The Civil Consultation Workflow- A Guide

Description: The Civil Consultation workflow is used to track consultations related to uncivil behavior involving NIH staff, such as harassment, sexual harassment, inappropriate conduct, intimidation, bullying, or other unproductive, disruptive, and/or violent behavior.

Typical users of this workflow: The Civil Program Team in WRD.

Adding Attachments: You can attach documents of the following type: Word, Excel, PowerPoint, PDF, JPEG, and emails to WiTS actions. There is no limit to the size of attached files in WiTS; however, it is recommended that the total size of all files combined be under 50MB (most attached documents tend to be less than 1MB). PII is allowed in WiTS attachments. For a complete list of allowable PII, see the WiTS FAQ page.

Action Details Tab

Note: Dynamic fields will only appear based on what is selected in another field. For example, an 'Approval Number' field may only appear if the 'Approval Needed?' field is marked as 'Yes.'

- **WiTS#:** System-generated.
- **Date Entered:** System-generated.
- **Action Type:** System-generated.
- **Date Recv'd in HR:** Enter the date that the Civil Consultation request was received.
- **Related Case Number:** Use the Case Lookup, if there is a related Civil case.
- **Requestor Last Name, First Name, Email Address, Position Title:** Use the Employee Lookup feature to fill in the information for the IC contact or enter it manually.
- **Administrative Code, Institute/Center, Organization Initials:** If using the Employee Lookup feature, this information will auto-populate, or you can manually enter the Admin Code associated with the action. The Institute/Center and Organization Initials will auto-populate based on the admin code entered.
- **Civil Team:** System-generated.
- **Civil Supervisor, Program Specialist:** Select the appropriate participants.

- **Consult Related to NIH Staff Member?** Select 'Yes' or 'No'.
- **Staff Member Last Name, First Name, Employee ID, Badge ID, Admin Code, Institute/Center, Org. Initials, Labor Organization (Dynamic**): The Employee Lookup feature may be used to fill in the information for the Staff Member, if it is unknown.
- **Consultation Type:** Select the appropriate consultation type.
- **Action Status Code:** System-generated based on Action Status/Description selected.
- **Action Status/Description:** Select the appropriate status of the Civil consultation.
- **Comments:** You may enter any comments related to the Civil Consultation Case that are necessary. *Note:* Comments entered in this field are displayed on the Civil Consultation Case Report.

The Routing Menu

The routing menu is used to move actions through the process and/or to send emails. The following list includes definitions for all routing options. The options and email recipients may change based on which user possesses the action.
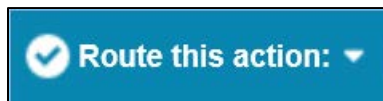
Civil Program Specialist:
- **Close Consult:** Completes the action and sends to the Archives.
- **Send to Civil Supervisor:** Routes the action to the Civil Supervisor's worklist.
- **Cancel Action:** Cancels action and deletes it from WiTS. Cancelled actions cannot be 're-activated.'

Civil Supervisor:
- **Close Consult:** Completes the action and sends to the Archives.
- **Send to Civil Program Specialist:** Routes the action to the Civil Program Specialist's worklist.
- **Cancel Action:** Cancels action and deletes it from WiTS. Cancelled actions cannot be 're-activated.'

Email Notifications

The Civil Consultation Workflow does not generate any WiTS Email Notifications.
For more information, visit our Email Library.

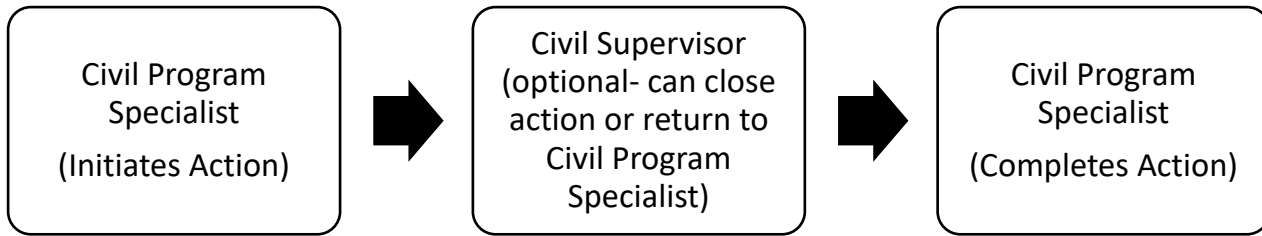## Related Reports/Dashboards

Civil Status Report

For more details, visit our Reports/Dashboard Library- *Coming Soon!*
To learn how to run a WiTS report, see our WiTS Reports User Guide- *Coming Soon!*
To start/stop/modify a report subscription, visit our WiTS Subscription Page, for instructions.

Key Players

Civil Program Specialist (Initiates Action)	Civil Supervisor (optional- can close action or return to Civil Program Specialist)	Civil Program Specialist (Completes Action)

Video Tutorials

No videos currently available.

For more information, visit our Video Library.

Need more than a video? You can request training- Submit an HRSS ticket (Get Help with an HR System), select Issue Category: WiTS-Training Request, and someone from the WiTS Project will contact you!