WiTS Strategy Council (WiSC) Quarterly Meeting
Wednesday, November 29th, 2017
1:30pm-2:30pm
East Jefferson 6th Floor Conference Room and Web Attendance

Attendance:

Member	Organization	Role	Attended?
Debbie Breedlove – HR Specialist	**CSD Branch A**	**Primary**	**No**
Brenda Brockwell – HR Specialist	CSD Branch A	Alternate	No
Christine Van Bemmel – HR Specialist	**CSD Branch B**	**Primary**	**No**
Karen Harris – HR Assistant	CSD Branch B	Alternate	No
William Bryan – HR Specialist	**CSD Branch C**	**Primary**	**No**
Jennifer Wilcox – HR Specialist	CSD Branch C	Alternate	No
Lavonne Lewis - HR Specialist	**CSD Branch D**	**Primary**	**No**
Deirdre Davis – HR Specialist	CSD Branch D	Alternate	No
Maretta Plater – HR Specialist	**CSD Branch E**	**Primary**	**No**
Ernesto Corrales – HR Specialist	CSD Branch E	Alternate	No
MaryAnn Postorino – HR Specialist	**CSD Branch F**	**Primary**	**Yes**
Angela Davis – HR Specialist	CSD Branch F	Alternate	*Yes*
Bianca Smith – HR Specialist	CSD/Branch F	Alternate	*Yes*
Nickolas Esteves- HR Specialist	**CSD Branch G**	**Primary**	***No***
Sara Valenzuela – HR Specialist	CSD Branch G	Alternate	*No*
Brittany Clark – HR Specialist	**CSD Branch H**	**Primary**	**Yes**
Shauntell Embrack—HR Specialist	CSD Branch H	Alternate	No
Esther Weiss – HR Specialist	**CSD Branch I**	**Primary**	**No**
Kierra Kenion – HR Specialist	CSD Branch I	Alternate	Yes
Douglas Bruno - HR Specialist	**CSD Branch J**	**Primary**	**Yes**
Lisa Stevens – HR Specialist	CSD Branch J	Alternate	Yes
Thomas Brown – Benefits Specialist	**WRD BPLB**	**Primary**	**No**
Stephanie Jackson – HR Specialist	**WRD BPLB (FA Unit)**	**Primary**	**No**
Jenna Moran– ER/LR Specialist	**WRD ER/LR**	**Primary**	**No**
Caviaunce Phillips – ER Assistant	WRD ER/LR	Alternate	No
Patrick McGrady -- Administrative Asst.	WRD ER/LR	Alternate	Yes
Jeff Middlebrooks – HR Specialist	**CSD – IOOB/DEU**	**Primary**	**Yes**
Jaime Arreguin-Avila – HR Specialist	CSD – IOOB/DEU	Alternate	Yes
Kevin Fletcher – HR Specialist	**CSD – IOOB/GRU**	**Primary**	**Yes**
Sandra Munoz-Cintron – HR Specialist	CSD – IOOB/GRU	Alternate	No
Brendan Gaughan – HR Specialist	**CSD – IOOB/Metrics**	**Primary**	**No**
Scott Sigley – HR Specialist	**CSD – IOOB/CU**	**Primary**	**Yes**
Aurelie Eggert – HR Specialist	**CSD – IOOB/IOU**	**Primary**	**No**
Daniel Couturier – Mgmt. Analyst	**WSDD**	**Primary**	**No**
Shima Daneshpour – Mgmt. Analyst	WSDD	Alternate	No
Linda Mongelli – HR Specialist	**WSDD – WEB**	**Primary**	**Yes**
Allison Kruszewski – Mgmt. Analyst	**OIMP**	**Primary**	**No**
Joe Ciaravella – Mgmt. Analyst	OIMP	Alternate	No
Jessica Watson – Admin Officer	**OIMP – ASB**	**Primary**	**No**
Hannah Alexander – Mgmt. Analyst	**OIMP – EDB**	**Primary**	**No**
Meghan Lloyd – HR Specialist	**DSSEM**	**Primary**	**Yes**
Kitty Dinsmore – HR Specialist	DSSEM	Alternate	Yes
Mariela Light – HR Specialist	DSSEM	Alternate	No
Fran McDonnell – HR Specialist	**CPD**	**Primary**	**Yes**
Sandy Loether - HR Specialist	CPD	Alternate	Yes
Candi Wood – HR Specialist	CPD	Alternate	No

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

I. Welcome

The group went round-robin sharing any issues/feedback about WiTS in general, and feedback about the upgrade.

II. Updates

Completed Enhancements:

- **BizFlow Upgrade – New Functionality and User Interface**
  Kim shared that all upgrade features completed; we are working on fixing the speed of processing; patch will take place over the weekend.
- **Senior Level Pay Activity Report**
  Kim explained that some of the filters were not working for some of the views. This has been fixed and the report should pull properly.
- **USA Staffing Legacy Interconnection Decommission – Form & Report Modifications**
  Courtney confirmed that the WiTS-USAS (Legacy) interconnection was decommissioned on September 30th. Applicant rosters, applicant touchpoints, and workload report numbers will only pull in USAS-specific data for actions taken in the legacy system through this date.
- **USA Staffing & Onboarding Upgrades – HRSA and HRSS Modifications**
  Negy explained that because of the USA Staffing and USAS Onboarding system upgrade, the WiTS team has modified the HRSA and HRSS request forms to include the newly added systems. HRSS form: the old HHS Careers (MGS) system has been removed, however the HHS Career (USAS) is still available for any issues before it is sunset. The USA Staffing system has been added and when this system is selected, a list of Issue categories will dynamically display for the user to choose from. HRSA form: since the old system is no longer will require new or modify access, we have removed this list from the form. If there is a case where the current access is required to be modified, please follow the email that was sent out from Karen Peterson or submit an HRSS ticket.
  The USA Staffing is now the system to select. The USA Staffing tab allows you to select at least one office and a permission within that office. If the user requires access to additional offices and permission for that office, please select add office. Onboarding Manager is also added in the HRSS form and the relevant Issue Categories are also listed for support on that system. HRSA form: there USAS Onboarding is the system to select for access request to that system and very similar to the USA Staffing, you can request access to one or more offices and permissions.

In Progress:

- **USA Staffing Upgrade Interconnection Implementation**
  Courtney shared that the WiTS Team will begin collecting requirements for the new USAS interconnection at the beginning of the year. We should be able to provide more information at our next WiSC meeting regarding specific timeframes for implementation.

Upcoming Enhancements:

- **FY18 Enhancement Log Review/Prioritization**
  Terrye shared that the FY2018 list was reviewed and prioritized by SAC on September 26th – final list is currently with OHR Senior leadership for concurrence. Will share when approved.

- **SQL Upgrade – More robust reporting**
  Rahul explained that with the SQL Server 2014 upgraded, we are looking forward to making reports more customized, easier way to implement Subscriptions/customizing them and faster/query processing. The report load/generation is also one area we are visiting to make improvements with respect to speed and performance. We are also looking into adding more memory if possible into some of our existing servers.

Training/User Support:

- **Demos Delivered to all WiTS User Groups**
  Kim shared that the WiTS Project Team provided 13 demos in total- to 265 participants.
- **CY2018 WiTS Training Calendar Drafted**
  WiSC members will receive the list of 2018 WiTS Training Offerings to provide feedback.
- **WiTS Climate Survey closed on 11/21**
  Thank you to those who completed it!
- Training Suggestions/Possible Green Bag Topics?
- **Need a couple of 'video critics' for training videos**
  Kim announced that she is looking for a few WiSC volunteers to watch drafted WiTS Video Tutorials before they are published.

Discussion/Reminders/Guidance

- **SPID Options-**
  Courtney shared the following options for the T38 Indicator. Option #1 seemed to be the consensus. WiSC will receive an email to provide more feedback and thoughts before the WiTS Project Team moves on Option #1.
  We are suggesting the below options (one or a combination of the below).

Option	Description
Locking down SPID Field based on Pay Plan.	Add new business rule that "locks down" SPID field on Appointment and Career Change forms when the following pay plans are entered so that value is defaulted to "Not Applicable" and uneditable. • RF • RG • GP • GR
Showing "preview" of SPID Indicator selection on Final Authorizer tab.	Adding "view" of SPID on Final Authorizer tab for Appointment and Career Change (for position transitioning into) showing what has been selected on previous tab.
Adding pop-up that is displayed to Final Authorizer alerting them to verify SPID.	Adding pop-up for when action is routed to Final Authorizer. When FA opens action, pop-up appears advising them to confirm SPID Indicator selection.

- All WiSC Members to report out on upgrade feedback from their team (24)- Upgrade Feedback Sheet- **WiSC members shared their feedback at the beginning of the meeting.**
- **Slido**-
  The group was asked 3 questions:
  - How often do you access WiTS User Resources (User Guides, Videos, FAQ's, Release page)?
  - What may impede you or a user from submitting a system issue to the WiTS Project Team?
  - How do you collect and receive feedback/issues about WiTS from your team?
- On HOLD- Career Change form- should we remove the autofill of grade and step (promotions)? - Yes
- On HOLD- Email notifications- should we remove the email notifications that go out immediately after initiating an action (ex. Appointment, Award)? - Yes

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III. Next Meeting: **TBD March (Spring 2018)**

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Upgrade Feedback Sheet

Name of team/branch: _____

Please collect feedback from your team for each of the following sections. You may collect the information whichever way is easiest for you. The WiTS Project Team will ask for this summary sheet for each team (submit in person or via email). Any and all feedback is appreciated and can remain anonymous. Please be prepared to share at the WiSC Meeting.

1. **Page Layout-** This entails anything related to the new look and feel of your Workspace-the order of your tabs, tab names, number of tabs, color scheme, resource banner, etc.

2. **Tailored Worklist**- This entails anything related to your Worklist**-** Filters, Columns, Creating Worklist Views, Grouping, Color Categories, Attachments, Discussion, Email Reminders, Opening Multiple Actions, etc.

3. **Archives Page**- This entails anything related to using the new Archives Tab- searching for recently closed actions using the Quick Search, or using the Advanced Search option, etc.

4. **User Resources**- This entails anything related to the new Upgrade Resources- Video/Online Tutorials (YouTube), Demo's, FAQ page, New Terms Glossary, QRG's, etc.

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