WiTS Strategy Council Quarterly Meeting
Wednesday, December 18, 2019
1:00pm- 2:30pm
WebEx Only

Attendees:

1. Alex Trader	11. Jeff Middlebrooks	20. Melisa Miller
2. Aurelie Eggert	12. Karen Harris	21. Nat Balsley
3. Blair Battle	13. Kevin Fletcher- Velasco	22. Scott Sigley
4. Brittany Williams	14. Kierra Kenion	23. Shauntell Embrack
5. Cathy Gorman	15. LaVonne Washington	24. Susie Yi-Miller
6. Caviaunce Phillips	16. Lisa Stevens	25. Thomas Brown
7. Celena Snoddy	17. Maggie Fletcher	
8. Christine Van Bemmel	18. Megan Goetz	
9. Esther Weiss	19. Megan McWilliams	
10. Fatun Hersi		

Welcome
Our last meeting was back in April. We are happy to meet up before the Holidays!

Ice Breaker- Slido
Share a New Year's Resolution Related to Work

What We've Completed Since Last WiSC Meeting

- **Completed enhancements/modifications**

  Mieshia presented a quick visual recap of all WiTS modifications and enhancements from April 2019 through December 2019 (included in PPT presentation).

- **Climate Survey Results**

  Kim shared a summary of the survey results. The 2019 WiTS Climate Survey was sent out to 377 OHR users and 460 IC users, witch 86 people completed. The survey focused on the WiTS Project Team's customer service and on WiTS system satisfaction. Based on the results, we will continue to attend OHR team meetings as part of our Immersion efforts and will incorporate some of the feedback into the POP initiative, as well as other WiTS projects. There was a consistent request for WiTS training, so we are considering hosting a monthly WiTS 'office hours' session where users can register to have their questions answered and to deep dive into specific WiTS functionality. We will also continue to update user guides and materials. We will not conduct Focus Groups this year.

What We Are Working On

- **WiTS and PI Connection**

  Kim shared that the WiTS Team is working on building requirements for how WiTS data will be integrated into PI. Specifically, the team's goal is to transition the WiTS Excel Tools over to PI, due to the inconsistence ability to access the Excel Tools via WiTS.

- **POP**

  Courtney provided a demo of our first POP' d process – **Non-performance Awards!** She only shared the WiTS form changes and will present the IC webform at the next WiSC meeting. The new process will

allow ICs to electronically submit non-performance award actions to OHR via a web form. This information will then flow directly into a revamped Awards workflow in WiTS – significantly reducing the amount of data entry and back and forth between the Institutes and CSD. The most exciting news is that group awards will be tracked in one action in WiTS! After this information is entered in EHCM and processed by the Final Authorizer Unit, award data will be compared in both EHCM and WiTS to ensure accuracy. CSD will begin testing the WiTS workflow this winter!

What's Next?

- **User Guides**
  - Kim shared they are still working on updating User Guides. It is a long process but will ensure the information is thorough and provides the most recent changes.
- **WiTS Reminder Emails**
  - Negy shared that the WiTS Team is currently reviewing the reminder emails to ensure the validity, language, and timeliness meet current processes. We may reach out to WiSC members for their input.

Reminders

- **Report Subscriptions**
  - How do they work and what are the benefits? Negy reminded everyone how easy it is to subscribe to any WiTS report via an HRSS request ticket. Anyone in OHR can request a report for themselves and/or for their team.
- **The HR Request Page**- *help your IC's find it!*
  - Kim shared that based on the Climate Survey results, many IC users felt they did not know how to submit actions to receive help (HRSS) or Senior Level Pay. It was shared at a recent HR Liaisons call that any HR System user should bookmark the HR Request Page: https://nihohrweb.nih.gov:1010/WiTS_IntraHR/WiTSHome.aspx. We recommend you tell them too! 😊

WiTS Features Reminders
(visuals included in the PPT presentation)

- Using the Routing Menu to communicate with your ICs
- How to Reassign & Forward Actions
- Data Corrections- When and how to submit one
- Recap of how *Color Category* and *Action Email Reminders* work
- Recap of how to create *Worklist Views*
- Opening Actions Outside of your Worklist- how and why you might need to
- How to Submit Feedback to the WiTS Project Team
- How to Clear Your Cache to see new WiTS enhancements and updates

Discussion/Slido
The following Polls were presented via Slido.

Do you think providing monthly WiTS sessions/ office hours would help users learn how to navigate the system better? Sessions would address general navigation training of your work area page, reports, dashboards, and answer FAQ's.

13 👥

Yes
100 %

No
0 %

How can we better partner with you or OHR Leadership to provide effective training for your team/division?

8 👥

Volunteering looks good on a pmap!

Perhaps, what would be useful is knowing what others have requested for subscription reports. We may jump on the bandwagon if we knew?

What Kim just said

Can't figure out how to unmute myself :) this is Terrye We don't have the bandwidth to learn details of all 27 wits processes across all divisions so how can we partner with you as the business owners

re: yes, subscription wits reports

Following up on the previous question, perhaps check in with the Team Lead or Branch Chief of a newly appointed HRS/HRA before any customized training to give specific examples of specific routing functions and relevant reports that the new staff member will need to know in their respective branch

Training topic: People may not know what to ask for in a customized report. Maybe provide valuable options that we could use. I'm ignorant to knowing what to request, and could be missing out on an opportunity for a useful report.

For basic functions and tasks (for refresher and or new hires) - set-up regular meetings where leadership can direct staff to attend.

With new staff assigned to our Branch/Team, your visit would be nice to include a mini WiTS training or Introduction to WiTS/What is WiTS?

re: customized reports; is this for subscription wits reports?

instead of submitting tickets to answer general WITS questions...maybe set up an ASKWITS email distribution list to streamline the process on communicating with the WITS team. this can also be used to request trainings

1:1 division meetings, maybe twice a year.

The customized reports we can request from the WITS team, what options and flexibilities we have with those reports.

provide training to new employees as they onboard.

What would you like to know about the HRSA and HRSS process?　　　2 👥

Timeframes

Nothing else, really, the user guides have been clear - I really like the ability to access the systems request history

What are any pain points?