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WiTS Super User Group
Meeting Minutes
May 24, 2011
1:00p - 3:00p
EPN/Room G

Attendance:

Patrick Campion – A
Chandra Mays – B
Monique St. Louis – B
Christine Van Bemmel – B (via telecon)
Sandra Loether - C
Jaime Arreguin-Avila – C
Donnette Berrios – E
Candice Jones – F
Chonda Fleming-Boddie – G
Keya Cooper - H
Sorel Barcelo – I
Erika Mears – I
Lisa Stevens – J
Lauren Tedesco - GRU
Thomas Brown – WRD (BPLB)
Christine Eve – WRD (FA Unit)
Phil Hanson – DEU (via telecon)
Lisa Reyes – CSSED
Michael D’Andrea – HR SAID
Luis Unda – HR SAID
Terrye Verge – HR SAID
Laurie McClintock – HR SAID

Not represented: Branch D

I. Welcome
Luis welcomed everyone and the group all introduced themselves (new member: Christine Eve, Patrick Campion, returning member: Monique St. Louis).

II. Updates

Mike led a discussion of the following:

Data Integrity – Time to Hire metrics

- Mike informed the group that the WiTS Team recently queried the database to obtain Q1 and Q2 Time to Hire data to be reported to HHS and OPM and noted the following:

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- Time to Hire is calculated by the sum of the contributing metrics, not the total time from Date Need Validated to EOD.

- 19% (70 of 372) actions contributing to the NIH’s Q1 and Q2 Time to Hire metrics had obvious data entry mistakes. This included missing data, negative metrics, etc.

- 26% (96 of 372) in addition to the 19% have usually low or high metrics that need review.

- Date Official Job Offer Letter Sent to EOD. Metrics are unusually low. We have 162 actions that are equal to or less than 10 days.

- Current Time to Hire (including the negative metrics) average T2H is 41 days. If we exclude negative metrics and two excessively large metrics (4018 and 399 days) our Time to Hire is 44 days.

- Branch Chiefs will be receiving the data for ‘clean up’ from the CSD Metrics Team, and will be asked to review (and correct, if needed) the questionable actions that the WiTS Team has identified. HRSS tickets will need to be entered to correct any dates in closed (archived) actions. The Team will ask the CSD Metrics Team to cc the Super users on the information that will be sent to the BCs.

**Work Completed / In Progress**

- Mike reported that we have completed the conversion of the WiTS forms from the old green forms to the new dynamic, tabbed forms (except Separations). Another highlight of this conversion is that when a completed action is corrected, the archived form will also be updated, unlike the old biz flow forms.

- Mike gave a brief demo of highlights related to the recent addition of the Global Recruitment Unit in WiTS, and a brief update on the status of the work in progress to add the DEU to both the Recruitment and Appointment workflows - Terrye shared a ‘sneak peak’ at the revised Recruitment form. This is planned to be completed by the end of July - Super Users will be asked assist in testing along with the DEU. It was suggested that an additional status code be added to form indicate that HR is waiting on the applicant. The WiTS Team will review feasibility and consult with leadership.

- Terrye gave a brief overview of the work the Team is doing on the Senior Level Pay form for CSSED (additional form fields to capture pay components).

- Mike gave a brief update on the status of the work the Team is doing on the upcoming WiTS / HHSC (USAS) interface, and Luis shared the information that we are getting from the HHSC (USAS) test environment.

Because of the wealth of data we will be receiving from HHSC (USAS), the Team is looking to use the interface for more than simply populating form fields. There may be ways that we can use WiTS obtain information from HHSC (USAS) (Applicant Notification information, Roster Lists) in a simpler way than mining for it in HHSC (USAS). This is planned to be completed by the end of FY2011, after the DEU is launched.

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• Luis gave a review of the proposed revisions to the display of the Recruitment Actions report (Overall view) and addressed the feedback the Team received from the Super Users after the last meeting (March 3, 2011) that was held to discuss these changes.

Training / User Support Items

• The group was informed that a WiTS Basic Training for New Users is planned for later this year and that the WiTS Team will coordinating the HHSC (USAS) Team’s Basic session and the CSD’s Basic Staffing course. The timing of these trainings will be determined as CSD hires new staff.

• Terrye showed the group the new WiTS portlet that has been added to WiTS Community page with frequently used QRGs and user guides.

• Mike also informed the group that we will be presenting WiTS to the Admin community in June (IAMC and EAMC) and participating in the Branch G HR ‘Clinic’ day (June 21). He also informed the group about the upcoming WiTS Wednesdays – informal ‘clinics’ where users can get one-on-one help with any problem actions or unresolved questions.

Reminders / Items For Discussion

• Sending WiTS actions to the Final Authorizers

The Team has been made aware that the FAs are not receiving actions in a timely manner, which is forcing FAs to go into the CSD Active actions lists and complete them. When this happens, the action is with either the HRS or HRA so many date fields are not complete. The other issue complicating this process happens when actions are forwarded to the FAs instead of being sent to them. There was general discussion around this topic, and the group decided that communication between the CSD staff and the WRD FAs needs to improve and that actions should not be sent to Final Authorizer using the “Forward” feature.

• Completing forms (SO emails)

The Team has been reviewing the system-generated emails (e.g., SLA emails and Hiring Decision emails), and contacting the HRS to inform them of any errors. CSD Leadership is concerned with data quality.

So that we don’t inundate of Selecting Officials with multiple emails, the Team is working on consolidating the Hiring Decision emails to our SOs - all the certificates and their due dates will be listed into one email instead of a separate email per certificate.

Laurie also pointed out that data from the CHCO survey is available at the Max Portal site, and offered to assist anyone interested in locating our NIH results.

OPM Max Portal Site: [https://login.max.gov/cas/login](https://login.max.gov/cas/login)

Easy Way To Find Survey Results:

1. Sign-in (first get register for an account)

We encourage you to share (via email or at Branch staff meetings) any applicable information that you obtain from our Super User meetings.
2. Click on “Go to MAX Federal Community”
3. Using the Search Bar in the Top Right-Hand corner, type in “HHS Manager Survey Results”
4. From there, click on either the Q1 or Q2 results (which ever you prefer)
5. After clicking on either Q1 or Q2, look for the NIH results.

- **2 Dates for Date Need Validated and What to Do**

  The issue of having two Date Need Validated for one WiTS action has been raised recently. The definition is what is causing the confusion: Date Need Validated is associated with an FTE request; our definition of Date Need Validated is when the announcement has been approved to post. In order to ensure that our reports are accurate and consistent with OPM requirements, we can only have one Date Need Validated. In cases where the DE announcement is ready to Post and the MP is not (or vice versa), the Team suggests that you enter the Date Need Validated from the first announcement that is ready to post – this will eliminate negative metrics. It is suggested that staff consult their Branch Chiefs about this issue and make an effort to have the announcements post on the same day.

- **When to Use the Career Change Form**

  Mike reminded the group that the Career Change workflow should be used when the Promotion, Change to Lower Grade, or Reassignment is not related to a Recruitment action (career ladder promotions, voluntary changes to lower grade, management-directed reassignments, etc.).

_Around the Room_

- One group member raised the question of why Cap HR job req#s can only be used once in WiTS, and what to do in cases of re-advertisements. It was explained that we use the job req# as a unique identifier to tie recruits to job reqs. Users can add a leading zero to the job req number to avoid this problem.

- Another group member asked about when to close a Recruit action in light of the Age of Actions report. The example given was a HSA position where the selectee is due to EOD long after the certificate expires. The staff member was told to complete the Recruitment action in WiTS and the WiTS Team agrees that is the appropriate approach to take until we complete work on removing that metric from the Age of Actions report later this year.

- A group member asked about the availability of reports training for HR staff. The Team will look into scheduling another session late this summer/early fall (last session was given in January)

**III. Next Meeting: TBD**

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