



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

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

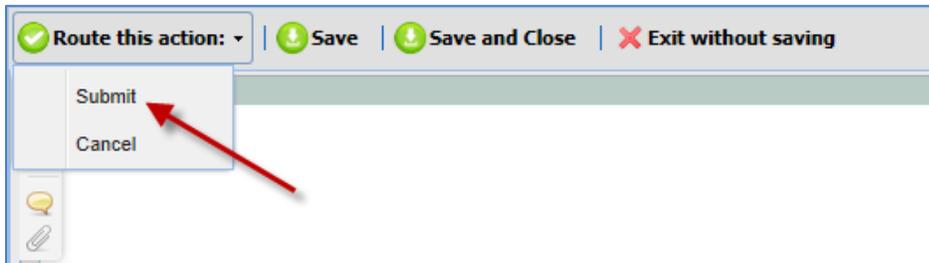
If needed, CPD staff members can initiate a Senior Level Pay action by choosing the Senior Level Pay process from the Start a WITS Process bizcove on their Work Area Page.

Start a WITS Process	
Name	Description
<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"/> Senior Level Pay Process	...begin the process of coordinating NIH Committee review and Building 1 decision on position and pay cases for senior-level employees.

Start My WITS Process

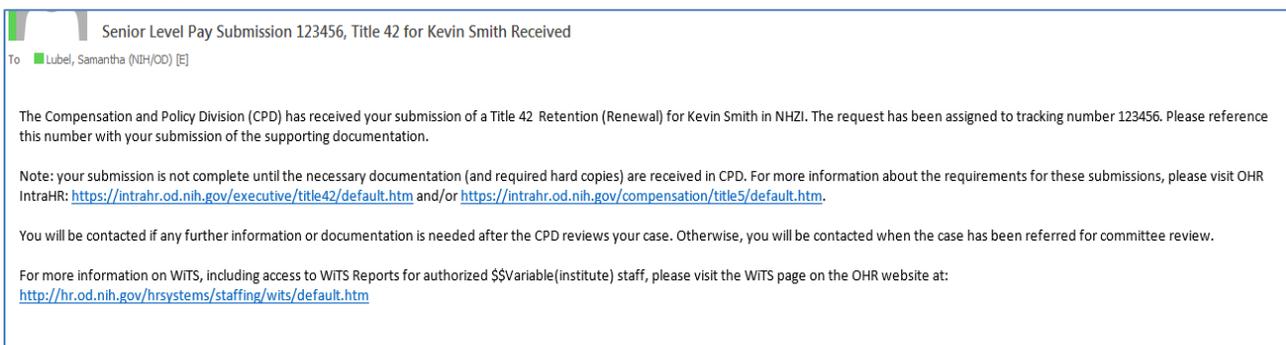
<< 1 >>

- 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](#) 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:

Senior Level Pay Worklist									
WITS #	Date Received in HR	Case Type	Nature of Action	Employee First Name	Employee Last Name	IC	Organization	HR Specialist	
<input type="checkbox"/>	35305								
<input type="checkbox"/>	35253	02/17/16	IC Director	Band Change	SAMANTHA	LUBEL	Test	Play/Testing Branch	Lubel, Samantha
<input type="checkbox"/>	35219	02/03/16	Title 42	Retention (New)	TERRONN	VERGE	Test	Play/Testing Branch	Kerr, Ken
<input type="checkbox"/>	35201	01/30/16	Title 42	Retention (New)	SUSANA	VARGAS	Test	Play/Testing Branch	Dixon, Juan
<input type="checkbox"/>	35199	01/29/16	IC Director	Exceptional Pay Adjustment	COURTNEY	BELMONT	Test	Play/Testing Branch	Dixon, Juan
<input type="checkbox"/>	35192	01/28/16	Title 38	Conversion from T42	MICHAEL	D ANDREA	Test	Play/Testing Branch	DAndrea, Michael
<input type="checkbox"/>	34967		Title 42	Recruitment	MIKE	TROUT	NINDS	OD OA IRMB	

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."

Completing the Transaction Information Tab:

Transaction Information	Candidate Information	Request Information	Committee Review & Recommendation Information	Building 1 Review & Decision Information	Final Processing/ Authorization
WITS #:		775964			Date Entered: 02/23/2016 02:26 PM
Action Type:		Senior Level Pay			Date Recv'd in HR*: 02/23/2016
Related Title 42 Request #:					
Case Preparer First Name*:		Joe			Case Preparer Last Name*: Doe
Case Preparer Email Address*:		Joedoe@nih.gov			Case Preparer Telephone Number: 3014352320
IC Contact First Name*:		Joe			IC Contact Last Name*: Doe
IC Contact Email Address*:		Joedoe@nih.gov			
IC Executive Officer First Name*:		Joe			IC Executive Officer Last Name*: Doe
IC Executive Officer Email Address*:		Joedoe@nih.gov			
IC Director First Name*:		Joe			IC Director Last Name*: Doe
IC Director Email Address*:		Joedoe@nih.gov			
Administrative Code*: Admin Code Lookup		HNP26			Institute/Center*: NIDCR
Organization Initials:		DIR CSDB			Proposed Effective Date:
HR Specialist*:		Lubel, Samantha			Date Case Received*: 02/29/2016
CSD Branch Chief*:		Kimble, Jeanette			Global Recruitment?: No
Is the package complete?*		Yes			List of Missing Docs/Info (Limit 500 characters):
Date Missing Docs Email Sent:					
Date Missing Docs/Info Received: (mm/dd/yyyy)					
Hold Case? :		No			
Priority*:		High			Action Status Code*: Red
Action Status*:		Active in HR			Action Status Description*: Active with Senior Level Pay HR Specialist
Case Closed/Returned Comments (Limit 3000 characters):					Internal Comments (Limit 3000 characters): Promotion/Conversion from Investigator 2, Intramural (Clinical), Band IV, Tier 2 to Senior

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:

Transaction Information	Candidate Information	Request Information
NIH Employee?*: <input type="checkbox"/> Yes <input type="checkbox"/> No	Candidate First Name*: Joe	Candidate MI: <input type="text"/>
Candidate Last Name*: Doe	Candidate Email Address*: joedoe@nih.gov	
Candidate Employee ID*: <input type="text"/>	Candidate NED ID*: <input type="text"/>	
Candidate Degree*: (Hold CTRL key and click all options that apply.)	<input type="text"/> <ul style="list-style-type: none"> PHD (Doctor of Philosophy) M.D. (Doctor of Medicine) DDS (Doctor of Dental Surgery) DMD (Doctor of Dental Medicine) DO (Doctor of Osteopathic Medicine) DVM (Doctor of Veterinary Medicine) Equivalent Doctoral Degree Non-Doctorate Degree 	
Current Position Title*: Biologist	Current Pay Plan*: GS	
Current Series*: 0401	Current Grade*: 13	Current Step*: 5
Current Professional Designation*: N/A	Current Title 42 Category*: N/A	
Current Title 42 Band*: N/A	Current Title 42 Tier*: N/A	
Current Medical Speciality*: (Hold CTRL key and click all options that apply.)	Current Board Certification: <input type="text"/>	
<input type="text"/> <ul style="list-style-type: none"> Medical: Allergy/Immunology Medical: Anesthesiology Medical: Cardio-Thoracic Surgery Medical: Cardiology 		
Current Basic Pay*: 93560		
Current Adjusted Basic Pay*: 96000		
Current Additional Compensation Amount*: 2000	Current Additional Compensation Type*: (Hold CTRL key and click all options that apply.)	<input type="text"/> <ul style="list-style-type: none"> N/A Cash Award PCA
Current Total Compensation Amount*: 98000.00		

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 screenshot shows a web form with three tabs: Transaction Information, Candidate Information, and Request Information. The Request Information tab is active. The form contains the following fields:

- Is this an appeal/resubmission of a previous request?: [Dropdown]
- Case Type*: [Dropdown]
- Nature of Action*: [Dropdown]
- IC Proposed Pay Plan*: [Dropdown]
- IC Proposed Position Title*: [Text]
- IC Proposed Title 42 Category*: [Dropdown]
- IC Proposed Title 42 Tier*: [Dropdown]
- IC Proposed Professional Designation*: [Dropdown]
- Date of most recent BSC review: (mm/dd/yyyy): [Date Picker]
- Peer Review Required?: [Dropdown]
- Date of IC Standing Committee Recommendation: (mm/dd/yyyy): [Date Picker]
- Date of Previous Submission: (mm/dd/yyyy): [Date Picker]
- IC Proposed Series*: [Text]
- IC Proposed Grade*: [Dropdown]
- IC Proposed Title 42 Band*: [Dropdown]
- IC Proposed Step*: [Dropdown]
- Date of Peer Review Approval: (mm/dd/yyyy): [Date Picker]
- Date of IC Director Approval*: (mm/dd/yyyy): [Date Picker]
- IC Proposed Basic Pay*: (Numbers only (no commas)): [Text]
- IC Proposed Additional Compensation Amount*: (Numbers only (no commas)): [Text]
- IC Proposed Additional Compensation Type*: (Hold CTRL key and click all options that apply): [Dropdown with options: N/A, Cash Award, PCA]
- IC Proposed Total Compensation Amount*: (Numbers only (no commas)): [Text]

A "Required Fields" indicator is present in the top right corner of the form area.

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

- 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.
 - a. *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.

✓ Route this action: ▾ |
 📌 Save |
 📌 Save and Close |
 ✗ Exit without saving

- Case Incomplete - Send Email
- Case Docs Rec'd - Send Email
- To Committee
- To Committee - Send Email
- Meeting Date Set - Send Email
- Meeting Date Changed - Send Email
- To Building 1 - Send mail
- Send to Building 1
- Email Outcome to IC & CSD BC
- Close Case
- Close Case & Send Email
- Send to WRD Pay Specialist
- Cancel Action

Senior Level Pay

Request information	Committee Review & Recommendation Information	Building 1 Review & Decision Information	Final Processing/ Authorization
	<input type="text" value="775964"/> <input type="text" value="Senior Level Pay"/> <input type="text"/>		Date Entered: Date Recv'd in HR*: (mm/dd/yyyy)
	<input type="text" value="Joe"/> <input type="text" value="Joedoe@nih.gov"/>		Case Preparer Last Name*: (NED Lookup) Case Preparer Telephone Number:

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):

Incomplete Title 38 Case Documentation for TERRONN Verge Received in CPD (WiTS #35313)

To: ■ Lubel, Samantha (NIH/OD) [E]; ■ Lubel, Samantha (NIH/OD) [E]

Cc: ■ Kerr, Ken (NIH/OD) [C]

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 resubmitted. If you have questions concerning the additional documentation required, please contact Samantha Lubel 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):

Title 38 Case Documentation for TERRONN Verge Received in CPD (WiTS #35313)

To ■ Lubel, Samantha (NIH/OD) [E]; ■ Lubel, Samantha (NIH/OD) [E]

The Compensation and Policy Division has received the case documents related to your Senior Level Pay request for TERRONN Verge in Test. The request - Case Type: Title 38, Nature of Action: Conversion from T42 - has been assigned 35313 as the WiTS Transaction Number. Please refer to this transaction number when making inquiries.

You will be contacted if any further information or documentation is needed after the CPD reviews your case. Otherwise, you will be contacted when the case has been referred for committee review.

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

Thank you.

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:

Transaction Information	Candidate Information	Request Information	Committee Review & Recommendation Information	Building 1 Review & Decision Information	Final Processing/ Authorization
* Required Fields					
Reviewing Committee:		<input type="text"/>	Date Case Sent to Committee: (mm/dd/yyyy)	<input type="text"/>	
Committee Review Date: (mm/dd/yyyy)		<input type="text"/>	Committee Recommendation:	<input type="text"/>	
Committee Recommendation Comments: (Limit 2000 characters)		<input type="text"/>			
Committee Recommended Basic Pay*: (numbers only(no commas))		<input type="text" value="90000.00"/>	Committee Recommended Total Compensation*: (numbers only(no commas))	<input type="text" value="95048.00"/>	
Committee Recommended Additional Compensation Type*:		<input type="text" value="Retention Allowance"/>	Committee Recommended Additional Compensation Amount*: (numbers only(no commas))	<input type="text" value="95048.00"/>	

- **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:

✔ Route this action: ▾
✔ Save
✔ Save and Close
✖ Exit without saving

- Case Incomplete - Send Email
- Case Docs Rec'd - Send Email
- To Committee
- To Committee - Send Email
- Meeting Date Set - Send Email
- Meeting Date Changed - Send Email
- To Building 1 - Send mail
- Send to Building 1
- Email Outcome to IC & CSD BC
- Close Case
- Close Case & Send Email
- Send to WRD Pay Specialist
- Cancel Action

Senior Level Pay

Request Information	Committee Review & Recommendation Information	Building 1 Review & Decision Information	Final Processing/ Authorization
<input type="text" value="775964"/>	<input type="text" value="Senior Level Pay"/>		Date Entered:
	<input type="text" value="Joe"/>		Date Recv'd in HR*: (mm/dd/yyyy)
	<input type="text" value="Joedoe@nih.gov"/>		Case Preparer Last Name*: (NED Lookup)
			Case Preparer Telephone Number:

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

Meeting/Review Date Set - Title 38 - TERRONN Verge - WiTS#35313

To Lubel, Samantha (NIH/OD) [E]; Lubel, Samantha (NIH/OD) [E]; Lubel, Samantha (NIH/OD) [E]

Cc Kerr, Ken (NIH/OD) [C]

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 screenshot shows a web application interface for 'Senior Level Pay'. At the top, there are navigation buttons: 'Route this action:' (with a dropdown arrow), 'Save', 'Save and Close', and 'Exit without saving'. A routing menu is open on the left side, listing various actions. A red arrow points to the 'Meeting Date Changed - Send Email' option. The main content area is titled 'Senior Level Pay' and contains a form with several fields and sections:

- Request Information:** Contains a text input field with the value '775964' and a dropdown menu with 'Senior Level Pay' selected.
- Committee Review & Recommendation Information:** Contains a text input field with the value 'Joe' and another text input field with the value 'Joedoe@nih.gov'.
- Building 1 Review & Decision Information:** Contains a text input field with the value 'Joe'.
- Final Processing/Authorization:** Contains a text input field with the value 'Joeedoe@nih.gov'.
- Date Entered:** A text input field.
- Date Recv'd in HR*:** A text input field with the label '(mm/dd/yyyy)'.
- Case Preparer Last Name*:** A text input field with the label '(NED Lookup)'.
- Case Preparer Telephone Number:** A text input field.

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

Meeting/Review Date Changed - Title 38 - TERRONN Verge - WiTS #35313

To Lubel, Samantha (NIH/OD) [E]; Lubel, Samantha (NIH/OD) [E]; Lubel, Samantha (NIH/OD) [E]

Cc Kerr, Ken (NIH/OD) [C]

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:

Route this action: Save Save and Close Exit without saving

Senior Level Pay

Request Information	Committee Review & Recommendation Information	Building 1 Review & Decision Information	Final Processing/ Authorization
	775964		Date Entered:
	Senior Level Pay		Date Recv'd in HR*: (mm/dd/yyyy)
	Joe		Case Preparer Last Name*: (NED Lookup)
	Joedoe@nih.gov		Case Preparer Telephone Number:

- “To Committee” – to send the action to “Pending – With Committee” status **without** sending a notification email

OR

Route this action: Save Save and Close Exit without saving

Senior Level Pay

Request Information	Committee Review & Recommendation Information	Building 1 Review & Decision Information	Final Processing/ Authorization
	775964		Date Entered:
	Senior Level Pay		Date Recv'd in HR*: (mm/dd/yyyy)
	Joe		Case Preparer Last Name*: (NED Lookup)
	Joedoe@nih.gov		Case Preparer Telephone Number:

- “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):

Senior Level Pay Case - TERRONN Verge - Sent to Committee (WiTS#35313)

To Lubel, Samantha (NIH/OD) [E]; Lubel, Samantha (NIH/OD) [E]; Lubel, Samantha (NIH/OD) [E]

Cc Kerr, Ken (NIH/OD) [C]

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.

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 - With Committee									Quick Search:
WITS#	Case Type	Nature Of Action	IC	Employee First Name	Employee Last Name	Committee Name	Committee Review Date	HR Specialist	
<input type="checkbox"/>	35200 Title 38	Market Pay Adjustment	Test	TERRONN	VERGE	NCCP	01/30/16	Dixon, Juan	
<input type="checkbox"/>	29881 Title 38	Request for T38 Pay	Test	Kenneth	Kerr	NCCP	01/30/14	Kerr, Ken	
<input type="checkbox"/>	23101 Title 38	Request for T38 Pay	Test	Dwayne	Wade	NCCP	06/13/11	Verge, Terrye	
<input type="checkbox"/>	23098 Title 42	Band Change	Test	LeBron	James	NCC	06/16/11	Verge, Terrye	

<< 1 >>

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:

Route this action: Save Save and Close Exit without saving

Senior Level Pay

Request Information	Committee Review & Recommendation Information	Building 1 Review & Decision Information	Final Processing/ Authorization
	775964		Date Entered:
	Senior Level Pay		Date Recv'd in HR*: (mm/dd/yyyy)
	Joe		Case Preparer Last Name*: (NED Lookup)
	Joedoe@nih.gov		Case Preparer Telephone Number:

- “Send to Building 1” – to send the action to the Building 1 Liaison for review and approval **without** sending a notification email.

OR

Route this action: Save Save and Close Exit without saving

Senior Level Pay

Request Information	Committee Review & Recommendation Information	Building 1 Review & Decision Information	Final Processing/ Authorization
	775964		Date Entered:
	Senior Level Pay		Date Recv'd in HR*: (mm/dd/yyyy)
	Joe		Case Preparer Last Name*: (NED Lookup)
	Joedoe@nih.gov		Case Preparer Telephone Number:

- “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):

Senior Level Pay Case - TERRONN Verge - Sent to Building 1 (WITS#35313)

To Lubel, Samantha (NIH/OD) [E]; Lubel, Samantha (NIH/OD) [E]; Lubel, Samantha (NIH/OD) [E]
Cc Kerr, Ken (NIH/OD) [C]

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.

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.

Pending Cases - With Building 1								Quick Search: <input type="text"/>
WITS #	Case Type	Nature Of Action	IC	Employee First Name	Employee Last Name	HR Specialist	Date Received in HR	
<input type="checkbox"/>	35303 Title 38	Promotion	Test	Ken	Kerr	Kerr, Ken	02/29/16	
<input type="checkbox"/>	35222 Title 38	Conversion from T42	Test	MICHAEL	D ANDREA	Dixon, Juan	02/04/16	
<input type="checkbox"/>	35196 Title 42	Band Change/Pay Adjustment	OD - OHR	TERRONN	VERGE	Kerr, Ken	02/03/16	
<input type="checkbox"/>	35189 Title 38	Market Pay Adjustment	Test	KRISHNA	KANDARPA	DAndrea, Michael	01/28/16	
<input type="checkbox"/>	34833 Title 38	Recruitment	Test	SAMANTHA	LUBEL	Dixon, Juan	10/31/15	
<input type="checkbox"/>	34746 Title 38	Recruitment	Test	COURTNEY	BELMONT	Dixon, Juan	11/06/15	
<input type="checkbox"/>	33809 Title 42	Recruitment	NINDS	KOTRINA	OZBEK	Dixon, Juan	07/29/15	

Completing the Building 1 Review & Decision Information - Building 1 Liaison

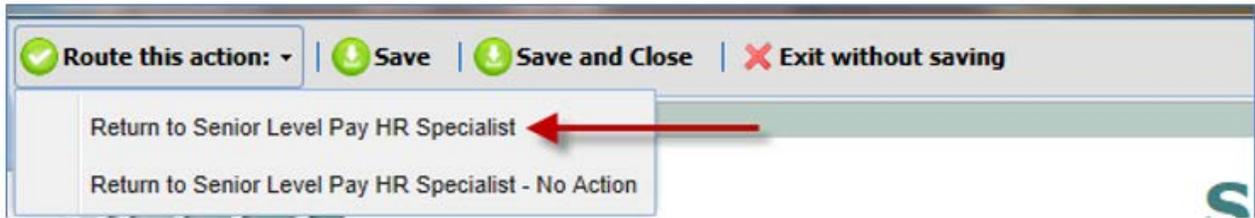
The Building 1 Liaison reviews the Transaction Information, Employee Information, Request Information and Committee Review & Recommendation Information tabs.

Transaction Information	Candidate Information	Request Information	Committee Review & Recommendation Information	Building 1 Review & Decision Information	Final Processing/ Authorization
<p>* Required Fields</p> <p>Building 1 Liaison Completes fields ←</p>					
Date Case Rec'd in Building 1:		02/12/2014 08:19 AM		Date Case Docs Received in Building 1: (mm/dd/yyyy)	
Internal Comments(Building 1 Liaison) (Limit 3000 characters):					
Building 1 Decision:		Building 1 Decision Date: (mm/dd/yyyy)			
Building 1 Decision Comments: (Limit 3000 characters)					
Approving Official:					
Date Case Returned to CSSED:					
<p>Building 1 Liaison Reviews and Updates fields based on the Building 1 Decision ←</p>					
Nature of Action*:		Band Change/Pay Adjustment			
Building 1 Approved Professional Designation*:		Adjunct Investigator			
Building 1 Approved Base Salary* (numbers only(no commas))		200654.00		Building 1 Approved Total Compensation* (numbers only(no commas)) 200654.00	
Building 1 Approved Additional Compensation Type*:		N/A Cash Award PCA		Building 1 Approved Additional Compensation Amount* (numbers only(no commas)) 0.0	
Building 1 Approved Category*:		Building 1 Approved Band*:			
Building 1 Approved Tier*:					

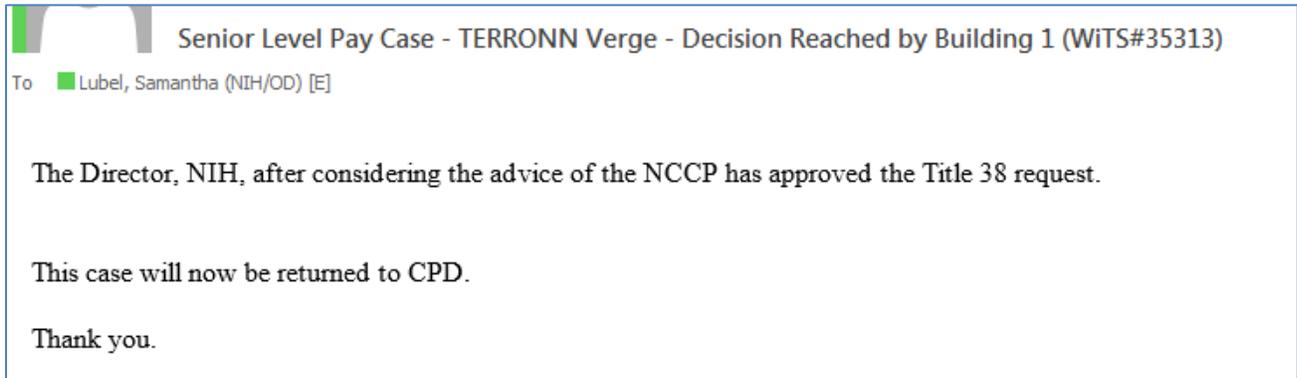
The Building 1 Liaison will always complete the following fields:

- **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.

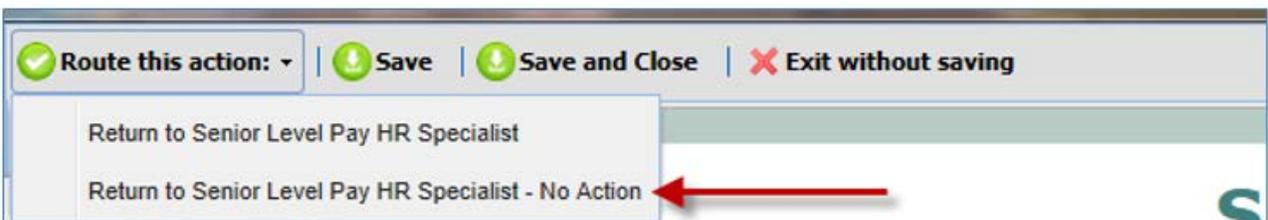
After the form has been updated, the Building 1 Liaison selects “Return to Senior Level Pay HR Specialist”:



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:



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:

Transaction Information	Candidate Information	Request Information	Committee Review & Recommendation Information	Building 1 Review & Decision Information	Final Processing/ Authorization
Date Case Rec'd in Building 1:		02/12/2014 08:36 AM	Date Case Docs Received in Building 1: (mm/dd/yyyy)		02/13/2014
Building 1 Decision:		Approved	Building 1 Decision Date: (mm/dd/yyyy)		02/14/2014
Building 1 Decision Comments: (Limit 3000 characters)					
Approving Official:		Director, NIH			
Date Case Returned to CSSED:		02/12/2014 08:38 AM			
Nature of Action*:		Base Pay Adjustment			
Building 1 Approved Professional Designation*:		Investigator (Tenure-Tra			
Building 1 Approved Base Salary*: (numbers only(no commas))		50.00		Building 1 Approved Total Compensation*: (numbers only(no commas))	
Building 1 Approved Additional Compensation Type*:				Building 1 Approved Additional Compensation Amount*: (numbers only(no commas))	
Building 1 Approved Position Pay Amount:		10.00		Building 1 Approved Scientific Management Expertise Component:	
Building 1 Approved Breadth/Depth Scientific Knowledge Component:		10.00		Building 1 Approved Internal Partnerships Component:	
Building 1 Approved External Partnerships Component:		10.00		Building 1 Approved Special Requirements/Quals Component:	
				50.00	
				0.00	
				10.00	
				10.00	
				20.00	

The CPD HRS then selects:

✔ Route this action: ▾ |
 ➕ Save |
 ➕ Save and Close |
 ✖ Exit without saving

- Case Incomplete - Send Email
- Case Docs Rec'd - Send Email
- To Committee
- To Committee - Send Email
- Meeting Date Set - Send Email
- Meeting Date Changed - Send Email
- To Building 1 - Send mail
- Send to Building 1
- Email Outcome to IC & CSD BC ←
- Close Case
- Close Case & Send Email
- Send to WRD Pay Specialist
- Cancel Action

Senior

Request Information	Committee Review & Recommendation Information	Building 1 Review & Decision Information
of a previous request?*: <input type="text" value="No"/>	Title 38 <input type="text"/>	
General Call?: <input type="text"/>	Conversion from T42 <input type="text"/>	
	GP <input type="text"/>	
	title <input type="text"/>	

- “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.*

Decision Reached on Senior Level Pay Case - TERRONN Verge - Title 38 - WiTS#35313

To ■ Lubel, Samantha (NIH/OD) [E]; ■ Lubel, Samantha (NIH/OD) [E]; ■ Lubel, Samantha (NIH/OD) [E]; ■ Lubel, Samantha (NIH/OD) [E]
Cc ■ Kerr, Ken (NIH/OD) [C]

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

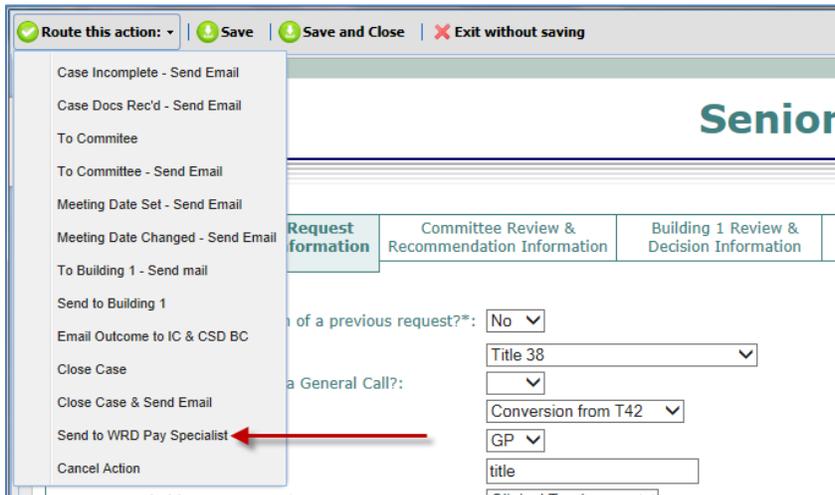
Thank you.



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 mailbox (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:



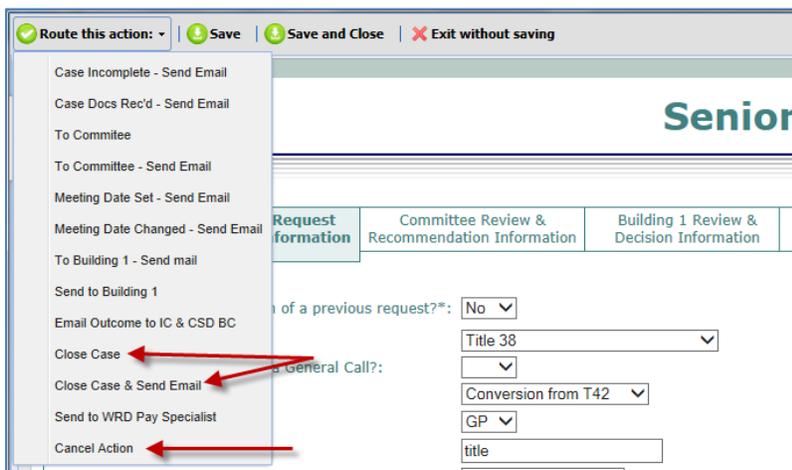
The screenshot shows a web application interface for the Senior Level Pay workflow. At the top, there are navigation buttons: 'Route this action:' (with a dropdown arrow), 'Save', 'Save and Close', and 'Exit without saving'. Below this is a header area with the word 'Senior' in large blue font. The main content area is divided into three tabs: 'Request information', 'Committee Review & Recommendation Information', and 'Building 1 Review & Decision Information'. The 'Request information' tab is active. It contains several dropdown menus and text input fields. A red arrow points to the 'Send to WRD Pay Specialist' option in a dropdown menu on the left side of the screen. The dropdown menu also includes options like 'Case Incomplete - Send Email', 'Close Case', and 'Cancel Action'.

- “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.



This screenshot is similar to the one above, showing the same web application interface. However, the dropdown menu on the left is open, and red arrows point to the 'Close Case', 'Close Case & Send Email', and 'Cancel Action' options. The 'Send to WRD Pay Specialist' option is also visible in the menu. The background shows the same 'Request information' tab with various dropdown menus and text input fields.

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:

Case Closed/Returned Comments (Limit 3000 characters):	Internal Comments (Limit 3000 characters)
Employee is not eligible for this pay	

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)

Senior Level Pay Case (WiTS #35313) for TERRONN Verge Closed - No Action Taken

To Lubel, Samantha (NIH/OD) [E]; Lubel, Samantha (NIH/OD) [E]; Lubel, 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 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

The screenshot shows the 'Senior Level Pay' form in the WiTS system. The 'Final Processing/Authorization' tab is active. The form includes the following fields:

- Effective Date*: [Text Field] [Calendar] [Payroll]
- Date Pro'd in Capital HR*: [Text Field] [Payroll]
- Supplemental Pay Expiration Date: (Pay Contracts only) [Text Field] [Payroll]
- Employee ID*: (No Dashes) [Text Field]

* Required Fields

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

The screenshot shows the action menu in WiTS. The menu options are:

- Route this action: ▾
- Save
- Save and Close
- Exit without saving

The 'Complete Action' option is highlighted with a red arrow.

- "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.

Action Processed for Kevin Smith - WITS #123456

To  [E]

Your Senior Level Pay action for Kevin Smith in NIZH, administrative code HN123, has been processed in Capital HR. The effective date of this action is 03/03/2016.

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 NIZH 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

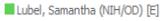
The following table outlines all of the emails and recipients of the built-in Senior Level Pay workflow emails.

Workflow Email	To Recipients	CC Recipients	Description
Routing Menu Selection			
Receipt of Request <i>(Not a routing menu option)</i>	-Case Preparer -IC Contact -Executive Officer	-CSD Branch Chief -CSD GRU Chief (Global Actions Only) -All CPD HR Specialists in WiTS	<i>Automatically generated when the action is submitted from the web form. Used to inform the IC that the case has been sent to CPD.</i>
Case Incomplete – Send Email	-Case Preparer -IC Contact	-CSD Branch Chief -CSD GRU Chief (Global Actions Only) -CPD HR Specialist	To inform the IC that case documentation is not complete.
Case Docs Rec'd – Send Email	-Case Preparer -IC Contact	-CSD Branch Chief -CSD GRU Chief (Global Actions Only) -CPD HR Specialist	To inform the IC that the case has been received by CPD.
Meeting Date Set – Send Email	-Case Preparer -IC Contact -Executive Officer	-CSD Branch Chief -CSD GRU Chief (Global Actions Only) -CPD HR Specialist	To inform the IC that the committee meeting date has been set.
Meeting Date Changed - Send Email	-Case Preparer -IC Contact -Executive Officer	-CSD Branch Chief -CSD GRU Chief (Global Actions Only) -CPD HR Specialist	To inform the IC that the committee meeting date has been changed.
To Committee – Send Email	-Case Preparer -IC Contact -Executive Officer	-CSD Branch Chief -CSD GRU Chief (Global Actions Only) -CPD HR Specialist	To inform the IC that the case has been sent to committee.
To Building 1 – Send Email	-Case Preparer -IC Contact -Executive Officer	-CSD Branch Chief -CSD GRU Chief (Global Actions Only) -CPD HR Specialist	To inform the IC that the case has been sent to Building 1.
Return to CPD	-CPD HR Specialist	None	To inform the CPD HR Specialist that a decision has been reached in Building 1 and that case is being returned.
Email Outcome to IC and CSD	-Case Preparer -IC Contact -Executive Officer -IC Director	-CSD Branch Chief -CSD GRU Chief (Global Actions Only) -SpecialPays@mail.nih.gov For non-Title 38 Cases: - Title42Team@mail.nih.gov For Title 38 Cases: -Title38Team@mail.nih.gov	To inform the IC of the outcome of the case.
Close Case – Send Email	-Case Preparer -IC Contact -Executive Officer	-CSD Branch Chief -CSD GRU Chief (Global Actions Only) -CPD HR Specialist	To inform the IC that the case has been closed without being processed.
Complete Action	-Case Preparer -IC Contact -Executive Officer	-CSD Branch Chief -CSD GRU Chief (Global Actions Only) -CPD HR Specialist	To inform the IC that the case has been completed and processed.

Sample Emails

Receipt of Request

Senior Level Pay Submission 123456, Title 42 for Kevin Smith Received

To:  [E]

The Compensation and Policy Division (CPD) has received your submission of a Title 42 Retention (Renewal) for Kevin Smith in NHZI. 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 copies) are received in CPD. For more information about the requirements for these submissions, please visit OHR IntraHR: <https://intrahr.od.nih.gov/executive/title42/default.htm> and/or <https://intrahr.od.nih.gov/compensation/title5/default.htm>.

You will be contacted if any further information or documentation is needed after the CPD reviews your case. Otherwise, you will be contacted when the case has been referred for committee review.

For more information on WITS, including access to WITS Reports for authorized \$\$Variable(institute) staff, please visit the WITS page on the OHR website at: <http://hr.od.nih.gov/hrsystems/staffing/wits/default.htm>

Case Incomplete

Incomplete Title 38 Case Documentation for TERRONN Vergé Received in CPD (WITS #35313)

To:  [E];  [E]

Cc:  [C]

Your Senior Level Pay request, WiTS #35313, for TERRONN Vergé 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 resubmitted. If you have questions concerning the additional documentation required, please contact Samantha Lubel in the Compensation and Policy Division.

Thank you.

Case Docs Rec'd

Title 38 Case Documentation for TERRONN Vergé Received in CPD (WITS #35313)

To:  [E];  [E]

The Compensation and Policy Division has received the case documents related to your Senior Level Pay request for TERRONN Vergé in Test. The request - Case Type: Title 38, Nature of Action: Conversion from T42 - has been assigned 35313 as the WiTS Transaction Number. Please refer to this transaction number when making inquiries.

You will be contacted if any further information or documentation is needed after the CPD reviews your case. Otherwise, you will be contacted when the case has been referred for committee review.

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

Thank you.

Meeting Date Set

Meeting/Review Date Set - Title 38 - TERRONN Verge - WiTS#35313

To Lubel, Samantha (NIH/OD) [E]; Lubel, Samantha (NIH/OD) [E]; Lubel, Samantha (NIH/OD) [E]

Cc Kerr, Ken (NIH/OD) [C]

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.

Meeting Date Changed

Meeting/Review Date Changed - Title 38 - TERRONN Verge - WiTS #35313

To Lubel, Samantha (NIH/OD) [E]; Lubel, Samantha (NIH/OD) [E]; Lubel, Samantha (NIH/OD) [E]

Cc Kerr, Ken (NIH/OD) [C]

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.

To Committee

Senior Level Pay Case - TERRONN Verge - Sent to Committee (WiTS#35313)

To Lubel, Samantha (NIH/OD) [E]; Lubel, Samantha (NIH/OD) [E]; Lubel, Samantha (NIH/OD) [E]

Cc Kerr, Ken (NIH/OD) [C]

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.

To Building 1

Senior Level Pay Case - TERRONN Verge - Sent to Building 1 (WiTS#35313)

To Lubel, Samantha (NIH/OD) [E]; Lubel, Samantha (NIH/OD) [E]; Lubel, Samantha (NIH/OD) [E]

Cc Kerr, Ken (NIH/OD) [C]

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  Lubel, Samantha (NIH/OD) [E];  Lubel, Samantha (NIH/OD) [E];  Lubel, Samantha (NIH/OD) [E];  Lubel, 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  Lubel, Samantha (NIH/OD) [E];  Lubel, Samantha (NIH/OD) [E];  Lubel, 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 Lubel in the Compensation and Policy Division.

Thank you.

Complete Action

Action Processed for Kevin Smith - WiTS #123456

To  Lubel, Samantha (NIH/OD) [E]

Your Senior Level Pay action for Kevin Smith in NIZH, administrative code HN123, has been processed in Capital HR. The effective date of this action is 03/03/2016.

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 NIZH staff, please visit the WiTS page on the OHR website at: <http://hr.od.nih.gov/hrsystems/staffing/wits/default.htm>.