



UNDERSTANDING THE CAREER CHANGE WORKFLOW

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When to Use the Career Change Form and Creating the Action

The **Career Change Workflow** is used to track non-recruitment related actions that move current employees from one position to another, or to extend an employee in an existing position. *The gaining CSD Branch is responsible for creating the action.*

The following actions are tracked using the Career Change workflow:

- Promotions (*non-recruitment related*)
- Time-Limited Promotions (*non-recruitment related*)
- Changes to Lower Grade (*non-recruitment related*)
- Reassignments (*non-recruitment related*)
- Conversions
- Time-Limited Conversions
- Details
- Extensions of Details
- Extensions of Appointments



WiTS Tip: If the personnel action is related to a recruitment (individual selected from a certificate/list/register), use the Appointment workflow and reference the related Recruitment# in the Appointment form. If the employee is moving into NIH from another agency or OPDIV use the Appointment workflow.

To initiate a Career Change action, choose the Career Change process from the WiTS Action Initiation bizcove.

Use This Process...	If You Want To...
<input type="checkbox"/> Administrative Request	...submit a variety of administrative requests (building issues, travel, supplies, training, etc.). Note: This process is limited to authorized OHR staff.
<input type="checkbox"/> Appointment	...bring a new employee onboard.
<input type="checkbox"/> Award	...initiate an award for an employee such as a Special Act or Service, OSI, etc.
<input type="checkbox"/> Career Change	...move an employee into or out of a position, such as a Promotion, Reassignment, Detail, Change to Lower Grade, etc.
<input type="checkbox"/> Change in Work Schedule / Hours	...change either the schedule or the hours that an employee is obligated to work.
<input type="checkbox"/> Classification	...define and establish the occupational series, title, and grade of a Federal position.
<input type="checkbox"/> Leave Without Pay	...place an employee in Leave Without Pay status.
<input type="checkbox"/> Recruitment	...begin the process of recruiting to fill a vacant position(s).
<input type="checkbox"/> Request for HR Systems Access (and User Profile Changes/Deletions)	...request new, modified, or deleted access to an HR system. Note: This process is limited to WiTS Super Users and OHR Division/Branch Leadership.
<input type="checkbox"/> Request for HR Systems Support	...request help with an HR system.
<input type="checkbox"/> Request for Job Code / Position Number	...submit a request to create, modify, activate, or deactivate a Job Code and/or Position Number.
<input type="checkbox"/> Return to Duty	...return an employee to duty (place them back in pay status after Leave Without Pay).
<input type="checkbox"/> Separation	...separate an employee from service at the NIH.
<input type="checkbox"/> Special Pay Process	...process a pay incentive, a pay allowance or supplement, or a pay adjustment for an employee when no NIH Committee review is needed.

Start My WiTS Process

Action Details Tab:

WITS#: 38050

Action Type: Career Change

AO's First Name:

AO's Last Name:

AO's Email Address:

Administrative Code:

Institute/Center:

Organization Initials:

Proposed Effective Date:

CSD Branch Chief: ☒

CSD HR Specialist: ☒

CSD HR Assistant: ☒

Final Authorizer:

Is the package complete: ☒

Date Missing Docs Email Sent:

Date Complete Package Received:

Priority: High

Action Status:

Comments (Limit 5000 characters):

Date Entered: 06/28/2017 05:48 PM

Date Rec'd in HR: 06/28/2017

Global Recruitment?: No

DSSEM: No

List of Missing Docs/Info (Limit 500 characters):

Action Status Code:

Action Status Description:

- **WITS#, Date Entered:** System-generated.
- **Date Rec'd in HR:** Enter the date that the initial request was received.
- **AO First Name, Last Name, Email address:** The NED Lookup feature may be used to locate this information, or it can be manually entered.
- **Global Recruitment?:** Select yes if this is a global action, otherwise, select no.
- **DSSEM:** Auto-selected as "No". Only select "Yes" if this is a Career Change being handled by DSSEM.
- **Administrative Code, Institute/Center, and Organization Initials:** Enter the Admin Code that the employee is entering.
- **Proposed Effective Date:** Enter the Proposed Effective Date of the action.
- **CSD Branch Chief, CSD Team Leader, CSD HR Specialist, CSD HR Assistant, and Final Authorizer:** Select the appropriate participants.
- **Is the package complete?:** Indicate whether the initial package or request submitted by the IC/Program is complete. If the initial package is not complete, select 'No.' Do NOT change this field when the IC/Program area submits a complete package. Once you select, 'No', leave this field as 'No.'
- **Date Complete Package Received:** Indicate the date you received all documentation needed to complete the action.

Employee Tab:

WITS Career Change

Questions? Find out more about this workflow in the [Career Change User Guide](#)

Action Details **Employee** Career Change Final Processing

Employee Information * Required Fields

First Name*: MI:
Last Name*: Employee ID*:
(Employee Lookup) (No Dashes)
Employee Email Address*:
(Optional for Pay Plans ED, EE, EF, EG, and EJ)

Position and Pay Information

Position Title*: Pay Plan*:
Series*: Grade*:
Step*: Special Pay Indicator*:
Position Number*: Job Code*:
Pay Basis*: CAN*:
Basic Pay*: Adjusted Basic Pay*:
(numbers only(no commas)) (numbers only(no commas))

Use 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.

First Name*:
Last Name*:
(Cap HR Lookup)

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 Employee' field, then click 'Select'. The employee's title and administrative code will be displayed to assist you with your selection.

Employee Lookup - Internet Explorer

Employee Lookup - Search and Selection

Please enter the employee's last name or the first part of the employee's last name (Please enter at least two characters). You may also enter the all or the first part of the employee's first name:

Last Name*:
First Name*: X Search

Select Employee: Select

[close this popup window](#)



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.

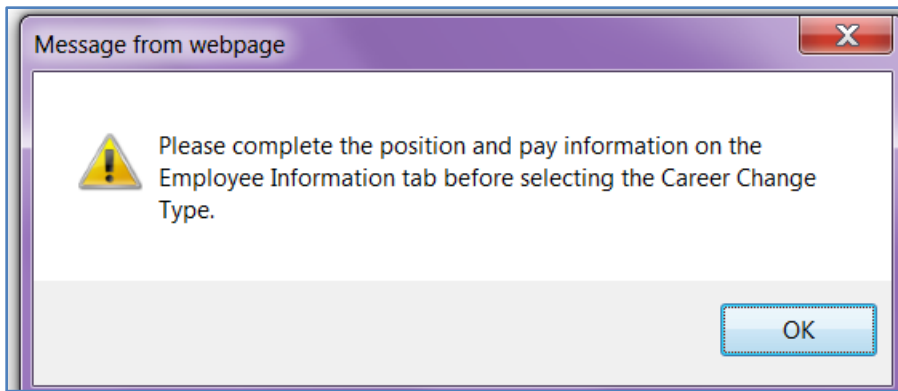
Description of fields on the Employee Tab

DATA FIELDS	AUTO-POPULATED?	DATA SOURCE	DESCRIPTION
First Name, MI, Last Name	Yes	Capital HR	Employee's legal name in Capital HR.
Employee ID	Yes	Capital HR	Employee's identification number (ID) in Capital HR.
Employee Email Address	Yes	NED	Employee's email address in NED.
Position Title, Pay Plan, Series, Grade, and Step	Yes	Capital HR	Employee's position information from Capital HR.
Special Pay Indicator	No	N/A	Select the appropriate selection from dropdown based on the employee's current position. This field will be defaulted to 'Not Applicable' if you enter a series not currently entitled to Title 38 Premium Pay.
Job Code and Position Number	Yes	Capital HR	The Job Code associated to the employee's official position. The unique Position Number associated to the Job Code.
CAN	Yes	Capital HR	The Common Accounting Number (accounting code) used to determine the source of funds to compensate the employee.
Pay Basis	Yes	Capital HR	The duration for which the employee's pay is quoted.
Basic Pay	Yes	Capital HR	Represents the employee's pay, based on their pay basis before any locality, special rate adjustment, or Title 38 Market Pay.
Adjusted Basic Pay	Yes	Capital HR	Adjusted Basic Pay represents the employee's pay, based on their pay basis (i.e., Per Annum, Per Hour, or Per Diem), after locality, special rate adjustment, or any Title 38 Market Pay.
Professional Designation	No	N/A	Only applicable for Pay Plans AD, RF, or RG.
Pay Band*	No	N/A	Only applicable for Pay Plans AD, RF, or RG.
Pay Tier*	No	N/A	Only applicable for Pay Plans AD, RF, or RG.
Category*	No	N/A	Only applicable for Pay Plans AD, RF, or RG.

*For more information, reference the Title 42 Pay Model on the [Title 42 webpage on the OHR Intranet](#).

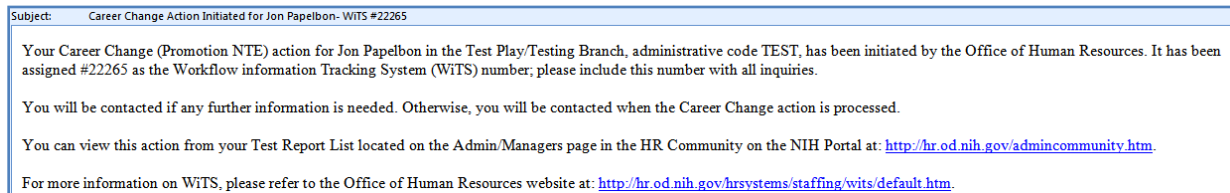
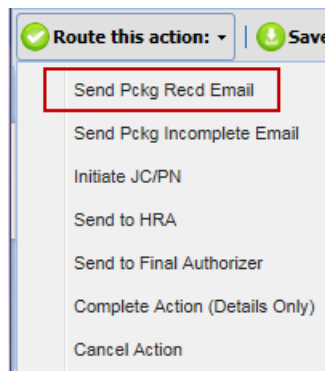


WiTS Tip: You must complete the position and pay information on the Employee tab prior to navigating to the Career Change Information tab. If you do not follow this process, you will receive the below pop-up warning.



➤ **Communication Point (Optional Process)**

After the Transaction Tab, the employee's basic information (first/last name, email address, position information) and the Career Change type has been completed, you can select "Send Pckg Rec'd Email" from the routing menu to send an email notice to the AO or other IC contact advising them that the Career Change action has been received in HR.




➤ **Communication Point (Optional Process)**

If the package is incomplete, you can select "Send Pckg Incomplete Email" from the routing menu to send an email notice to the AO or other IC contact advising them that the Career Change action has been received in HR, but is missing needed documents or other information.

The text entered into the 'List of Missing Docs/Info' field will be included into the email.

List of Missing Docs/Info (Limit 500 characters)

Missing Extension Memo.

Route this action:  Save

- Send Pckg Recd Email
- Send Pckg Incomplete Email**
- Initiate JC/PN
- Send to HRA
- Send to Final Authorizer
- Complete Action (Details Only)
- Cancel Action

Subject: Career Change Action for Jon Papelbon- WITS #22325-Documentation/Information Needed

Your Career Change (Promotion NTE) action for Jon Papelbon in Play/Testing Branch, administrative code TEST, has been received in the Office of Human Resources. It has been assigned #22325 as the Workflow information Tracking System (WITS) Transaction Number; please include this number with all inquiries.

However, we have determined that needed information/documentation in support of this action has not been received. Please see below for more details and submit the needed documents as soon as possible. If you have questions, please contact Terrye Verge.

We have not received the following: PD.


You can view this action from your Test Report List located on the Admin/Managers page in the HR Community on the NIH Portal at: <http://hr.od.nih.gov/admincommunity.htm>. For more information about WITS, please refer to the Office of Human Resources website at: <http://hr.od.nih.gov/hrsystems/staffing/wits/default.htm>.



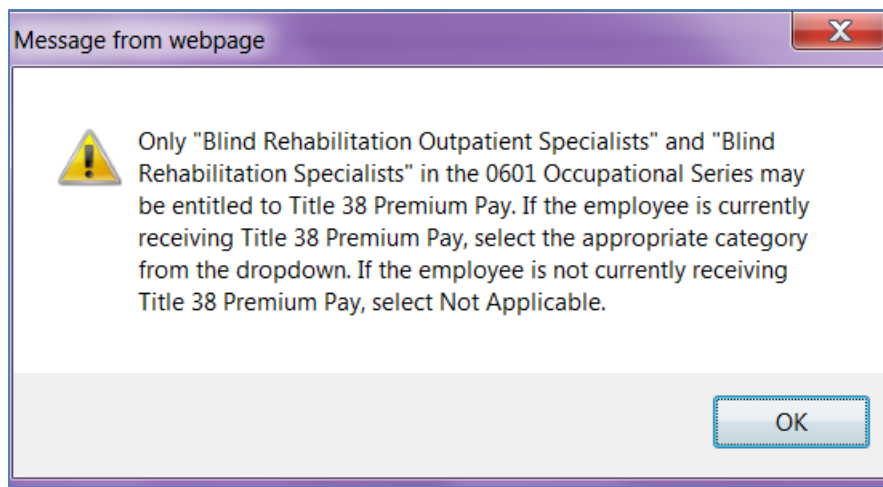
WITS Tip:

If you enter an occupational series that may be entitled to Title 38 Premium Pay, you will receive a pop-up notification reminding you to select the appropriate Special Pay Indicator Type. Eligibility for Title 38 premium pay is based on the occupation, not the series. To learn more about Title 38 Premium Pay or to view the list of occupational series currently entitled to receive Title 38 Premium Pay, please view the [Title 38 Premium Pay SOP](#).

Message from webpage

 The occupational series entered may be entitled to Title 38 Premium Pay. If the employee is currently receiving Title 38 Premium Pay, select the appropriate category from the dropdown. If the employee is not currently receiving Title 38 Premium Pay, select Not Applicable.

OK

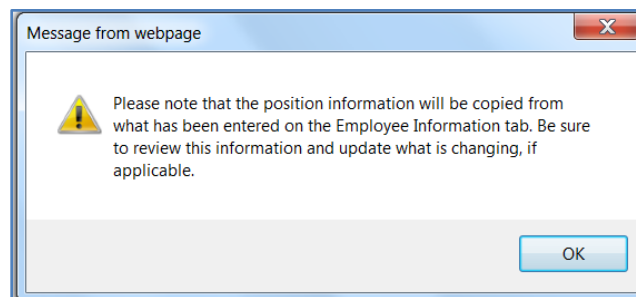


Career Change Tab:

- Career Change Type:** Select the appropriate Career Change Type (Promotion, Promotion NTE, Change to Lower Grade, Reassignment, Conversion, Conversion NTE, Detail, Extension of Detail, or Extension of Appointment). Your selection from the Career Change Type menu will dictate the fields to complete on the rest of the tab.



WITS Tip: Upon selecting the Career Change Type, many of the fields on the Employee Information tab will be copied onto the Career Change Information tab. Please note that the copy function only applies once upon selection of the Career Change Type.



Common Fields on the Career Change Information Tab

- **Reason for Change:** Select the reason for the career change.
- **Other Reason:** Required if you select “Other” as reason.
- **New Position Title, New Pay Plan, New Series, New Grade, New Step, New Pay Band, New Pay Tier, New Category:** Enter information about the position that the employee is moving into.
- **New Full Performance Level (FPL):** Enter the highest grade level of the new position.
- **New Job Code:** Enter the employee’s new job code.
- **Job Code Lookup:** Click on hyperlink to pull up available Job Code number(s) from Capital HR that match based on the Pay Plan, Series, and Grade information entered on the Career Change form. This data is imported manually at the beginning of each pay period from Capital HR. After finding a Job Code from this lookup, you will need to manually enter the Job Code Number on the Career Change form.


1 of 2 100% Find | Next

Job Code Lookup Report

Run Date: 3/3/2017 3:06:59 PM Data is current as of 2/13/2017

Position Title	Pay Plan	OCC Series	Grade	Job Code	FLSA Status	Pay Basis	Status	Functional Class	Manager Level
NIH PMF (Management Analyst)	GS	0343	09	012533	E	PA	I	0	8
Mgmt And Program Analyst	GS	0343	09	003509	N	PA	I	0	8
Management and Program Analyst	GS	0343	09	009389	E	PA	A	0	8
Management Analyst	GS	0343	09	006506	E	PA	A	0	8
NIH Recent Grad (Mgmt Analyst)	GS	0343	09	011953	N	PA	I	0	8
NIH PMF (Program Analyst)	GS	0343	09	012302	E	PA	A	0	8
PROGRAM ANALYST (TRAINEE)	GS	0343	09	001616	E	PA	I	0	8
Program Analyst (Bio Sci)	GS	0343	09	004323	E	PA	I	0	8
Management Analyst	GS	0343	09	005761	N	PA	I	0	8
Management Analyst	GS	0343	09	005762	N	PA	I	0	8
Mgmt & Prog Analyst (Trainee)	GS	0343	09	006885	E	PA	I	0	8
Program Analyst (Science)	GS	0343	09	009690	E	PA	I	0	8

- **New Position Number:** Enter the employee’s new Position Number.
- **Position Number Lookup:** Click on hyperlink to pull up available Position Number(s) from Capital HR that match based on the Administrative Code, Pay Plan, Series, and Grade information entered on the Career Change form. This data is imported manually at the beginning of each pay period from Capital HR. After finding a Position Number from this lookup, you will need to manually enter the Position Number on the Career Change form.

<div> <div>1 of 1</div> <div>100%</div> <div>Find Next</div> </div> <div> <div>WITS</div> <div>Position Number Lookup Report</div> <div>  <div>NIH National Institutes of Health Department of Health and Human Services</div> </div> </div> <div> <div>Run Date: 3/3/2017 3:12:45 PM</div> <div>Data is current as of 2/13/2017</div> </div>																
Admin Code	Position Title	Pay Plan	OCC Series	Grade	Mgr Level	Job Code	Position Number	Reports To ID	Reg/Temp	Location Code	Barg Unit	FLSA Status	Work Schedule	Status	Std Hours/Week	Job Sensitivity
HNAM424	Management Analyst	GS	0343	09	8	003508	00227678	00076803	R	241360031	8888	E	F	I	40	1

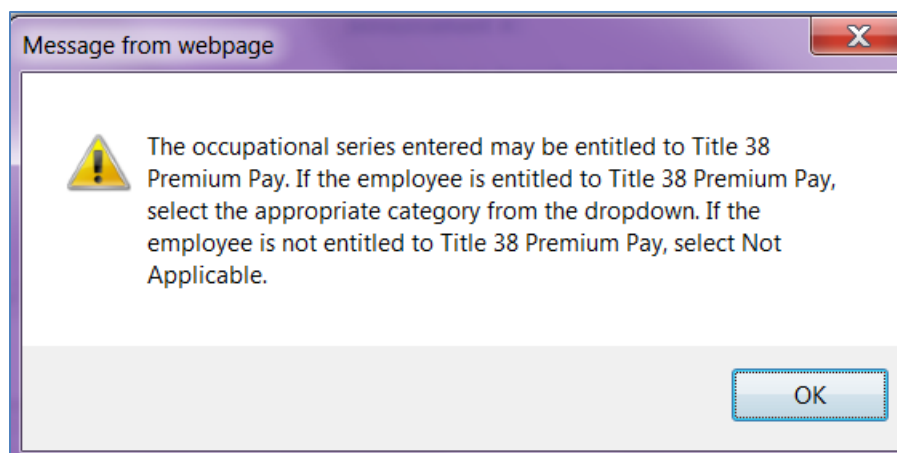
Note: Position numbers associated with previous NIH employees in CapHR who currently hold an active Badge ID (committee members, contractors who were previous federal employees, etc.) will not be displayed on this report.

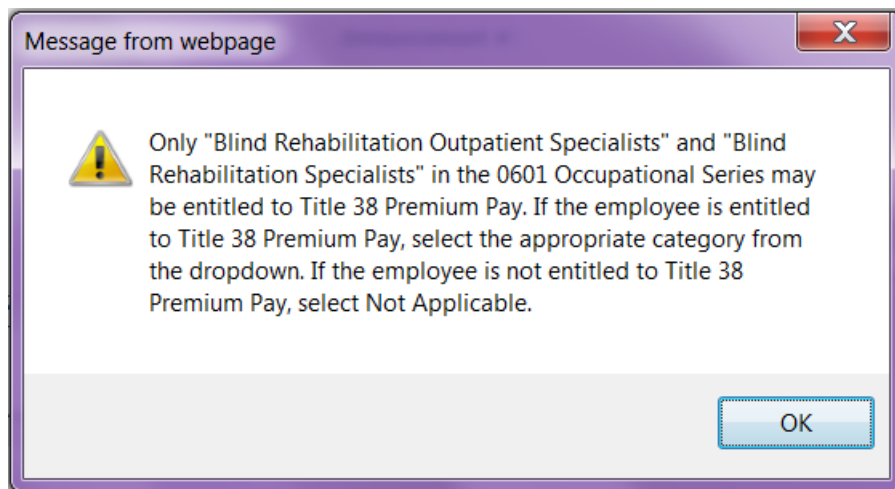
- **New CAN:** Enter the new Common Accounting Number. Enter the old CAN if it is not changing.
- **Special Pay Indicator:** Select the appropriate Special Pay Indicator Type from the dropdown. If the series you entered does not contain occupations eligible for Title 38 Premium Pay, this field will be defaulted to 'Not Applicable'.



WiTS Tip:

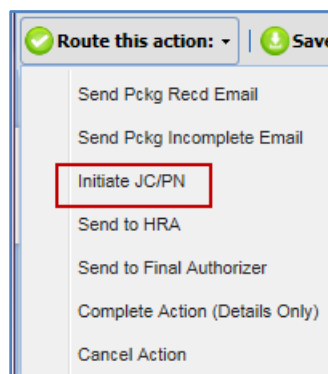
If you enter an occupational series that may be entitled to Title 38 Premium Pay, you will receive a pop-up notification reminding you to select the appropriate Special Pay Indicator Type. Eligibility for Title 38 premium pay is based on the occupation, not the series. Some series contain multiple occupations but only certain occupations are eligible for Title 38 Premium Pay. Parenthetical and supervisory position titles as allowed by OPM do not impact Title 38 Premium Pay eligibility. To learn more about Title 38 Premium Pay or to view the list of occupational series currently entitled to receive Title 38 Premium Pay, please view the [Title 38 Premium Pay SOP](#).





- **New Basic Pay:** Enter the employee's new Basic Pay.
- **New Adjusted Basic Pay:** Enter the employee's new Adjusted Basic Pay.

Note: After completing the above fields, if you determine that you need to create, activate, or modify a Job Code and/or Position Number, you can do so by navigating to the routing menu and selecting "Initiate JC/PN". This will create a new Job Code/Position Number request for you, pulling over the HR Specialist, HR Assistant, employee, and position specific-information. This action will appear in the assigned HR Specialist's workload.



Career Change Type with a Not-to-Exceed Date

- If you select a Career Change Type with a Not-to-Exceed date (NTE Date), enter the associated NTE Date.

New Base Salary: (numbers only(no commas))	<input type="text" value="78231.00"/>	New Total Salary: (numbers only(no commas))	<input type="text" value="87231.00"/>
Promotion NTE - EOD Date (mm/dd/yyyy)	<input type="text" value="08/27/2012"/>	Promotion NTE - NTE Date (mm/dd/yyyy)	<input type="text" value="12/31/2012"/>

Working with Details

The following fields are populated when *Detail* is selected from the 'Career Change Type' field:

Transaction Information	Employee Information	Career Change Information	Final Processing/Authorization
<div>Career Change Type*: <input type="text" value="Detail"/></div> <div>Reason For Change*: <input type="text" value="Management Decision"/></div> <div>Other Reason: <input type="text"/></div> <div>New Position Title*: <input type="text" value="Research Fellow"/></div> <div>New Series*: <input type="text" value="0401"/></div> <div>New Step*: <input type="text" value="00"/></div> <div>New Pay Tier: <input type="text" value="1"/></div> <div>New Position Number: <input type="text" value="00251046"/></div> <div>New CAN*: <input type="text" value="28335008"/></div> <div>New Basic Pay*: (numbers only(no commas)) <input type="text" value="65728.00"/></div> <div>Detail Location*: <input type="text" value="within NIH"/></div> <div>Gaining Agency: <input type="text"/></div> <div>Gaining IC: <input type="text" value="NIAID"/></div> <div>Detail - EOD Date*: (mm/dd/yyyy) <input type="text" value="08/24/2015"/></div> <div>New Pay Plan*: <input type="text" value="AD"/></div> <div>New Grade*: <input type="text" value="00"/></div> <div>New Pay Band: <input type="text" value="I"/></div> <div>New Category: <input type="text" value="Intramural (Basic)"/></div> <div>New Job Code: <input type="text" value="000151"/></div> <div>New Adjusted Basic Pay*: (numbers only(no commas)) <input type="text" value="65728.00"/></div> <div>Unclassified Duties?*: <input type="text" value="Yes"/></div> <div>Gaining OPDIV: <input type="text"/></div> <div>Detail - NTE Date*: (mm/dd/yyyy) <input type="text" value="10/15/2015"/></div>			

- **Detail Location:** Select the location that the employee will be detailed to.
- **Unclassified Duties?:** Indicate the type of duties.
- **Gaining Agency:** Type the name (or acronym) of the agency that the employee will be detailed to.

Detail Location
<input type="text" value="Other Federal Agency"/>
<input type="text" value="Exec Ofc of the President"/>
<input type="text" value="Legislative/Judicial Branch"/>
<input type="text" value="Overseas Organization"/>
<input type="text" value="Other Federal Agency"/>
<input type="text" value="within HHS"/>
<input type="text" value="within NIH"/>
<input type="text" value="within IC"/>

- **Gaining OPDIV:** Select the gaining OPDIV when the employee is being detailed within HHS.
- **Gaining IC:** Select the gaining IC when the employee is being detailed within the NIH or within the IC.
- **Detail - EOD Date:** Enter the date that the employee will begin their Detail.
- **Detail – NTE Date:** Enter the not-to-exceed date of the Detail.

Completing Details and Extensions of Details

After completing the form, complete the Detail or Extension of Detail action by selecting, 'Complete Action (Details Only)' from the routing menu. This will complete the action without sending it to the Final Authorizer.

After the Detail or Extension of Detail action is completed, an email is sent to the addressee(s) shown in the AO's Email Address field on the form and to the HR Specialist.

From: D'Andrea, Michael (NIH/OD) [E] Sent: Wed 8/22/2012 9:11 AM
 To: D'Andrea, Michael (NIH/OD) [E]
 Cc: D'Andrea, Michael (NIH/OD) [E]
 Subject: Career Change Action Processed - Michael D andrea (WITS#26216)

Your Career Change (Detail) action for Michael D andrea in the Play/Testing Branch, administrative code TEST, has been processed with a scheduled EOD date of 08/27/2012.

Career Change Information


Career Change Type: Detail
 Reason: Management Decision
 Old Position: HR Specialist (GS-0201-12/ 1)
 New Position: HR Specialist (GS-0201-12/7)
 NTE Date (for time-limited Career Changes only): 10/15/2012


Authorized Test staff can view this completed action from the Test Report List located on the Admin/Managers page in the HR Community on the NIH Portal at: <http://hr.od.nih.gov/admincommunity.htm>.

For more information on the Workflow information Tracking System (WITS), please refer to the Office of Human Resources' website at: <http://hr.od.nih.gov/hrsystems/staffing/wits/default.htm>.

Routing Actions to the Final Authorizer

Any non-Detail or Extension of Detail must be routed to the Final Authorizer for processing. After completing the form, route the action for final processing by selecting 'Send to Final Authorizer' from the routing menu. Upon receipt, the Final Authorizer will review the action and process it, or return the action if edits are required.

Route this action: ▾

Save

Send Pckg Recd Email

Send Pckg Incomplete Email

Initiate JC/PN

Send to HRA

Send to Final Authorizer

Complete Action (Details Only)

Cancel Action

Final Processing/Authorization Tab:

- The Final Authorizer reviews the information on all tabs and enters the Effective Date and the Date Pro'd in Capital HR.

The screenshot shows the 'Career Change' tab in the WiTS system. The 'Final Processing/Authorization' sub-tab is active. It contains two required fields: 'Effective Date*' and 'Date Pro'd in Capital HR*'. A note on the right indicates '* Required Fields'.

- If complete, the Final Authorizer selects “Completed – Send Email Notification” to complete the WiTS action and move it to Archives.

The screenshot shows a dropdown menu for 'Route this action:'. The options are: 'Send to HRA', 'Send to HRS', 'Completed-Send Email Notification' (which is highlighted with a red box), and 'Cancel Action'. There is also a 'Save' button next to the dropdown.

- An email notice that the Career Change action has been processed by HR is sent to the addressee(s) shown in the AO's Email Address field on the form.

The screenshot shows an email notification with the following content:

Subject: Career Change Action Processed - Barack Obama (WiTS#22311)

Your Career Change (Promotion NTE) action for Barack Obama in the Play/Testing Branch, administrative code TEST, has been processed in Capital HR with an effective date of 01/26/2011.

Career Change Information

Career Change Type: Promotion NTE
Reason: Other - text entered by the user
Old Position: Secretary (GS-0318-09/ 5)
New Position: Secretary (GS-0318-10/8)
NTE Date (for time-limited Career Changes only): 01/26/2012

Authorized Test staff can view this completed action from the Test Report List located on the Admin/Managers page in the HR Community on the NIH Portal at:
<http://hr.od.nih.gov/admincommunity.htm>.

For more information on the Workflow information Tracking System (WiTS), please refer to the Office of Human Resources' website at:
<http://hr.od.nih.gov/hrsystems/staffing/wits/default.htm>.

Reminder Emails

3-Day Detail or Extension of Detail Reminder Email

- *Three (3) days after a Detail or Extension of Detail* is completed in WiTS, the CSD HR Specialist and CSD Team Leader will receive an email reminding them to send a copy of the SF-52 to the appropriate parties in OHR.

Subject: Reminder: Detail for Jimmy Fallon

Importance: High

Suggested Action: The Detail for Jimmy Fallon was completed in WiTS on 10/23/2012.

Please be sure to send the Request for Personnel Action (SF-52) to the WRD File Room. In addition, a copy of the SF-52 needs to be sent to the Policy, Planning, and Accountability Group (PPAG) if this employee was detailed to an organization outside of the NIH.

Please Note: Any document containing Personally Identifiable Information (PII) must be transmitted using a secure method (Secure E-mail and File Transfer Service, Public Key Infrastructure, etc.). For more information on information security, please visit the [Office of Human Resources \(OHR\) Information Security Webpage](#).

Please refer to the [CSD Reminder Email Guide](#) for more details about reminder emails.

45-Day NTE Reminder Email

- *Forty-five (45) days before the expiration of a Detail, Extension of Detail, and Promotion NTE*, an email is sent to the CSD HR Specialist and the CSD Team Leader. If the CSD HR Specialist leaves the Office of Human Resources, the email will be sent to the CSD Team Leader, if the CSD Team Leader leaves the Office of Human Resources, the email will be sent the CSD Branch Chief.
- *Forty-five (45) days before the expiration of an Appointment, Conversion, or Extension of an Appointment*, an email is sent to all CSD Team Leaders currently in the Branch along with the current CSD Branch Chief.

Subject: Reminder: Extension of Appointment for Cory Matthews (OHM, HNM12) to expire 04/02/2014

Importance: High

Suggested Action:

- If there are no plans to extend please prepare resignation/termination paperwork.
- If an extension is in progress, please disregard this message.

Details: The Career Change (Extension of Appointment) action processed for Cory Matthews is due to expire on 04/02/2014, which is 45 days from today. Please reference the table below for additional information.

WITS#	123456
Employee Name	Cory Matthews
Organization	OHM
Admin Code	HNM12
Expiration Date	04/02/2014

Please refer to the [CSD Reminder Email Guide](#) for more details about reminder emails.



Last Updated: 06.29.2017

Title 38 Premium Pay Designation in ITAS Email

The following notification will be sent to the Administrative Officer the day after the action has been completed by the Final Authorizer. This email reminds the Administrative Officer to update the employee's ITAS record to reflect they are entitled to receive Title 38 Premium Pay.

Email Notes:

- Email is only sent when Special Pay Indicator dropdown selection is Pay Cap Exception; Sec. Consultant; Spec. Pay Plan AD Employ; Title 38 Non Clin. Nurses; or Title 42-CC Float Pool Employee.
- Email appears to be from the CSD HR Specialist associated with the Appointment action.

From: WITS (Do Not Reply)

Sent: Thursday, June 29, 2017 7:24 AM

To: Administrative Officer (NIH/CSR) [E]

CC: HR Specialist (NIH/OD) [E]; HR Assistant (NIH/OD) [E]; HR Team Lead (NIH/OD) [E]

Subject: Title 38 Premium Pay Designation in ITAS for Jane Doe in CSR/HNG12

Importance: High

Administrative Officer,

Jane Doe was recently placed into a position in the OPAEO as a/an GS-0601-12 Blind Rehabilitation Specialist. This occupation is eligible to receive Title 38 Premium Pay (dependent on hours worked). Please ensure Roger's ITAS profile is updated to reflect eligibility to earn Title 38 Premium Pay. ITAS coding instructions and Title 38 Premium Pay policy information are provided in the [Title 38 Premium Pay SOP](#).

Please contact me with any questions regarding Title 38 Premium Pay. Thank You.

HR Specialist