



USER GUIDE

CLASSIFICATION

The **Classification** workflow is used to track the processing of actions to determine the appropriate title, series and grade of Federal positions.

The HR Specialist **initiates a CLASSIFICATION action** by choosing the **Classification process** from the WiTS Action Initiation bizcove:

The screenshot shows the 'Start a Process' interface. It features a table with two columns: 'Use This Process...' and 'If You Want To...'. The 'Classification' row is highlighted, and a red arrow points to the checkbox next to it. Below the table is a 'Start My WiTS Process' button and navigation arrows.

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.

The first tab to be completed is **Transaction Information**:

The screenshot shows the 'Transaction Information' tab of the classification workflow form. It contains various input fields for user information, dates, and status codes. A red box highlights the 'Transaction Information' tab label. A '* Required Fields' label is present in the top right corner.

WiTS #:	27454	Date Entered:	02/28/2013 03:09 PM
Action Type:	Classification	Date Recv'd in HR*:	02/28/2013
Ad Hoc Classification?*	No	AO's Last Name*:	
AO's First Name*:		Global Recruitment*:	
AO's Email Address*:		Institute/Center*:	
Administrative Code*:		Proposed Completion Date*:	
Organization Initials:		CSD Team Leader*:	
CSD Branch Chief*:			
CSD HR Specialist*:			
Is the package complete?*		List of Missing Docs/Info (Limit 500 characters)	
Date Missing Docs Email Sent:			
Date Complete Package Received:			
Priority*:	High	Action Status Code*:	
Action Status*:		Action Status Description*:	
Comments (Limit 5000 characters)			

- **WiTS#, Date Entered:** System-generated.
- **Date Rec'd in HR:** Enter the date that the Classification request was received.
- **Ad Hoc Classification?:** Select "Yes" only if you are a member of the Classification Unit who is writing/classifying a PD based on an ad hoc request. All other users should leave this field at 'No.'
- **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. These fields are not mandatory for Classification Unit users when performing an Ad Hoc Classification.
- **Administrative Code, Institute/Center, Organization Initials:** Enter the Admin Code associated with the action. These fields are not mandatory for Classification Unit users when performing an Ad Hoc Classification.
- **Proposed Completion Date:** Enter the date by which you reasonably expect the classification to be completed.
- **Global Recruitment?:** Select yes if this action is being handled by the CSD Global Recruitment Unit..
- **CSD Branch Chief, CSD Team Leader, CSD HR Specialist:** Select the appropriate participants. These fields are not mandatory for Classification Unit users when performing an Ad Hoc Classification.
- **Is the package complete?:** Indicate whether or not the Classification package is complete as received from the IC requestor.
- **Date Missing Docs Email Sent:** System-generated.
- **List of Missing Docs/Info:** Enter any missing information or additional documents that are needed in this field.
- **Date Complete Package Received:** Enter the date that all required documents and/or information needed to process the action were received).
- **Priority, Action Status, Action Status Code, Action Status Description:** System-generated.
- **Comments:** You may enter any comments related to the classification that are necessary. Note: Comments entered in this field are displayed on the Classification Report.

The next tab to be completed is the *Classification Information* tab:

Transaction Information	Classification Information
HR CARDS PD Used?:	<input type="text"/>
Legislative Initiative Supported:	<input type="text"/>
Date Complete Classification Package Received*: <small>(Classification Unit only)</small>	<input type="text"/>
Date Classification Started: <small>(mm/dd/yyyy)</small>	<input type="text"/>
Requested Position Title*:	<input type="text"/>
Requested Pay Plan:	<input type="text"/>
Requested Series:	<input type="text"/>
Requested Full Performance Level (FPL):	<input type="text"/>
CSD Team Leader Review Date	<input type="text"/>
CSD Team Leader comments <small>(Limit 500 characters)</small> :	<input type="text"/>
Classified Position Title:	<input type="text"/>
Classified Pay Plan:	<input type="text"/>
Classified Series:	<input type="text"/>
Classified Full Performance Level (FPL):	<input type="text"/>
Date Classification Completed:	<input type="text"/>
Classified By:	<input type="text"/>
HR CARDS PD Key Number:	<input type="text"/>
Is the classification package complete?*: <small>(Classification Unit only)</small>	<input type="text"/>
List of Missing Classification Docs/Info* <small>(Limit 500 characters)</small> <small>(Classification Unit only):</small>	<input type="text"/>
Requested Grade: <small>(Hold CTRL key and click all options that apply)</small>	<input type="text"/>
Request Initially Supportable?*	<input type="text"/>
PD Modifications* <small>(if any)(Limit 500 characters)</small> :	<input type="text"/>
Class Supported By*:	<input type="text"/>
Classified Grade: <small>(Hold CTRL key and click all options that apply)</small>	<input type="text"/>
Outcome Comments: <small>(Limit 500 characters)</small> :	<input type="text"/>

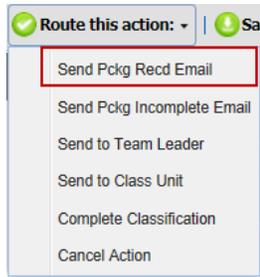
- **Requested Position Title, Pay Plan, Series, Grade(s), FPL:** Enter this information about the requested position. Note: Select all grades requested if classifying a career ladder position.

Note: Information about the requested position must be completed before sending either of the two emails that are described next.

➤ **Communication Point**

After a Classification action has been entered, the CSD Branch HRS can make a selection from the routing menu:

- **“Send Pckg Rec’d Email”** – to send notification to the IC contact that the Classification action has been received and is under review



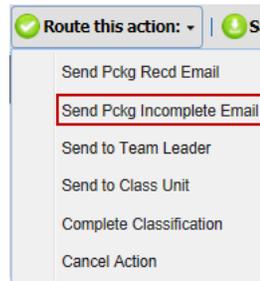
Subject: Classification Request Initiated for Ravens Linebacker - WiTS #27341

Your Classification Request for a Ravens Linebacker in the Test Play/Testing Branch, administrative code TEST, has been initiated by the Office of Human Resources. It has been assigned #27341 as the Workflow information Tracking System (WiTS) number; please include this number with all inquiries.

You will be contacted if any further information is needed. Otherwise, you will be contacted when the Classification request is processed.

For more information on WiTS, and for access to WiTS Reports for authorized Test staff, please visit the WiTS page on the OHR website at: <http://hr.od.nih.gov/hrsvstems/staffing/wits/default.htm>

- **“Send Pckg Incomplete Email”** – to send notification to the IC contact that the Classification action has been received but that further information/additional documentation is needed



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



Subject: Classification Request for Ravens Linebacker - WiTS #27341 - Documentation/Information Needed

Your Classification request for a Ravens Linebacker in Play/Testing Branch, administrative code TEST, has been received in the Office of Human Resources. It has been assigned #27341 as the Workflow information Tracking System (WiTS) number; please include this number with all inquiries.

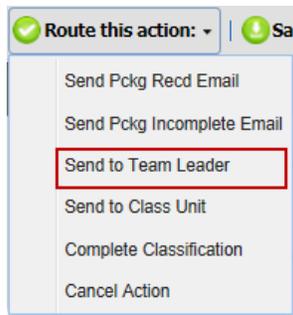
However, we have determined that needed information/documentation in support of this action has not been received. Please see below for more details and submit the needed documents as soon as possible. If you have questions, please contact Terry Verge.

We have not received the following **Org Chart**.

For more information on WiTS, and for access to WiTS Reports for authorized Test staff, please visit the WiTS page on the OHR website at: <http://hr.od.nih.gov/hrsvstems/staffing/wits/default.htm>

The CSD Branch Team Leader

Depending on your Branch’s procedures, the CSD Team Leader may need to review the action. If the Team Leader needs to review the action, the HRS selects “Send to Team Leader” from the routing menu to route the case for review:

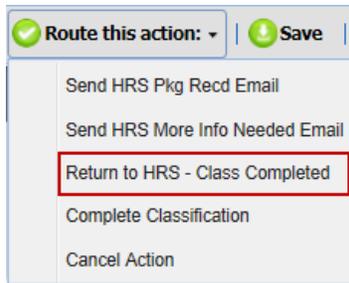


When the CSD Team Leader receives the action, he/she reviews it, make any needed notes in the CSD Team Leader comments field:

CSD Team Leader comments (Limit 500 characters):

Notes from Team Leader are entered here

and selects “Return to HR Specialist” to route the case back to the CSD Branch HR Specialist after review.

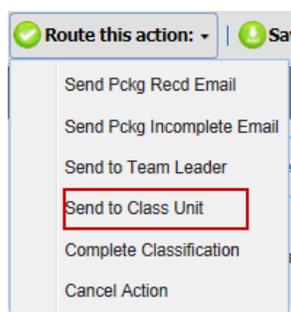


The “CSD Team Leader Review Date” is system-generated when the action is returned to the Branch HRS from the Team Leader.

When the CSD Branch HR Specialist receives the action, he/she reviews it, takes any action needed, and either completes the form and selects ‘Complete Classification’ (if they will be classifying the position and completing the WiTS action) or selects ‘Send to Class Unit’ (if the Classification Unit will be classifying the position).

The CSD Classification Unit

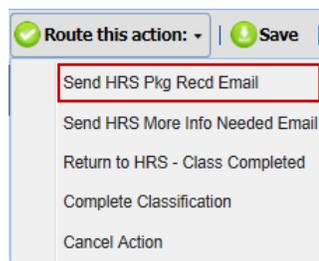
If the action will be classified by the CSD Classification Unit, the HRS selects “Send to Class Unit” from the routing menu to route the case to the Classification Unit:



When the Classification Unit receives the action, the CU Classifier reviews it, and can make a selection from the routing menu:

➤ **Communication Point**

- **“Send HRS Pkg Recd Email”** - to send notification to the CSD Branch HRS that the Classification action has been received and is under review



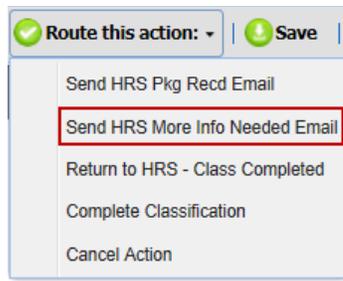
Subject: Classification Recieved - (WITS#27341)

The Classification Unit has received your Classification request and it is currently under review by Terrye Verge.

You will be notified if any further documentation/information is needed. Otherwise, you will be notified when the classification has been completed.

Thank you.

- **“Send HRS More Info Needed Email”** - to send notification to the CSD Branch HRS that the Classification action has been received but that further information/additional documentation is needed and that the action is being returned to them for re-submission.



The text entered into the 'List of Missing Classification Doc/Info' field is included into the email

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

Please provide PD and Org Chart



Subject: Classification Request for Pope - WiTS #27367 - Documentation/Information Needed

The Classification Unit has reviewed the proposed position and has determined that more information is needed to proceed with the evaluation. Please see the comments below for more information:

Please provide PD and Org Chart

The Classification action has been returned to you in WiTS.

Thank you.

Documenting the Classification

The following fields on the *Classification Tab* are completed by the person completing the classification (either the Branch HR Specialist or the Classification Unit Classifier).

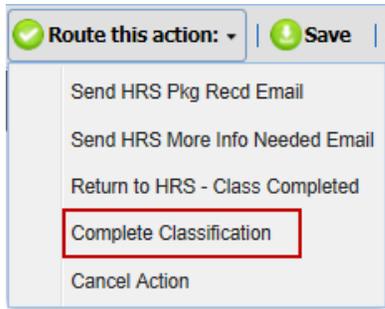
- ***HR CARDS PD Used?:*** Indicate whether a position description from HR CARDS was used for the request. Note: An HR CARDS PD is considered 'used' in the classification of a position when the HR CARDS PD was used in its entirety (except for minor changes to the introduction) or when it was used as the basis for the development of the proposed position.
- ***HR CARDS PD Key Number:*** If an HR CARDS PD was used, enter the PD Key Number.
- ***Legislative Initiative Supported: Legislative Initiative Supported:*** Indicate whether the position will be supporting one of the following Legislative Initiatives: The American Recovery and Reinvestment Act (ARRA), Roadmap, Stem Cell, or Other research. If the position will not be supporting a Legislative Initiative, select N/A.
- ***Is the Classification Package Complete?:*** The Classification Unit Classifier should indicate whether the classification package is complete as received from the Branch HRS.

- **List of Missing Classification Docs/Info:** The Classification Unit Classifier should list any documents or information that is missing from the package as received from the Branch HRS.
- **Date Complete Classification Package Received:** The Classification Unit Classifier should enter the date that a complete classification package was received from the Branch HRS.
- **Date Classification Started:** Enter the date that the classification started.
- **Request Initially Supportable?:** Indicate whether the request was supportable as submitted.
- **PD Modifications:** List any modifications that were made to the PD, if any.
- **Class Supported By:** Indicate whether the classification was supported by the General Schedule Supervisory Guide (GSSG), was based on Personally Performed Work (PPW), or if neither, select N/A.
- **Classified Position Title, Pay Plan, Series, Grade, FPL:** Enter this information about the classified position. Note: Select all grades included if classifying a career ladder position.
- **Date Classification Completed:** This field is autopopulated with the date that the Classification action is completed in WiTS (system-generated).
- **Outcome Comments:** Enter any needed comments related to the outcome of the classification.
- **Classified By:** Indicate whether the PD was classified by the Branch HRS or by a member of the Classification Unit.
- **CU Classifier:** If the PD was classified by Classification Unit, select the classifier's name.

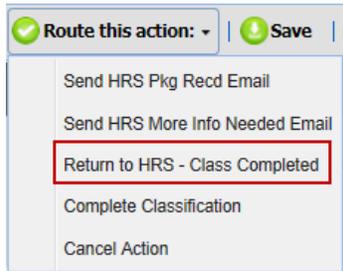
Completing the Classification

If the CSD Classification Unit classifies the action, he/she selects either:

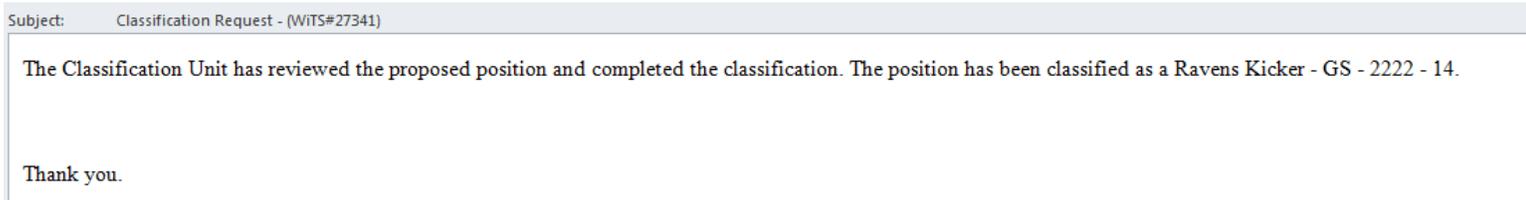
“Complete Classification” – to complete the action in WiTS (for Ad Hoc Classifications)



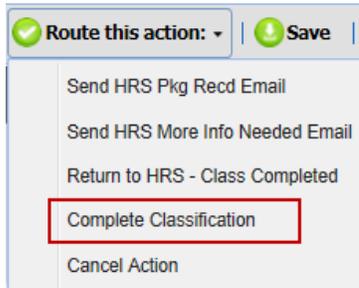
“Return to HRS – Class Completed” - to route the completed action back to the CSD Branch HRS.



The WiTS action is returned to the Branch and a notification email is sent to the HRS:



If the CSD Branch HRS classifies the action or when the HRS is notified of the outcome by the Classification Unit and the WiTS action is returned to them, he/she selects “Complete Classification” from the routing menu to close the action in WiTS.



A notification email is sent to the IC contact, advising them of the final, classified outcome:

