WiTS Strategy Council (WiSC) Quarterly Meeting
Wednesday, February 1st, 2017
1:00pm-2:30pm
East Jefferson 6th Floor Conference Room and Webinar
Meeting Minutes

Attendance:

<table>
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<tr>
<th>Name</th>
<th>Division/Branch Office</th>
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<tr>
<td>Scott Sigley</td>
<td>CSD/IOOB/CU</td>
<td>Thomas Brown</td>
<td>WRD/BPLB</td>
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<td>Jeff Middlebrooks</td>
<td>CSD/IOOB/DEU</td>
<td>Patrick McGrady</td>
<td>WRD/ERLR</td>
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<td>Jaime Arreguin-Avila</td>
<td>CSD/IOOB/DEU</td>
<td>Hannah Alexander</td>
<td>OIMP/EDB</td>
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<td>Sandra Munoz-Cintron</td>
<td>CSD/IOOB/GRU</td>
<td>Jessica Watson</td>
<td>OIMP/ASB</td>
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<tr>
<td>Aurielle Eggert</td>
<td>CSD/IOOB/IOU</td>
<td>Kitty Dinsmore</td>
<td>DSSEM</td>
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<td>Brendan Gaughan</td>
<td>CSD/IOOB/Metrics</td>
<td>Meghan Lloyd</td>
<td>DSSEM</td>
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<td>Karen Harris</td>
<td>CSD/Branch B</td>
<td>Bianca Smith</td>
<td>WiTS Team</td>
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<td>Christine Van Bemmel</td>
<td>CSD/Branch B</td>
<td>Mieshia Petersen</td>
<td>WiTS Team</td>
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<td>William Bryan</td>
<td>CSD/Branch C</td>
<td>Tracy Clarke</td>
<td>WiTS Team</td>
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<td>LaVonne Lewis</td>
<td>CSD/Branch D</td>
<td>Kim Rivera</td>
<td>WiTS Team</td>
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<td>Deidre Davis</td>
<td>CSD/Branch D</td>
<td>Negy Afshar</td>
<td>WiTS Team</td>
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<td>Maretta Plater</td>
<td>CSD/Branch E</td>
<td>Courtney Belmont</td>
<td>WiTS Team</td>
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<td>Ernesto Corrales</td>
<td>CSD/Branch E</td>
<td>Terreye Verge</td>
<td>WiTS Team</td>
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<td>Maryann Postorino</td>
<td>CSD/Branch F</td>
<td>Janis Villadiego</td>
<td>HR SAID Leadership</td>
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<td>Patrick Campion</td>
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I. Welcome
   - Courtney welcomed everyone to the meeting and also announced our newest WiTS Team Members: Tracy Clarke (Technical Specialist), Mieshia Petersen (Functional Specialist), and Bianca Smith (OHR intern on rotation in SAID). She also announced that Sam Lubel has left OHR.

II. Updates
   - Position Management Phase I (11/07/2016)
     Courtney announced that Phase I was deployed, which included 34 business rules and look-ups for JC and PN data from CapHR. She reminded the group that this data is one pay period behind.

   - Wounded Warrior Leave Act – Appointment Form Mods & Email Reminder (11/07/2016)
     Courtney announced that this enhancement was deployed to track if this is an employee’s first job with the Federal government, and to send email reminders to the administrative community if the employee could be eligible for this benefit.

We encourage you to share (via email or at Branch staff meetings) any applicable information that you obtain from our WiSC meetings.
• **Administrative Requests Workflow Updates for OHR Org Changes (11/09/2016)**
  Negy announced that we have removed PPAG; relabeled CSSED to CPD; and added DSSEM to admin dropdowns based on the recent OHR organizational changes.

  Courtney shared that this report replaces the old Job Code Position Number Report, and includes additional data relevant to Position Management.

• **Recruitment Actions Report Modifications (12/09/2016)**
  Kim shared that the Overall View of this report has been modified and changed to Recruitment Info View. When you pull the report in this view, each line item will show a unique recruitment, making it easier to export a comprehensive list of active Recruitments for your program area.

• **What’s New BizCoves (12/16/2016)**
  Terrye announced that based on discussion at October WiSC meeting where the group agreed this would be helpful, we added What’s New? bizcoves to the top of the WITS pages.

• **Added DSSEM to WiTS (01/09/2017)**
  Kim discussed how previously, DSSEM was partnering with CSD to enter appointments and other PAR actions in WiTS since DSSEM did not have access. DSSEM has officially been added to WiTS and Transaction tabs now show a DSSEM field for the workflows that DSSEM participates in. DSSEM-specific information has also been added to the Orientation Info tab on Appointment actions that should only be utilized by DSSEM. CSD will receive email notifications to keep the branch updated on DSSEM specific actions in their program area, as these actions will not be displayed on CSD reports.

• **Addition of Date/Time Needed fields on Admin Request form (1/26/2017)**
  Negy announced that fields for the Date and Time Needed have been added to the Administrative Request form for Reservations requests based on feedback from a WiSC Member. Terrye thanked Karen Harris for the suggestion, and stated that these are the types of changes that, while small, make a huge impact on the usability of the system.

• **Position Management Phase II (01/31/2017)**
  Courtney announced that this enhancement allows customers to initiate a JCPN request from a parent action (Appointment, Career Change, Change in Work Schedule) and pulls over several fields from the parent action, reducing manual entry. We also added two new business rules, including restricting assigning AD pay plans to only CC and OD actions, and auto-populating the FPL to the current grade level if the position is in the Excepted Service.

• **Modifying Tool Bar to Show “Save & Exit” (01/31/2017)**
  Courtney announced that as a result of feedback from our customers, we relabeled the “Save and Close” button on our toolbar to “Save and Exit.” Terrye mentioned again that this type of thing is why WiSC members are so important to the success of WITS, and how much the Project Team relies on customer feedback.

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In Progress/Upcoming Enhancements

- **Position Management Phase III**
  Courtney discussed that the next phase of our Position Management Enhancement bundle will include the auto-population of Job Code and Position Number information based on the codes entered into the form, only requiring staff to “update” what needs changed; adding an “audit” feature that shows the fields that need to be updated in CapHR in an easy to read format; and several business rules related to fields in both the Job Code and Position Number builds that must match. We are anticipating deploying this round of enhancements in the next month or so.

- **Special Pay Email Reminder Modifications**
  Terrye shared that the reminder emails for Pay actions such as Retention Allowance expirations have been modified to include Senior Level Pay actions and the language and timing of these have also been updated.

- **Removing Training Approver Function from Administrative Workflow**
  Negy shared that we will be removing the training approver function in the admin workflow. We are hoping to have this implemented in the coming months.

- **ER/LR Enhancements**
  Courtney shared that we are currently working on adding the ability to associate a closed ER consult/action to a new action and removing a validation that requires the ‘FMCS Request’ field to be completed before closing LR actions.

- **Title 38 Enhancements (Appointment, Career Change, and JCPN forms)**
  Courtney shared that we are in the process of finalizing a Change Request to assist with tracking/annotating the Special Pay Indicator and list the Special Pay Table based on the position information entered onto the form.

Training/Support

- **Delivered**
  - *Reports of Your Success (10/26/2016)*
  - *WiTS Way Should I Go?- Navigating the System (11/02/2016)*
  - *DSSEM Implementation Training (01/24/2017, 01/31/2017)*

- **Upcoming**
  - *WiTS For Hire (02/22/2017)*
  - *Position Management Phase III Rollout Training (Webinar – early March?)*

- **Training Suggestions/Possible Green Bag Topics?**
  Courtney announced that due to the hiring freeze, we will not be offering our standard training at this time. We would like to provide Green Bags if there is enough interest. We would ask for the group to provide questions/scenarios ahead of time so we can prepare accordingly. These sessions typically are done in person and also via webinar and can run from 1 – 2 hours.

Reminders/Guidance

- **WiTS Climate Survey Results & Focus Groups (Volunteers needed for WiSC Focus Group)**
  Kim announced that we are currently evaluating the WiTS Climate Survey results and looking for more detail/information via Focus Groups. There will be several focus groups scheduled in February, representing all OHR WiTS customer groups. We would like to get volunteers from WiSC to conduct a WiSC Focus Group. Only six are needed and the only requirement is that you have been a WiSC.

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member for at least six months. If we do not receive the number of volunteers needed for the Focus Group, Branch Chiefs will be asked to nominate participants.

- **Updates to WiTS guides**
  Mieshia and Bianca discussed that we are in the process of reviewing and updating the WiTS guides. The guides are being updated to reflect the new WiTS logo and new screen shots of modified toolbars. We are also verifying that guides are consistent in format, provide easy to understand instructions, are 508 compliant, etc. This project should be completed by Spring 2017.

- **Upcoming URL Change to “https”**
  Negy announced that WiTS will be moving our URL to an https address from http at the end of March. We will be asking everyone to update their bookmark with the correct address. Be on the lookout for more information related to this change in the coming weeks as we finalize our marketing plans.

- **Reminder to enter WiTS deletion tickets for team members that have left**
  Negy reminded everyone to submit an HRSA ticket once a team member leaves your organization for all systems they had access to.

**Discussion**

- A WiSC Member mentioned the hassle of having to complete additional information beyond the Transaction Information tab on Appointment and Career Change forms in order to save an action. After testing it with the group, it was determined that the only two required fields beyond the first tab are First Name and Last Name. It was decided that these fields need to remain required in order to ensure that you are associating the action with the appropriate employee.

- A question was asked about including Appointment and Career Change actions within the same report. The WiTS Team shared that the best report to pull this information is the Orientation Report, pulling the dates based on either the Proposed Effective Date or EOD Date.

- A concern was raised with the JC/PN form requiring the Date Position Classified for the EI pay plan. The WiTS Team is currently discussing this issue with the Position Management Team and CSD to confirm that this field should be grayed out when the EI pay plan is selected.

- A concern was raised that forms or reports are not working in Chrome. Terrye advised that Internet Explorer 11 is the preferred browser for accessing WiTS forms and reports.

**III. Next Meeting:** TBD May (Spring 2017)

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