WiTS Strategy Council (WiSC) Quarterly Meeting
Wednesday, May 24th, 2017
1:00pm-2:30pm
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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<tbody>
<tr>
<td>Fran McDonnell</td>
<td>CPD</td>
<td>Linda Mongelli</td>
<td>WSDD/WEB</td>
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<td>Sandy Loether</td>
<td>CPD</td>
<td>Daniel Couturier</td>
<td>WSDD/NIHTC</td>
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<td>Scott Sigley</td>
<td>CSD/IOOB/CU</td>
<td>Shima Daneshpour</td>
<td>WSDD/NIHTC</td>
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<tr>
<td>Jeff Middlebrooks</td>
<td>CSD/IOOB/DEU</td>
<td>Patrick McGrady</td>
<td>WRD/ERLR</td>
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<td>Adam Peters</td>
<td>CSD/IOOB/GRU</td>
<td>Jessica Watson</td>
<td>OIMP/ASB</td>
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<td>Debbie Breedlove</td>
<td>CSD/Branch A</td>
<td>Kitty Dinsmore</td>
<td>DSSEM</td>
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<td>Karen Harris</td>
<td>CSD/Branch B</td>
<td>Meghan Lloyd</td>
<td>DSSEM</td>
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<td>Willian Bryan</td>
<td>CSD/Branch C</td>
<td>Courtney Belmont</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>LaVonne Lewis</td>
<td>CSD/Branch D</td>
<td>Kim Rivera</td>
<td>WiTS Team</td>
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<td>Maretta Plater</td>
<td>CSD/Branch E</td>
<td>Rahul Datta</td>
<td>WiTS Team</td>
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<td>Maryann Postorino</td>
<td>CSD/Branch F</td>
<td>Mieshia Petersen</td>
<td>WiTS Team</td>
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<td>Angela Davis</td>
<td>CSD/Branch F</td>
<td>Tracy Clarke</td>
<td>WiTS Team</td>
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<td>Bianca Smith</td>
<td>CSD/Branch F</td>
<td>Terrye Verge</td>
<td>WiTS Team</td>
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<td>Sara Valenzuela</td>
<td>CSD/Branch G</td>
<td>Jennifer Levithan</td>
<td>HR SAID Leadership</td>
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<td>Shauntell Embrick</td>
<td>CSD/Branch H</td>
<td>Dave Barnhart</td>
<td>HR SAID/HRSS</td>
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<td>Esther Weiss</td>
<td>CSD/Branch I</td>
<td>Heather Powell</td>
<td>HR SAID/OHR Intern</td>
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<td>Lisa Stevens</td>
<td>CSD/Branch J</td>
<td>Thilibah Guytan</td>
<td>HR SAID/OHR Intern</td>
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<td>Douglas Bruno</td>
<td>CSD/Branch J</td>
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*Not Represented: OIMP – EDB; WRD – BPLB, CSD – IOOB/IOU, IOOB/Metrics.*

I. Welcome
   • Courtney welcomed everyone to the meeting.

II. Updates
   **Major Work Completed**
   • ER Consult/LR Case Modifications (02/10/17)
   Courtney shared that we modified the ER Consultation form to allow ER Specialists to link closed employee relations cases to new consultations, and also modified the LR case form to no longer require the completion of the ‘FMCS Request?’ field prior to closing an action.

We encourage you to share (via email or at Branch staff meetings) any applicable information that you obtain from our WiSC meetings.
• **ER Civil Team Added & Other ER Enhancements (03/17/17)**
  Courtney announced that we recently added the ER’s Team D to the ER Consultation form and also added new Consultative Services Subject menu options (CIVIL, PMAP). We removed of the ‘Date Closed’ field from the ER Consultation form. Addition of ‘Number of Related Consultations’ field on ER Case form. Additionally, the ER Status Report and ER Employee History Report now display the timestamped date the WiTS action was completed. The ER Status Report and ER Case Summary Report now display the number of related consults.

• **Position Management Phase III Enhancements (03/06/17)**
  Courtney announced the last of three phases of the Position Management Redesign Suite. Phase III included updates to job code and position number look up reports, the auto-population of job code and position number information on JC/PN form, a new reminder for modifying job codes, additional business logic and new duty station look up feature, and the launch of new job code and position number audit reports

• **NIHTC Workflow & Report Modifications (03/21/17)**
  Negy announced that the NIHTC Class Offering Report has been modified. The Overall view now includes all the fields from the Class offering workflow form and additional column - “Total Cost” has been added to the NIHTC Class offering –Cost View report. The changes were deployed on May 3, 2017.

• **Admin Workflow - Removing Training Approver (04/18/17)**
  Courtney announced that the admin workflow had the Training Approval step removed from the Administrative Requests workflow and associated reports, as WSDD no longer needs to review.

• **Appointment Form/EOD Report Modifications (05/04/17)**
  Courtney shared that changes were made to appointment form to hide data fields when appointee is not attending Orientation; addition of orientation type and location filter was added to EOD report. These changes should make it easier to display appointee’s attending orientation at certain locations, or those who are not attending orientation at all.

• **Enhanced NED Look-Up (05/19/17)**
  Courtney shared that based on feedback received from WiSC and our survey/focus groups, we modified the NED lookup so you are able to narrow search results by entering a first name. Additionally, the name, IC, admin code, and position title (if available in NED) will show up on the search results.

• **Addition to Approving Official Menu on WiTS Senior Level Pay Form (05/22/17)**
  Courtney shared that based on a request received by the Compensation and Policy Division, a new option - Assistant Secretary for Administration, HHS - has been added to the ‘Approving Official’ menu on the Building 1 Review/Decision tab of the Senior Level Pay form.

**In Progress/Upcoming Enhancements**

• **Decommissioning of http URL**
  Mieshia shared with the group that the WiTS http URL re-direct will no longer work in the coming weeks. Going forward everyone will to replace their old bookmark with the https link. All

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References to the WiTS URL on the OHR webpage have been verified that they link to the new https URL. The correct URL to bookmark is https://wits.od.nih.gov.

- **Title 38 Enhancements (Appointment, Career Change, and JCPN forms)**
  Courtney shared that a Change Request is currently being finalized by CSD/WRD/CPD with work to be scheduled. These changes will include adding Special Pay Indicator, Special Pay Tables, reminder pop-ups, and other business logic based on Title 38 requirements to Appointment, Career Change, and JCPN forms.

- **Schedule A/VRA Email Reminder Modifications**
  Mieshia shared with the group that currently, when a new employee is placed on either a Schedule A or VRA appointment, WiTS sends an email reminder to the appointees’ two year conversion date to the AO and Supervisor of the employee. We are currently working on logic where the system will check to see if there has been a change in admin code for employees on these appointments, and if so, the email reminder will copy the old HRS on an email to the New Specialist and Team Lead.

- **Not-to-Exceed Date Email Reminder Logic**
  Courtney announced that based on a suggestion from a customer, we will be modifying the current NTE Date email notification so that if a separation action has been keyed for an employee previously on a time-limited appointment, the NTE Date email reminder will not go out.

- **Pay Incentive Report Revamp**
  Courtney shared that based on a suggestion from a customer, we will be modifying the columns in the Excel export of this report to remove duplicative information and also place the columns in chronological order so it more closely mirrors how the information is shown on the form.

**Training/User Support**

**Delivered:**

- **WiTS for Hire (02/22/17)**
  Courtney shared that the WiTS Team took a different approach with the training session and had two CSD partners come in and speak to the CSD-specific processes. We may use this approach with future trainings based on the workflows covered.

- **Position Management Phase III Overview (03/07/17)**
  Courtney shared that this webinar was held for CSD/WRD staff after Phase III rollout.

- **HR Clinic (04/06/17)**
  Courtney shared that there were 20 attendees who participated in the Reporting and Dashboards training. Their main interest for WiTS was our report subscription service. If you receive questions from your supervisors or administrative officers related to our service, you can have them visit https://hr.od.nih.gov/hrsystems/staffing/wits/witsreportsubscriptionservice.htm for more information.

**Upcoming:**

- **OHR Managers Meeting – WiSC Overview (05/31/17)**
  Courtney will be providing a brief overview to OHR Managers on WiSC involvement in testing, enhancements, HR system access for staff, etc.

- **Benefits Green Bag (06/14/17)**
  Courtney shared that we will be meeting with BPLB Staff to provide overviews of the Benefits, Retirement Estimates, and Retirement Processing workflows and answer any specific questions they may have related to these forms.

- **Tutorial and User Resources Review**
  We encourage you to share (via email or at Branch staff meetings) any applicable information that you obtain from our WiSC meetings.
Mieshia shared that the WiTS team recently removed several workflow-specific tutorials, as they are difficult to keep up-to-date as fields/values are added and other changes are deployed. Our tutorials that focus on general navigation and other topics related to the majority of our users remain available on the WiTS page on the OHR website. We continue updating User Guides and thank you for patience in what will be an ongoing process.

- **Training Suggestions/Possible Green Bag Topics?**
  Negy asked the group to provide any suggestions on upcoming training or Green Bag Topics. The group advised they would go back to their branches/units and send any suggestions to TheWiTSProjectTeam@nih.gov.

**Reminders/Guidance/Discussion**

- **WiTS Focus Groups – Results & Recommendations**
  Mieshia announced that we have compiled a list of ways to continue to enhance the overall user experience based on feedback provided during the WiTS Focus Group Sessions. We are still in the process of finalizing all items we will be moving forward with, however did announce that we are currently in the process of modifying the NED look-up to include an additional search filter (first name) and are also working on a date/timestamp that shows who last accessed and saved the form.

- **USA Staffing Interconnection & Upgrade**
  Courtney shared that we are currently working with the Talent Management Team on modifications needed to the HRSA and HRSS forms related to the USA Staffing and Onboarding Upgrades. More information will be shared in the coming months related to the WiTS-USA Staffing interconnection in the upgrade.

**III. Next Meeting:** TBD August (Summer 2017)

- Courtney advised to be on the lookout for a meeting invitation for our next quarterly meeting – tentatively scheduled for August 2017.