I. Welcome
Mike and Terrye welcomed the group.

II. Updates

- Title 42 Workflow
  Mike informed the group that the Title 42 Workflow pilot was launched on August 17, 2015. The pilot includes NIDDK, NINDS, NHLBI, Branch G, GRU, OER and OIR. This new workflow tracks requests to Recruit, Appoint, Convert or Extend employs under Title 42 F or Title 42 G authorities. As of September 15, twelve requests had been submitted.
  A pilot participant provided some feedback. The user indicated that the new group Title 42 worklist instead of individual worklists will take some time to get used to. Additionally the individual mentioned that some IC staff forget to attach required documents to the action.
  Two additional questions were asked regarding Title 42 Workflow:
  1. Is the IC required to submit a Job Requisition for Title 42 appointments?
   No. The pilot ICs are NOT required to submit a Job Requisition.
  2. Is the IC required to initiate a PAR action in Capital HR for appointments, conversions, and extensions?
   We encourage you to share (via email or at Branch staff meetings) any applicable information that you obtain from our Super User meetings.
No. The pilot ICs are NOT required to initiate a PAR action for appointments, conversions, and extensions.

- **Employee lookup added to Appointment, Special Pay, Senior Level Pay forms**
  Mike informed the group that the Employee Lookup feature was added to the Appointment, Special Pay, and Senior Level Pay forms. All of these forms also have an additional question/field asking if the individual is a current NIH employee or not. This is needed as these actions can be for current or upcoming employees. To avoid issues with updating older records, any action created before August 17, 2015 indicates that the action is for an individual who is not currently employed at NIH.

- **Updated Pay Information Tab on Special Pay form**
  Mike gave a brief demo of the changes made to the Special Pay form and informed the group that the following changes were made:
  - Removed: Current Base Salary, Related Appointment Number, Service Level Agreement Start Date, and Proposed Base Salary for all Pay Types except ‘Pay Adjustment’
  - Relabeled Retention Allowance Service Level Agreement End Date to Retention Allowance NTE Date
  - Added help buttons explaining Current Total Compensation and Current Additional Compensation Amount

- **Modifications to the Appointment form**
  Mike gave a brief demo of the changes made to the Appointment form and informed the group that the following changes were made:
  - Re-labeled ‘278 Filer?’ to ‘OGE-278 Filer?’ and reordered values to No, Yes
  - Added ‘OGE-450 Filer?’
  - Relabeled pay fields to match terminology used on other forms and on the SF-50/52
  - Consolidated the Veterans Preference field into one field
  - Professional Designation, Category, and Medical Specialty are mandatory for Title 42 Appointments (i.e., Pay Plan is either AD, RG, RF)
  - Priority Placement and Legislative Initiative are defaulted to ‘N/A’
  - Capital HR Job Requisition number now appears on the form
  - Removed: TK Number, Pay Cluster, and Related Senior Level Pay WiTS #
  - New Duty Station Lookup feature that uses Geolocation Codes
  - New Supervisor Lookup

- **Modification to HRSS Report Subscription tickets**
  Negy informed the group that the HR Systems Support form has been modified to make requesting a report subscription easier. Users now have an option to select New, Modify or Delete Report Subscription. If a new subscription is being created, additional fields populate in order to specify your request.

- **Bizflow Upgrade 12.3**
  Terrye informed the group that WiTS is currently upgrading to Bizflow 12.3. This upgrade will increase the functionality of WiTS and will update the appearance.

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During the upgrade, our testing environment is unavailable. The upgrade should be completed before the beginning of November.

- **Title 42 (f) Reports**
  Mike informed the group that the Title 42(f) reports were released on September 16 and he provided a brief demo. There are seven reports available related to Title 42(f) requests which includes: Overview, Status, Category Distribution, Request Timeline, Appointment, Hiring Timeline, and Outreach Efforts.

- **FY16 Enhancements**
  Terrye informed the group that the SAC meeting will be held next week at which time there will be a finalized list of all FY16 enhancements. She noted that there are already four FY16 projects that have been funded.

- **Appointment Form – EOD Process/DPSAC Changes**
  Courtney informed the group that we are currently working on a Change Request that will update the Appointment Form based on recent changes to the EOD/background investigation processes. Since large, significant changes that need to happen will take a while to be put into place, in the interim, we are also working on some “quick fixes” to email triggers based on the Proposed Effective Date and EOD Date fields, as we were recently alerted that CSD is currently entering 01/01/17 as the EOD date in WiTS for new hires who are awaiting DPSAC clearance before receiving their final offer and having EOD date set. We will share additional information with all impacted users as it becomes available.

- **Training/User Support**
  Mike, Sam and Negy reported that the following training has been delivered since the last SU meeting:
  
  - WiTS Super User (7/7, 2015) – SAM
    Sam noted that this was a successful training. Two important documents for Super Users that were discussed during this training were the WiTS Roles and Permissions Guide and the HR Systems Access Requests User Guide.
  - Title 42 training for NINDS (7/21, 2015)
  - Title 42 training for NIDDK (7/28, 2015)
  - Title 42 Training for NHLBI (8/06, 2015)
  - Title 42 Training for Branch G and GRU (7/29, 8/4, and 8/6, 2015)
  - Title 42 Training for CSD (8/11, 8/12 2015)
  
  Mike indicated that the survey feedback from the Title 42 training sessions was very positive. Both the IC and OHR staff seemed to pick up the new workflow with ease.
  - WiTS Green Bag for Final Authorizers (7/28, 2015)
  
  Sam indicated that during the Green Bag we were able to cover a list of “pain points” for the Final Authorizers. She also encouraged Super Users to suggest ideas for future WiTS Green Bags.
  - CC Training for IC Users (7/29, 2015)

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Sam noted that Negy and her provided a training for the Clinical Center Administrative Officers and the participants were very pleased to see all the information that was available to them via WiTS Reports. Negy encouraged the group to tell her IC customers about the availability of WiTS Reports.

- **Upcoming:**
  Sam reported that the WiTS team released their training schedule for the rest of the year which includes the following trainings:
  - Job Code/Position Number Requests Basic Training (9/22, 2015)
  - Title 42 Training for ICs (9/30, 2015)
  - ER/LR Training (10/14, 2015)
  - WiTS Appointment – The Whole Nine Yards (10/20, 2015)
  - WiTS Basic Training for CSD Users (11/3-11-4, 2015)
  - Where to Find Your WiTS (11/14, 2015)

  Sam asked the group to encourage their branch/unit staff to attend the trainings that would benefit them. Terrye also asked the group to encourage their training attendees to participate in the surveys that follow the trainings. She stated that the Team relies on training feedback to improve the sessions we offer and that many WiTS enhancements have been the result of survey feedback from training attendees.

- **Reminders/Guidance/Discussion**

  - **Story of WiTS Webpage**
    Terrye showed the group the newest WiTS Webpage: The Story of WiTS. This new pages takes users back through the history of WiTS and includes the dates for the most important events in WiTS history.

  - **Admin Workflow for Requestors Tutorial**
    Sam informed the group that the Admin Workflow for Requestors Tutorial was released in July. This new tutorial walks Administrative Requestors through the process of initiating and submitting an administrative request. She also let the group know that another Admin Workflow tutorial, one specifically for Division Gatekeepers, will be released in the near future.

  - **Status Report Redesign**
    Mike showed the group the new Status Report design, which includes improved status/stop light images, sortable columns, and an improved summary metrics table on the last page.
    One Super User indicated that the metrics table has been useful for her meetings with her customers.

  - **Title 42 User Guides**
    Mike informed the group that the Title 42 user guides are posted to the web for users to learn more about the new workflow.

  - **Report Subscription for User Access**
    Negy informed the group that a user access report will be sent out as a report subscription on a quarterly basis to all Super Users. Negy asked that if Super Users would like this report sent out more frequently to please contact the WiTS team.

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CSD Archive Pages – removal of Quick Search feature

Mike informed the group that a CSD Super user requested that we remove the Quick Search feature from the Branch Archives page because it is misleading users as the feature only works AFTER you use the Advanced Search feature. Mike demoed the new Branch D archives page, without the quick search feature. He asked that if any other branches would like this change to be applied to their archives page to reach out to the WiTS team.

EOD Deadline Email

Mike informed the group that the EOD Deadline Email will be modified in the near future to reflect the Merit Promotion Plan, which states that a new hire must EOD within 180 days of the select date (instead of the date the certificate was sent to the SO).

➢ Around the Room
   • There were no additional questions/issues raised by the group.

III. Next Meeting: TBD (Winter, 2015)