WiTS Strategy Council Quarterly Meeting
Thursday, October 11, 2018
1:30pm - 3:00pm
WebEx

Attendees:

<table>
<thead>
<tr>
<th>Aurelie Eggert</th>
<th>Jeff Middlebrooks</th>
<th>Nat Balsley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bianca Smith</td>
<td>Jemma Robinson</td>
<td>Patrick McGrady</td>
</tr>
<tr>
<td>Bill Bryan</td>
<td>Joe Ciaramella</td>
<td>Robin Turley</td>
</tr>
<tr>
<td>Brittany Clark</td>
<td>Karen Harris</td>
<td>Sandy Loether</td>
</tr>
<tr>
<td>Brooke Belldina-Ray</td>
<td>Kevin Fletcher-Velasco</td>
<td>Sara Valenzuela</td>
</tr>
<tr>
<td>Chelsea Day</td>
<td>LaVonne Washington</td>
<td>Scott Sigley</td>
</tr>
<tr>
<td>Christine Van Bemmel</td>
<td>Megan Skidmore</td>
<td>Shauntell Embrack</td>
</tr>
<tr>
<td>Daniel Courtier</td>
<td>Megan Goetz</td>
<td>Shima Daneshpouri</td>
</tr>
<tr>
<td>Doug Bruno</td>
<td>Meredith Sevi</td>
<td>Susie Yi-Miller</td>
</tr>
<tr>
<td>Jeannette Kimble</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Welcome New WiSC members!


What We’ve Completed...

- **HR Request Page- April 2018**
  This is where non-WiTS users (mostly our IC customers) go to enter HR Systems Access/Support Requests, Retirement Estimate Requests and Senior Level Pay cases that generate WiTS actions. Encourage your customers to bookmark the new link.

- **Recruitment Actions Report- Selection Info View- May 2018**
  We made this change around audit season, to help with finding all selection information for a recruitment. Typically, you can only pull information you have access to, but we changed that for the Selection Info view. If you enter in the WiTS#, you will see all selections for that recruitment, across CSD.

- **Resource Banner- Feedback Box/ WiTS HRSS Link- May 2018**
  To make reporting WiTS system issues and submitting improvement ideas to the WiTS Project Team easier and faster, we added two links to the Resource Banner of your WiTS Workspace- ‘Report a WiTS Issue’ and ‘Send Us Feedback!’ If you would like someone from the WiTS Project Team to respond to you, include your NIH email at the bottom of the form. We appreciate any and all feedback to help improve the system. All feedback is confidential and will only be shared in the aggregate.

- **Modifications to JCPN and Related Reports- Cyber Security Codes- May 2018**
  As a result of the revision to Cybersecurity Codes contained in the Guide to Data Standards, we added Cyber Security Code fields and related business rules to the Job Code/Position Number (JC/PN) workflow and related reporting. This will assist in identifying and tracking positions that require the performance of information technology, cybersecurity, or other cyber-related functions.

- **WiTS Status Report- New Position Information for Career Changes- June 2018**
  In order to ensure that our reports display information that is relevant and useful to our customers, the Status Report now displays the position that the employee is moving into in cases of Career Changes, instead of their current position information.

- **Benefits Workflow- Field name change- Date sent to eOPF- June 2018**
We relabeled the Date Sent to eOPF field to Date Sent to File Room/eOPF. This field relabel applies to all benefit forms tracked on the Benefits Enrollment tab of the Benefits workflow.

- **Emails - Removed New Work Item - June 2018**
  Based on your feedback in our Annual Climate Survey and our follow up Focus Groups this year, we are looking to reduce the number of WiTS emails you receive. One we have eliminated is the ‘New Work Item’ email. This is the system-generated email that was sent to you immediately after you initiated a WiTS action. The email states that you have a new work action in your worklist, which you know since you initiated it. The only time this email will be sent is when you initiate an action for another individual or group; they will still receive this notification since an action is being sent to their worklist, not yours.

- **HCC Tracking - Removed HEC - June 2018**
  Removed all references of ‘HEC’ from: Appointment and Career Change forms, Status Report and Appointment Actions Report, Orientation Excel Reporting Tool, Help Button language, and Routing pop up language. We also updated the language in the HCC pop up to include the WiTS# the HCC# when the number is already in use.

- **Career Change Form Changes - July 2018**
  Full Performance Level (FPL) has been added to the Employee tab. Position and Pay Information from the Employee tab will auto-populate relevant fields on the Career Change tab based on the Career Change Type. NIH Internal Opportunities Board has been added as an option to the Reason for Change dropdown when Detail is selected as the Career Change Type.

- **LR Team B - August 2018**
  As a result of a re-organization in WRD’s ER/LR Branch, Labor Relations Team B has been added to WiTS. This addition includes a new workspace and several modifications to the Labor Relations workflows and related reports.

- **Email Strategy Lab - August 2018**
  With a few CSD HRS’s, we were able to brainstorm and discuss WiTS email reminders and their usefulness. The WiTS team will be using this feedback to update and modify WiTS email notifications.

- **NIHTC Class Offering Workflow Modifications - August 2018**
  The Locations list has been updated, in addition to Vendor field modifications and adding more increments of class days.

- **Removed Counters from WiTS Feedback Box and Increased character limit - September 2018**
  Based on user feedback, we have removed the counters from our Feedback Box and increased the character limit. We quickly realized that 140 characters was not enough for someone to describe their idea, so we applied the change to all categories.

- **New WiTS User Group - the Civil Program Team - September 2018**
  WRD’s Civil Program Team is now WiTS users. We’ve built new workflows, reports, workspace, and email notifications to help them track their cases and consults. Welcome!

What We Are Working On...

- **User Guides**
  We have created a new user guide format. It’s cleaner, concise and consistent. We are slowly but surely making our way down the list of user guides. We are also looking to consolidate the reports user guides into a single look-up type of document like CapHR has.

- **ER Mods - Civil Impact and Executive Order**
Due to the addition of the Civil team in WiTS, we are making modifications to the ER Case workflow and report in order to relate an ER case to a Civil Case. In addition, as a result of Executive Order (EO) 13837 dated May 25, 2018, new reporting requirements exist for the tracking of adverse actions. The ER Case workflow will be modified to capture additional information and a new ER report will be created.

- **Email Mods - adding Org Unit to NTE emails, modifying promotion NTE emails**
  We will be modifying the subject line of NTE emails to include Org Unit and we will be modifying the language in the Promotion NTE email to help clarify the process for managers.

- **Nursing Open Continuous Enhancements**
  Branch E is currently piloting Open Continuous announcements for the nurse population. So, we will be utilizing the Open Continuous field in the recruitment workflow and creating a couple of email notifications to support their new process.

- **DEU email notifications**
  We will be changing an SLA for one of the email notifications, and related reporting/dashboards.

- **CPD email notification**
  As a request from Julie and Beth, we will be created an email notification for CPD and the ER team, for any Senior Level Pay actions that are submitted for someone that has a pending ER or Civil case, due to the legal complications that could create.

**What’s Next?...**

- **Displaying Cancelled Actions in Archives**
  We will be creating some changes in archives to help distinguish between completed and cancelled actions.

- **Adding attachment feature to SLP webform**
  To promote the paperless process, we plan to add an attachment feature to the Senior Level Pay webform, so that IC’s can send their packet electronically to CPD.

- **Requirements Gathering for USAS Interconnection**
  This will be one of our main priorities for the coming year. We have scheduled meetings with leadership and other OpDivs to determine the best way to reconnect to USA Staffing.

- **File Room Workflow**
  Again, in support of going more ‘green’, we have drafted the blueprint for specialists to send documents directly to the file room, to go directly into eOPF. This will help with cutting down on scanning.

- **Understanding EHCN Upgrade Impact to WiTS**
  With the impending upgrade of CapHR, this will affect how WiTS handles the position management function, including Job Requisitions and JCPN’s. More to come...

- **Tracking CSD QR Process in WiTS**
  The CSD Quality Review process is not currently tracked in WiTS and it has finally been ranked high enough by leadership for us to work on this coming year.

- **POP Awards**
  WiTS will be used to improve the Awards process! We are in the requirements gathering phase and plan to finalize the process by the end of this year. Lookout for POP updates via email or your leadership.

**Reminders**

- **Immersion Meetings**
  Kim will continue to reach to your Branch Chiefs to see if she and some of the WiTS team can attend your Branch meeting. If we haven’t attended your branch meeting, please keep us in mind and remind your BC’s to invite us whenever your next one is scheduled. 😊
• **Report Subscriptions**
  Don’t forget you can request a report subscription for any report you have access to. Even if it is on a temporary basis, just remember to delete or modify when needed. Also, if you ever need a report with additional information, submit a ticket with the Issue category: Report Request. This is different from a subscription.

• **Quarterly HRSA Subscriptions**
  You will receive a quarterly report that displays the most recent HR systems access tickets entered for your team. Your role is to review the spreadsheet and confirm that all the access is correct. If there is something incorrect, you will need to submit an HRSA request to update the access (modify or delete).

• **Admin Role- presented by Dave Barnhart**
  **Admin Requestor**- The user must receive approval by the BC or leadership for this role. This role allows a user to submit administrative requests to the Admin Gatekeeper. Sometimes WiSC members are also the Admin Requestor/Gatekeeper. Typically, only 1-2 people per branch or division are granted the Admin Requestor Role.
  **Gatekeeper**- This user has access to the Admin Workspace of their division/team. This Gatekeeper will have the Admin Requestor role, in addition to access to the Admin workspace. The Gatekeeper receives admin requests from their division and can route them to ASB. There are typically 1-2 Gatekeepers per OHR division.

**Discussion/Slido**

• **Questions about the WiTS Impact of the CapHR Downtime?**
  No.

• **Which CSD Branches are piloting PII in WiTS? Any other divisions allowing PII in WiTS attachments?**
  Branch A, C, E- Going great!

• **CSD- Would an immediate WiTS email notification for every selection made from your recruitment help? How else could you be notified of a selection? Timing?**
  Yes! This would help with tracking and recording.

• **Slido Results:**
  - **Poll- Word Export- Do you use it?**
    - No- 88%  
    - Yes- 6%
  - **Poll- Reset button- Do you use it?**
    - No- 73%  
    - Yes- 20%
  - **Poll- Which outlet do you get most of your ‘WiTS news’ from?**
    - 71%- Emails from WiTS or HR SAID
    - 24%- WiSC Meetings
  - **Idea- What do you find most useful about WiSC meetings? What would you like to see at WiSC meetings?**
    - I have found it helpful to see an overview of the most recent changes and to be able to express any concerns about those and upcoming changes/updates.
    - It’s nice to hear WITS updates for other divisions.
    - I like going over completed items to remind us of upgrades.
    - Nothing really. I think you all provide great updates.
    - Maybe a demo or a brief overview on how other divisions use Wits.