



# USER GUIDE

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

**WHEN TO USE AND CREATING THE ACTION** ..... 2

**LEAVE WITHOUT PAY (LWOP)** ..... 2

    THE FIRST TAB TO BE COMPLETED IS THE *TRANSACTION INFORMATION*: .....3

    THE NEXT TAB TO BE COMPLETED IS THE *EMPLOYEE INFORMATION* TAB: .....3

    THE NEXT TAB TO BE COMPLETED IS THE *LEAVE WITHOUT PAY INFORMATION* TAB: .....8

    THE LAST TAB TO BE COMPLETED IS THE *FINAL PROCESSING/AUTHORIZATION* TAB: .....9

**RETURN TO DUTY (RTD)** ..... 10

    THE FIRST TAB TO BE COMPLETED IS THE *TRANSACTION INFORMATION*: .....11

    THE NEXT TAB TO BE COMPLETED IS THE *EMPLOYEE INFORMATION* TAB: .....12

    THE NEXT TAB TO BE COMPLETED IS THE *RETURN TO DUTY INFORMATION* TAB: .....16

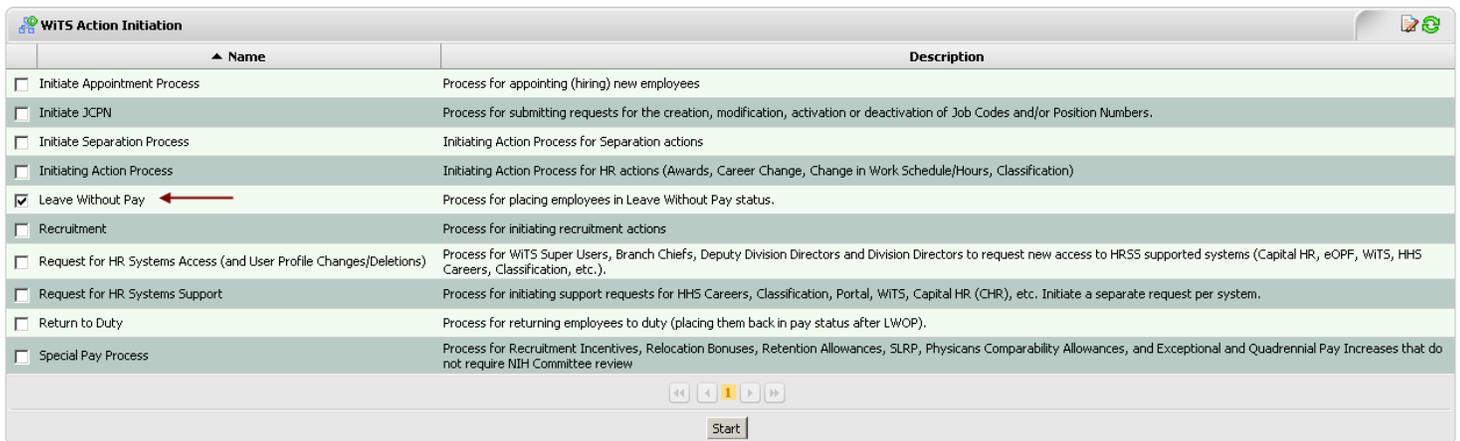
    THE LAST TAB TO BE COMPLETED IS THE *FINAL PROCESSING/AUTHORIZATION* TAB: .....17

## 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:



Name	Description
<input type="checkbox"/> Initiate Appointment Process	Process for appointing (hiring) new employees
<input type="checkbox"/> Initiate JCPN	Process for submitting requests for the creation, modification, activation or deactivation of Job Codes and/or Position Numbers.
<input type="checkbox"/> Initiate Separation Process	Initiating Action Process for Separation actions
<input type="checkbox"/> Initiating Action Process	Initiating Action Process for HR actions (Awards, Career Change, Change in Work Schedule/Hours, Classification)
<input checked="" type="checkbox"/> Leave Without Pay	Process for placing employees in Leave Without Pay status.
<input type="checkbox"/> Recruitment	Process for initiating recruitment actions
<input type="checkbox"/> Request for HR Systems Access (and User Profile Changes/Deletions)	Process for WITS Super Users, Branch Chiefs, Deputy Division Directors and Division Directors to request new access to HRSS supported systems (Capital HR, eOFF, WITS, HHS Careers, Classification, etc.).
<input type="checkbox"/> Request for HR Systems Support	Process for initiating support requests for HHS Careers, Classification, Portal, WITS, Capital HR (CHR), etc. Initiate a separate request per system.
<input type="checkbox"/> Return to Duty	Process for returning employees to duty (placing them back in pay status after LWOP).
<input type="checkbox"/> Special Pay Process	Process for Recruitment Incentives, Relocation Bonuses, Retention Allowances, SLRP, Physicians Comparability Allowances, and Exceptional and Quadrennial Pay Increases that do not require NIH Committee review

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



Leave Without Pay



Transaction Information	Employee Information	Leave Without Pay Information	Final Processing/ Authorization
* Required Fields			
WITS #:	31596		Date Entered:
Action Type:	Leave Without Pay (LWOP)		09/29/2014 05:39 PM
AO's First Name*:	<input type="text"/>		Date Rec'd in HR*: (mm/dd/yyyy)
AO's Email Address*:	<input type="text"/>		09/29/2014
Administrative Code*:	<input type="text"/>		AO's Last Name*: <i>(NED Lookup)</i>
Organization Initials:	<input type="text"/>		<input type="text"/>
CSD Branch Chief*:	<input type="checkbox"/>		Global Recruitment?*: <input type="checkbox"/>
CSD HR Specialist*:	<input type="checkbox"/>		Institute/Center*: <input type="text"/>
Final Authorizer*:	<input type="text"/>		Proposed Effective Date*: (mm/dd/yyyy)
Is the package complete?*	<input type="checkbox"/>		<input type="text"/>
Date Missing Docs Email Sent:	<input type="text"/>		CSD Team Leader*: <input type="checkbox"/>
Date Complete Package Received:	<input type="text"/>		CSD HR Assistant*: <input type="checkbox"/>
Priority*:	High <input type="checkbox"/>		List of Missing Docs/Info (Limit 500 characters)
Action Status*:	<input type="checkbox"/>		<input type="text"/>
Comments (Limit 5000 characters)	<input type="text"/>		

- **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:

Transaction Information	Employee Information	Leave Without Pay Information	Final Processing/Authorization
<b>Employee Information</b> <span style="float: right;">* Required Fields</span>			
First Name*:	<input type="text"/>	MI:	<input type="text"/>
Last Name*:	<input type="text"/>	Employee ID*:	<input type="text"/>
<a href="#">(Cap HR Lookup)</a>			
Employee Email Address*:	<input type="text"/>	<small>(Optional for Pay Plans (D), (E), (F), (G), and (I))</small>	
<b>Position and Pay Information</b>			
Position Title*:	<input type="text"/>	Pay Plan*:	<input type="text"/>
Series*:	<input type="text"/>	Grade*:	<input type="text"/>
Step*:	<input type="text"/>	Job Code*:	<input type="text"/>
Position Number*:	<input type="text"/>	CAN*:	<input type="text"/>
Pay Basis*:	<input type="text"/>	Adjusted Basic Pay*:	<input type="text"/>
Basic Pay*:	<input type="text"/>	<small>(numbers only(no commas))</small>	

### 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.

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 Selector - Windows Internet Explorer

### Cap HR Profile 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:  Search

First Name:

Select Employee:  Select

The employee data is pulled directly from Cap HR. Please ensure the correct employee has been selected.

[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.

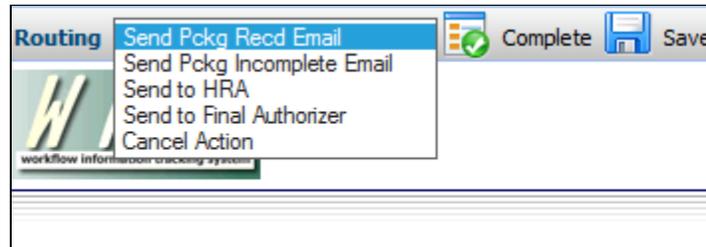
**Description of fields on the Employee Information Tab**

Data Fields	Auto-populated?	Data Source	Description
<i>First Name, MI, Last Name</i>	✓	Capital HR	Employee's legal name in Capital HR.
<i>Employee ID</i>	✓	Capital HR	Employee's identification number (ID) in Capital HR.
<i>Employee Email Address</i>	✓	NIH Enterprise Directory (NED)	Employee's email address in NED.
<i>Position Title, Pay Plan, Series, Grade, and Step</i>	✓	Capital HR	Employee's classified or official position information and Step in Capital HR.
<i>Job Code and Position Number</i>	✓	Capital HR	The Job Code (job grouping category) associated to the employee's official position. The unique Position Number associated to the Job Code.
<i>CAN</i>	✓	Capital HR	The Common Accounting Number (accounting code) used to determine the source of funds to compensate the employee.
<i>Pay Basis</i>	✓	Capital HR	The duration for which the employee's pay is quoted.
<i>Basic Pay</i>	✓	Capital HR	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.
<i>Adjusted Basic Pay</i>	✓	Capital HR	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.
<i>Pay Band*</i>	✗	N/A	<i>Only applicable for Pay Plans AD, RF, or RG. The Employee's Pay Band associated with their Category on the Title 42 Pay Model.</i>
<i>Pay Tier*</i>	✗	N/A	<i>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.</i>
<i>Category*</i>	✗	N/A	<i>Only applicable for Pay Plans AD, RF, or RG. The Employee's Category on the Title 42 Pay Model.</i>

\*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.



Subject: Leave Without Pay Action Initiated for Hunter Smith- WITS #22065

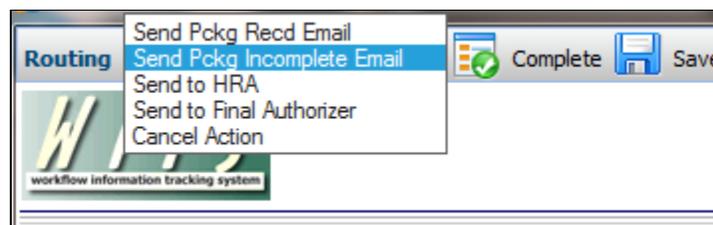
Your Leave Without Pay action for Hunter Smith in the CC CC, administrative code HNJ, has been initiated by the Office of Human Resources. It has been assigned #22065 as the Workflow information Tracking System (WITS) number; please include this number with all inquiries.

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

You can view this action from your CC 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 WITS, please refer to the Office of Human Resources website at: <http://hr.od.nih.gov/hrsvstems/staffing/wits/default.htm>.

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.



Subject: Leave Without Pay Action for Hunter Smith- WITS #22065-Documentation/Information Needed

Your Leave Without Pay action for Hunter Smith in CC, administrative code HNJ, has been received in the Office of Human Resources. It has been assigned #22065 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 testere.

We have not received the following: paperwork.

You can view this action from your CC 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/hrsvstems/staffing/wits/default.htm>.

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:

The screenshot shows the WITS 'Leave Without Pay' form. The 'Leave Without Pay Information' tab is highlighted with a red circle. The form includes the following fields:

- LWOP NTE Date\*:** A date input field with a calendar icon.
- Federal Benefits\*:** A dropdown menu.
- Benefits Type\*:** A dropdown menu with the following options: FEGLI, FEHBP, FEHBP-TCC, and TSP.

A '\* Required Fields' label is located in the top right corner of the form area.

- **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.

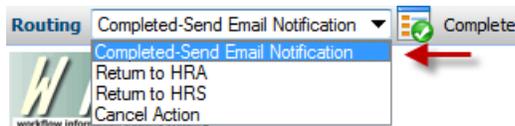
The screenshot shows the WITS routing bar. The 'Routing' dropdown is set to 'Send to Final Authorizer'. There are 'Complete' and 'Save' buttons. The WITS logo is visible below the routing bar.

**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*.

The screenshot shows the WITS interface for a 'Leave Without Pay' action. At the top left is the WITS logo. The title 'Leave Without Pay' is centered. On the right are three circular icons. Below the title is a horizontal menu with four tabs: 'Transaction Information', 'Employee Information', 'Leave Without Pay Information', and 'Final Processing/Authorization'. The 'Final Processing/Authorization' tab is circled in red. Below the tabs is a form with two date input fields: 'Effective Date\*' and 'Date Pro'd in Capital HR\*'. A '\* Required Fields' label is positioned to the right of the second field.

If complete, Final Authorizer selects “Completed – Send Email Notification” and clicks on  Complete 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.

Subject: LWOP Action Processed for Hunter Smith - WITS #22065

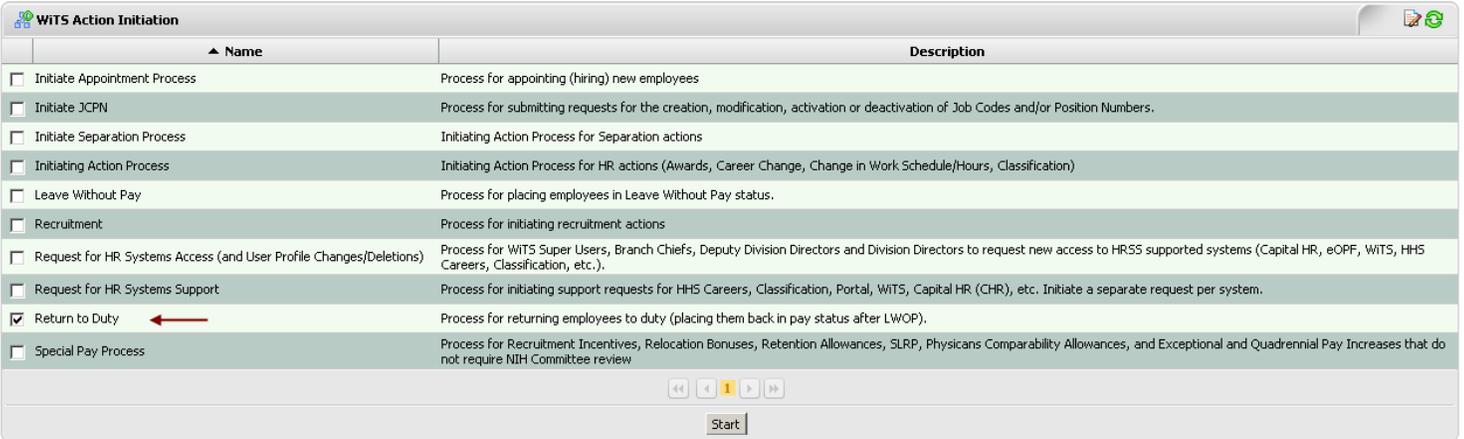
Your Leave Without Pay action for Hunter Smith in CC, administrative code HNJ has been processed in Capital HR. The effective date of this action is 12/15/2010. You are reminded to change the employee record in ITAS.

You can view this completed action from your CC 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>.

## Return to Duty (RTD)

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



The screenshot shows the 'WITS Action Initiation' window with a table of processes. The 'Return to Duty' process is highlighted in green and has a red arrow pointing to its checkbox.

Name	Description
<input type="checkbox"/> Initiate Appointment Process	Process for appointing (hiring) new employees
<input type="checkbox"/> Initiate JCPN	Process for submitting requests for the creation, modification, activation or deactivation of Job Codes and/or Position Numbers.
<input type="checkbox"/> Initiate Separation Process	Initiating Action Process for Separation actions
<input type="checkbox"/> Initiating Action Process	Initiating Action Process for HR actions (Awards, Career Change, Change in Work Schedule/Hours, Classification)
<input type="checkbox"/> Leave Without Pay	Process for placing employees in Leave Without Pay status.
<input type="checkbox"/> Recruitment	Process for initiating recruitment actions
<input type="checkbox"/> Request for HR Systems Access (and User Profile Changes/Deletions)	Process for WITS Super Users, Branch Chiefs, Deputy Division Directors and Division Directors to request new access to HRSS supported systems (Capital HR, eOPF, WITS, HHS Careers, Classification, etc.).
<input type="checkbox"/> Request for HR Systems Support	Process for initiating support requests for HHS Careers, Classification, Portal, WITS, Capital HR (CHR), etc. Initiate a separate request per system.
<input checked="" type="checkbox"/> Return to Duty	Process for returning employees to duty (placing them back in pay status after LWOP).
<input type="checkbox"/> Special Pay Process	Process for Recruitment Incentives, Relocation Bonuses, Retention Allowances, SLRP, Physicians Comparability Allowances, and Exceptional and Quadrennial Pay Increases that do not require NIH Committee review

Navigation buttons: << < 1 > >>

Start

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



## Return To Duty



Transaction Information	Employee Information	Return to Duty Information	Final Processing/Authorization
* Required Fields			
WiTS #:		31597	Date Entered: 09/29/2014 05:42 PM
Action Type:		Return to Duty	Date Rec'd in HR*: (mm/dd/yyyy) 09/29/2014
AO's First Name*:			AO's Last Name*: <a href="#">(NED Lookup)</a>
AO's Email Address*:			Global Recruitment?*: <input type="checkbox"/>
Administrative Code*:			Institute/Center*:
Organization Initials:			Proposed Effective Date*: (mm/dd/yyyy)
CSD Branch Chief*:		<input type="checkbox"/>	CSD Team Leader*:
CSD HR Specialist*:		<input type="checkbox"/>	CSD HR Assistant*:
Final Authorizer*:			
Is the package complete?*		<input type="checkbox"/>	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 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

- Click on the *Cap HR Lookup* link under the 'Employee Last Name' field.

First Name\*:

Last Name\*:  [\(Cap HR Lookup\)](#)

- 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.*
- 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.*



**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.

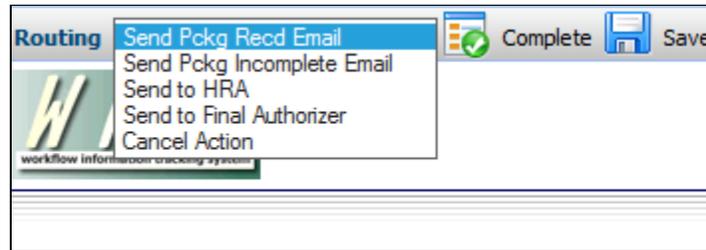
**Description of fields on the Employee Information Tab**

Data Fields	Auto-populated?	Data Source	Description
<i>First Name, MI, Last Name</i>	✓	Capital HR	Employee's legal name in Capital HR.
<i>Employee ID</i>	✓	Capital HR	Employee's identification number (ID) in Capital HR.
<i>Employee Email Address</i>	✓	NIH Enterprise Directory (NED)	Employee's email address in NED.
<i>Position Title, Pay Plan, Series, Grade, and Step</i>	✓	Capital HR	Employee's classified or official position information and Step in Capital HR.
<i>Job Code and Position Number</i>	✓	Capital HR	The Job Code (job grouping category) associated to the employee's official position. The unique Position Number associated to the Job Code.
<i>CAN</i>	✓	Capital HR	The Common Accounting Number (accounting code) used to determine the source of funds to compensate the employee.
<i>Pay Basis</i>	✓	Capital HR	The duration for which the employee's pay is quoted.
<i>Basic Pay</i>	✓	Capital HR	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.
<i>Adjusted Basic Pay</i>	✓	Capital HR	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.
<i>Pay Band*</i>	✗	N/A	<i>Only applicable for Pay Plans AD, RF, or RG. The Employee's Pay Band associated with their Category on the Title 42 Pay Model.</i>
<i>Pay Tier*</i>	✗	N/A	<i>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.</i>
<i>Category*</i>	✗	N/A	<i>Only applicable for Pay Plans AD, RF, or RG. The Employee's Category on the Title 42 Pay Model.</i>

\*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 **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 RTD action has been received in HR.



Subject: Return to Duty Action Initiated for Graham Gano- WITS #22066

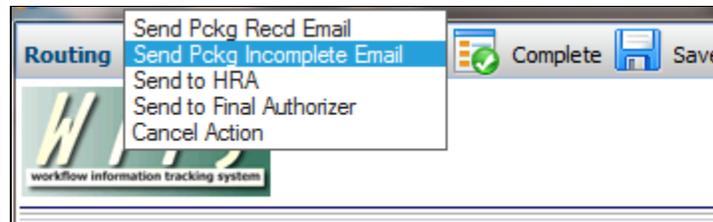
Your Return to Duty Action action for Graham Gano in the CC CC, administrative code HNJ, has been initiated by the Office of Human Resources. It has been assigned #22066 as the Workflow information Tracking System (WITS) number; please include this number with all inquiries.

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

You can view this action from your CC 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 WITS, please refer to the Office of Human Resources website at: <http://hr.od.nih.gov/hrsvsystems/staffing/wits/default.htm>.

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.



Subject: Return to Duty Action for Graham Gano- WITS #22066-Documentation/Information Needed

Your Return to Duty action for Graham Gano in CC, administrative code HNJ, has been received in the Office of Human Resources. It has been assigned #22066 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 testere.

We have not received the following: paperwork.

You can view this action from your CC 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/hrsvsystems/staffing/wits/default.htm>.

The next tab to be completed is the *Return to Duty Information* tab:

The screenshot shows the WITS 'Return To Duty' form. At the top left is the WITS logo. The title 'Return To Duty' is centered. On the right are three circular icons. Below the title is a navigation bar with four tabs: 'Transaction Information', 'Employee Information', 'Return to Duty Information' (highlighted with a red circle), and 'Final Processing/Authorization'. Below the tabs is a form area with a 'Return to Duty Date\*' field and a '\* Required Fields' label.

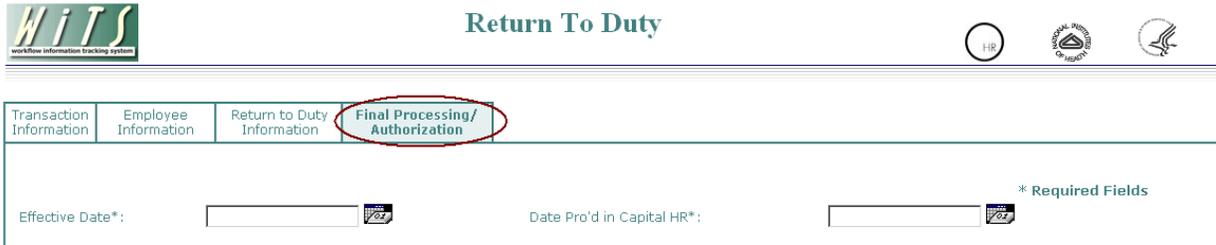
- **Return to Duty Date:** Enter the date that the employee will be returning pay status.

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 screenshot shows the WITS routing menu. The 'Routing' dropdown is set to 'Send to Final Authorizer'. To the right are 'Complete' and 'Save' buttons. The WITS logo is visible below the routing menu.

## 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*.



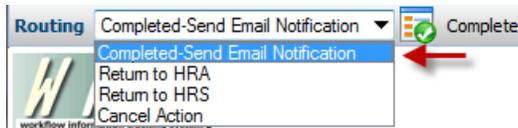
WITS workflow information tracking system

Return To Duty

Transaction Information Employee Information Return to Duty Information **Final Processing/Authorization**

Effective Date\*:   Date Pro'd in Capital HR\*:   \* Required Fields

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.

Subject: Return to Duty Action Processed for Graham Gano - WITS #22066

Your Return to Duty action for Graham Gano in CC, administrative code HNJ, has been processed in Capital HR. The effective date of this action is 12/15/2010. You are reminded to change / update the employee's record in ITAS.

You can view this action from your CC 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>.