The New HR POP Awards Process: What it Means for Your IC

DEMO

- June 23, 2020
- June 24, 2020
- June 30, 2020
- July 07, 2020
Training crew:
Presenters- Kim Rivera & Amber Pappas

‘House’ Rules:
Please remain on mute
Submit all questions and comments via Slido
Why are you here?...

Submit Awards?

Run Reports?

Learn about POP?
By the end of this session...

We will:

• Define the scope of POP Awards- Release 1
• Highlight the benefits of the POP Awards Process
• Provide a Demo of the Awards Web Form
• Test your knowledge of the information presented today
• Provide a list of Resources
What is POP?

The Process Optimization Program, an OHR initiative that cares about your experience and partners with you to empower optimized processes with analytics, technology, and HR expertise to create easy, efficient and effective results.

Our first POP project is focused on Non-Ratings Based Awards, on improving the submission process, with the intent to:

- Reduce Errors
- Increase Efficiencies
- Streamline Technologies
- Provide Effective Communications
The Current State of Award Submissions

Submission Methods:
• Email, Shared Drives, Excel Spreadsheets, Memos, etc.

Opportunities for risk and errors:
• Deletions
• Missed emails
• Duplicate awards

Inconsistent communication practices across HR
Incomplete or invalid award packages
What did we do?

Converted the NIH 2833 nomination form into a web form, streamlining the ‘handoff’ from IC to HR, for non-ratings based award packages.
Scope of POP Release 1 - Pilot

BUILT-IN EMAILS

ONLINE AWARDS TRACKING

SYSTEM INTEGRATIONS

BUILT-IN BUSINESS LOGIC

NEW AWARDS REPORT
What POP Release 1 is not...

*Not an automation or a workflow for your IC’s internal awards process*- ex. approval process, capturing signatures, filling out the 2833 form, etc.

This is only the first release, and we plan to build off of this and potentially transform this product into something that can support your internal IC awards process.
What does this mean for you and your IC?

Starting **June 29, 2020** award packages can be submitted via the web form!

You can start enjoying the benefits now and provide us feedback, before the pilot ends (TBD).
Benefits of Submitting via the Awards Web Form:

- Increased Data Integrity
- Enhanced HR Timeliness
- Easily Track Awards Status
- Receive Consistent Communications
Data Integrity

• Information from NED and EHCM is pulled into the form to ensure you are awarding the right person

• All required fields for processing are marked, so you won’t miss out providing the necessary information to HR

• You can easily request to modify and/or cancel an award

• The online form contains embedded business logic which significantly reduces the risk of errors and/or duplications, and catches potential policy violations before you even send the Award to HR.
HR will be able to process awards faster!

• Your web form submission allows HR the ability to quickly review and validate the award information and route for final processing.

• Less back and forth due to business logic in web form- will not allow to submit incomplete forms.

• HR receives alerts of possible duplications, effective date conflicts, to ensure they process what is valid and with an appropriate effective date.
3 Step Process

1. Award is Submitted via Web Form by the IC
2. Award action is Reviewed & Validated by HR
3. Award is Processed in EHCM by HR
Easily track the status of your awards!

No need to pull a report - see it all in one place!
Available Reporting

• Non-Ratings Based Awards Report
• Status Report

Need to run these reports on a recurring basis? You can request a Report Subscription!
Built-In Communications

Emails are sent to pre-determined roles- recipients include:

- IC Requestor
- Initiating Official
- AO
- Supervisor
- HR Staff

Emails are sent for each step of the process:

- Submission
- Modification/Cancellation
- Processed

Check out the Awards Web Form Reference Guide - Communicating Status: Email section for additional details.
OUR CALL TO ACTION

Check out the Awards web form and let us know what you think!

We are looking for feedback to help drive the direction of the next release...
Avenues to Share Feedback

Email or call your servicing CSD Branch

Complete the WiTS Climate Survey

Tell your IC Leadership/EO

Complete the Awards Survey

Email POP@od.nih.gov

Share your Ideas via Slido!
Awards Web Form
Guidance and Support Resources

POP Website
POP Awards FAQs
Awards Web Form Reference Guide
Submit an HRSS Request

Have a POP Question? Email POP@od.nih.gov
Thank you!

Process Optimization Program

Empower the Experience