



**WiTS Super User Group**  
**Meeting Minutes**  
**May 1, 2012, 1:00p – 3:00p**  
**EPN Room G**

**Attendance:**

Patrick Campion – CSD/A  
Christine Van Bemmel – CSD/B (via phone)  
Alaina Tshontikidis – CSD/B (via phone)  
Meghan Price – CSD/B (via phone)  
Sandra Loether – CSD/C  
Jaime Arreguin-Avila – CSD/C  
LaVonne Lewis – CSD/D (via phone)  
Maryann Postorino – CSD/F  
David Wittenberg – CSD/G  
Keya Cooper – CSD/H  
Sorel Barcelo – CSD/I  
Prabhjot Kaur – CSD/I  
Lisa Stevens – CSD/J  
Sean Standley – CSD/IOOB (Metrics)  
Shauntell Embrick – CSD/GRU  
Phil Hanson – CSD/DEU  
Wendy Winter - CSSED  
Thomas Brown – WRD/BPLB  
Clark Tung – WRD/ER (via phone)  
Valerie Gill – CSD/OD  
Michael D'Andrea – HR SAID/WiTS Team  
Jennifer Potter – HR SAID/WiTS Team  
Negy Shahparast-Afshar – HR SAID/WiTS Team  
Terrye Verge – HR SAID/WiTS Team

Not represented: CSD Branch E

**I. Welcome**

Valerie opened the meeting by thanking the group for their support of WiTS and the work that they do. She stressed the importance of WiTS, specifically in helping us keep on track with KPI data and to help highlight areas for improvement. She noted that a focus of CSD is to respond to customer needs, and the WiTS Super Users are extremely helpful in helping the system evolve to meet those needs.

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## II. Updates

### ➤ Work Completed/in Progress

Mike reported that we have made modifications to the Appointment form including the addition of validations (for example, after an EOD Date is entered, the Orientation Tab is now mandatory), changes to some of the data fields (for example, the Attending Orientation? field is no longer a yes/no question – choices are now Full Orientation, Presentation Only, or Not Attending), and changes to the Orientation Report (for example, the employee's email address is now included in the Excel export, the Orientation Contact is now defaulted to the HRA, etc.). These changes were made in part because WSDD is now using the WiTS Orientation Report for administering the orientation sessions.

We also made a number of modifications to the Recruitment form and workflow: we added the IC contact as a cc on the Active Recruitment Action (Pre-Recruitment) reminder emails, added a response so that HRS' can close Recruitment actions when they do not receive a response from the IC after 90 consecutive days, and made updates to the form's action status codes. Mike noted that the WiTS Team will do some data analysis in the future to see if the changes, primarily the addition of the IC to the Pre-Recruitment emails, have any effect on the timeliness of the recruitment process.

Mike reminded the group that we launched a new notification email to CSSED on '3 R' Special Pay actions. WiTS delivers these emails to the CSSED (NIH/OD OM OHR) mailbox at 06:00am.

He also noted the launch of our new *WiTS Report Subscription Service* and stated that the subscription form for CSD and BPLB will be published shortly after the freeze on new website content is lifted (the form for the ICs has already been launched). Terrye informed the group that we have a number of 'high-level' subscribers to the service, including Phil Lenowitz, Ann Nucci, and Joe Martin, who are receiving and reviewing a number of WiTS reports on a regular basis.

Our modifications to the Recruitment KPI Report to remove 'double-counting' were discussed, as were the addition of the applicant flags to the Applicant Roster Report. Mike gave a short demo of this new functionality. He also mentioned that we have updated our Most Commonly Filled (MCF) and Mission Critical Occupations (MCO) series/report filters based on a directive from HHS. A listing of the MCOs and MCFs are in the applicable report user guides.

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➤ Upcoming

The group was informed that the WiTS Team is currently working on building an ER workflow and reports for WRD. We are also modifying the Strategic Hiring Data Report. Because the 25-day goal for making selections (or non-selections) is no longer in the PMAPs for SES staff, we will be parsing out the data related to IC hiring decisions/selections into a separate report, which will be called *IC Timeliness of Selections*.

We will also be modifying the Career Change workflow to include Details and Extensions. The goal is to have this done by the end of FY12. Lisa Stevens raised a question on how T42 ‘extensions’ would be treated in the new process, as ‘extensions’ before the not-to-exceed date are technically conversions. She pointed out that usually you receive a 240-day clearance from DIS before you receive the official approval, and wanted to know how that would be treated in WiTS. The WiTS Team thanked her for the question and stated that we will be reaching out to her and other SUs who do a lot of T42 work when we begin development.

Mike also noted that we will be making a small modification to the *Retirement Activity Report*. Based on current business needs, the WiTS Team will be removing the Final Estimate fields and metric calculations on the *Retirement Activity Report*—the Final Estimate fields will remain on the Retirement form. The WiTS Team also developed a Retirement Reporting Tool to help with data calls from management officials.

He also informed the group that based on a suggestion from Christine Van Bemmel and Nancy Delgais, we will be launching a new *Applicant Supporting Documentation Email* this Friday. This email will alert the HR Specialist (the DE HRS, with a cc to the Branch HRS in cases of DE announcements) when applicants submit documentation more than 2 days after the announcement closes. Mike stressed the importance of having the correct Announcement Close Date, Announcement Type, DE HR Specialist (if applicable), and Vacancy Identification Number (VIN) noted in WiTS because that is what the email is based on.

➤ Training/User Support Issues

Since our last SU meeting, the Team has delivered three training seminars: *WiTS Webinar: Working With the Appointment Form* - Jan 31, *WiTS Workshop: Understanding the Recruitment Form/Workflow* – March 7, and *WiTS Webinar: Understanding the Recruitment KPI Report* – April 18. All three were successful.

On May 22 (and May 24 for remote users), we will be conducting a new specialized training for HR Assistants; however all staff members are welcome to attend. *Hiring New Employees in WiTS* will cover the Appointment form, the JC/PN form, and the Appointment and Orientation Reports in detail. We are excited to be partnering with Diane Sullivan from WRD and Vickie Southers from WSDD for this session. The in-person session on May 22 is full and we currently have a wait list. The web session on May 24 still has space available. Terrye mentioned that based on the overwhelming interest of this session (all slots filled within 1 week of the announcement), the WiTS Team will probably schedule an additional classroom session in the future.

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Terrye also encouraged the group to refer any of their IC customers, who might have an interest to our next *Basic WiTS Report Training for Admin Users*, which is being offered on June 14. There is a cost associated with this training (approx. \$200/student), but the class is helpful in learning how to generate and interpret our reports from an IC perspective.

➤ Reminders/Guidance

Terrye informed the group that in cases of HHSC (USAS) outages/processing delays, the Team analyzes the issue for any possible impact on the data that feeds our WiTS/USAS ‘interface’ reports – the Applicant Roster Report and the Applicant Notification Report – and sends out a note to both the WiTS SU Group and the HHSC (USAS) Lead Users to advise of any issues. She explained that this is done in an attempt to limit the number of emails sent CSD-wide, and reminded the group to pass this information to their Branch users.

Mike discussed the recent CSD Team Leader meeting with Elton Croy from the NIH Ethics Office relating to the use of the 278 filer fields in WiTS Appointment, Separation, and Retirement forms. He did a short demo of the 278 filer listing sheet and reiterated how important it is to use the field correctly. Maryann asked if she should still mark appointments that have already been cleared by Ethics as 278 filers and the answer was yes. Elton would still like to get the notification emails, and the Team would like to capture that data in case we are ever asked to report on it.

*Roundtable discussion*

David suggested that we remove the IC contact, supervisor, and selecting official as a cc from the ‘Recruitment Completed’ email as this usually happens a long time after the last person is hired. The group concurred with the suggestion and the WiTS Team will be making that change.

**III. Next Meeting: TBD**

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