Welcome
Mike welcomed the group to the meeting. Mike explained the space situation with HRSAID and how the division is teleworking until our office in East Jefferson is built (possibly January 2014). Until the space in East Jefferson is built and our training room is available, all meetings and training will be done remotely.

Updates

- Major Work Completed/in Progress
  Mike went over the major work/items completed since the last Super User meeting on June 25th.

We encourage you to share (via email or at Branch staff meetings) any applicable information that you obtain from our Super User meetings.
• **Survey to new hires regarding Onboarding Manager**
  
  Launched 7/31. New email to new hires sent four days after their EOD Date. Survey solicits information from new employees regarding their experience using the Onboarding Manager system.

  The email is sent from HR Systems Support. If you wish to view what this email looks like, feel free to review the new [Reminder Emails for CSD](#) guide.

• **JC/PN auto-population from Appt and Career Change Forms**
  
  Launched 8/30. To reduce the amount of data entry required for Job Code/Position Number requests, we added a related Appointment/Career Change # field to the JC/PN form.

  This new optional field allows users to enter a related Appointment or Career Change WiTS # and populate some position information from the related action. Data will be populated from the related WiTS Appointment or Career Change action.

  The [Job Code/Position Number Requests](#) and [Completing Job Code/Position Number Requests](#) User Guides have been updated with these changes.

• **Active Recruitment Action Email and Status Report modifications**
  
  Launched 7/15. Many CSD HR Specialists have been adding information from the WiTS Recruitment form data fields into the Comments section. For example, Specialists enter the CAN and TK# in the fields on the Recruitment form and then re-type the same information into the comments box. To reduce this duplicative data entry, and ensure a uniform comment structure across CSD, the WiTS Team has auto-populated this information onto the Status Report, the Age of Actions Dashboard and the Active Recruitment Action reminder emails. This applies to Recruitment actions created on or after July 15th.

  WiTS Team has noticed that some folks still type this information into the comments anyway. WiTS Team made a recommendation to stop retyping the information into the comments section.

  The [Recruitment User Guide for CSD Branches](#) was updated to reflect this change.

• **Senior Level Pay (GRU addition) and Title 38 Notification**
  
  To facilitate communication between CSSED and CSD, modifications were made to the WiTS Senior Level Pay and Appointment processes:

  --*Added a Global Recruitment field on the Senior Level Pay form and added the CSD Global Recruitment Unit Chief to the status notification emails.*

  For actions that are marked ‘Yes’ in the Global Recruitment? field, the CSD’s Global Recruitment Unit Chief will now receive a cc on all status emails that are currently sent to the servicing CSD Branch Chief.

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After an Appointment for an employee in the ‘GP’ pay plan has been completed by the WRD Final Authorizer, an email notification is sent to CSSED.

• FY14 Enhancement Requests to Division Directors

The FY14 enhancements were presented and ranked at the 9/10 Systems Advisory Committee (SAC) meeting.

Terrye presented the proposed FY14 enhancements and stated that many modifications to the Appointment form were proposed (i.e., Sub-process to include Benefit forms and DPSAC, Onboarding – after EOD process, Title 42 tracking, and a new dashboard to ensure new hires are on track for orientation).

Other proposed enhancements included the reconfiguration of our access/permissions to allow users to have access to multiple modules (e.g., having access to CSD and Employee Relations forms); the addition of Creditable Service for Leave Accrual on the Special Pay form; and, an interface with our system of record to populate employee information on CSD forms.

Terrye stressed that the WiTS Team’s #1 priority for FY14 is going to be Title 42 tracking.

The WiTS Team will also have to reconfigure the USAS interface with the new CAU and accommodate for any NFC changes in FY14.

The FY14 enhancement list will be sent to Super Users once approved by OHR Leadership.

Working on:

• CSD Workload Analysis Reporting Tool
  New reporting module for CSD Leadership and Branch Chiefs. Development in progress. New reporting tool will help CSD balance workload and help make organizational/personnel decisions easier.

• New Labor Relations Module (9/30)
  New module will allow WRD to track all of their LR activity. Currently, they have no tracking mechanism.

• Enhancements to Employee Relations (9/30)
  Several enhancements to the ER module will be released along with LR. These enhancements will be presented at an open webinar on 9/18.

• Adding PGY Increases to Special Pay Form
  Requirements gathering session was held with CSD SMEs. Change Request will be sent to CSD Leadership for approval later this month or next.

We encourage you to share (via email or at Branch staff meetings) any applicable information that you obtain from our Super User meetings.
• **Reemployed Annuitant Notification and Appointment form field changes**
  Launching 9/23. To help WRD with the logistics of hiring a Reemployed Annuitant, field changes will be made to track the use of a salary waiver offset or not.

  An email notification will be sent to the servicing Benefits Specialist when an Appointment action for a Reemployed Annuitant is made.

  *Mike gave a demo of the new Appointment form and email notifications.*

• **DPSAC Tentative Job Offer Notification and Appointment form field changes**
  Launching 9/23. (Email will be delayed until 10/6 or 10/20 depending on leadership decisions)

  To assist CSD and DPSAC with the new OF-306 security process (and to ensure our new hires meet suitability requirements), the WiTS and Onboarding Manager Teams worked together to create a new email notification and make some changes to the Appointment form. An email notification will be sent to DPSAC four days after the OF-306 is assigned. DPSAC is supposed to respond in an email whether they approve/disapprove of the selection.

  *Mike gave a demo of the new Appointment form and email notification.*

After the demo, many CSD Super Users had questions. To help answer these questions, Courtney Belmont (Onboarding Manager Lead) joined the call.

*Here were the questions that were raised:*

- Is CSD staff allowed to send the supplemental new hire forms to the appointee before the OF-306 is approved?
- Will DPSAC provide a reason for disapproving a selection based on the OF-306, if so will this reason be outlined in the email?
- Will the selecting official/supervisor have a say in the suitability process?
- Will CSD write an SOP on this new process?
- Can CSD staff pursue additional incentives (e.g., CSAL, Recruitment Incentive, etc.) before DPSAC has approved the OF-306?
- Who can CSD contact with questions about this new process?

Courtney will follow-up with CSD Leadership to address these questions. If anyone has any additional questions, feel free to contact Courtney Belmont or Mike D’Andrea.

Mike also commented that the Time to Hire metrics and KPI report will not be changing because of the new OF-306 process.

We encourage you to share (via email or at Branch staff meetings) any applicable information that you obtain from our Super User meetings.
- **Granting CSD staff access to the Senior Level Pay Activity (SLP) Report**
  In the next few months, CSD staff will obtain access to the Senior Level Pay Report. This will help CSD staff stay current on SLP actions.

- **Adding certain SLP data to the Comments field on the Status Report**
  Selected data fields on the Senior Level Pay form will be added to the comments field on the Status report. This would be very similar to Recruitment actions on the Status report.

  WiTS Team is waiting for requirements from CSSED and CSD on what data elements should be included on the Status report.

- **BUS Code changes (JC/PN, ER and LR forms)**
  Launching 9/23. The new BUS Codes will be implemented on the JC/PN form and on the ER forms. These changes will be reflected in Capital HR when their system goes back online. There will be no downtime for WiTS related to this change.

  - **Training/User Support**
    - **Delivered:**
      - WiTS Webinar: WiTS for WRD Final Authorizers (7/16)
      - WiTS Webinar: WiTS for WRD Benefits Staff (8/20)
    - **Upcoming:**
      - HR Systems Access Webinar (TBD)
        - Not scheduled yet, but this will be scheduled soon on how to submit HR Systems Access requests.
      - ER Enhancements (9/18)
      - LR Sit-in and Webinar (9/30)
      - CSD Webinars (Recruitment, Appointment, and Troubleshooting/Tips) (10/24, 11/6, 12/4)
      - WiTS User Resources Webinar (11/19)
      - Reports for IC/Admin users (TBD)
        - Not scheduled yet, but this will be scheduled if the need is there. Please let us know if your AOs would like this training.

  Mike encouraged staff to register for the four open webinars as soon as possible. Mike also mentioned that until our space in East Jefferson is built, all training will be done via webinar.

  For an updated listing of training and how to register, visit the Training Offerings document on our WiTS Support Page.

  - **Reminders/Guidance/Discussion**
    - **Removed the Exit Survey Email from the Separation workflow**
      Due to the issues we continue to experience with the completion of the Employee Email Address field on the WiTS Separation form, we have removed the Exit Survey email that is sent to the departing employee from WiTS when Separation actions are entered.

      In some ICs, the AOs are sending the link to the NIH Exit Survey to the departing employee as soon as they give notice or no later than 2 weeks of their leaving the NIH. As it is important

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that we obtain the data collected from the Survey for analysis and consideration for retention strategies, we ask that you mention this survey to departing employees and/or their AOs when processing their Separation actions. Additionally, we are researching the possibility of adding the survey/link to the NIH 2737-2 Clearance of Personnel for Separation or Transfer form which is signed by the departing employee and their administrative official to prior to clearing them from their position.

- **Please inform WiTS Team of legal/procedural changes**
  We rely on you (Super Users) to inform us of significant legal or procedural changes that could impact WiTS. The WiTS Team does its best to stay current on matters affecting all areas of Human Resources, but we still need your help.

  Thank you to Jenna Moran in WRD for informing us of the BUS Code changes. By informing us early enough, we were able to implement these changes without issue.

- **New user material (process maps) for Recruitment, Appointment, Classification and JC/PN**
  At our last WiTS CSD Basic Training session, a few attendees mentioned that it would be a great idea to create process maps of the four major WiTS workflows used by CSD (i.e., Appointment, Classification, Requests for Job Code/Position Numbers, and Recruitment). We are pleased to announce that this is complete. These four new process maps can be accessed from the [CSD section of the WiTS User Guide page](#).

  These new resources will serve as a great training tool for all CSD staff to learn more about WiTS workflows so please pass this message along to your coworkers.

- **New WITS FAQ web page**
  Sam Lubel (the newest WiTS Team member) announced that WiTS now has a [Frequently Asked Questions (FAQ)](#) page available on the OHR website!

  We compiled several of our most commonly asked questions and created this page to serve as a resource for users to obtain either quick answers to basic questions or direct links to the User Guides/QRGs that contain that information.

  Users are asked to submit any suggestions for questions to their Super Users. Please forward that Information to the WiTS Team.

- **Using the Appointment form to track recruitment-related hires**
  The WiTS Team has received a few emails/questions about what form to use (Appointment or Career Change) when a current NIH employee is selected from a certificate/list. In these situations, use the Appointment form.

  The Appointment form was designed to capture all recruitment-related selections, even when the selectee is a current NIH employee. The selection will not appear on any Time to Hire reports if the Career Change form is used.

  Ensuring that Merit Promotion (MP) selections are accounted for on the NIH’s Time to Hire Report is especially important because MP hires are more likely (~10% higher) to meet the 80 day goal than any other announcement type.

  The [What Goes Into WiTS Guide](#) outlines what actions go into WiTS and what form to use.

We encourage you to share (via email or at Branch staff meetings) any applicable information that you obtain from our Super User meetings.
- **Annual Admin Code Audit**
  Negy mentioned that we have a lot fewer discrepancies this year, so the WiTS Team will be taking care of entering in the missing Admin Codes. CSD Super Users will still get an email of all of the admin codes that will be added to WiTS just to let you know about these admin codes. Nothing for the CSD Super Users to do, just FYI.

- **CSD Email Rejuvenation (call for volunteers)**
  The WiTS Team has received approval from CSD leadership to revise the CSD email reminders that are sent out from WiTS in the morning (~6am ET). We want to make these more user friendly and would like Super User help! Email Sam if you would like to participate in the focus group.

- **Upcoming Cap HR Downtime**
  Cap HR will be offline for the annual CAN rollover and BUS code changes starting Friday, 9/20.

  **How this affects CSD Staff:**
  This downtime will delay us in receiving recruit/appointment actions via our Cap HR/WiTS interface.

  **How WiTS will treat ‘in-progress’ Cap HR Job Reqs**
  If an AO (or other IC staff) approves a Capital HR Job Requisition before approx. 4:45p on 9/20, the action will hit your WiTS Unassigned Staffing Processes bizcove by 5:00p. Any items approved in Cap HR after that time (between 4:45p and 5:00p) will hit WiTS at or around 6:15a on the morning of Monday, 9/30. It is expected that these actions should generate WiTS actions in the chronological order that they were approved in Capital HR.

  **New Recruitment during the Cap HR downtime**
  Because this planned outage is longer than usual (1 week), we recommend working with your IC customers to get Cap HR Job Requisitions entered and approved for any in-progress Recruitments as soon as possible.

  However, if you have an urgent recruitment action that needs to be initiated during the outage period, please initiate the action directly in WITS. **Please follow these steps:**

  1. Create manual WiTS Action (Recruitment or Appointment)
  2. Leave Job Requisition information blank (for Recruitment actions)
     a. *If you have to route the action to the DEU, please use the WiTS number for the Job Requisition. Please make sure to update this once Capital HR is back online.*
  3. When Cap HR becomes available, if a Job Req that was in-progress before the downtime generates a WiTS action, make a note of the Cap HR Job Req # and Date Job Requisition Approved
  4. Cancel the action from the Unassigned Staffing Processes bizcove

  **How this affects WRD Staff:**
  This downtime will delay us in receiving the bi-weekly employee, probation, and within grade information used in Employee Relations forms and reports. We will be able to download this information once Cap HR is back online.

  We encourage you to share (via email or at Branch staff meetings) any applicable information that you obtain from our Super User meetings.
During the downtime, you can still use the Cap HR lookup feature on the ER Case and Consultation forms, but please note that the information returned will be current as of September 7th and not September 21st.

We will also be modifying our forms, reports, and historical data to accommodate the new BUS Codes.

III. **Next Meeting:** January TBD