



**WiTS Super User Group
Meeting Minutes
August 15, 2012, 1:00p – 3:00p
EPN Room J**

Attendance:

Patrick Campion – CSD/A
Christine Van Bommel – CSD/B (via phone)
Jacquelin O’Neal – CSD/C
Jaime Arreguin-Avila – CSD/C
Donnette Berrios – CSD/E (via phone)
Melissa Schmarr - CSD/G (via phone)
Lisa Stevens – CSD/J
Raquel Glenn – CSD/J (via phone)
Florence Michel – CSD/I
Sorel Barcelo – CSD/GRU
Phil Hanson – CSD/DEU
Kalima Fields – CSD/DEU (via phone)
Sean Standley – CSD/OD (via phone)
Sarah Hochuli – CSSED (via phone)
Clark Tung – WRD/ER (via phone)
Thomas Brown – WRD/BPLB (via phone)
Lynne Kartsaklis – WSDD (via phone)
Jean Wartonick – OD OHR (via phone)
Michael D’Andrea – HR SAID/WiTS Team
Jennifer Potter – HR SAID/WiTS Team
Terrye Verge – HR SAID/WiTS Team

I. Welcome

II. Updates

➤ Work Completed/in Progress

Mike briefly outlined the bundled modifications the Team launched on 6/18: the new *Time to Hire Dashboard* (hit by 19 WiTS users since launch date), the new *Timeliness of Recruitment Related Hiring Decisions Report* for ICs (hit by 80 WiTS users and 11 IC users since launch date), and the enhancements to the *Strategic Hiring Data Report* (hit by 76 WiTS users since launch date).

We encourage you to share (via email or at Branch staff meetings) any applicable information that you obtain from our Super User meetings.

Mike also updated the group on a number of items the Team is currently working on:

ER Workflow & Reports

We have finished the forms for the new ER workflows and are finalizing the reports and dashboards now. Official training for ER is scheduled for 9/20. Clark mentioned that the ER work looks great. Mike extended his thanks to Clark and the rest of the ER staff for their help on this project.

Details and Extensions, NTE Report

Mike reported that a User Acceptance Testing (UAT) session was held with SU and WAG members 8/13. We received a great deal of feedback and are currently making the changes, including: sending the NTE reminders to the HRS and TL 30 days before the Appointment/Detail ends instead of 15, spelling out the Detail location EOP as 'Executive Office of the President', disabling the JC, PN, and TK fields when they do not apply, and adding the ability to link extensions of Appointments and Details. Mike also announced that an additional UAT session is scheduled for 8/17, and we invite anyone who would like to attend. The modifications to the Career Change workflow/form is scheduled to be launched in the next couple of weeks, and the new NTE report is planned for early September.

Pathways and Leave Credit

The Team will be adding notification messages to the Appointment workflow to notify affected parties of Pathways requirements (IDP, Mentor, PMAP, etc...). We will also be removing STEP, SCEP, FCIP and PMF (sch. B) from the Appointment form. In addition, we will be adding Leave Credit actions to the Special Pay workflow, along with some other minor modifications to the workflow. The Team is talking with CSD leadership about the specifics of these items

DEU Reporting Tool

We have built a reporting tool for the DEU to automate the OPM DE Quarterly Report and to meet some of their other reporting requirements. We are currently finalizing the user guidance in preparation for a launch in the next few weeks.

Mike mentioned and the DEU confirmed that HR Specialists must route DE Recruitment actions to the DEU for Final Audit even if there are no selections or certificates issued. Any DE announcement that is posted on USA Jobs must be audited by the DEU.

IC Executive Officer access to Time to Hire Dashboard

Mike informed the group that on 9/18 the WiTS Team will be presenting the Time to Hire Dashboard to the NIH Executive Officers meeting. All EOs will be granted access to the Time to Hire Dashboard for their IC. A member of the group asked for clarification on who had access to this Dashboard, and Terrye clarified that although the TTH Dashboard is only available to CSD leadership, all HRS/HRAs have access to this data via WiTS reports. Terrye also assured the group that the WiTS Team will never give the ICs access to HR data that OHR cannot also access.

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➤ Training/User Support

Delivered:

Hiring New Employees in WiTS (tailored training for HRAs) – May 22

This session was well attended (maximum capacity) and extremely successful. We partnered with reps from 2 other OHR Divisions to enhance the training we were able to deliver on this topic. Diane Sullivan from WRD spoke about the importance of the JCPN request process, and Vickie Southers from WSDD spoke about the Orientation process and how the WiTS Orientation Report is used. We are looking to hold similar sessions in the future.

Basic WiTS Report Training for Admin Users - June 14

The session went well; however, 2 admin officers stated that they were instructed to not submit or approve the Capital HR Job Requisition until the entire Recruitment package was complete. Mike shared the pre-recruitment data we provided to CSD Leadership, and stressed how important it is that this data be accurate. He reminded the group to follow the guidance in the Recruitment user guide on when to start a Recruitment action in WiTS.

WiTS Workshop: Enhancements to the Strategic Hiring Data Report - July 11

WiTS Webinar: The Timeliness of Recruitment Related Hiring Decisions Report (for IC users) - July 17

Both of these workshops were a success! We may be looking into conducting more training in a webinar format for our IC users – we had 20 people attend from 16 different ICs.

Mike reminded the group that enrolled students should let the WiTS Team know in advance if they will not be able to attend training. We report 'no shows' to CSD Leadership.

Upcoming:

Tentative CSD Basic Training Winter, 2012

Mary Appah sent an email out to the Branch Chiefs to see who was interested, with a deadline of 8/17 – we have about 15 names so far. The group was reminded to speak with their BC about new staff that may need to attend. Possibly scheduling in November.

ER Basic Training Fall, 2012

ER users are scheduled to be formally trained on their new WiTS processes on 9/20 (all day course).

➤ Reminders/Guidance

New WiTS Super User Page on WiTS section of OHR website

Mike reminded the group of the newly-redesigned, comprehensive WiTS Page on the OHR website and gave a short demo. User guides for all types of WiTS users, Super User information, IC access to WiTS reports and everything else related to WiTS is on this page. Terrye reported that WiTS no longer has any presence on the NIH Portal.

Exit Survey Emails from Separations workflow

The group was reminded to make sure that the correct email address is entered for the separating employee. We have received a few complaints from NIH employees who received this email in error. A number of ways to obtain the employee's personal email address were discussed, including reaching out to the AO, looking in the eOPF, etc. Terrye stressed how important this data is to the NIH.

CSD Organizational Changes and Servicing Shifts

Mike reported that Branch B was moved into Branch G (in WiTS only) on a temporary basis. In addition, a new 'IC' was added (OD-OCIO) and the servicing Branch is now Branch J. BPLB was advised that they will see this IC on reports and forms; Thomas confirmed that he does see the new IC

3Rs SOP and WiTS

Mike pointed out that there are a number of issues with the SOP that was published related to the 3Rs and that the document is being corrected. He stressed the importance of entering the correct Service Agreement End Dates on the Special Pay form, and noted that Diane's group has confirmed that this should be the Saturday before the PP ends.

Linking the correct VIN to the Recruitment action

Mike pointed out that during the development of the DEU Reporting Tool we noticed that many Vacancy Identification Numbers (VINs) were entered incorrectly into the WiTS Recruitment action. Mike informed the group that the VIN is the link between USA Staffing and WiTS, and the related reports. The VIN needs to be accurate in order for the Applicant Roster and Notification Reports to be accurate. Additionally, workload assessments will soon be based on applicant counts in USA Staffing.

System compatibility (Plug-in and 32 bit browser)

Jenn explained the issues that some users are encountering when receiving new laptops with IE9. She explained that WiTS is only compatible with the 32-bit version of IE8, and advised the group to enter a ticket to the NIH Help Desk (not HR Systems Support) if their users experience this problem, because it is not something that the WiTS Team can address.

III. Next Meeting: TBD

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