USER GUIDE

LEAVE WITHOUT PAY (LWOP) & RETURN TO DUTY (RTD)

WHEN TO USE AND CREATING THE ACTION

LEAVE WITHOUT PAY (LWOP)

RETURN TO DUTY (RTD)

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THE NEXT TAB TO BE COMPLETED IS THE EMPLOYEE INFORMATION TAB: ......................................................... 2
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When to Use and Creating the Action

The Leave Without Pay and Return to Duty workflows are used to track the processing of the movements of employees into and out of a non-pay/non-duty status. These forms are only to be used when a corresponding personnel action is required. See OPM’s Guide to Processing Personnel Actions to determine when a personnel action is required.

Leave Without Pay (LWOP)

The HR Specialist initiates an LEAVE WITHOUT PAY action by choosing the Leave Without Pay 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 Leave Without Pay 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 action.

**Proposed Effective Date**: Enter the Proposed Effective Date if needed.

**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 LWOP package is complete.

**Date Complete Package Received**: Enter the date that all required documents and/or information needed to process the action were received).

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)

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

   ![Cap HR Profile 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 and the employee’s basic information (first/last name, email address, position information) has been completed, the HRS 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 LWOP action has been received in HR.

If the package is incomplete, the HRS 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 LWOP action has been received in HR, but is missing needed documents or other information.

Note: At any time in the process, the HR Specialist has the option of selecting “Send to HRA” from the routing menu to send the action to the HR Assistant for completion.
The next tab to be completed is the **Leave Without Pay Information** tab:

- **LWOP NTE Date**: Enter the not-to-exceed date of the LWOP action.
- **Federal Benefits**: Indicate whether or not the employee is receiving Federal benefits.
- **Benefits Type**: If applicable, select the type(s) of benefits the employee is receiving.

After these three tabs have been completed, the action is sent to the Final Authorizer for final processing.
The last tab to be completed is the *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*.

If complete, Final Authorizer selects “Completed – Send Email Notification” and clicks on ![Complete button](image)
to complete the WiTS action and move it to Archives.

An email notice that the LWOP action has been processed by HR is sent to the addressee(s) shown in the AO’s Email Address field on the form.
Return to Duty (RTD)

The HR Specialist initiates a **RETURN TO DUTY** action by choosing the **RTD Process** from the WiTS Action Initiation bizcove:

<table>
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<tbody>
<tr>
<td>Initiative Process</td>
<td>Process for appointing (hiring) new employees</td>
</tr>
<tr>
<td>Resignation Process</td>
<td>Process for submitting requests for the creation, modification, activation, or deactivation of Job Codes and/or Position Numbers.</td>
</tr>
<tr>
<td>Request for HR Access (Assisted)</td>
<td>Process for submitting requests for HRSS supported systems (Capital HR, eOR, WiTS, HHS Career, Classification, etc.)</td>
</tr>
<tr>
<td>Request for HR Access (Self)</td>
<td>Process for submitting support requests for HSS Career, Classification, Portal, WiTS, Capital HR (CCHR), etc. Initiate a separate request per system.</td>
</tr>
<tr>
<td>Return to Duty</td>
<td>Process for returning employees to duty (placing them back in pay status after LWOP).</td>
</tr>
<tr>
<td>Special Pay Process</td>
<td>Process for Recruitment Incentives, Redaction Bonuses, Retention Allowances, SURP, Physicians Practicability Allowances, and Exceptional and Quadrant Pay Increases that do not require HCC Committee review.</td>
</tr>
</tbody>
</table>
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 Return to Duty 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 action.
- **Proposed Effective Date:** Enter the Proposed Effective Date if needed.
- **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 LWOP package is complete.
- **Date Complete Package Received:** Enter the date that all required documents and/or information needed to process the action were received).
The next tab to be completed is the Employee Information tab:

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

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

5. 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.

6. 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.
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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 RTD action has been received in HR, but is missing needed documents or other information.
The next tab to be completed is the *Return to Duty Information* tab:

- **Return to Duty Date**: Enter the date that the employee will be returning pay status.

Note: The HR Assistant must select “Send to HRS” from the routing menu to send the action to the HR Specialist for review. The HRS then selects “Send to Final Authorizer” to send the action to the Final Authorizer for final processing.
The last tab to be completed is the 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.

If complete, SPA selects “Completed – Send Email Notification” and clicks on to complete the WiTS action and move it to Archives.

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