USER GUIDE

SENIOR LEVEL PAY

WHEN TO USE THE SENIOR LEVEL PAY FORM AND CREATING THE ACTION ................................................................. 2

   ACTIONS CREATED BY IC STAFF ......................................................................................................................................... 2
   ACTIONS CREATED BY CPD STAFF ..................................................................................................................................... 2

COMPLETING THE TRANSACTION INFORMATION TAB: ........................................................................................................ 4

   FIELDS RESERVED FOR CPD STAFF: ................................................................................................................................. 4

COMPLETING THE CANDIDATE INFORMATION TAB: ........................................................................................................... 6

COMPLETING THE REQUEST INFORMATION TAB: ............................................................................................................... 7

COMPLETING THE COMMITTEE REVIEW & RECOMMENDATION INFORMATION TAB: .................................................. 10

PENDING CASES – WITH COMMITTEE .................................................................................................................................. 13

COMPLETING THE BUILDING 1 REVIEW & DECISION INFORMATION - BUILDING 1 LIAISON ............................................. 16

COMPLETING THE BUILDING 1 REVIEW & DECISION INFORMATION – CPD ................................................................. 18

COMPLETING THE ACTION ....................................................................................................................................................... 20

   CLOSING OR CANCELLING THE CASE .................................................................................................................................. 20

PAY SPECIALIST ROLE ............................................................................................................................................................... 22

APPENDIX A: BUILT-IN WORKFLOW EMAILS REFERENCE TABLE ......................................................................................... 24

SAMPLE EMAILS .......................................................................................................................................................................... 25

   RECEIPT OF REQUEST .......................................................................................................................................................... 25
   CASE INCOMPLETE ................................................................................................................................................................. 25
   CASE Docs Rec’d ....................................................................................................................................................................... 25
   MEETING DATE SET .................................................................................................................................................................. 26
   MEETING DATE CHANGED ......................................................................................................................................................... 26
   TO COMMITTEE ...................................................................................................................................................................... 26
   TO BUILDING 1 ....................................................................................................................................................................... 26
   EMAIL OUTCOME TO IC AND CSD ................................................................................................................................... 27
   CLOSE CASE ........................................................................................................................................................................... 27
   COMPLETE ACTION ............................................................................................................................................................... 27

HR SAID/WiTS
When to Use the Senior Level Pay Form and Creating the Action

The Senior Level Pay (SLP) workflow is used to track the review/approval and processing of cases that involve senior level employees where NIH committee review and Building 1 approval is required. Senior Level Pay cases must be submitted for any pay action that the IC Director does not have authority to approve. These types of cases include actions involving certain employees appointed under Title 42, employees receiving supplemental pay under Title 38 (Market Pay), appointments of IC Deputy Director and Scientific Directors, appointments of Scientific Executives, Senior Scientific Officers and Scientific Program Leaders 2, nominations of NIH Distinguished Investigators (NDIRS) and appointments to the Senior Biomedical Research Service (SBRS).

WiTS Tip: For actions related to recruitments and new hires to the NIH, the CSD HR Specialist will need the Senior Level Pay data to complete their work. Please use the built-in workflow emails when possible as the CSD Branch Chief is copied on most notifications.

There are two ways that a Senior Level Pay action can be initiated depending on who is initiating the action.

**Actions Created By IC Staff**

IC Case Preparers will access the form via the OHR website and submit it to CPD. The gaining IC is responsible for entering the action. For more information on how IC staff can access and submit the Senior Level Pay form, please see User Guide – Submitting Senior Level Pay Cases on the WiTS User Guide page. This user guide contains detailed information about the fields on the form and how to complete them.

**Actions Created by CPD Staff**

If needed, CPD staff members can initiate a Senior Level Pay action by choosing the Senior Level Pay process from the Start a WiTS Process bizcove on their Work Area Page.
• When a CPD staff member creates an SLP action on behalf of the IC, they will be presented with the IC version of the form and then must submit the pay case to CPD. Refer to the [IC version of the Senior Level Pay user guide](https://hr.irbrdrn.gov/compliance) for more information.

• Once the required fields are complete, the CPD staff member will select ‘Submit’ from the routing menu. This will submit the case to CPD.

When a Senior Level Pay (SLP) action is entered (whether initiated by the IC via the web or by CPD staff within WiTS), an automatic email is sent to the IC Case Preparer (the person who entered the case), the IC Contact (the responsible IC staff member (i.e. Sr. AO, Lab Chief, etc.), the IC’s Executive Officer, the CSD Branch Chief, and all of the members of the WiTS CPD group.

This email advises the interested parties that an SLP case has entered and lists the WiTS transaction number.

The SLP action will appear in the Senior Level Pay worklist on the Senior Level Pay Work Area page:

The CPD HRS retrieves the action from the Senior Level Pay worklist by either clicking on the WiTS # or by clicking on the checkbox next to it and clicking “Open Selected Action.”

HR SAID/WiTS
Completing the Transaction Information Tab:

The top portion of the form contains information pulled in from the IC's web submission.

- **Related Title 42 Request #: Title 42 Pilot Participants Only (NINDS, NIDDK, and NHLBI).** Any action that appoints, converts, or extends an individual into a Title 42 position, must have a related request number. Special and Senior Level pay actions processed in parallel and Recruitment actions used for exhaustion, must also have a request number. The Title 42 Request # serves as the program area's authorization to appoint, convert, or extend an employee. This number is auto-populated if the action is created from the Title 42 Request, or it can be entered manually.

**Fields Reserved for CPD Staff:**

- **HR Specialist** – use the drop down menu to select the CPD HRS who will be working the case
- **Proposed Effective Date** - enter an estimated date that the request will be processed if possible.
- **Date Case Received** – enter the date that the case documentation was received
- **Administrative Code** - enter the Administrative Code of the organization the employee or candidate will be working in. You can use the Admin Code lookup link below the field to find the admin code if you do not know it. Use the Admin Code that the employee/new hire is entering.
- **CSD Branch Chief** – this field will populate based on the Admin Code entered
• **Global Recruitment?** – indicate whether this action is being handled by the CSD’s Global Recruitment Unit. If ‘Yes’ is selected, the Chief of the CSD GRU will be copied on all automated emails that are sent to the Chief of the servicing CSD Branch.

• **Initial Package Received?** – this field indicates if the initial package was complete. Complete means the package included all documentation and information needed to move the case to the next step in the process. Do not change this field from No to Yes, if the program area subsequently submits a complete package.

• **Hold Case?** – selecting yes here will identify the case as being on hold and the associated metrics will not be included in the Senior Level Pay Activity report’s comparative metrics.

• **Internal Comments** – This comment block is used to track details regarding the case that only CPD and Building One staff should see.

**WiTS Tip:** Anyone in possession of the action can view the ‘Internal Comments’ field. CPD report users have the option of including these comments on reports.
Completing the Candidate Information Tab:

This information flows from the web form that the IC Case Preparer completes or can be entered by the CPD HRS if needed.

- **NIH Employee?**: For current NIH employees, Basic Pay, Market Pay and Annual Pay are auto populated after the Employee Lookup is used on the Candidate Information Tab.

  - The CPD HR Specialist reviews and edits the information on this tab.
Completing the Request Information tab:

- The CPD HR Specialist reviews and edits the information on this tab.

- After the Transaction Information, Candidate Information and Request Information tabs have been reviewed, the CPD HRS decides whether or not the request package is complete.

If the package is not complete, the HRS:

1. Selects “No” for the “Initial Package Complete?” question.
   - The action status code, color and description will change to “Yellow – Incomplete Package Received by HR – Waiting for missing documents.”

2. Lists the missing items in the “List of Missing Docs/Info” text box.

3. (Optional) Selects “Case Incomplete – Send Email” from the routing menu.
Taking these actions will send the following email to the IC Case Preparer and IC Contact (with a cc to the CSD Branch Chief and CPD HRS):

Your Senior Level Pay request, WITS #35313, for TERRONN Verge in Test has been reviewed by the Compensation and Policy Division.

It has been determined that the appropriate documentation in support of this request - Case Type: Title 38, Nature of Action: Conversion from T42 - has not been received. We will be unable to continue work on this request until we receive all of the required documents. Please see below for more details and submit the needed documents as soon as possible.

We have not received the following: Signed IC Director’s Approval Letter

This request will be held open for a period of 5 business days from the date of this message. If the needed information/documents are not received within 5 business days, this case will be closed and the request will need to be re-submitted. If you have questions concerning the additional documentation required, please contact Samantha Label in the Compensation and Policy Division.

Thank you.

After marking the package as incomplete and sending the email, the action will return to the Senior Level Pay worklist. When the missing documents are received, the CPD HRS will retrieve the action, enter the date that the missing documents were received in the Date Missing Docs/Info Received field (leaving the Initial Package Complete? field at “No”) and follow the steps below.

- **(Optional)** If/when the package is complete and all case documents have been received, the CPD HRS selects “Case Docs Rec’d – Send Email” from the routing menu.

Taking these actions will send the following email to the IC Case Preparer and IC Contact (with a cc to the CSD Branch Chief and CPD HRS):

HR SAID/WiTS
After the notification email is sent, the action will be sent back to the Senior Level Pay worklist.
Completing the Committee Review & Recommendation Information tab:

The CPD HRS then completes prepares the case for NIH Committee review and completes the top portion of the Committee Review & Recommendation Information tab:

- **Reviewing Committee** – select NCC, NCCP, NDIRS, SBRS Policy Board, or NIH Deputies. For Title 38 cases, the Reviewing Committee is defaulted to NCCP.
- **Date Sent to Committee** – enter the date that the case was sent to Committee
- **Committee Review Date** – enter the date that the Committee is scheduled to review the case

(Optional) After the date of the committee review/meeting is scheduled, the CPD HRS has the option of selecting “Meeting Date Set – Send Email” from the routing menu:

- The following email to the Executive Officer, IC Case Preparer and IC Contact (with a cc to the CSD Branch Chief and CPD HRS):

HR SAID/WiTS
Your Senior Level Pay request for TERRONN Verge in Test (WiTS #35313), has been scheduled for review by the NCCP on 03/03/2016. You will be notified when the case has been sent to the Committee.

Thank you.

(Optional) If the meeting date is subsequently rescheduled, the CPD HRS also has the option of retrieving the action and selecting “Meeting Date Changed – Send Email” from the routing menu.

- The following email to the Executive Officer, IC Case Preparer and IC Contact (with a cc to the CSD Branch Chief and CPD HRS):

The scheduled NCCP review of your Senior Level Pay request for TERRONN Verge in Test (WiTS #35313) has been rescheduled to 03/03/2016. You will be notified when the case has been sent to the Committee.

Thank you.

When the case is sent to the committee for review, the CPD HRS selects either:
• “To Committee” – to send the action to “Pending – With Committee” status without sending a notification email

OR

• “To Committee – Send Email” – to send the action to “Pending – With Committee” status and to send the following email to the Executive Officer, IC Case Preparer and IC Contact (with a cc to the CSD Branch Chief and CPD HRS):
Taking either of these actions will send the case to the “Pending – With Committee” bizcove on the Senior Level Pay Work Area Page.

### Pending Cases – With Committee

![Pending Cases Table](image)

After the reviewing Committee makes its recommendation, the CPD HRS will open the action from the “Pending – With Committee” bizcove and complete the remainder of the Committee Review & Recommendation Information tab.

- **Committee Recommendation** – select Approved, Disapproved, Modified, Returned, or Deferred

- **Committee Recommendation Comments** – enter any comments about the Committee’s recommendation.

**WiTS Tip:**
- Depending on the Case Type, the Committee-recommended pay components will be shown on this tab.
- CPD report users have the option of including Committee Recommendation Comments on certain reports.

From the routing menu, the CPD HRS can then select either:
• “Send to Building 1” – to send the action to the Building 1 Liaison for review and approval without sending a notification email.

OR

• “To Building 1 – Send mail” - to send the action to the Building 1 Liaison for review and approval and to send the following email to the Executive Officer, IC Case Preparer and IC Contact (with a cc to the CSD Branch Chief and CPD HRS):
Taking either of these actions will send the case to the Building 1 Liaison. The action will be visible from the “Pending – With Building 1” bizcove on the Senior Level Pay Work Area Page.
Completing the Building 1 Review & Decision Information - Building 1 Liaison

The Building 1 Liaison reviews the Transaction Information, Employee Information, Request Information and Committee Review & Recommendation Information tabs.

The Building 1 Liaison will always complete the following fields:

- **Date Case Docs Received in Building 1** – enter the date the hard copy (or emailed) case was received from CPD.
- **Building 1 Decision** – select Approved, Disapproved, Deferred, Modified or Returned.
- **Building 1 Decision Date** – enter the date of the Approving Official’s decision.
- **Approving Official** – select the Approving Official.
- **Building 1 Decision Comments and Internal Comments** are optional text boxes.

- The remainder of the fields on the tab must be reviewed and updated based on the Building 1 Decision.

After the form has been updated, the Building 1 Liaison selects “Return to Senior Level Pay HR Specialist”:
This will send the action back to the Senior Level Pay worklist on the Senior Level Pay Work Area Page. An email will go to the CPD HRS advising them of the decision and that the case is being forwarded back to CPD:

The Director, NIH, after considering the advice of the NCCP has approved the Title 38 request.

This case will now be returned to CPD.

Thank you.

Alternatively, the Building 1 Liaison may select “Return to Senior Level Pay HR Specialist – No Action”

This will send the action back to the Senior Level Pay worklist on the Senior Level Pay Work Area Page with no email sent. This option can be used when an action has been sent to Building 1 in error/prematurely.
Completing the Building 1 Review & Decision Information – CPD

When the action is sent back from Building 1, the CPD HRS opens the action and enters the appropriate language describing the Building 1 decision into the “Building 1 Decision Comments” text box on the Building 1 Review & Approval Information tab:

The CPD HRS then selects:

- “Email Outcome to IC and CSD” – to send the following email to the IC Director, Executive Officer, IC Case Preparer and IC Contact (with a cc to the CSD Branch Chief and CPD HRS) advising them of the outcome of the case. *The contents of the ‘Building 1 Decision Comments field’ will be displayed in the email.*
The Director, NIH, after considering the advice of the NCCP has approved this action.

Thank you.

**WiTS Tip:** When Case Type = Title 38, the email is also sent to Title38Team@mail.nih.gov

When Case Type = Title 42, IC Dep Dir/Scientific Dir, Scientific Exec/SSO/SPL 2, NDIRS, or SBRS, the email is also sent to Title42Team@mail.nih.gov.

The WRD Pay Processing group’s email box (SpecialPays@mail.nih.gov) is also a cc on this email.
Completing the Action

After the outcome notification email is sent, the action will be sent back to the Senior Level Pay worklist. The CPD HRS opens the action and selects:

- “Send to WRD Pay Specialist” – to send the action to the (WRD) Pay Specialist for final processing.

Closing or Cancelling the Case

*WiTS Tip:* At any time during the process, the CPD HRS has the option of either *cancelling* the action or *closing* the case. Use the cancel option for actions that were entered in error and that should not appear on report. Use the Close Case option when a case has progressed through the Senior Level Pay workflow, but will not be processed by the Pay Specialist.
If “Close Case – Send Email” is selected, the CPD HRS enters the reason why the case is being closed in the Case Closed/Returned reason text box on the Transaction Information tab:

This language is pulled into the Case Closed email, which is sent to the Executive Officer, IC Case Preparer and IC Contact (with a cc to the CSD Branch Chief and CPD HRS)

Your Senior Level Pay request (WITS #35313) for TERRONN Vergy in Test will be closed in WITS and returned to you for the following reason(s):

Employee is not eligible for this pay.

If you have questions concerning the reasons for closing this case, please contact Samantha Lubel in the Compensation and Policy Division.

Thank you.
**Pay Specialist Role**

The Pay Specialist retrieves the action from the Active Pay Transactions worklist, opens the form and reviews all tabs.

The Pay Specialist completes the ‘Effective Date’, ‘Date Pro’d in Capital HR’, ‘Supplemental Pay Expiration Date’, and ‘Employee ID’ fields on the Final Processing/Authorization tab. The *Supplemental Pay Expiration Date* field is mandatory before Senior Level Pay cases with any of the following natures of action can be completed in WiTS:

- Retention (New)
- Retention (Renewal)
- Exceptional Pay Adjustment & Retention (New)
- Exceptional Pay Adjustment & Retention (Renewal)
- Base Pay & Retention Incentive

![WiTS Senior Level Pay Form](image)

After processing the action in Capital HR, the Pay Specialist selects:

- “Complete Action” – to complete the action and send it to archives

After the Pay Specialist completes the action in WiTS, an email notice is sent to the Executive Officer, IC Case Preparer and IC Contact (with a cc to the CSD Branch Chief and CPD HRS) advising them that the Senior Level Pay action has been processed by OHR and listing the effective date.
Your Senior Level Pay action for Kevin Smith in NIH, administrative code HN123, has been processed in Capital HR. The effective date of this action is 09/01/2016.

To view this action, visit the HR Requests Page on the OHR website at https://entrahr.od.nih.gov/wits/index.htm and click on ‘View Submitted Requests’.

For more information on WITS, and for access to WITS Reports for authorized NIH staff, please visit the WITS page on the OHR website at: http://hr.od.nih.gov/hrsystems/staffing/wits/default.htm.
Appendix A: Built-in Workflow Emails Reference Table

The following table outlines all of the emails and recipients of the built-in Senior Level Pay workflow emails.

<table>
<thead>
<tr>
<th>Workflow Email</th>
<th>To Recipients</th>
<th>CC Recipients</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Receipt of Request</strong> (Not a routing menu option)</td>
<td>-Case Preparer</td>
<td>-CSD Branch Chief</td>
<td>Automatically generated when the action is submitted from the web form. Used to inform the IC that the case has been sent to CPD.</td>
</tr>
<tr>
<td></td>
<td>-IC Contact</td>
<td>-CSD GRU Chief (Global Actions Only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Executive Officer</td>
<td>-All CPD HR Specialists in WiTS</td>
<td></td>
</tr>
<tr>
<td><strong>Case Incomplete – Send Email</strong></td>
<td>-Case Preparer</td>
<td>-CSD Branch Chief</td>
<td>To inform the IC that case documentation is not complete.</td>
</tr>
<tr>
<td></td>
<td>-IC Contact</td>
<td>-CSD GRU Chief (Global Actions Only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>-CPD HR Specialist</td>
<td></td>
</tr>
<tr>
<td><strong>Case Docs Rec’d – Send Email</strong></td>
<td>-Case Preparer</td>
<td>-CSD Branch Chief</td>
<td>To inform the IC that the case has been received by CPD.</td>
</tr>
<tr>
<td></td>
<td>-IC Contact</td>
<td>-CSD GRU Chief (Global Actions Only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>-CPD HR Specialist</td>
<td></td>
</tr>
<tr>
<td><strong>Meeting Date Set – Send Email</strong></td>
<td>-Case Preparer</td>
<td>-CSD Branch Chief</td>
<td>To inform the IC that the committee meeting date has been set.</td>
</tr>
<tr>
<td></td>
<td>-IC Contact</td>
<td>-CSD GRU Chief (Global Actions Only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Executive Officer</td>
<td>-CPD HR Specialist</td>
<td></td>
</tr>
<tr>
<td><strong>Meeting Date Changed - Send Email</strong></td>
<td>-Case Preparer</td>
<td>-CSD Branch Chief</td>
<td>To inform the IC that the committee meeting date has been changed.</td>
</tr>
<tr>
<td></td>
<td>-IC Contact</td>
<td>-CSD GRU Chief (Global Actions Only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Executive Officer</td>
<td>-CPD HR Specialist</td>
<td></td>
</tr>
<tr>
<td><strong>To Committee – Send Email</strong></td>
<td>-Case Preparer</td>
<td>-CSD Branch Chief</td>
<td>To inform the IC that the case has been sent to committee.</td>
</tr>
<tr>
<td></td>
<td>-IC Contact</td>
<td>-CSD GRU Chief (Global Actions Only)</td>
<td></td>
</tr>
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<td></td>
<td>-Executive Officer</td>
<td>-CPD HR Specialist</td>
<td></td>
</tr>
<tr>
<td><strong>To Building 1 – Send Email</strong></td>
<td>-Case Preparer</td>
<td>-CSD Branch Chief</td>
<td>To inform the IC that the case has been sent to Building 1.</td>
</tr>
<tr>
<td></td>
<td>-IC Contact</td>
<td>-CSD GRU Chief (Global Actions Only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Executive Officer</td>
<td>-CPD HR Specialist</td>
<td></td>
</tr>
<tr>
<td><strong>Return to CPD</strong></td>
<td></td>
<td>-CPD HR Specialist</td>
<td>To inform the CPD HR Specialist that a decision has been reached in Building 1 and that case is being returned.</td>
</tr>
<tr>
<td><strong>Email Outcome to IC and CSD</strong></td>
<td>-Case Preparer</td>
<td>-CSD Branch Chief</td>
<td>To inform the IC of the outcome of the case.</td>
</tr>
<tr>
<td></td>
<td>-IC Contact</td>
<td>-CSD GRU Chief (Global Actions Only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Executive Officer</td>
<td><a href="mailto:-SpecialPays@mail.nih.gov">-SpecialPays@mail.nih.gov</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-IC Director</td>
<td>For non-Title 38 Cases:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <a href="mailto:Title42Team@mail.nih.gov">Title42Team@mail.nih.gov</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>For Title 38 Cases:</td>
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<td></td>
<td></td>
<td><a href="mailto:-Title38Team@mail.nih.gov">-Title38Team@mail.nih.gov</a></td>
<td></td>
</tr>
<tr>
<td><strong>Close Case – Send Email</strong></td>
<td>-Case Preparer</td>
<td>-CSD Branch Chief</td>
<td>To inform the IC that the case has been closed without being processed.</td>
</tr>
<tr>
<td></td>
<td>-IC Contact</td>
<td>-CSD GRU Chief (Global Actions Only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Executive Officer</td>
<td>-CPD HR Specialist</td>
<td></td>
</tr>
<tr>
<td><strong>Complete Action</strong></td>
<td>-Case Preparer</td>
<td>-CSD Branch Chief</td>
<td>To inform the IC that the case has been completed and processed.</td>
</tr>
<tr>
<td></td>
<td>-IC Contact</td>
<td>-CSD GRU Chief (Global Actions Only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Executive Officer</td>
<td>-CPD HR Specialist</td>
<td></td>
</tr>
</tbody>
</table>
Sample Emails

Receipt of Request

The Compensation and Policy Division (CPD) has received your submission of a Title 42: Retention (Reimbursement) for Kevin Smith in NHU. The request has been assigned to tracking number 123456. Please reference this number with your submission of the supporting documentation.

Note: your submission is not complete until the necessary documentation (and required hard copy) are received in CPD. For more information about the requirements for these submissions, please visit OHR intranet: 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**Meeting Date Set**

Your Senior Level Pay request for TERRONN Verge in Test (WiTS #35313) has been scheduled for review by the NCCP on 03/03/2016. You will be notified when the case has been sent to the Committee.

Thank you.

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**Meeting Date Changed**

The scheduled NCCP review of your Senior Level Pay request for TERRONN Verge in Test (WiTS #35313) has been rescheduled to 03/03/2016. You will be notified when the case has been sent to the Committee.

Thank you.

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**To Committee**

Your Senior Level Pay request, WiTS #35313, for TERRONN Verge in Test has been sent for Committee review on 03/03/2016. You will be contacted when the Committee's recommendation has been forwarded to Building 1 for consideration.

Thank you.

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**To Building 1**

Your Senior Level Pay request, WiTS #35313, for TERRONN Verge in Test was reviewed by the NCCP on 03/03/2016. The Committee's recommendation has been forwarded to Building 1 for consideration. You will be contacted when a decision is reached.

Thank you.
Email Outcome to IC and CSD

Decision Reached on Senior Level Pay Case - TERRONN Verge - Title 38 - WITS#35313
To: Lubei, Samantha (NIH/OD) [E]; Lubei, Samantha (NIH/OD) [E]; Lubei, Samantha (NIH/OD) [E]; Lubei, Samantha (NIH/OD) [E]
Cc: Kerr, Ken (NIH/OD) [C]

The Director, NIH, after considering the advice of the NCCP has approved this action...

Thank you.

Close Case

Senior Level Pay Case (WITS #35313) for TERRONN Verge Closed - No Action Taken
To: Lubei, Samantha (NIH/OD) [E]; Lubei, Samantha (NIH/OD) [E]; Lubei, Samantha (NIH/OD) [E]; Lubei, Samantha (NIH/OD) [E]
Cc: Kerr, Ken (NIH/OD) [C]

Your Senior Level Pay request (WITS #35313) for TERRONN Verge in Test will be closed in WITS and returned to you for the following reason(s):

Employee is not eligible for this pay...

If you have questions concerning the reasons for closing this case, please contact Samantha Lubei in the Compensation and Policy Division.

Thank you.

Complete Action

Action Processed for Kevin Smith - WITS #123456
To: Lubei, Samantha (NIH/OD) [E]

Your Senior Level Pay action for Kevin Smith in NIH, administrative code HR123, has been processed in Capital HR. The effective date of this action is 09/01/2016.

To view this action, visit the HR Requests Page on the OHR website at https://intrahr.od.nih.gov/wits/index.htm and click on 'View Submitted Requests'.

For more information on WITS, and for access to WITS Reports for authorized NIH staff, please visit the WITS page on the OHR website at: http://hr.od.nih.gov/hrsystems/staffing/wits/default.htm.