WiTS Super User Group
Meeting Minutes
March 27, 2013 1:00pm – 3:00pm
via webinar

Attendance:

Patrick Campion	Branch A
Christine Van Bemmel	Branch B
Shun Clark	Branch B
Jaime Arreguin-Avila	Branch C
LaVonne Lewis	Branch D
Artillya Maxwell	Branch E
Jean Coleman	Branch F
Maryann Postorino	Branch F
Melissa Schmarr	Branch G
Jamie Goldsby	Branch H
Aurelia Spencer	Branch I
Florence Michel	Branch I
Johnny Ivanovich-Nunez	Branch J
Karen Harris	Branch J
Sean Standley	IOOB/GRU
Kalima Fields	IOOB/DEU
Sorel Barcelo	IOOB/GRU
Thomas Brown	WRD/BPLB
Jenna Moran	WRD/ER
Jenn Potter	WiTS Team
Mike D'Andrea	WiTS Team
Terrye Verge	WiTS Team
Laurie McClintock	SAID/TMWSB

Not represented: CSSED

I. Welcome

Mike opened the meeting by welcoming everyone and explaining the new format for our Super User meetings – we will now alternate between in person meetings and webinars. This will help folks by eliminating the need to travel to EPN and will also cut down on costs as the WiTS Team will not need to pay to reserve rooms for every meeting.

II. Updates

- Work Completed/in Progress

Mike briefly went over items that the WiTS Team has completed since the last SU meeting. The enhancements to the Classification form and workflow were launched last week – this included a number of modifications to the form, but most importantly, the addition of the Classification Unit to WiTS. He mentioned that we will be launching the new Universal WiTS Report Parameter Page

later this week, and provided a brief demo for the group. He mentioned the modification we recently made to the DEU's Reporting Tool to include information on Direct hire announcements and certificates. Kalima mentioned how valuable the tool is to the DEU and that they are very thankful for it. The recent additions of Onboarding Manager, nSIGHT, and nVision to the HR Systems Support forms were also mentioned.

The launch of our new Employee EOD email and Unaudited Certificates Email were discussed, as well as some minor modifications that have been made to the Award, Status, and Orientation Reports. Mike explained the changes that have been made to the Appointment form, and the additional form fields and emails to accommodate Pathways.

Mike also reported that the Team is currently working on:

- Creating a new workflow to track Title 42 appointments
- Creating a CSD Workload Analysis Reporting Tool for CSD Leadership
- 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 reported that the Team delivered the following training since the last meeting:

- WiTS Webinar: Recruitment Basics -- CSD (2/13)
- WiTS Training/Testing Session - Classification Workflow – CSD (3/7)
- WiTS Employee Relations Reports – WRD/ER – (3/12)
- Basic WiTS Training for New Users – CSD – (3/19 and 3/20)
- WiTS Enhancements Classification Workflow/Form –CSD-- (3/21 and 3/26)
- WiTS Universal Report Parameter Page – OHR – (3/27)

He let the group know that a special webinar for WiTS Super Users is being planned to go over managing the HR systems access process and asked the group for any suggestions for future webinars. Jaime asked if training enrollments need to go through the SU and Mike confirmed that staff can sign up for webinars on their own, but classroom training registrations need to be entered by the SU or the Branch Chief because of the time and cost involved with those courses. Terrye also mentioned that users should be checking with their SU before entering a support ticket in case the SU can answer the question for them.

- Reminders/Guidance

- Mike reminded the group how important it is to update WiTS actions in real time. For many HR processes (e.g., Time to Hire, Senior Level Pay, HR System Support) WiTS is the system of record. Please follow the guidelines and procedures that are set forth by your division for when and how often to enter/update WiTS actions.
- Randi Fuhrman, HR Systems Support Team Lead, discussed the importance of entering HRSA tickets correctly, and stressed that the SU needs to enter HRSA tickets for

departing users, after first ensuring that all their active WiTS actions have been reassigned. She also mentioned that when a user moves from 1 Branch to another, the *gaining* Branch is responsible for enter the HRSA ticket to move the user's profile.

- Mike reported that maximum number of certificate blocks that can be added to the Recruitment form is now 150, due to a standing register that was created by the GRU for a recent announcement.
- A discussion was held about the Active Recruitment Action Email and Status Report - adding the pre-recruitment alert dates, the 25 day hiring decision due date(s) for Selecting Officials, CAN#, and TK# to these emails and report. Terrye mentioned the fact that the CAN# and Timekeeper number would need to be made mandatory on the form, or it might cause blank spaces (or the words 'not entered') on the emails and report.
- Mike mentioned the possibility of a new Reemployed Annuitant notification email for WRD in the future. This would be used to alert Benefits Specialists that a new appointment for a Reemployed Annuitant was in progress. Thomas Brown of WRD said that this would be helpful.
- Mike also mentioned that there is no workflow for Reemployed Annuitants with a waiver of salary offset in WiTS. A Super User asked if this was available. WiTS Team mentioned that this was a great idea and possibly a future enhancement if approved.

III. Next Meeting: TBD