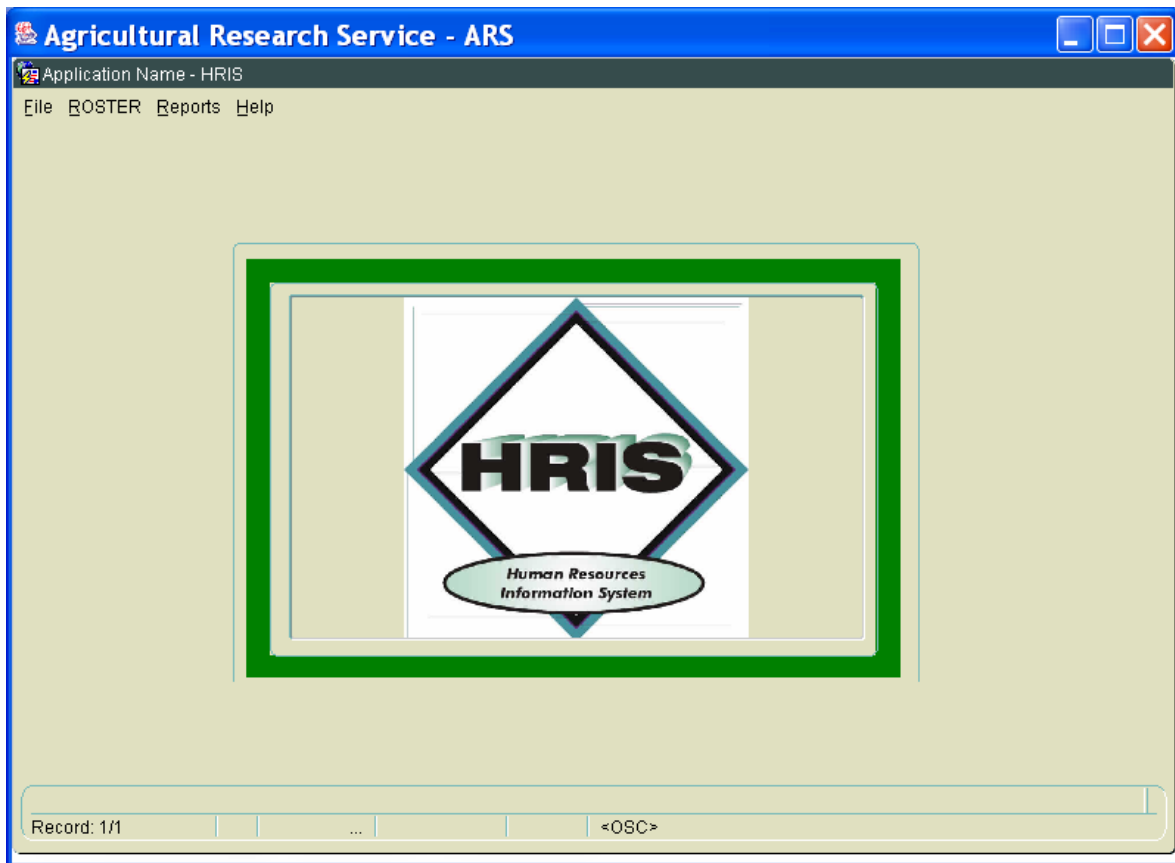


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AGRICULTURAL RESEARCH SERVICE  
INFORMATION SYSTEMS

HUMAN RESOURCES INFORMATION SYSTEM (HRIS)  
REPORT CATALOG

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**HRIS REPORTS – INDEX**

<a href="#"><u>All Active Positions</u></a>	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.
<a href="#"><u>All Vacancies In PMSO</u></a>	Lists vacant, active positions in the NFC. The data is extracted from the NFC PMSO application.
<a href="#"><u>ARS Post DOC Employment</u></a>	Employees with an appointment authority of ‘Y5M’ are included. The report provides a count of employees in ‘Post Doc’ appointments by grade.
<a href="#"><u>Category</u></a>	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.
<a href="#"><u>Day Limitation</u></a>	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.
<a href="#"><u>Early Out</u></a>	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).
<a href="#"><u>Employment Count By Category</u></a>	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.
<a href="#"><u>Employment Count By Grade</u></a>	The employee counts are grouped by grade for employees in pay plans ‘GS’ and ‘GM’. An overall average grade is listed for the selected <u>Report Level</u> .
<a href="#"><u>Employment Count By Race/Gender</u></a>	The employee counts are grouped by gender for employees under permanent appointments.
<a href="#"><u>Employment Count By Race</u></a>	Employee count grouped by gender/race and tenure group.
<a href="#"><u>Employment Count By Tenure</u></a>	Employee count grouped by employment level. The designation is by tenure group, type of appointment and work schedule (full time, part time or intermittent).
<a href="#"><u>Employment Count/FTE</u></a>	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.

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**HRIS REPORTS - INDEX**

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<a href="#"><u>Employment Profile</u></a>	Statistical overview of the selected organization. The counts and averages are grouped by position category.
<a href="#"><u>Filled Positions Only</u></a>	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.
<a href="#"><u>Financial Disclosure</u></a>	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.
<a href="#"><u>New Hire</u></a>	List employees who have an accession to the agency with an action effective date that is equal to or greater than the selected date.
<a href="#"><u>Non Citizens On Board</u></a>	Employees whose NFC personnel record shows that they do not hold United States citizenship.
<a href="#"><u>Not To Exceed</u></a>	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.
<a href="#"><u>Occupational Series</u></a>	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.
<a href="#"><u>Pay Plan</u></a>	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.
<a href="#"><u>Post Doc Employees</u></a>	List of employees with an appointment authority of 'Y5M' are included. The report provides a count of employees in 'Post Doc' appointments by grade.
<a href="#"><u>Retirement Eligibles</u></a>	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.
<a href="#"><u>Roster</u></a>	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.
<a href="#"><u>Selected Supervisory Code</u></a>	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.

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[Return To Index](#)

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## HRIS REPORTS - INDEX

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### [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.**

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## ALL ACTIVE POSITIONS

**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

<u>POS#</u>	<u>PPSERGD</u>	<u>SALARY</u>	<u>PTITLE</u>	<u>TYPE</u>	<u>ASGN</u> <u>DATE</u>	<u>POS</u> <u>SENS</u> <u>CODE</u>	<u>FLSA</u>
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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 Agency wide, Area (Division level) or Location (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, ‘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. **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 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.

The screenshot shows a window titled "Agricultural Research Service - ARS" with a menu bar containing "File", "ROSTER", "Reports", and "Help". A "Report Selections" dialog box is open, featuring a "Report Level" section with radio buttons for "Agency", "Area", and "Location", and sub-options for "Level 5", "Level 6", "Level 7", and "Level 8". The "All Emp" radio button is selected under the "Employment" section. Below, dropdown menus are populated with: Agency: AGRICULTURAL RESEARCH SERVICE; Area: ADMINISTRATIVE AND FINANCIAL MANAGEMENT; Location: HUMAN RESOURCES DIVISION; Level 5: OFFICE OF THE DEPUTY DIRECTOR HUMAN CAPITAL PLAN; Level 6: (empty); Level 7: (empty); Level 8: (empty). At the bottom are "Cancel" and "Run Report" buttons. The status bar at the very bottom shows "Record: 1/1" and "<OSC>".

## ALL VACANCIES IN PMSO

**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

	<u>Pos No</u>	Series	Grade	<u>Title</u>	<u>Est Date</u>	<u>Class Date</u>	<u>Date Vacated</u>
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 Agency wide, Area (Division level) or Location (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, ‘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.

The screenshot shows the 'Report Selections' dialog box in the HRIS application. The 'Report Level' section has radio buttons for 'Agency', 'Area', and 'Location'. The 'Employment' section has radio buttons for 'All Emp' (selected) and 'SY'. Below these are dropdown menus for 'Agency' (AGRICULTURAL RESEARCH SERVICE), 'Area' (ADMINISTRATIVE AND FINANCIAL MANAGEMENT), 'Location' (HUMAN RESOURCES DIVISION), and 'Level 5' (OFFICE OF THE DEPUTY DIRECTOR HUMAN CAPITAL PLAN). There are also empty dropdowns for 'Level 6', 'Level 7', and 'Level 8'. At the bottom, there are 'Cancel' and 'Run Report' buttons. The status bar at the very bottom shows 'Record: 1/1' and '<OSC>'.

## 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.

<b>AGRICULTURAL RESEARCH SERVICE POST DOC EMPLOYMENT AS OF 09/19/2006</b>						
						<b>GRADE</b>
						<input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 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 Agency wide, Area (Division level) or Location (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 'All Emp' 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 Area as the Report Level. Select the 'Area Offices' (Beltsville Area, Pacific West Area, etc.) from the Area list.

**Location** Choose location within the selected area office.

The screenshot shows the 'Report Selections' dialog box with the following settings:

- Report Level:** Agency, Area, Location (radio buttons)
- Employment:** All Emp, SY (radio buttons)
- Agency:** AGRICULTURAL RESEARCH SERVICE
- Area:** ADMINISTRATIVE AND FINANCIAL MANAGEMENT
- Location:** HUMAN RESOURCES DIVISION
- Level 5:** OFFICE OF THE DEPUTY DIRECTOR HUMAN CAPITAL PLAN
- Level 6:** (empty)
- Level 7:** (empty)
- Level 8:** (empty)

Buttons: Cancel, Run Report

Status bar: Record: 1/1

## CATEGORY

**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

<u>Name</u>	<u>Type</u>	<u>Pos No</u>	<u>PpSerGd</u>	<u>Title</u>	<u>Enter Grade</u>
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.

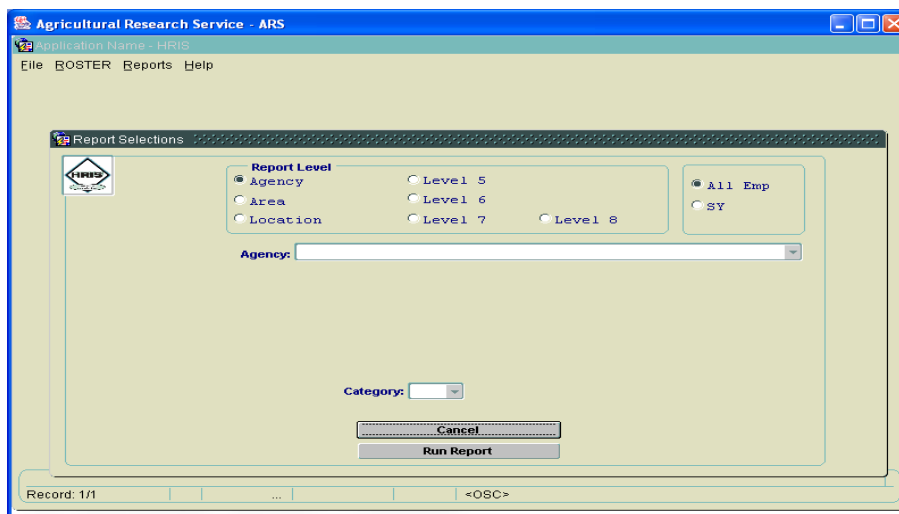
**Employment** The employment filters will include records for all employees, ‘All Emp’, or will limit records to employees who are in ‘SY’ Category 1 – Scientific positions. The default selection for reports is ‘All Emp’ for all employees with the organizational group selected.

**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

**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
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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.

**Number of Days** The number entered will be used to filter employees.

The screenshot shows a window titled "Agricultural Research Service - ARS" with a menu bar (File, ROSTER, Reports, Help). The main area is a "Report Selections" dialog box. It contains the following elements:

- Report Level:** Radio buttons for Agency, Area, and Location.
- Level:** Radio buttons for Level 5, Level 6, Level 7, and Level 8.
- Employment:** Radio buttons for All Emp and SY.
- Agency:** A dropdown menu showing "AGRICULTURAL RESEARCH SERVICE".
- Area:** A dropdown menu showing "ADMINISTRATIVE AND FINANCIAL MANAGEMENT".
- Location:** A dropdown menu showing "HUMAN RESOURCES DIVISION".
- Level 6:** A dropdown menu showing "OFFICE OF THE DEPUTY DIRECTOR HUMAN CAPITAL PLAN.....".
- Number of Days:** A text input field containing the value "100".
- Buttons:** "Cancel" and "Run Report" buttons at the bottom.
- Status Bar:** Shows "Record: 1/1" and "<OSC>" on the right.

## EARLY OUT

**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.

<b>Report Level</b>	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.
<b>Employment</b>	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.
<b>Agency</b>	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.
<b>Area</b>	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)
<b>Location</b>	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.

Agricultural Research Service - ARS

Application Name - HRIS

File ROSTER Reports Help

Report Selections

Report Level

Agency  Level 5  All Emp

Area  Level 6  SY

Location  Level 7  Level 8

Agency: AGRICULTURAL RESEARCH SERVICE

Area: ADMINISTRATIVE AND FINANCIAL MANAGEMENT

Location: HUMAN RESOURCES DIVISION

Level 6: OFFICE OF THE DEPUTY DIRECTOR HUMAN CAPITAL PLAN

Level 7:

Level 8:

Cancel

Run Report

Record: 1/1 <OSC>

## EMPLOYMENT COUNT BY CATEGORY

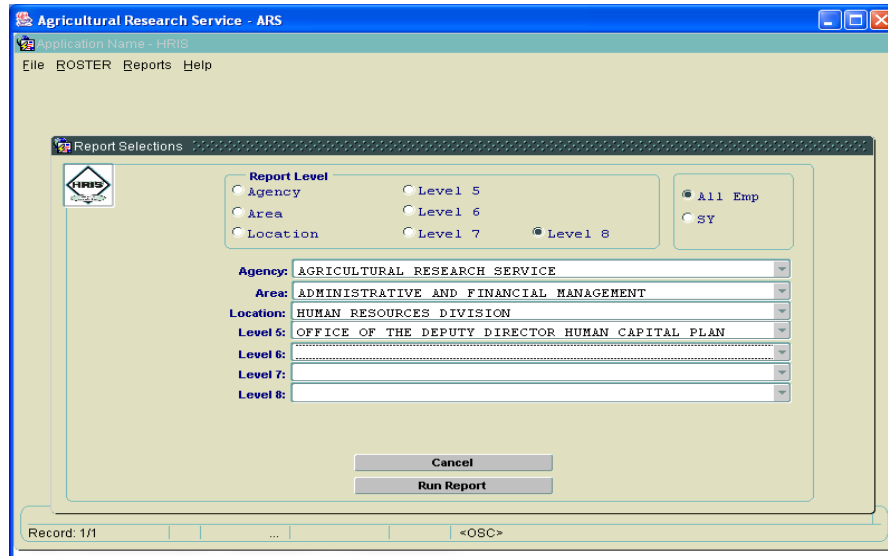
**Employment Count by Category:** The employee counts are grouped by position category. The categories are 0-All Other; 1-Research Scientist; 2-Non-Permanent Research/Service; 3-Support Scientist; 4-Service Scientist (SY); 5-Technician/Aid/Asst (Non Eng/Sci); 6-Specialist; 7-Technician/Aid/Asst (Eng/Sci); 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.

<b>Report Level</b>	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.
<b>Employment</b>	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.
<b>Agency</b>	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.
<b>Area</b>	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)
<b>Location</b>	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.



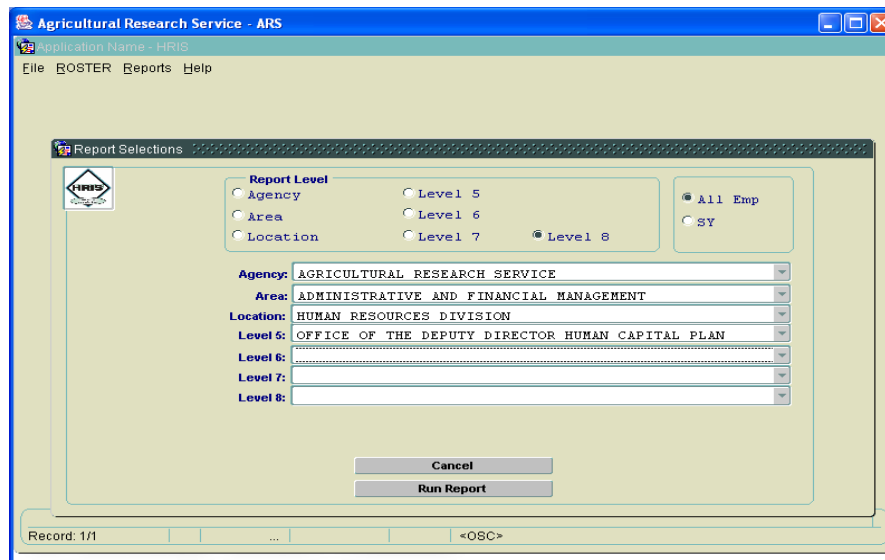
## EMPLOYMENT COUNT BY GRADE

**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.

<b>AGRICULTURAL RESEARCH SERVICE BELTSVILLE AREA AVERAGE GRADE AND EMPLOYMENT COUNT GS AND GM EMPLOYEES AS OF 09/14/2006</b>		
<b>AVE GRADE</b>	<b>GRADE</b>	<b># EMP</b>

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.

<b>Report Level</b>	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.
<b>Employment</b>	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.
<b>Agency</b>	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.
<b>Area</b>	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)
<b>Location</b>	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.



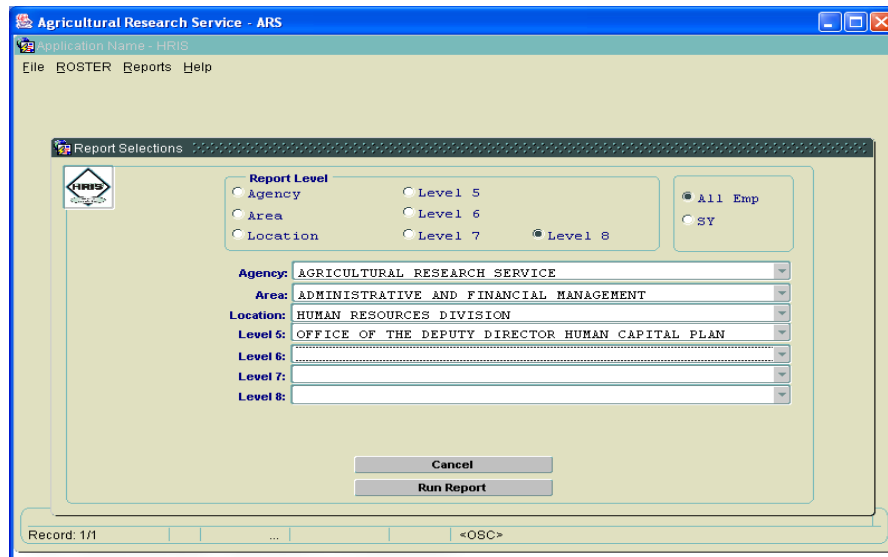
## EMPLOYMENT COUNT BY RACE GENDER

**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.**

<b>SENSITIVE PERSONNEL DATA--USE IS RESTRICTED</b>					
<b>EEO PROFILE</b>					
<b>PERMANENT EMPLOYEES</b>					
<b>AS OF 09/14/2006</b>					
<b>MALE</b>	<b>%</b>	<b>FEMALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
<b>ASIAN</b>					
<b>BLACK</b>					
<b>HISPANIC</b>					
<b>NATIVE AM</b>					
<b>WHITE</b>					

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.

- |                     |                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Report Level</b> | 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. |
| <b>Employment</b>   | 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.                                                                                                              |
| <b>Agency</b>       | 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.                                                                                                                                                                                                                                          |
| <b>Area</b>         | 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)                       |
| <b>Location</b>     | 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

**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.**

AGRICULTURAL RESEARCH SERVICE BELTSVILLE AREA EMPLOYMENT BY RACE AND TENURE AS OF 09/14/2006													
<b>PERM</b>		<b>TEMP</b>											
#	%	#	%										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid black; padding: 2px;">ASIAN</td> <td style="width: 50%;"></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">BLACK</td> <td></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">HISPANIC</td> <td></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">NATIVE AM</td> <td></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">WHITE</td> <td></td> </tr> </table>				ASIAN		BLACK		HISPANIC		NATIVE AM		WHITE	
ASIAN													
BLACK													
HISPANIC													
NATIVE AM													
WHITE													

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.

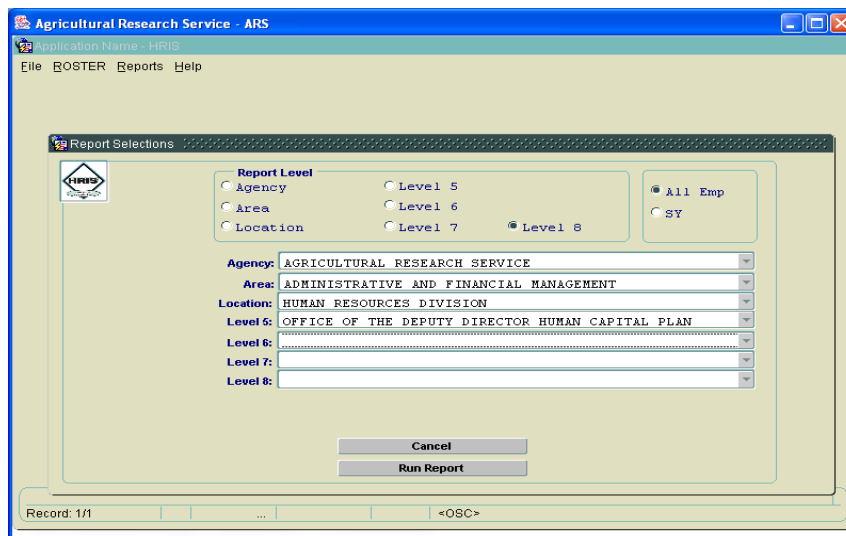
**Report Level** This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are Agency wide, Area (Division level) or Location (Branch level). The report may be filtered additional organization levels – from 'Level 5' to '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 TENURE

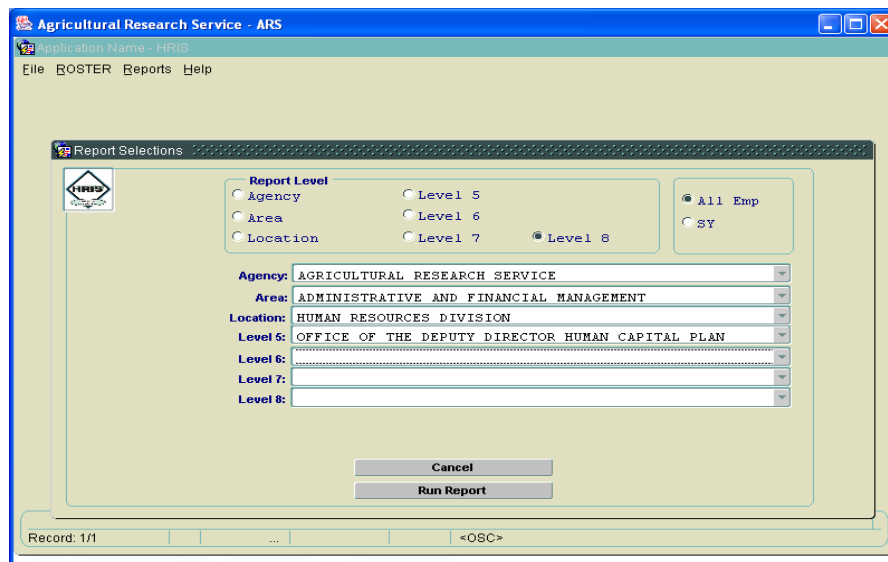
**Employment Count By Tenure:** Employee count grouped by employment level. The designation is by tenure group, type of appointment and work schedule (full time, part time or intermittent).

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.

<b>Report Level</b>	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.
<b>Employment</b>	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.
<b>Agency</b>	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.
<b>Area</b>	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)
<b>Location</b>	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		
#	FTE	SALARY	#	FTE	SALARY	#	FTE	SALARY
EMP			EMP			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.

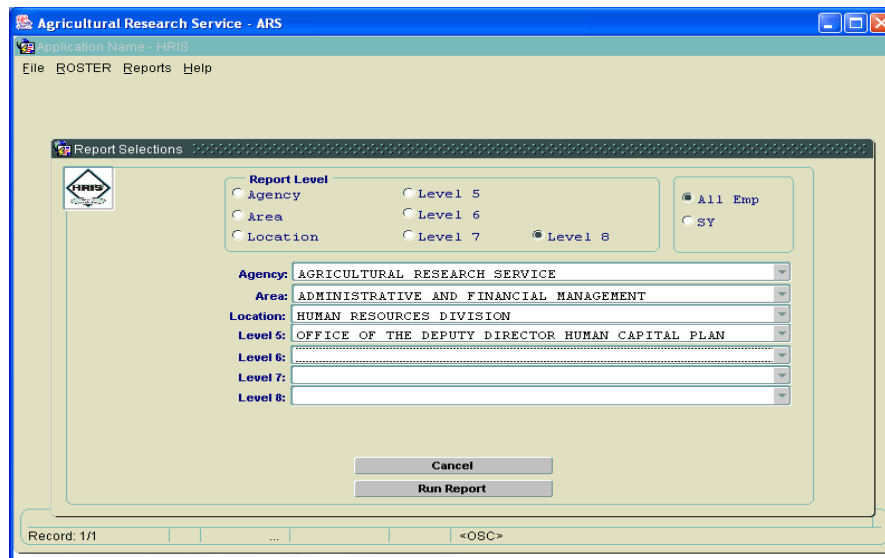
**Report Level** This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are Agency wide, Area (Division level) or Location (Branch level). The report may be filtered additional organization levels – from 'Level 5' to '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 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**

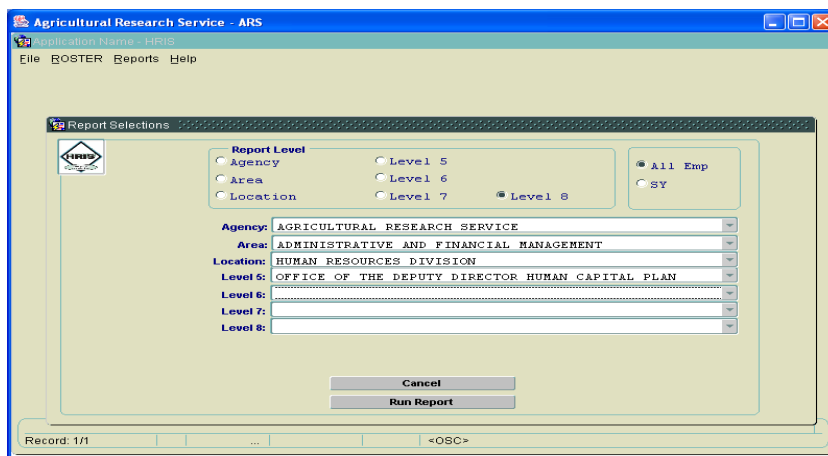
Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.

**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**

**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

<u>POS#</u>	<u>PPSERGD</u>	<u>SALARY</u>	<u>PTITLE</u>	<u>TYPE</u>	<u>ASGN</u> <u>DATE</u>	<u>POS</u> <u>SENS</u> <u>CODE</u>	<u>FLSA</u>
-------------	----------------	---------------	---------------	-------------	----------------------------	------------------------------------------	-------------

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.

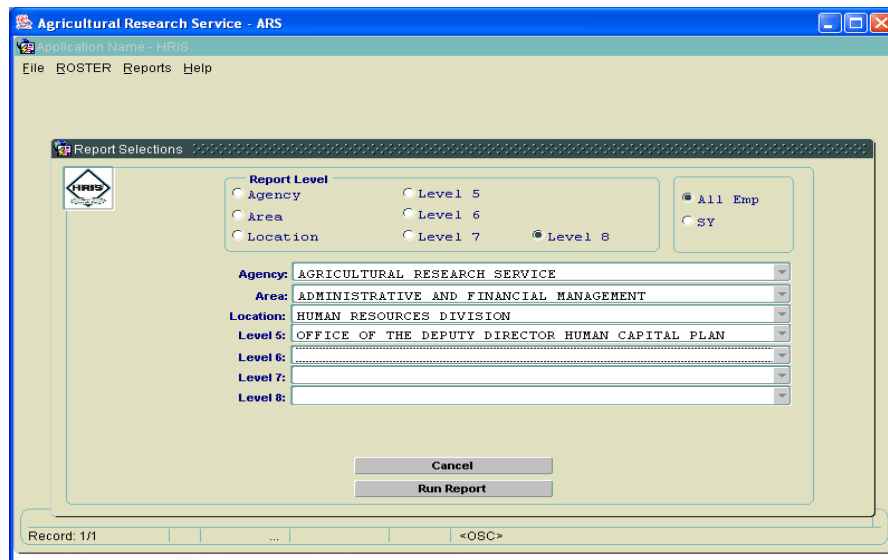
**Report Level** This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are Agency wide, Area (Division level) or Location (Branch level). The report may be filtered additional organization levels – from 'Level 5' to '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
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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.

**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 Filter** or **4 – Confidential Filter**.

## NEW HIRE

**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.

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

<u>Name</u>	<u>POS#</u>	<u>Title</u>	<u>PPSERGD</u>	<u>ACC Dat</u>	<u>FD Code</u>
-------------	-------------	--------------	----------------	----------------	----------------

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.

- |                     |                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Report Level</b> | 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. |
| <b>Employment</b>   | 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.                                                                                                              |
| <b>Agency</b>       | 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.                                                                                                                                                                                                                                          |
| <b>Area</b>         | 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)                       |
| <b>Location</b>     | 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.                                                                                                                                            |
| <b>Hired Since</b>  | 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

<u>NAME</u>	<u>POS#</u>	<u>TYPEPPSERGD</u>	<u>POS SENS CODE</u>	<u>TITLE</u>	<u>ACC DATE</u>	<u>NTE DATE</u>
-------------	-------------	--------------------	------------------------------	--------------	---------------------	---------------------

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.

## NOT TO EXCEED

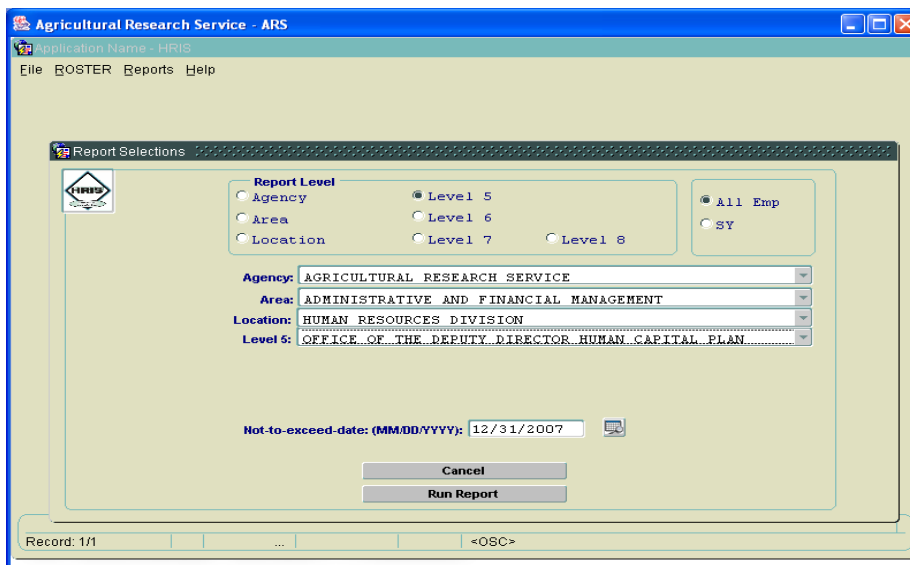
**Not To Exceed** – List of employees with an appointment ‘Not To Exceed’ (NTE) date. Action should be taken on employees on a time restricted appointment prior to the expiration of the Not To Exceed date. The records will include employees with a NTE date that is less than or is equal to the date selected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

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

<u>NAME</u>	<u>TYPE</u>	<u>APPT EFF</u>	<u>NTE</u>
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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.

<b>Report Level</b>	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.
<b>Employment</b>	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.
<b>Agency</b>	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.
<b>Area</b>	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)
<b>Location</b>	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.
<b>Not To Exceed</b>	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**

<u>Name</u>	<u>Pos No</u>	<u>PpSerGd</u>	<u>Type</u>	<u>Title</u>	<u>FD Code</u>
-------------	-------------------	----------------	-------------	--------------	----------------

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.

The screenshot shows a software window titled 'Agricultural Research Service - ARS'. Inside, there is a 'Report Selections' dialog box. The dialog has several sections:

- Report Level:** Radio buttons for Agency, Area, and Location. Under 'Area', there are radio buttons for Level 5, Level 6, Level 7, and Level 8.
- Employment:** Radio buttons for 'All Emp' and 'SY'.
- Agency:** A dropdown menu showing 'AGRICULTURAL RESEARCH SERVICE'.
- Area:** A dropdown menu showing 'ADMINISTRATIVE AND FINANCIAL MANAGEMENT'.
- Location:** A dropdown menu showing 'HUMAN RESOURCES DIVISION'.
- Level 5:** A dropdown menu showing 'OFFICE OF THE DEPUTY DIRECTOR HUMAN CAPITAL PLAN'.
- Buttons:** 'Select Occupational Series by Series', 'Cancel', and 'Run Report'.
- Series & Title:** A text field containing '0201 Personnel Management'.

At the bottom of the dialog, it says 'Record: 1/1' and '<OSC>'.



## PAY PLAN

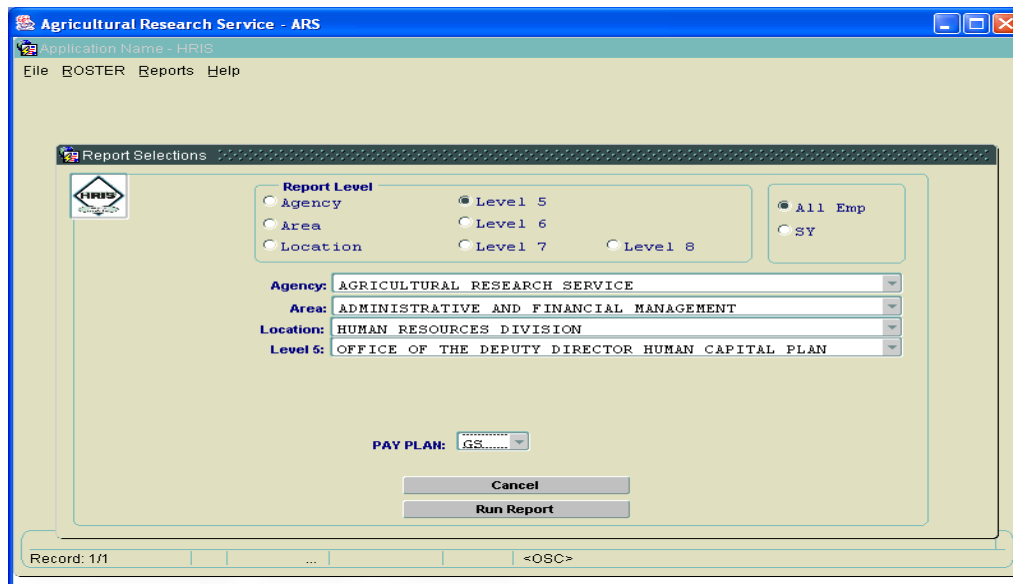
**Pay Plan** – List of employees filtered by the selected pay plan. NOTE: Only one pay plan may be selected each time the report is executed. If the pay plan field is left blank, the report will return an ‘empty’ page.

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

<u>NAME</u>	<u>SERIE</u>	<u>GRADE</u>	<u>TITLE</u>
-------------	--------------	--------------	--------------

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.

<b>Report Level</b>	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.
<b>Employment</b>	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.
<b>Agency</b>	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.
<b>Area</b>	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)
<b>Location</b>	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.
<b>Pay Plan</b>	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

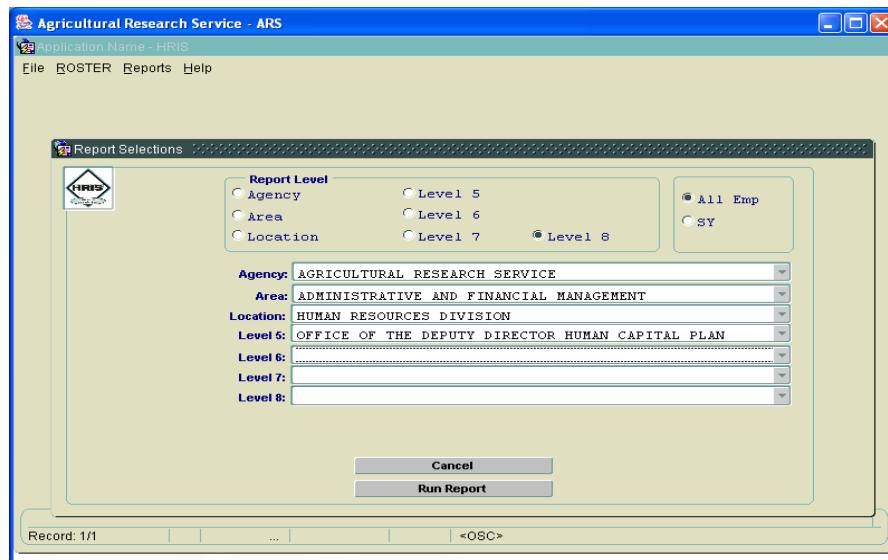
**Post Doc Employees** – List of employees with an appointment authority of ‘Y5M’ are included. The report provides a count of employees in ‘Post Doc’ appointments by grade.

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

<u>NAME</u>	<u>POS NO</u>	<u>PPSERGD</u>	<u>TITLE</u>	<u>EFF</u>	<u>NTE</u>	<u>NON-CITIZEN</u>
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.

<b>Report Level</b>	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.
<b>Employment</b>	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.
<b>Agency</b>	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.
<b>Area</b>	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)
<b>Location</b>	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	YRS PPSERGD	SERV	TITLE
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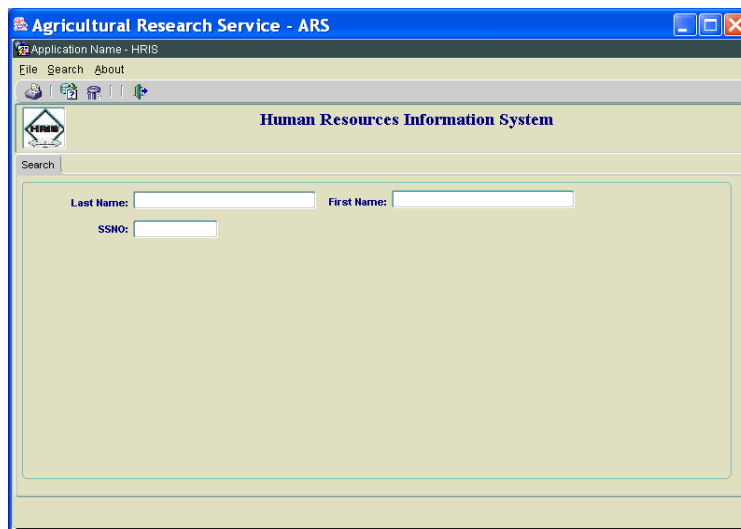
To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select **'Run Report'**. To exit the report execution, select Cancel.

- |                     |                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Report Level</b> | 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. |
| <b>Employment</b>   | 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.                                                                                                              |
| <b>Agency</b>       | 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.                                                                                                                                                                                                                                          |
| <b>Area</b>         | 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)                       |
| <b>Location</b>     | 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.                                                                                                                                            |
| <b>Year</b>         | Enter the eligibility Year. All employees who will reach eligibility for optional retirement by the Year entered will be included in the report.                                                                                                                                                                                                                                                                 |

The screenshot shows the 'Report Selections' dialog box in the ARS HRIS application. The 'Report Level' section has three radio buttons: 'Agency', 'Area', and 'Location'. Under 'Agency', there are four radio buttons for 'Level 5', 'Level 6', 'Level 7', and 'Level 8'. Under 'All Emp', there is a radio button for 'SY'. The 'Agency' dropdown is set to 'AGRICULTURAL RESEARCH SERVICE', 'Area' to 'ADMINISTRATIVE AND FINANCIAL MANAGEMENT', 'Location' to 'HUMAN RESOURCES DIVISION', and 'Level 5' to 'OFFICE OF THE DEPUTY DIRECTOR HUMAN CAPITAL PLAN'. The 'YEAR' field is set to '2011'. At the bottom, there are 'Cancel' and 'Run Report' buttons. The status bar at the bottom left shows 'Record: 1/1' and '<OSC>'.

## ROSTER

**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.



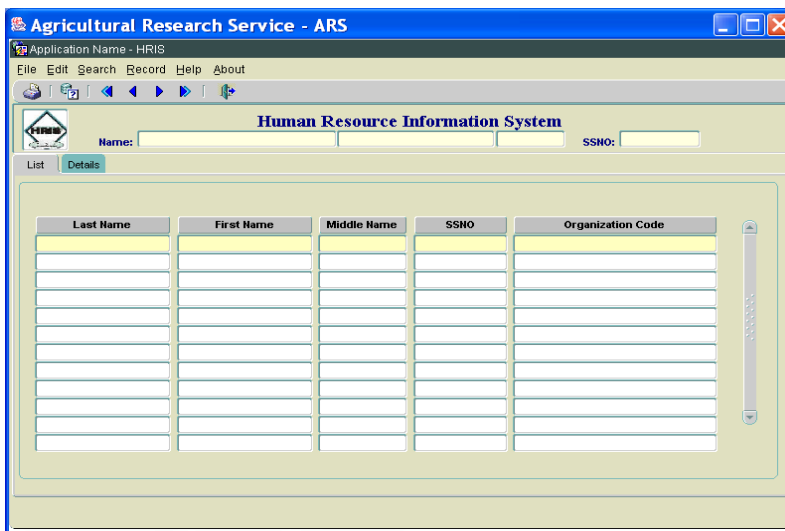
The screenshot shows the 'Agricultural Research Service - ARS' application window. The title bar includes 'Application Name - HRIS'. The menu bar contains 'File', 'Search', and 'About'. Below the menu bar is a toolbar with navigation icons. The main area is titled 'Human Resources Information System' and contains a search form with three input fields: 'Last Name:', 'First Name:', and 'SSNO:'. The 'Last Name' and 'First Name' fields are wider than the 'SSNO' field.

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 '%'. For example, for list of employees whose first name begins with J you would enter J% and select Search, then Execute.

**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 '%'. For example, for list of employees whose SSNO begins with 12345 you would enter 12345% and select Search, then Execute.



The screenshot shows the 'Agricultural Research Service - ARS' application window. The title bar includes 'Application Name - HRIS'. The menu bar contains 'File', 'Edit', 'Search', 'Record', 'Help', and 'About'. Below the menu bar is a toolbar with navigation icons. The main area is titled 'Human Resource Information System' and contains a search form with 'Name:' and 'SSNO:' fields. Below the search form are two buttons: 'List' and 'Details'. A table is displayed with the following columns: 'Last Name', 'First Name', 'Middle Name', 'SSNO', and 'Organization Code'. The table has 10 rows, all of which are currently empty. A vertical scrollbar is visible on the right side of the table.

## 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.

<b>Report Level</b>	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.
<b>Employment</b>	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.
<b>Agency</b>	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.
<b>Area</b>	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)
<b>Location</b>	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.
<b>Position Supervisory Code</b>	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: <a href="#">Non Supervisory Code 8</a> ; <a href="#">Mgmt Official Code 5</a> ; <a href="#">Supervisor (25%) Code 4</a> or <a href="#">Supervisor Title Code 2</a> .

Agricultural Research Service - ARS

Application Name - HRIS

File ROSTER Reports Help

Report Selections

**Report Level**

Agency  Level 5  All Emp

Area  Level 6  SY

Location  Level 7  Level 8

**Agency:** AGRICULTURAL RESEARCH SERVICE

**Area:** ADMINISTRATIVE AND FINANCIAL MANAGEMENT

**Location:** HUMAN RESOURCES DIVISION

**Level 5:** OFFICE OF THE DEPUTY DIRECTOR HUMAN CAPITAL PLAN

**Position Supervisory Code:** Non-Supervisory Code 8

Cancel

Run Report

Record: 1/1 ... <OSC>

## STUDENT CAREER APPOINTMENTS

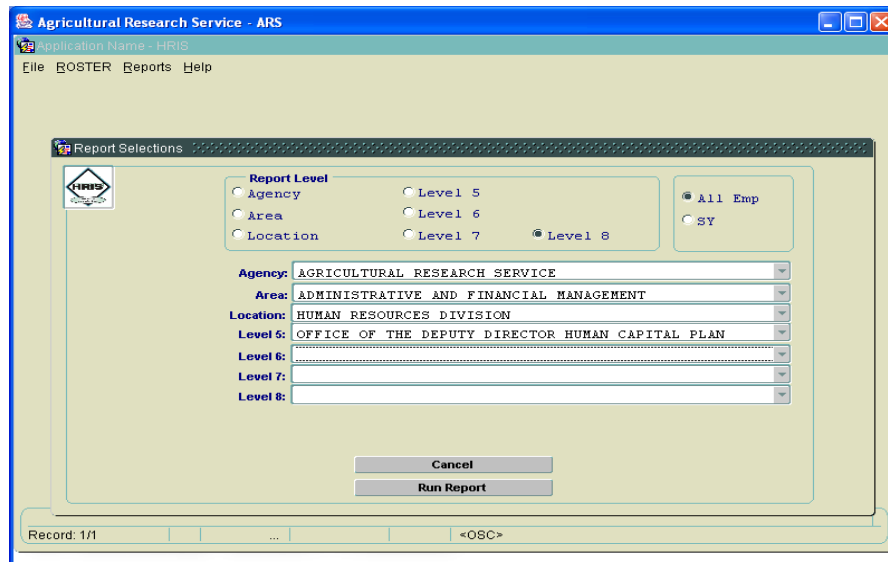
**Student Career Appointments** – List of employees who are currently serving an appointment under the Student Career Experience Program (SCEP). The legal authority codes are Y1M, Y2M, Y3M, YBM or YGM.

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

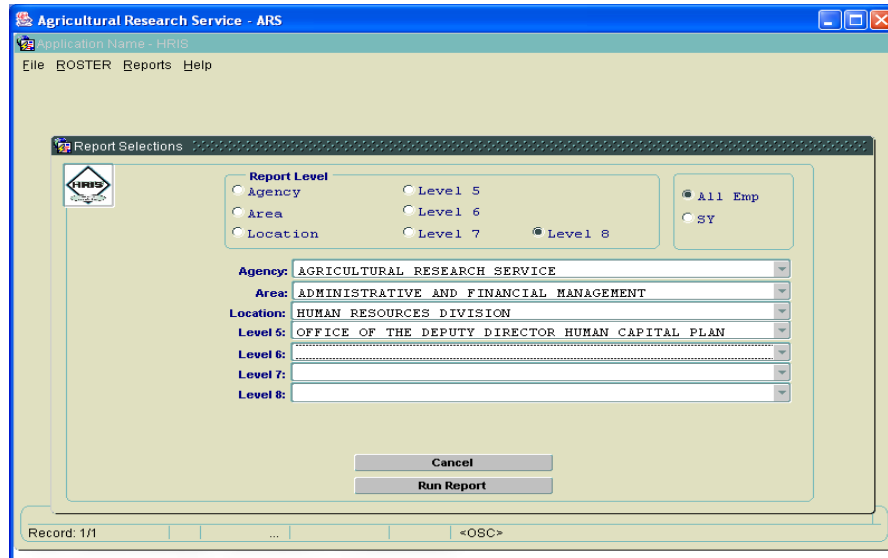
**Student Temporary Appointments** – List of employees who are currently serving an appointment under the Student Temporary Employment Program (STEP). The legal authority codes are Y1K, Y2K, Y3K, Y4K or Y5K.

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

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

- |                     |                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Report Level</b> | 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. |
| <b>Employment</b>   | 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.                                                                                                              |
| <b>Agency</b>       | 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.                                                                                                                                                                                                                                          |
| <b>Area</b>         | 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)                       |
| <b>Location</b>     | 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

**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.

**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**

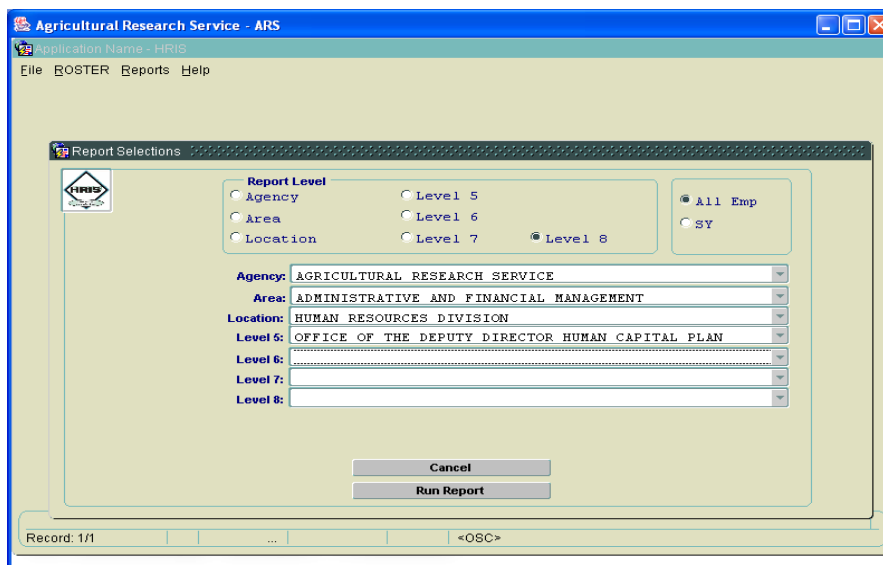
Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.

**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.



## 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 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.

The screenshot shows the 'Report Selections' dialog box within the 'Agricultural Research Service - ARS' application. The dialog has a menu bar with 'File', 'ROSTER', 'Reports', and 'Help'. The main area contains several sections:

- Report Level:** Radio buttons for 'Agency', 'Area', and 'Location'. Under 'Area', there are radio buttons for 'Level 5', 'Level 6', 'Level 7', and 'Level 8'. Under 'Location', there is a radio button for 'Level 8'.
- Employment:** Radio buttons for 'All Emp' (selected) and 'SY'.
- Agency:** A dropdown menu showing 'AGRICULTURAL RESEARCH SERVICE'.
- Area:** A dropdown menu showing 'ADMINISTRATIVE AND FINANCIAL MANAGEMENT'.
- Location:** A dropdown menu showing 'HUMAN RESOURCES DIVISION'.
- Level 5:** A dropdown menu showing 'OFFICE OF THE DEPUTY DIRECTOR HUMAN CAPITAL PLAN'.
- Level 6:** An empty dropdown menu.
- Level 7:** An empty dropdown menu.
- Level 8:** An empty dropdown menu.

At the bottom of the dialog are two buttons: 'Cancel' and 'Run Report'. The status bar at the very bottom of the application window shows 'Record: 1/1' and '<OSC>'.



## VACANT POSITIONS ONLY

**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

<u>POS#</u>	<u>PPSERGD</u>	<u>PTITLE</u>	<u>POS SENS CODE</u>	<u>FLSA</u>
-------------	----------------	---------------	------------------------------	-------------

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.

<b>Report Level</b>	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 wide</u> , <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.
<b>Employment</b>	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.
<b>Agency</b>	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.
<b>Area</b>	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)
<b>Location</b>	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.

The screenshot shows the 'Report Selections' dialog box with the following settings:

- Report Level:**  Agency,  Area,  Location
- Level 5:**  Level 5,  Level 6,  Level 7,  Level 8
- Employment:**  All Emp,  SY
- Agency:** AGRICULTURAL RESEARCH SERVICE
- Area:** ADMINISTRATIVE AND FINANCIAL MANAGEMENT
- Location:** HUMAN RESOURCES DIVISION
- Level 5:** OFFICE OF THE DEPUTY DIRECTOR HUMAN CAPITAL PLAN
- Level 6:** [Empty]
- Level 7:** [Empty]
- Level 8:** [Empty]

Buttons: Cancel, Run Report

Record: 1/1      <OSC>

## 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

<u>YEAR</u>	<u>MONTH</u>	<u>NAME</u>	<u>PP/SER/GR-ST</u>	<u>WGI DATE</u>	<u>PROJECTED DUE DATE</u>	<u>STEP</u>	<u>NEW STEP</u>
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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.

<b>Report Level</b>	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.
<b>Employment</b>	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.
<b>Agency</b>	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.
<b>Area</b>	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)
<b>Location</b>	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.
<b>Start/End Date</b>	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.

