The Awards workflow is used to track the processing of employee awards. These awards include Time Off, QSI, Special Act or Service, Suggestion, Invention, etc.

The HR Assistant (or HR Specialist) **initiates an AWARD action** by choosing the Awards process from the WiTS Action Initiation bizcove:
The first tab to be completed is the Transaction Information:

- **WiTS#, Date Entered:** System-generated.
- **Date Rec’d in HR:** Enter the date that the Award package was received.
- **AO First Name, Last Name, Email address:** The NED Lookup feature may be used to locate the information for the Administrative Officer or other IC contact if it is unknown.
- **Administrative Code, Institute/Center, Organization Initials:** Enter the Admin Code associated with the Award.
- **Proposed Effective Date:** Enter the Proposed Effective Date.
- **CSD Branch Chief, CSD Team Leader, CSD HR Specialist, CSD HR Assistant, Final Authorizer:** Select the appropriate participants.
- **Is the package complete?** Indicate whether or not the award package is complete (you have all required documents/information needed to process the action).
The next tab to be completed is the **Employee Information** tab:

### Using the Cap HR Lookup Feature to auto-populate the employee information tab

1. **Click** on the *Cap HR Lookup* link under the ‘Employee Last Name’ field.

   ![Cap HR Lookup](image)

2. Type in part or all of the employee’s last name and then **click** the ‘Search’ button. *To further narrow the list of names returned, you can also add the employee’s first name.*

3. Locate the employee in the ‘Select User’ field and then **click** the ‘Select’ button. *The employee’s title and administrative code will be displayed to assist you with your selection.*

![Employee Lookup - Search and Selection](image)
**WiTS Tip:** Use the Cap HR Lookup feature. It is the only way to generate the ‘Employee ID.’ WiTS uses the ‘Employee ID’ to relate other WiTS actions to a specific employee. If you cannot locate the employee using the Cap HR Lookup, please try again using the employee’s legal last name (as listed in Capital HR). If you still encounter issues, please contact HR Systems Support.

**Important Information about the data from Capital HR**

- The WiTS Team downloads processed job, position, employee, and pay data from Capital HR on a bi-weekly basis at the beginning of each pay period.

- The WiTS Team downloads employee information from NED (e.g., email address) on a bi-weekly basis at the beginning of each pay period.

- The WiTS Team downloads the data as-is from Capital HR and NED. Questions regarding the authenticity or integrity of the data should be directed toward the appropriate division or branch in the Office of Human Resources. Questions regarding the employee’s email address should be directed to the Administrative Officer.
### Description of fields on the Employee Information Tab

<table>
<thead>
<tr>
<th>Data Fields</th>
<th>Auto-populated?</th>
<th>Data Source</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name, MI, Last Name</td>
<td>✓</td>
<td>Capital HR</td>
<td>Employee’s legal name in Capital HR.</td>
</tr>
<tr>
<td>Employee ID</td>
<td>✓</td>
<td>Capital HR</td>
<td>Employee’s identification number (ID) in Capital HR.</td>
</tr>
<tr>
<td>Employee Email Address</td>
<td>✓</td>
<td>NIH Enterprise Directory (NED)</td>
<td>Employee’s email address in NED.</td>
</tr>
<tr>
<td>Position Title, Pay Plan, Series, Grade, and Step</td>
<td>✓</td>
<td>Capital HR</td>
<td>Employee’s classified or official position information and Step in Capital HR.</td>
</tr>
<tr>
<td>Job Code and Position Number</td>
<td>✓</td>
<td>Capital HR</td>
<td>The Job Code (job grouping category) associated to the employee’s official position. The unique Position Number associated to the Job Code.</td>
</tr>
<tr>
<td>CAN</td>
<td>✓</td>
<td>Capital HR</td>
<td>The Common Accounting Number (accounting code) used to determine the source of funds to compensate the employee.</td>
</tr>
<tr>
<td>Pay Basis</td>
<td>✓</td>
<td>Capital HR</td>
<td>The duration for which the employee’s pay is quoted.</td>
</tr>
<tr>
<td>Basic Pay</td>
<td>✓</td>
<td>Capital HR</td>
<td>The employee’s pay before any locality or special rate adjustment. This is the same pay as block 12A on the employee’s SF-50.</td>
</tr>
<tr>
<td>Adjusted Basic Pay</td>
<td>✓</td>
<td>Capital HR</td>
<td>The employee’s pay after the locality and special rate adjustment. This does not represent the employee’s Total Compensation, which can include additional allowances or incentives. This is the same pay as block 12C on the employee’s SF-50.</td>
</tr>
<tr>
<td>Pay Band*</td>
<td>✗</td>
<td>N/A</td>
<td>Only applicable for Pay Plans AD, RF, or RG. The Employee’s Pay Band associated with their Category on the Title 42 Pay Model.</td>
</tr>
<tr>
<td>Pay Tier*</td>
<td>✗</td>
<td>N/A</td>
<td>Only applicable for Pay Plans AD, RF, or RG. The Employee’s Pay Tier associated with their Pay Band on the Title 42 Pay Model.</td>
</tr>
<tr>
<td>Category*</td>
<td>✗</td>
<td>N/A</td>
<td>Only applicable for Pay Plans AD, RF, or RG. The Employee’s Category on the Title 42 Pay Model.</td>
</tr>
</tbody>
</table>

*For more information, reference the Title 42 Pay Model on the Title 42 webpage on the OHR Intranet.
Communication Point

After the Transaction Tab, the employee’s basic information (first/last name, email address, position information) and the award type has been completed, the HRA selects “Send Pkg Rec’d Email” from the routing menu to send an email notice to the AO or other IC contact advising them that the Award action has been received in HR.

If the package is incomplete, the HRA selects “Send Pkg Incomplete Email” from the routing menu to send an email notice to the AO or other IC contact advising them that the Award action has been received in HR, but is missing needed documents or other information.
Note: At any time in the process, the HR Assistant has the option of selecting “Send to HRS” from the routing menu to send the action to the HR Specialist for review and/or completion.
The next tab to be completed is the **Award Information** tab:

- **Award Type**: Select the type of award (Special Actor Service, Performance, Time Off, etc.)

- **New Step (QSIs only)**: Select the step the employee is being moved to for a QSI. Note: This field will be visible only if you select QSI as the **Award Type**.

- **Award Amount**: Enter the amount of the award. For cash awards, enter a number with a $; for time off awards, enter the number of hours with ‘hrs’ after the number.

- **Justification**: Enter a short justification for the award.

- **Nominating IC**: Select the IC that is nominating the employee for the award. **Note**: This may not necessarily be the employee’s IC.

- **Individual / Group**: Indicate whether this is an individual or group award.

- **Group Recipients**: For group awards, enter the names of the other recipients. **Note**: A separate WiTS actions must be entered for each recipient of a group award.

- **Award Period Start/End Date**: Enter the time period that the employee performed the work to earn the award.

After all of the tabs have been completed, the HR Specialist (or HR Assistant) selects “Send to Final Authorizer” to send the action to the final authorizer for final processing.
The Final Authorizer) reviews the information on all tabs and enters the **Effective Date** and the **Date Pro’d in Capital HR** on the Final Authorization tab:

![Image of award tab](image)

The Final Authorizer then selects “Completed – Send Email Notification” and clicks on **Complete** to complete the action and move it to Archives.

![Image of action completion](image)

An email notice is sent to the AO, advising them that the Award action has been processed by HR:

![Email notice image](image)