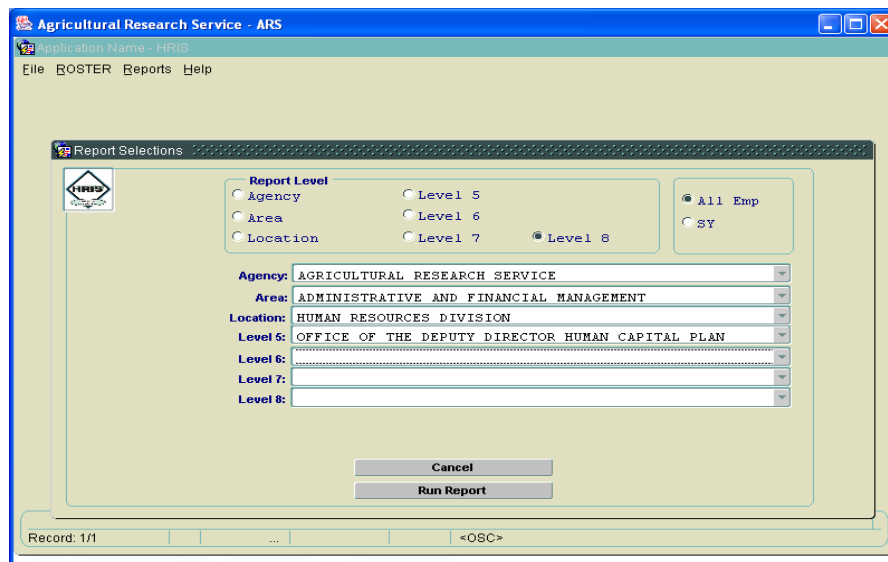|	
Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are <u>Agency</u> wide, <u>Area</u> (Division level) or <u>Location</u> (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
Employment	The employment filters will include records for all employees, '<u>All Emp</u>', or will limit records to employees who are in '<u>SY</u>' Category 1 – Scientific positions. The default selection for reports is '<u>All Emp</u>' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select <u>Area</u> as the <u>Report Level</u>. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.

Employment Count By Tenure: Employee count grouped by employment level. The designation is by tenure group, type of appointment and work schedule (full time, part time or intermittent).

AGRICULTURAL RESEARCH SERVICE
BELTSVILLE AREA
CURRENT EMPLOYEES BY TENURE
AS OF 09/14/2006

TYPE						
PFT	PINT	PPT	TFT	TINT	TPT	TOTAL

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.

Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are <u>Agency</u> wide, <u>Area</u> (Division level) or <u>Location</u> (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
Employment	The employment filters will include records for all employees, '<u>All Emp',</u> or will limit records to employees who are in '<u>SY'</u> Category 1 – Scientific positions. The default selection for reports is '<u>All Emp</u>' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select <u>Area</u> as the <u>Report Level</u>. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.

EMPLOYMENT COUNT BY FTE

Employment Count By Tenure: Employee count and summary of 'Full Time Equivalent (FTE)' work year, grouped by employment level. The employment level is by tenure group and type of appointment. An FTE is computed by the number of hours an employee is scheduled to work against 1 work year (2,080 hours of work). A full time employee, 80 hours per pay period, would count 1 FTE or 1 full work year while an employee working less than 80 hours would count as a percentage of a full work year.

AGRICULTURAL RESEARCH SERVICE
BELTSVILLE AREA
CURRENT EMPLOYEES AND FTE
AS OF 09/14/2006

PERM			TEMP			TOTAL		
# EMP	FTE	SALARY	# EMP	FTE	SALARY	# EMP	FTE	SALARY

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.
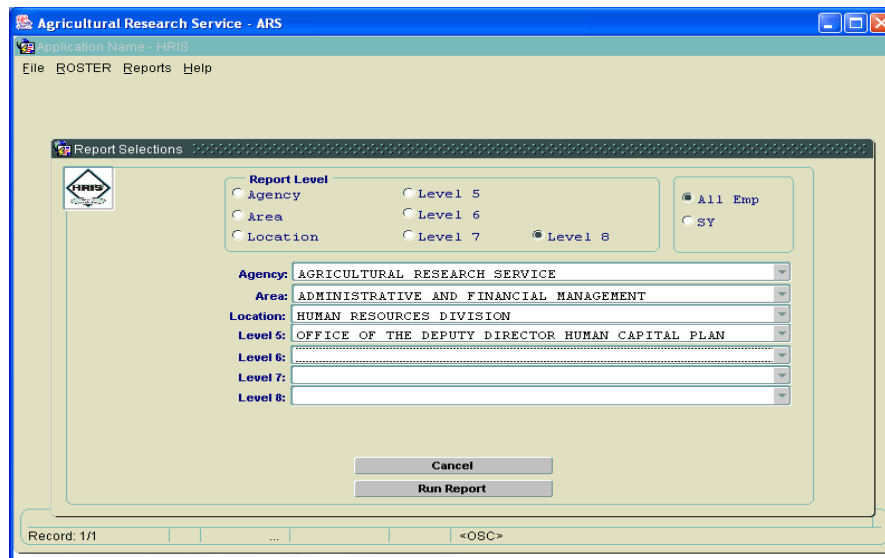
Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are Agency wide, Area (Division level) or Location (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
Employment	The employment filters will include records for all employees, 'All Emp', or will limit records to employees who are in 'SY' Category 1 – Scientific positions. The default selection for reports is 'All Emp' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select Area as the Report Level. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.

EMPLOYMENT PROFILE

Employment Profile: Statistical overview of the selected organization. The counts and averages are grouped by position category. **NOTE: Any report that references the ethnic profile of an organization should be safeguarded. It should be only be used for the intended purpose.**

AGRICULTURAL RESEARCH SERVICE
BELTSVILLE AREA
EMPLOYMENT STATISTICS
AS OF 09/14/2006

	EMPLOYMENT GROUP*				
	SY	T-SY	SUPPORT	OTHER	TOTAL
# EMP					
# RETIREMENT ELIG					
# FEMALES					
# MINORITY					
# DISABLED					
# SUPERVISORS					
AVE GRADE					
AVE SALARY					
AVE AGE					

*Employment Group: SY=cat 1 and 4 / T-SY=cat 2 / SUPPORT=cat 3 and 7 / OTHER=All Other categories

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.

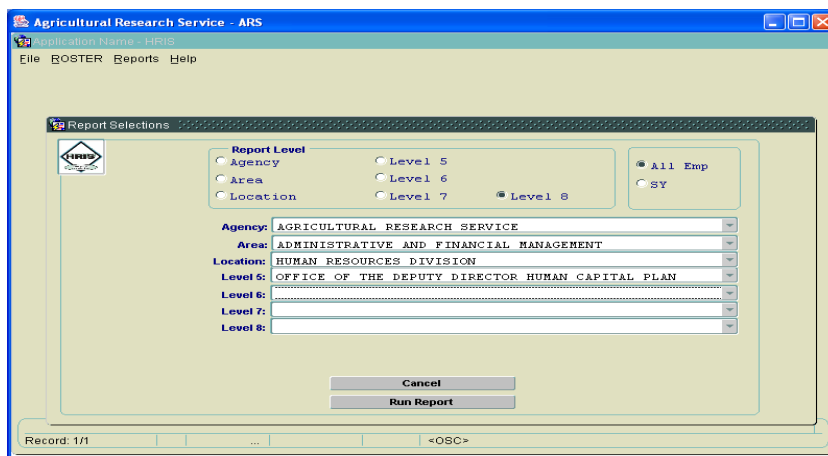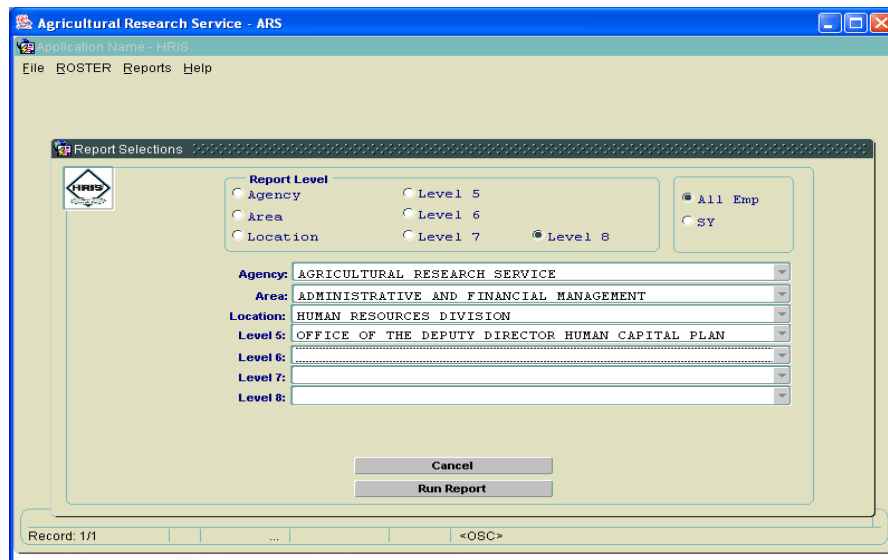|	
Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are Agency wide, Area (Division level) or Location (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'.NOTE: Selections made for a report may remain when a new criteria window is opened.
Employment	The employment filters will include records for all employees, 'All Emp', or will limit records to employees who are in 'SY' Category 1 – Scientific positions. The default selection for reports is 'All Emp' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select Area as the Report Level. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.

Filled Positions Only: List of positions from the NFC PMSO application. The list is limited to filled positions, excluding active, vacant positions. The report is sorted by organizational structure code.

AGRICULTURAL RESEARCH SERVICE
BELTSVILLE AREA
OFFICE OF THE DIRECTOR
FOR ALL FILLED POSITIONS
AS OF 09/19/2006

POS#	PPSERGD SALARY PTITLE	TYPE	ASGN DATE	POS SENS CODE FLSA

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.

Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are Agency wide, Area (Division level) or Location (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
Employment	The employment filters will include records for all employees, 'All Emp', or will limit records to employees who are in 'SY' Category 1 – Scientific positions. The default selection for reports is 'All Emp' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select Area as the Report Level. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.

FINANCIAL DISCLOSURE

Financial Disclosure: List of employee list that is filtered by the selected financial disclosure code. NOTE: If the financial disclosure code is left blank in the criteria window, the report will return an 'empty' report screen.

AGRICULTURAL RESEARCH SERVICE
CURRENT EMPLOYEES
FINANCIAL DISCLOSURE FILING CODE 4
AS OF 09/14/2006

NAME	POS#	PPSERGD	TITLE	ASSIGNED

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report**'. To exit the report execution, select Cancel.

Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are <u>Agency</u> wide, <u>Area</u> (Division level) or <u>Location</u> (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
Employment	The employment filters will include records for all employees, '<u>All Emp</u>', or will limit records to employees who are in '<u>SY</u>' Category 1 – Scientific positions. The default selection for reports is '<u>All Emp</u>' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select <u>Area</u> as the <u>Report Level</u>. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.
FD Code	Financial Disclosure Code – To limit the report to a specific financial disclosure code, select the code from the FD Code drop down list. Available options are **0 – Not Required**; **3 – Public Filer** or **4 – Confidential Filter**.

New Hire – List employees who have an accession to the agency with an action effective date that is equal to or greater than the selected date.

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AGRICULTURAL RESEARCH SERVICE CURRENT EMPLOYEES
         WHO WERE HIRED SINCE 07/01/2006


Name                POS#    Title                    PPSERGD   ACC Dat   FD Code
```

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.

Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are <u>Agency</u> wide, <u>Area</u> (Division level) or <u>Location</u> (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
Employment	The employment filters will include records for all employees, '<u>All Emp</u>', or will limit records to employees who are in '<u>SY</u>' Category 1 – Scientific positions. The default selection for reports is '<u>All Emp</u>' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select <u>Area</u> as the <u>Report Level</u>. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.
Hired Since	Enter the 'From', or starting date, for selecting the accession actions. All actions with an effective date equal to or greater than the 'Hired Since' date will be included. To select the date from a calendar, use your mouse to single click the calendar icon to the right of the 'Hired Since' field. On the calendar screen, highlight the date and select OK.

NON CITIZENS ON BOARD

Non Citizens On Board – Employees whose NFC personnel record shows that they do not hold United States citizenship.

AGRICULTURAL RESEARCH SERVICE
CURRENT NON-CITIZENS--ON BOARD
AS OF 09/14/2006

NAME	POS#	TYPE	PP	SER	GD	POS SENS CODE	TITLE	ACC DATE	NTE DATE

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.

|	
Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are <u>Agency</u> wide, <u>Area</u> (Division level) or <u>Location</u> (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
Employment	The employment filters will include records for all employees, '<u>All Emp</u>', or will limit records to employees who are in '<u>SY</u>' Category 1 – Scientific positions. The default selection for reports is '<u>All Emp</u>' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select <u>Area</u> as the <u>Report Level</u>. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.

Not To Exceed – List of employees with an appointment 'Not To Exceed' (NTE) date. Action should be taken on employees on a time restricted appointment prior to the expiration of the Not To Exceed date.   The records will include employees with a NTE date that is less than or is equal to the date selected on the criteria window.

AGRICULTURAL RESEARCH SERVICE
TEMPORARY APPOINTMENTS
WITH NTE DATES LESS THAN OR ON 09/30/2006

NAME	TYPE	APPT EFF	NTE

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.

Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are <u>Agency</u> wide, <u>Area</u> (Division level) or <u>Location</u> (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
Employment	The employment filters will include records for all employees, '<u>All Emp'</u>, or will limit records to employees who are in '<u>SY'</u> Category 1 – Scientific positions. The default selection for reports is '<u>All Emp</u>' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select <u>Area</u> as the <u>Report Level</u>. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.
Not To Exceed	Employees with a Not To Exceed date that is less than or equal to the date entered. To select the date from a calendar, use your mouse to single click the calendar icon to the right of the 'Hired Since' field. On the calendar screen, highlight the date and select OK.
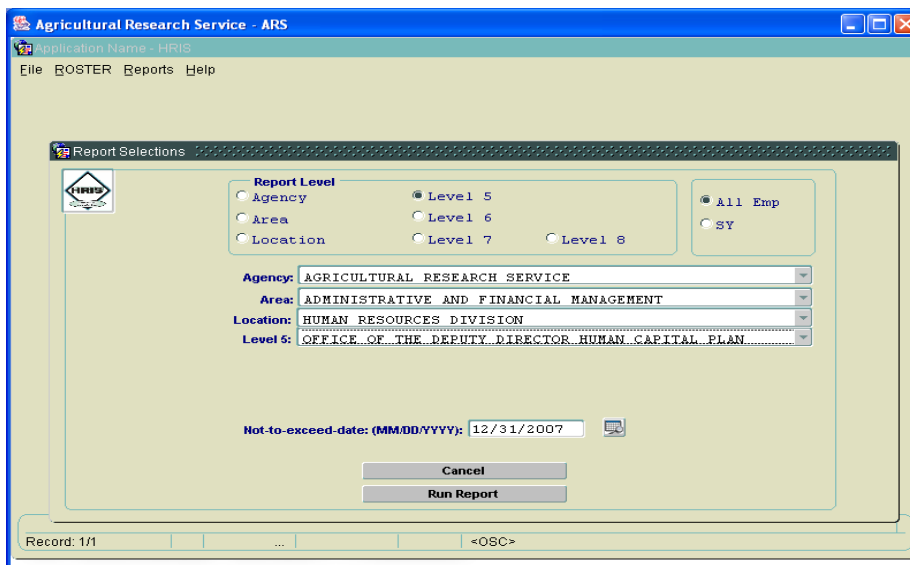
OCCUPATIONAL SERIES

Occupational Series – List of employees filtered by occupational series code. NOTE: Only one series may be selected each time the report is executed. If the occupational series field is left blank, the report will return an 'empty' page.

AGRICULTURAL RESEARCH SERVICE
EMPLOYEES IN 0404 SERIES
AS OF 09/14/2006

Name	Pos No	PpSerGd	Type	Title	FD Code

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.

|	
Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are Agency wide, Area (Division level) or Location (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
Employment	The employment filters will include records for all employees, 'All Emp', or will limit records to employees who are in 'SY' Category 1 – Scientific positions. The default selection for reports is 'All Emp' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select Area as the Report Level. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.
Select Occupational Series	To select an occupational series code to filter on, single click the 'Select Occupational Series by Series' button. A Pop-Up screen will display, listing all of the available occupational series. To search for a series using the series code, type the series code, all or in part, in the *Find%* field in the Pop-Up screen, then press **Find**. Highlight the series code you want included in the report and press OK. The 'Series & Title' will automatically populate in the criteria window.

Pay Plan – List of employees filtered by the selected pay plan. NOTE: Only one pay plan may be selected each time the report is executed. If the pay plan field is left blank, the report will return an 'empty' page.

AGRICULTURAL RESEARCH SERVICE
CURRENT EMPLOYEES IN PAY PLAN GS
AS OF 09/14/2006

NAME	SERIES	GRADE	TITLE

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.

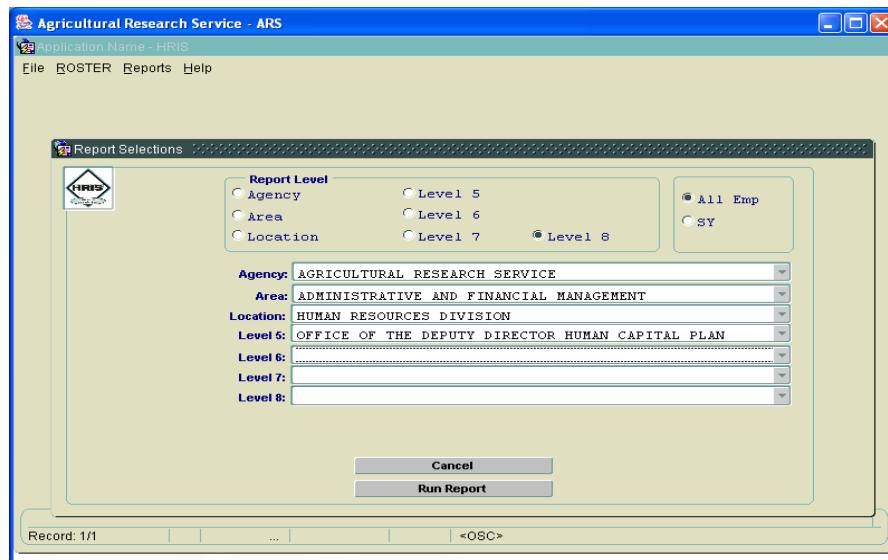|	
Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are Agency wide, Area (Division level) or Location (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
Employment	The employment filters will include records for all employees, 'All Emp', or will limit records to employees who are in 'SY' Category 1 – Scientific positions. The default selection for reports is 'All Emp' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select Area as the Report Level. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.
Pay Plan	Select the pay plan from the drop down list in the criteria window. Only records equal to the selected pay plan will be included. NOTE: If the field is left blank or the organizational report level or employment group you selected does not have any employees with a matching pay plan, the report will display an 'empty' page.
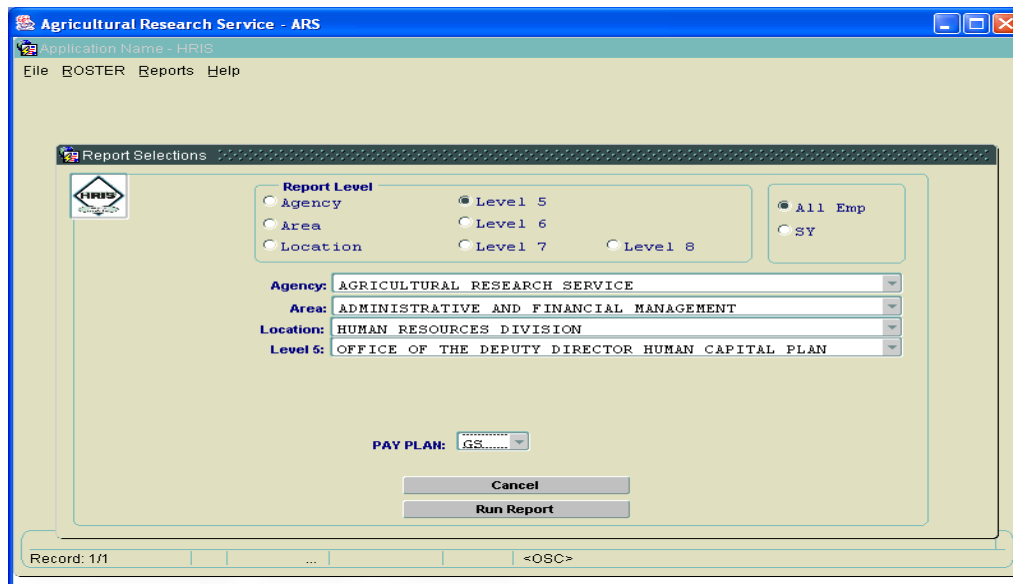
Post Doc Employees – List of employees with an appointment authority of 'Y5M' are included. The report provides a count of employees in 'Post Doc' appointments by grade.

AGRICULTURAL RESEARCH SERVICE
POST DOC EMPLOYEES
AS OF 09/14/2006

NAME	POS NO	PPSERGD	TITLE	EFF	NTE	NON-CITIZEN

BELTSVILLE AREA
NATIONAL ARBORETUM (WASHINGTON, D.C.)
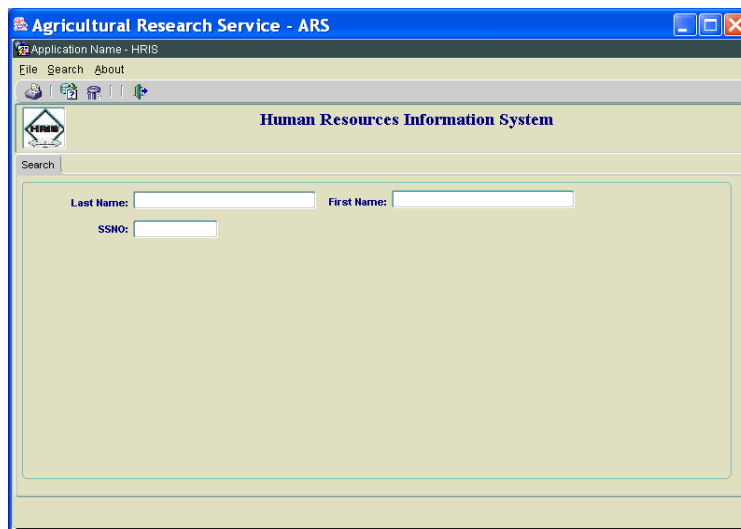FLORAL & NURSERY PLANTS RESEARCH UNIT

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.

Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are <u>Agency</u> wide, <u>Area</u> (Division level) or <u>Location</u> (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
Employment	The employment filters will include records for all employees, '<u>All Emp'</u>, or will limit records to employees who are in '<u>SY</u>' Category 1 – Scientific positions. The default selection for reports is '<u>All Emp</u>' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select <u>Area</u> as the <u>Report Level</u>. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.

RETIREMENT ELIGIBLES

Retirement Eligibles - Employees eligible as of the date of the report for optional (age 55/30 yrs of service; 60/20 and 62/5). The eligibility range is by calendar year. If the 'Year' field is left blank, the report will return an 'empty' page. **NOTE: Any report that references an employee's age, either directly or indirectly, should be safeguarded. It should be only be used for the intended purpose.**

AGRICULTURAL RESEARCH SERVICE
CURRENT EMPLOYEES IN
ELIGIBLE TO RETIRE IN FY 2007 OR EARLIER
AS OF 09/14/2006

NAME	PPSERGD	YRS SERV	TITLE

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.

Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are Agency wide, Area (Division level) or Location (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
Employment	The employment filters will include records for all employees, 'All Emp', or will limit records to employees who are in 'SY' Category 1 – Scientific positions. The default selection for reports is 'All Emp' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select Area as the Report Level. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.
Year	Enter the eligibility Year. All employees who will reach eligibility for optional retirement by the Year entered will be included in the report.

Roster – Display of personnel data for a specific employee. Records may be retrieved using Last Name, First Name or SSNO as a search string. NOTE: The information contained on this screen includes sensitive information. Use of the information is restricted.
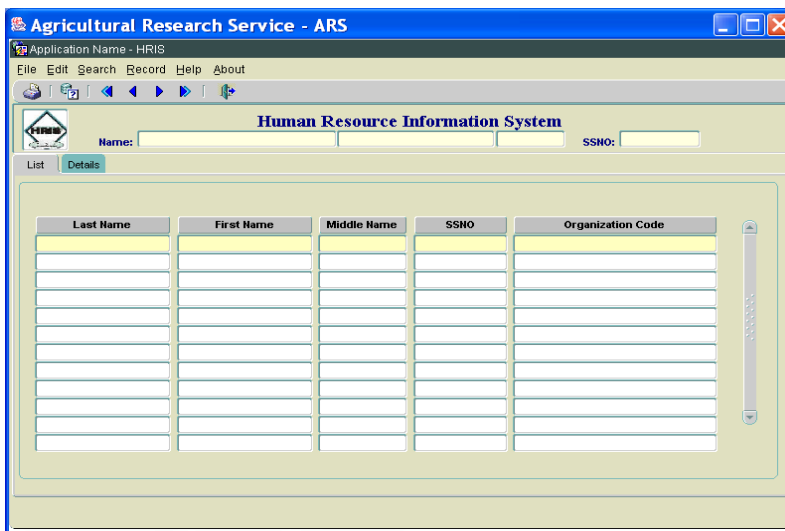

To retrieve an employee record a report, you first enter the search screen. A wildcard, '%', may be used with a partial search string. After selecting an employee's record from the retrieval screen by highlighting the employee row, select 'Details' from the retrieval screen to display an individual record screen. After entering a search screen, select Search, then Execute. A list of records matching the search screen will be displayed. Select the appropriate record on the retrieval screen.

Last Name	To retrieve a record for an employee based on the last name, enter the 'Last Name' in this field. If you are unsure of the employee's last name, you can enter a partial string with the wildcard '%'. For example, for list of employees whose last name begins with SMI you would enter SMI% and select Search, then Execute.
First Name	To retrieve a record for an employee based on the first name, enter the 'First Name' in this field. If you are unsure of the employee's first name, you can enter a partial string with the wildcard '%'.
SSNO	To retrieve a record for an employee based on the social security number, enter the 'SSNO' in this field. If you are unsure of the employee's SSNO, you can enter a partial string with the wildcard '%'.

SELECTED SUPERVISORY CODE

Selected Supervisory Code – List of employees in positions that match the selected supervisory code. If the supervisory code field is left blank, the report will display an 'empty' page. The report will also return an 'empty' page if the organization selected in the criteria window does not have any matching positions.

AGRICULTURAL RESEARCH SERVICE
CODE 2 SUPERVISORS
AS OF 09/14/2006

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.

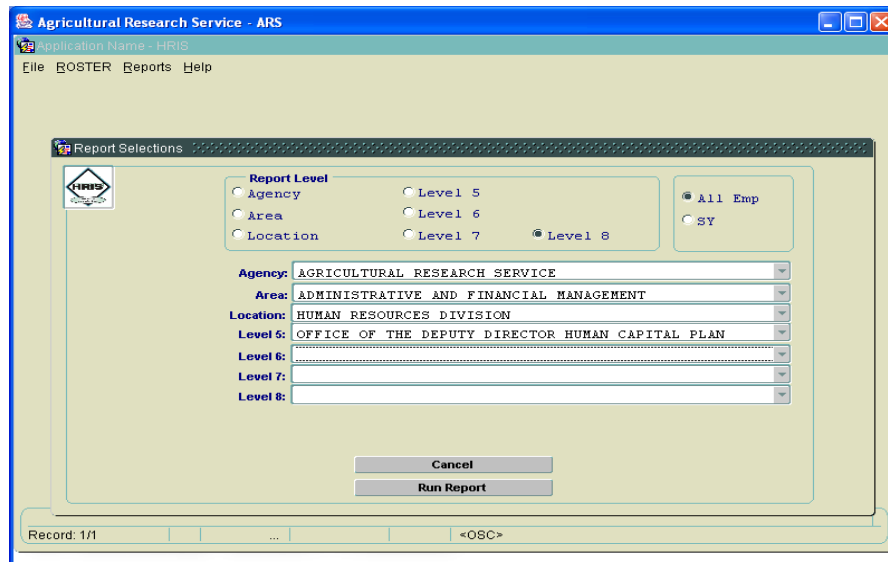|	
Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are <u>Agency</u> wide, <u>Area</u> (Division level) or <u>Location</u> (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
Employment	The employment filters will include records for all employees, '<u>All Emp</u>', or will limit records to employees who are in '<u>SY</u>' Category 1 – Scientific positions. The default selection for reports is '<u>All Emp</u>' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select <u>Area</u> as the <u>Report Level</u>. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.
Position Supervisory Code	The report will be limited to the selected position supervisory code. Only one code may be selected each time the report is executed. Available codes are: **Non Supervisory Code 8**; **Mgmt Official Code 5; Supervisor (25%) Code 4** or **Supervisor Title Code 2.**

STUDENT CAREER APPOINTMENTS

Student Career Appointments – List of employees who are currently serving an appointment under the Student Career Experience Program (SCEP). The legal authority codes are Y1M, Y2M, Y3M, YBM or YGM.

AGRICULTURAL RESEARCH SERVICE
CAREER
STUDENT APPOINTMENTS
AS OF 09/14/2006

Name	POS#	PPSERGD	Title	Type	HRS PER PP	PROG	APPT NOA	AUTH	APPT EFF

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report**'. To exit the report execution, select Cancel.

Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are Agency wide, Area (Division level) or Location (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
Employment	The employment filters will include records for all employees, 'All Emp', or will limit records to employees who are in 'SY' Category 1 – Scientific positions. The default selection for reports is 'All Emp' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select Area as the Report Level. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.

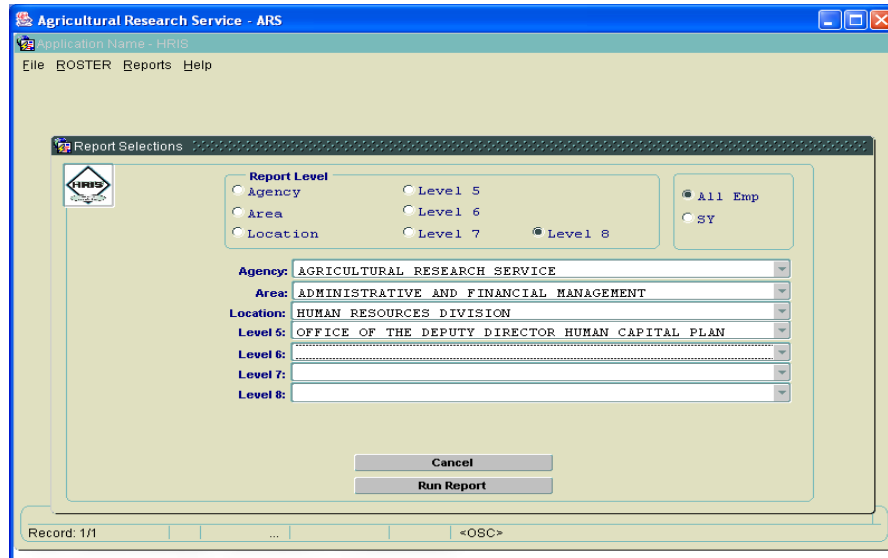## STUDENT TEMPORARY APPOINTMENTS

Student Temporary Appointments – List of employees who are currently serving an appointment under the Student Temporary Employment Program (STEP). The legal authority codes are Y1K, Y2K, Y3K, Y4K or Y5K.

<div align="center">

AGRICULTURAL RESEARCH SERVICE
TEMPORARY
STUDENT APPOINTMENTS
AS OF 09/14/2006

</div>

Name	POS#	PPSERGD	Title	Type	HRS PER PP	PROG	APPT NOA	AUTH	APPT EFF

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.

Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are Agency wide, Area (Division level) or Location (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
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Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.

Target Grade Check - . The report lists any occupied position with a target grade less than the current grade of the position or that is null. The 'Target Grade Status' lists possible errors in the position's target grade. Positions with a target less than the current grade will show as '**TARGET GRADE IS LESS THAN CURRENT GRADE**'. Positions with a null target grade will show as '**TARGET GRADE IS NULL**'. NOTE: Even if the position does not hold any promotion potential, the 'Target Grade' field should be completed for position tracking/management.

AGRICULTURAL RESEARCH SERVICE
TARGET GRADE CHECK
AS OF 09/14/2006

Name	Position Title	Position Number	PP/SER/GR	Target Grade	Target Grade Status

BELTSVILLE AREA
OFFICE OF THE DIRECTOR

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.

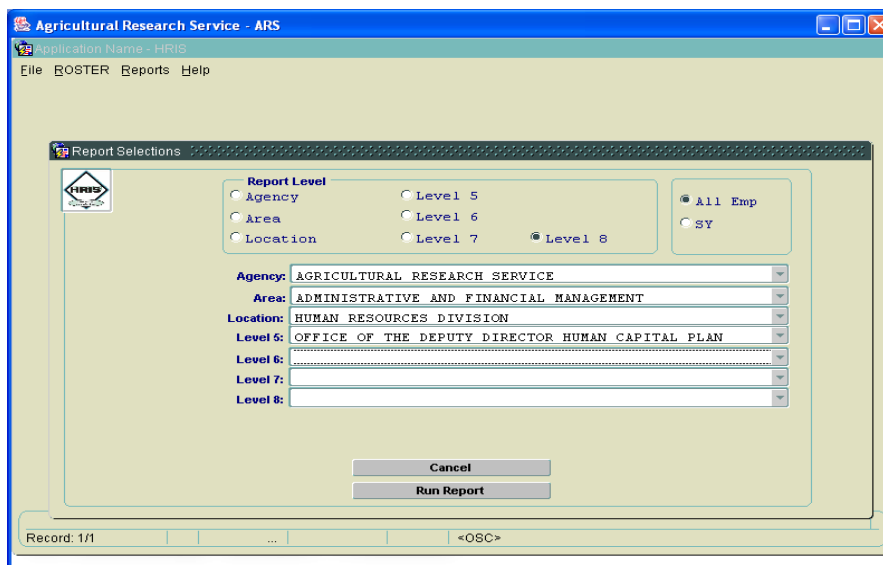|	
Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are Agency wide, Area (Division level) or Location (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
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Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.

TIME IN GRADE

Time in Grade - The report lists employees in positions with promotion potential, PMSO '[POS_TARG_GRD]' that is less than the current grade. Employees who have either been in the current position for one year or have been in the current grade for one year will be included.

AGRICULTURAL RESEARCH SERVICE
TIME IN GRADE
AS OF 09/14/2006

Name	Position Title	Position Number	PP/SER/GR-Step	Target Grade	Entered Pres Grade	Time In Grade	Employee In Pos	Time In Pos

BELTSVILLE AREA
OFFICE OF THE DIRECTOR

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.

Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are <u>Agency</u> wide, <u>Area</u> (Division level) or <u>Location</u> (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
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Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.

Vacant Positions Only - List of vacant positions from the NFC PMSO application. The report is sorted by organizational structure code.

AGRICULTURAL RESEARCH SERVICE
BELTSVILLE AREA
NATIONAL ARBORETUM (WASHINGTON, D.C.)
FOR ALL VACANT POSITIONS
AS OF 09/14/2006

			POS SENS
POS#	PPSERGD	PTITLE	CODE FLSA

OFFICE OF ARBORETUM DIRECTOR
1230-01-00-00

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.

Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are Agency wide, Area (Division level) or Location (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
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Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select Area as the Report Level. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.

WITHIN GRADE INCREASE DUE

Within Grade Increase Due – List of employees who are due to receive a within grade increase. This is an automatic action unless an employee's non-pay status balance causes the 'waiting period' timer to be recalculated or the agency takes action to withhold the within grade. Employees in certain pay groups (Wage Grade, STEP 10 or no STEP recorded) will be excluded.

AGRICULTURAL RESEARCH SERVICE
FIELD ORGANIZATION
BELTSVILLE AREA
DATA AS OF 09/09/2006
EMPLOYEES DUE WITHIN GRADE BETWEEN 09/01/2006 AND 09/30/2006

YEAR	MONTH	NAME	PP/SER/GR-ST	WGI DATE	PROJECTED DUE DATE	STEP	NEW STEP

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report'**. To exit the report execution, select Cancel.

Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are Agency wide, Area (Division level) or Location (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
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Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.
Start/End Date	Enter the 'Start Date' and the 'End Date'. An employee who is due a within grade increase within the specified time period, and meets the other report criteria, will be listed.