



**WiTS Super User Group
Meeting Minutes
June 25, 2013
9:00am – 10:30am
EPN/Room H**

Attendance:

Patrick Campion	CSD/Branch A
Debbie Breedlove	CSD/Branch A
Shun Clark	CSD/Branch B (via phone/web)
Toni Moore	CSD/Branch C (via phone/web)
Lydia Greene	CSD/Branch E (via phone/web)
Maryann Postorino	CSD/Branch F (via phone/web)
Angela Davis	CSD/Branch F (via phone/web)
David Wittenberg	CSD/Branch G (via phone/web)
Melissa Schmarr	CSD/Branch G (via phone/web)
Jamie Goldsby	CSD/Branch H (via phone/web)
Johnny Ivanovich-Nunez	CSD/Branch J
Jacquelin O'Neal	CSD/Branch J
Sean Standley	CSD/IOOB/GRU
Kalima Fields	CSD/IOOB/DEU
Jeff Middlebrooks	CSD/IOOB/DEU
John Mays	CSD/IOOB/CU
Thomas Brown	WRD/BPLB (via phone/web)
Jon Lappin	WSDD
Wendy Winter	CSSD
Sarah Hochuli	CSSD
Jenn Potter	WiTS Team
Mike D'Andrea	WiTS Team
Negy Afshar	WiTS Team
Terrye Verge	WiTS Team
Laurie McClintock	SAID/TMWSB

Not represented: CSD Branch D, Branch I, WRD ER

➤ **Updates**

Mike briefly went over the major items that the WiTS Team has completed since the last SU meeting. The recent conversion of WiTS forms to Thin Client was discussed and a short demo was given of the minimal changes (new look of the toolbar and comment feature, location and functionality of the attachment feature). Mike also discussed the fact that WiTS is now fully compliant with Section 508, with minimal changes to forms. He showed the group the new Section 508 compliant export feature on WiTS reports and dashboards and mentioned that the feature might be used by staff who want to export data into that version of Excel.

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

The new Universal Report Parameter page was briefly demo'ed. Mike explained that we built a new reporting tool for WSDD staff to help eliminate manual manipulation of the WiTS Orientation Report into the format that is needed at the Orientation sessions. Finally, Mike announced that we have launched a new email inviting new employees to respond to a survey about their experience with the Onboarding Manager system. The question of whether this survey would include the new hire's experience/satisfaction with the service they received from OHR staff. Terrye stated that while the survey is intended to capture information about the use of the system, it is standard practice to give survey respondent a free text field so that they can offer general suggestions or comments, and that is entirely possible that some feedback on OHR's role in the process might be received.

Mike also reported that the Team is currently working on:

- Creating a new CSD Workload Analysis/Optimization Report
Data for this tool was gathered from surveys and focus groups with CSD staff, and is intended to help CSD leadership keep staff workload in balance
- Creating a workflow and reports for WRD's Labor Relations Team
Similar to the ER enhancement we launched last year, this will help WRD track and report on activities related to LR

Terrye stated that she has contacted all OHR Division Directors to get an idea of what they would like to see for FY2014 WiTS Enhancements, and that she will keep the group posted. Anyone in the group should feel free to contact the WiTS Team or their Branch Chief with any suggestions that may have.

➤ **Training/User Support**

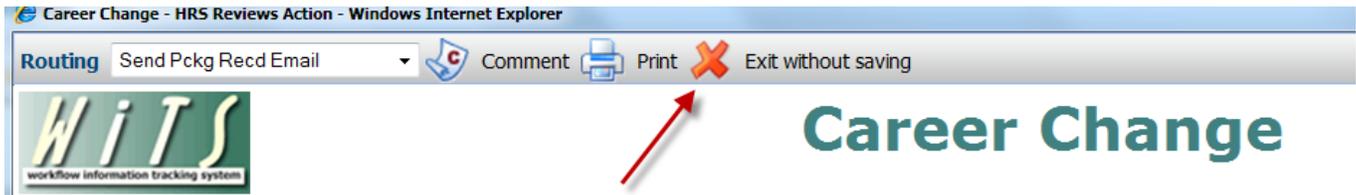
Mike reported that we have conducted 3 webinars since the last SU meeting: Appointment Form, Navigating WiTS, and JC/PN requests. While these sessions went well, we have had problems with registration and attendance and the group was asked to make sure that they recommend the training to their users.

We are conducting a tailored training for the Final Authorizer Unit (7/16) and a session for the Benefits staff (8/20). In addition, we will be partnering with the HR Systems Support Lead to conduct a webinar for Super Users on the form and process for submitting HR Systems Access requests. Negy mentioned that more information on this will be forthcoming.

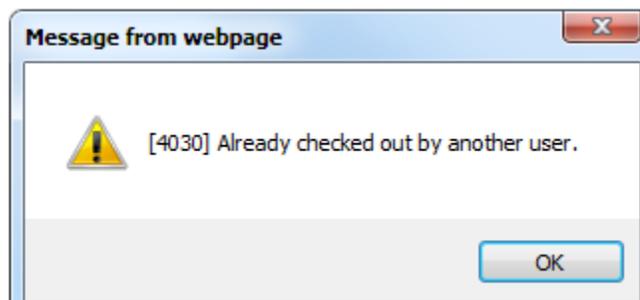
The group was reminded to send the Team any ideas they may have for topics for upcoming webinars.

➤ **Reminders/Guidance**

- The group was reminded that users should use the 'Exit Without Saving' button within WiTS and not the 'X' on the internet browser if they are viewing a WiTS action but not making any updates.



If the browser 'X' is used, WiTS still thinks that the previous person is updating the form when the next person tries to open it, and the 'Already checked out' error message appears.



The Team has implemented a fix where the item will be automatically checked out after 1 hour of no activity, but the group was reminded of the proper way to exit an action. This happens most often for our HR SAID HR Systems Support Team, who open, view and exit HRSS tickets constantly throughout the day, but can also happen to other groups of users in situations where two users happen to be accessing actions at the same time (such as when a Recruit action is with the DEU but Branch user needs to make an update to the MP information).

- Mike demoed the new autogenerated comments that we are planning to add to the Status Report, Age of Actions Dashboard and pre-Recruitment emails so that CSD Branch staff do not have to calculate and re-type data such as the cert reminder dates into the Comments section of Recruitment Actions. The group discussed the new fields, and Johnny volunteered to test this functionality and provide feedback to the Team before we present it to CSD leadership for approval.

➤ **Next Meeting: TBD**

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