



WiTS Strategy Council Meeting
October 19, 2016 10:00a-11:30a
East Jefferson 6th Floor Conference Room and Web Attendance
Meeting Minutes

Attendance:

Name	Division/Branch Office	Name	Division/Branch Office
Karen Harris	CSD/Branch B	Sandra Munoz-Cintron	CSD/IOOB GRU
Christine Van Bommel	CSD/Branch B	Shima Daneshpour	WSDD/NIHTC
William Bryan	CSD/Branch C	Daniel Couturier	WSDD/NIHTC
LaVonne Lewis	CSD/Branch D	Meghan Lloyd	OIMP
Maretta Plater	CSD/Branch E	Allison Kruszewski	OIMP
MaryAnn Postorino	CSD/Branch F	Meghan Lloyd	DSSEM
Angela Davis	CSD/Branch F	Wendy Winter	CPD
Sara Valenzuela	CSD/Branch G	Kelley Smith	SIG
Jeanette Kimble	CSD/Branch I	Stacie Rios	HR SAID/Change Management
Kierra Kenion	CSD/Branch I	Chris Farley	HR SAID/Change Management
Lisa Stevens	CSD/Branch J	Kim Rivera	WiTS Team
Thomas Brown	WRD/BPLB	Negy Afshar	WiTS Team
Patrick McGrady	WRD/ER/LR	Sam Lubel	WiTS Team
Jeff Middlebrooks	CSD/IOOB DEU	Terrye Verge	WiTS Team
		Janis Villadiego	HR SAID Leadership

Not Represented: CSD Branch A, Branch H, IOOB CU, IOOB IOU

I. Welcome

- Sam welcomed the group and thanked everyone for attending.

II. Updates

- Major Work Completed

- **NIHTC Reports (07/22/2016)**

Sam shared with the group that the WiTS Project Team released the NIHTC Class Offering Report on July 22, 2016. This new report list contains two separate reports, the Class Offering Report and the IAA Report. The Class Offering Report can be generated in three separate views; Overall View, Cost View and/or Schedule View, depending on what the preference for the report's focus. The IAA Report provides information specific to closed enrollment trainings. Sam noted that all NIHTC Class Offering workflow participants at the time of this release were given access to report, but any additional access requests or requests to modify access will need be submitted via an HR Systems Access ticket.

- **Additional Parameters Added to the Orientation Report (08/15/2016)**

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

Courtney explained that users can now run the Orientation Report based on the length of Appointment. This calculation is primarily used to determine whether or not a new employee will be eligible for benefits.

- **Proactive Workforce Action Deadline Report (09/01/2016)**
Terrye informed the group of the new Proactive Workforce Action Deadline Report that was released for CSD Team Leads, Branch Chiefs, and Leadership as of September 1, 2016. It has recently been decided that this report should be shared with the IC community, therefore the WiTS Team has begun marketing this report to IC staff and will grant access pending EO approval.
- **Updated WiTS Logo (09/13/2016)**
Sam explained that the WiTS logo hadn't been upgraded since the inception of the system back in 2004 and thanked the group for their participation in developing the long awaited new WiTS logo. The new logo has been added to the system and updated on the OHR webpages. The WiTS Team is in the process of updating all user guides.
- **Everything You Need to Know About WiTS in Less Than 2 Minutes Video (09/30/2016)**
The WiTS Team shared the new "Everything You Need to Know About WiTS in Less Than 2 Minutes" video. This video has been added to the WiTS homepage on the OHR website and will be shared with individuals from NIH and other agencies who want to know more about what WiTS is and its key features.
- **Reminder email for VRA and Schedule A Appointments (10/12/2016)**
Courtney announced that there are new reminder emails that will be sent out to the IC when an appointee is on a VRA or Schedule A appointment and they are nearing their second anniversary. These new emails will be sent for all actions with an effective date on or after January 1, 2015.

In Progress/Upcoming Enhancements

- **Position Management**
Courtney explained that the first phase of the redesign will be deployed on November 4, 2016. All current JCPN requests should be entered no later than October 31, 2016 and closed out no later than noon on Thursday November 3, 2016. The WiTS Project Team will be conducting an all user webinar on November 7, 2016 at 10AM to discuss the implemented changes. Courtney also conducted a brief demonstration of the new JCPN form.
- **DSSEM in WiTS**
Courtney informed the group that the to-be process for DSSEM appointment actions have been finalized and the WiTS Team is in the process of gathering requirements. There will be another update at the next WiSC meeting.
- **Revamping Pay Reminder Emails**
Terrye noted that the current reminder emails that are sent to HR staff, IC contacts and employees related to time-sensitive pay actions such as Retention Allowance expirations are being modified to include Senior Level Pay actions and that the language and timing of these are also being revamped in the coming weeks.
- **Removing Training Approver Function from Administrative Workflow**
Sam explained that the WiTS Team will be removing the Training Approver function from the Administrative Workflow. Once this is completed, all training requests submitted via the

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Administrative Workflow in WiTS will be sent directly to ASB and will no longer be required to pass through WSDD.

- **ER/LR Enhancement**

Sam noted that the WiTS Team will be making a few changes to the system based on feedback provided by ER/LR. This enhancement request includes removing the FMCS Request field and modifying the Case Lookup on the Employee Consultation Form to allow staff to attach both active and closed ER actions. The WiTS Team will also be renaming the tool bar button 'Save and Close' to 'Save and Exit' for clarification on what that option does. This last change will affect all workflows as the tool bar is shared across all forms.
- **USAS Staffing Interconnection**

Courtney informed the group that the only item to report at this time is that WiTS Team is working on technical documentation between NIH and OPM.
- Training/User Support
 - **Delivered**
 - *Leveraging Your WiTS – Submitting Administrative Requests (08/16/2016)*
 - *ER/LR WiTS Training (08/30/2016)*
 - *IC Your WiTS, Now What's the Status? (09/21/2016)*
 - **Upcoming**

Sam asked that the WiSC members continue to encourage staff to register for trainings.

 - *Reports of Your Success (10/26/2016)*
 - *WiTS Way Should I Go? Navigating the System (11/02/2016)*
 - *WiTS For Hire (11/16/2016)*
- Reminders/Guidance/Discussion
 - **Annual Climate Survey**

Sam announced that the Annual WiTS Climate Survey will be sent out the first week of November this year. Additionally she mentioned, that the WiTS Team may be reaching out to WiSC members to participate in a focus group in 2017 to provide more detailed feedback on their experiences with WiTS in 2016.
 - **Blank Screens**

Sam informed that group that the WiTS Team received notice of a few incidences of blank WiTS screens. She asked the group if they had experienced incidences of WiTS screens going blank while they were completing a form. Multiple people indicated that they had this happen to them and shared their experiences.

 - **WiTS Team Action Item:** The Team has looked into the blank form issue that we discussed at last Wednesday's WiSC meeting. After some research, it was discovered that there is a known issue with Internet Explorer where if you are in a 'read only' field and you press the Backspace button, IE thinks that you are clicking the Back button. As you know, a browser's Back button ordinarily takes you to the previous page; however, there is no 'previous page' in WiTS forms so you see a blank page. If you then try to refresh the page, the form will be loaded again but without the data you entered. We also have learned that our Toshiba laptop touch pads have a 'feature' where if you are in a browser and touch the top part of the touchpad and drag left, it is interpreted as clicking the back button.

We are checking to see if it is possible for us to correct this, and if so, how much work it will be on our end. We are also checking to see if this issue will still be present in Windows 10's new browser. In the interim, please try to **stay away from using the Backspace button while in these types of fields and be sure to save your work continuously.**

- **HRSA WiSC Guide**

Kim announced the release of the WiTS HRSA Profiles (HRSA Cheat Sheets) which provide a quick reference to WiSC members when completing HR Systems Access requests for new users. These guides can be found on the WiTS WiSC page.

- **WiTS Yammer**

Chris informed the group that the new Wammer is alive and that all WiSC members who have a Yammer account have been added. He also noted that only OHR employees and contractors will be added to Wammer to ensure that the forum remains safe to discuss WiTS/OHR-specific information that may not be appropriate for IC staff. WiSC staff are encouraged to visit the Wammer page to participate in discussions regarding WiTS enhancements and general feedback.

- **WiTS Enhancements/Changes Added to WiTS Work Area Pages**

Sam informed the group that the WiTS Team is considering adding system enhancements, changes, and news to the WiTS Workarea pages and opened the room for discussion. WiSC members unanimously agreed that adding these announcements to workarea pages would be beneficial and agreed that there should be a 5 item maximum for each work area page.

III. Next Meeting: **TBD (Winter 2017)**