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

WiTS Super User Meeting
April 27, 2016 1:30p-3:00p
East Jefferson 6th Floor Conference Room and Web Attendance
Meeting Minutes

Attendance:

<table>
<thead>
<tr>
<th>Name</th>
<th>Division/Branch Office</th>
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<th>Division/Branch Office</th>
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<tbody>
<tr>
<td>Wendy Winter</td>
<td>CPD</td>
<td>Saim Kinsella</td>
<td>CSD/IOOB GRU</td>
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<tr>
<td>Debbie Breedlove</td>
<td>CSD/Branch A</td>
<td>Brian Rabin</td>
<td>CSD/IOOB IOU</td>
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<td>Christine Van Bemmel</td>
<td>CSD/Branch B</td>
<td>Meghan Lloyd</td>
<td>DSSEM</td>
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<td>Karen Harris</td>
<td>CSD/Branch B</td>
<td>Allison Kruszewski</td>
<td>OIMP</td>
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<td>Jennifer Wilcox</td>
<td>CSD/Branch C</td>
<td>David Barnhart</td>
<td>HR SAID/HR Systems Solutions</td>
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<tr>
<td>Nick Clauss</td>
<td>CSD/Branch C</td>
<td>Jackie O’Neal</td>
<td>HR SAID/HR Systems Solutions</td>
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<tr>
<td>Maretta Plater</td>
<td>CSD/Branch E</td>
<td>Diane Sullivan</td>
<td>WRD/BPLB</td>
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<tr>
<td>Maryann Postorino</td>
<td>CSD/Branch F</td>
<td>Stephanie Jackson</td>
<td>WRD/BPLB</td>
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<td>Sara Valenzuela</td>
<td>CSD/Branch G</td>
<td>Caviaunce Phillips</td>
<td>WRD/ER-LR</td>
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<td>Patrick Campion</td>
<td>CSD/Branch H</td>
<td>Daniel Couturier</td>
<td>WSDD</td>
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<td>Lisa Stevens</td>
<td>CSD/Branch J</td>
<td>Shima Daneshpour</td>
<td>WSDD</td>
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<td>Douglas Bruno</td>
<td>CSD/Branch J</td>
<td>Courtney Belmont</td>
<td>WiTS Team</td>
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<td>John Mays</td>
<td>CSD/IOOB/CU</td>
<td>Kim Rivera</td>
<td>WiTS Team</td>
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<td>Jaime Arreguin-Avila</td>
<td>CSD/IOOB DEU</td>
<td>Negy Afshar</td>
<td>WiTS Team</td>
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<td>Jeff Middlebrooks</td>
<td>CSD/IOOB DEU</td>
<td>Sam Lubel</td>
<td>WiTS Team</td>
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<tr>
<td>Kevin Fletcher-Velasco</td>
<td>CSD/IOOB GRU</td>
<td>Terrye Verge</td>
<td>WiTS Team</td>
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Not Represented: Branch D, Branch I, ASB

I. Welcome
   • Sam welcomed the group and thanked everyone for attending. She introduced Kim Rivera, the newest addition to the WiTS Team, and also had the group introduce themselves, as there are several new Super Users since the group last met.

II. Updates
   ➢ **Major Work Completed**
      • **Appointment Actions Report - Multiple Appointment Type Selections (February 5th)**
        Users are now able to select multiple appointment types when running the Appointment Actions Report. This eliminates the need for users to include all appointment types, exporting the report to excel and filtering the report to the specific appointment type they want to view. Courtney explained that the WiTS Team will be adding this feature to additional reports in the future in an effort to increase users’ flexibility with generating reports.

   **Action item for Super Users:** The group discussed whether or not the action type or other multi-pick option a user has selected should be saved and re-selected automatically the next time the report is pulled (within the same session). **Super Users will bring this item back to their Branches and report feedback/preferences to the Team.**

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- **CSSED to CPD Name Change** (February 25th)
  In the majority of form menus, emails, and work area pages, CSSED was changed to CPD to reflect the organization’s name change. Terrye mentioned that moving forward we will not be using the names of organizations throughout a workflow, but rather refer to the function or activity involved. This will help to eliminate the need for organizational name changes throughout the system in the future.

- **Generate Report by parameter added to Status Report** (February 26th)
  An enhancement was made to the Status Report to allow users to generate the report by Date Action Completed by HR in addition to Date Action Received, Proposed Effective Date and Effective Date. This enhancement provides users with more flexibility when generating this report.

- **Automation of Admin Codes in WiTS** (March 29th)
  As of March 29th, administrative codes (SAC codes), will be automatically added to WiTS through an interface with CapHR/nVision. The admin code, organizational title, and organization acronym will be pulled into WiTS on a nightly basis. As a result of this automation, WiTS Super Users no longer need to submit admin code changes via HR Systems Support tickets. As long as the admin code has been activated in CapHR, then it should be added into WiTS within 24 hours. If you notice an admin code that has not been added within 24 tickets, please submit an HR Systems Support Ticket so the WiTS team can investigate further.

- **Title 38 Form Enhancements** (April 28th)
  The Senior Level Pay form was enhanced to include more auto population including calculation of pay totals and details to form menus based on the Title 38 case type.

  **Action item for WiTS Team:** A suggestion was made to have the grade/step on the Appointment form auto calculate the salary – the WiTS Team will look into adding this feature during the next round of Appointment form modifications.

**In Progress/Upcoming Enhancements**

- **NIHTC Class Offering workflow**
  We are almost done with the development of our new NIHTC Class Offering Workflow. This workflow will track class offerings for NIHTC staff throughout the year. UAT will be occurring the first week of June, and plan to deploy this new workflow sometime this summer.

- **Position Management**
  The WiTS Team is currently finalizing the Change Request which will overhaul the current JCPN form. The majority of these changes will involve adding business logic to this form. We anticipate on having these changes deployed by the end of the summer. We will share updates with everyone as we get closer to this deployment.

- **Removing training approver function from Administrative Workflow**
  ASB and OIMP have decided that the Training Approver role in the Admin workflow is no longer necessary, therefore this role will be removed during over the summer. Removing this role will allow training requests to go direct to ASB (previously, they were going to OIMP/previously WSDD prior to being routed to ASB).

- **Continued Service Agreement (CSA) tracking**

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There are two components to this solution – a short term and long term. The short term solution will be deployed in coming months, which will add fields and reminder emails to the Separations workflow that tracks if the separating employee is on some type of Continued Service Agreement. A separate “long term solution” Continued Service Agreement workflow will be developed sometime during FY17.

- **Additional OHR reorg name changes in WiTS**
  The WiTS Team is currently working on making additional system modifications, primarily to user access and the HRSS form to accommodate the OHR org changes, including OIMP.

  ➢ **Training/User Support**
  
  - **Delivered**
    - Basic Reports Training for CSD (02/11/2016)
    - Administrative Requests Training for Gatekeepers/ASB (02/18/2016)
    - Recruitment to the Nth Degree (03/10/2016)
  
  - **Upcoming**
    - Reports Training for CSD Leadership (05/12/2016)
      This training is available to the CSD Leadership Team (Division Directors, Branch Chiefs, & Team Leads). We are close to full enrollment for in-class participation, however will allow others to register for the webinar once the room capacity has been met.
    - WiTS Super User Training (05/24/2016)
      We will cover all of the roles and responsibilities of WiTS Super Users, with the majority of the time being spent covering the HRSA process. We are planning to have Project Leads from other OHR systems in the training to briefly discuss their roles and permission and to allow for questions. Registration for all WiTS Super Users is highly encouraged.
    - Basic Training for CSD Users Spring Session (06/07-06/08/2016)
      The Basic Training for CSD Users was originally scheduled for the first week in April, however we rescheduled this session in order to allow for new staff to attend. We currently have 9 staff registered. If there are any new employees in your branch that have not yet taken this training, please encourage them to register.

  ➢ **New Online Tutorial - Where to Find Your WiTS (02/26/2016)**
  Due to low participation in the Where to Find Your WiTS training that was previously offered, we have created a tutorial which serves as a replacement to this training. This training covers the process of how to seek help using the system, including user materials, training options, contacting your super user and of course submitting an HRSS ticket.

  ➢ **Training Suggestions?** Remainder of 2016 training will be posted in May 2016
  We are in the process of scheduling WiTS training for the second half of 2016. Once the training dates and topics have been finalized, we will let our users know.

  **Action item for Super Users:** The group was asked to go to their Branches and solicit training topic suggestions.

  ➢ **Reminders/Guidance/Discussion**
  
  - **SU Systems Access History report subscriptions**
    Permission/Profile Reports were sent out to the Super Users for the 1st quarter of the calendar year on April 4th. The report listed employees currently within your Branch and their most current new,

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modified, or deleted HRSA request for each system. Please review the spreadsheet and confirm each user is still within your branch and that their access to each HR system and access level is for each system is accurate. If it is determined that the employee is no longer with the branch, the Super User should submit a “Delete” HRSA ticket. If the access level needs to be modified, the Super User should submit a “Modify’ HRSA ticket with the correct access level. If the employee’s name is not listed on the spreadsheet but is an employee of your branch, please request a New HRSA ticket requesting access to the systems they will need. The WiTS Team asks that all changes be completed by the middle of May, to ensure that the next set of reports that go out in June contain the most current New or Modified requests for employees in their branch. **IMPORTANT:** If you did not receive this report from The WiTS Report Subscription Service, please reach out to Negy immediately so she can resend it.

- **WiTS Title 42 Workflow pilot update**
  Based on a review of workflow/report usage as well as feedback form OHR, IC and OER users, we have submitted a recommendation to OHR Senior Leadership to:
  - Include a number of larger ICs and/or those with more Title 42 activity in the pilot
  - Include the Office of Intramural Research as participants in the workflow
  - Map and integrate the Peer Review process into the workflow
  - Extend the pilot period for at least another 9 -12 months

- **Climate Survey feedback**
  Every December we send out our WiTS Climate Survey to gain feedback from our users. Our satisfaction rates across the board for training, website, and communication have stayed relatively consistent over the past few years. Thank you to those who participated in this survey!

- **Reminder of HRSA process**
  The HR Systems Access tickets ensure that the correct individuals have the correct access to HR systems. For WiTS access in particular, we understand that there is a great amount of detail asked on the HRSA form and it may not always be intuitive for you to know how to submit the correct access for users. It is important that if you are unsure of what access a user needs that you note in the comments section of the form what exactly you want the individual to be able to do/see within the system. This way HRSS will be sure to select the correct access for individuals. Additionally we wanted to remind everyone of the HRSA process for new access, modification and deletion. If someone is leaving your work area, you must submit an HRSA deletion ticket for this individual. If someone is new in your work area, you must submit an HRSA new access ticket for this individual. If someone within your work area needs modified access, this would require a HRSA modification ticket.

- **Report Multi-pick options**
  We are currently in the process of making the single pick options of several CSD and WRD specific reports multi-pick in the coming weeks. User notices will go out once these features have been deployed with these reports.

- **JCPN PM Reviewer**
  Please remember to select the name of your Branch PM reviewer to your JCPN requests. This field must be selected in order to route the JCPN to the Branch Reviewer before sending to PM Team.

- **DE Quality Reviewer copied on DE related emails**

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Based on a request by the DE Unit Chief, the DE Quality reviewer has been added to the DE escalation emails as of March. Previously, only the Branch DE Specialist was included on these emails.

III. Next Meeting: TBD (Fall 2016)