WiTS Super User Group
Meeting Minutes
December 12, 2012, 2pm – 3:30pm
EPN Room J

Attendance:
Christine Van Bemmel – CSD/B (via phone)
Shan Clark – CSD/B (via phone)
Lavonne Lewis – CSD/D (via phone)
Donnette Berrios – CSD/E (via phone)
Jean Coleman – CSD/F
Melissa Schmarr – CSD/G (via phone)
David Wittenberg – CSD/G (via phone)
Tamikia Hill – CSD/H
Florence Michel – CSD/I (via phone)
Wendy Evans – CSD/J (via phone)
Johnny Ivanovich – CSD/J
Sorel Barcelo – CSD/GRU (via phone)
Shauntell Embrack – CSD/GRU
Phil Hanson – CSD/DEU (via phone)
Kalima Fields – CSD/DEU (via phone)
Thomas Brown – WRD/BPLB (via phone)
Jenna Moran – WRD/ER (via phone)
Wendy Winter – CSSED (via phone)
Michael D’Andrea – HR SAID/WiTS Team
Terrye Verge – HR SAID/WiTS Team

Not represented: CSD Branch A, CSD Branch C

Handouts:
2012 WiTS Climate Survey Results
FY2013 WiTS Enhancements

I. Welcome
Mike opened the meeting by introducing Jenna Moran, our newest Super User, representing WRD ER. He shared some end-of-year data on work done by each of the Divisions with the group, and noted in particular that our Time to Hire metrics are looking good.

II. Updates

➢ Terrye shared the results of the FY2012 WiTS Climate Survey with the group. Of particular note was the fact that 90% of CSD users are satisfied or very satisfied with the communication they are receiving from their WiTS Super User. A PowerPoint outlining the results was handed out.

➢ Terrye presented the approved and funded FY2013 WiTS Enhancements. A spreadsheet of these was handed out to the group.

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

➢ Work Completed/in Progress

Mike briefly went over items that the WiTS Team has completed since the last SU meeting. We added the WRD’s Employee Relations group to WiTS and created two new workflows to track the work that they do. Jenna mentioned how much the group likes the system and thanked the Team. We added Details and Extensions to WiTS, and created the new NTE Report. Terrye suggested that staff could set up a report subscription to have the NTE Report generated by NTE date and delivered to them on a regular basis to help them keep up with expiring appointments/Career Change actions, and Mike mentioned the emails that the HRS receive is another helpful tool to avoid employees falling out of the system. Mike reported that we created a new DEU Reporting Tool for the DEU, and Kalima mentioned that they have used this for comparison for the DEU Quarterly Report. They will use this tool exclusively for the next OPM report. Mike also mentioned that we created a tool for reporting USAS data as well. Mike reported that the Time to Hire Dashboard is now available to IC Executive Officers and their designees, and provided a brief demo of the tool. He stated that the Team has completed a review of all of our WiTS reports and that we are making modifications to a number of them based on our findings. So far, we have improved the Status Report, the Retirement Activity Report, and the Recruitment KPI Report. Next up will be the Orientation Report, the Pay Reports and the Recruitment Actions Report. Mike stated that we will be reaching out to SU for their suggestions on these.

Mike reported that the Team is currently working on:

- Creating a new workflow to track Title 42 appointments
- Modifying the Appointment form/workflow for Pathways reporting and notifications
- Launching a new ‘Unaudited Certificate in USAS’ Email Reminder
- Launching a New Employee Email to all new NIH hires 30 days after EOD
- Eliminating unnecessary fields on the Orientation Tab on the Appointment Form, and updates to the Hire Type field
- Creating a CSD Workload Analysis Reporting Tool for CSD Leadership
- Creating a Universal WiTS Report Parameter Page
- Creating workflows for Labor Relations
- Converting our WiTS forms to a ‘Thin Client’ platform to eliminate the need for a plug-in
- Ensuring that all WiTS components are 508 compliant

➢ Training/User Support

Mike mentioned that we delivered a class and refresher webinar for our new ER users, as well as a very successful Basic WiTS Training for New Users class in November. He mentioned that another ER training session will be scheduled in early 2013. He stated that as CSD is intending to hire more staff soon, we are planning another Basic and Reports session in the next few months. He also asked the group to think of any topics they might want offered in future webinars.

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

- A discussion was held about whether we should remove or enable the JC/PN fields on the Career Change Form and whether they are needed. The group voted to keep the fields on the form, but to not make them mandatory.
- Mike reiterated that the certificate expiration and not-to-exceed emails are reminders for the HRS, and should not be considered in a negative way or a ‘ding.’ A suggestion was made that we add the escalation dates to the Pre-recruitment (Age of Actions) emails. The Team will be working with Tamikia Hill on the suggestion wording and placement of this before presenting to CSD leadership for approval.
- The group was reminded to enter HRSA tickets for departing employees to make sure that their access to HR systems is disabled.
- Mike stated that he will be asking for volunteers to work on modifications to the Recruitment Actions Report (Overall View) and Pay Reports, and will also be soliciting suggestions on proposed revisions to the Recruitment and Appointment user Guides.

III. Next Meeting: TBD