



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

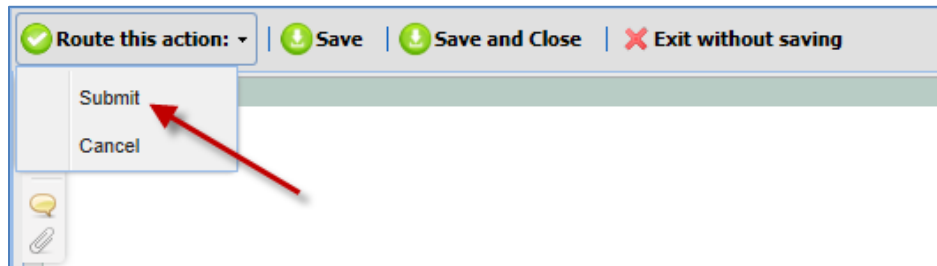
If needed, CPD staff members can initiate a Senior Level Pay action by choosing the Senior Level Pay process from the Start a WiTS Process bizcove on their Work Area Page.

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

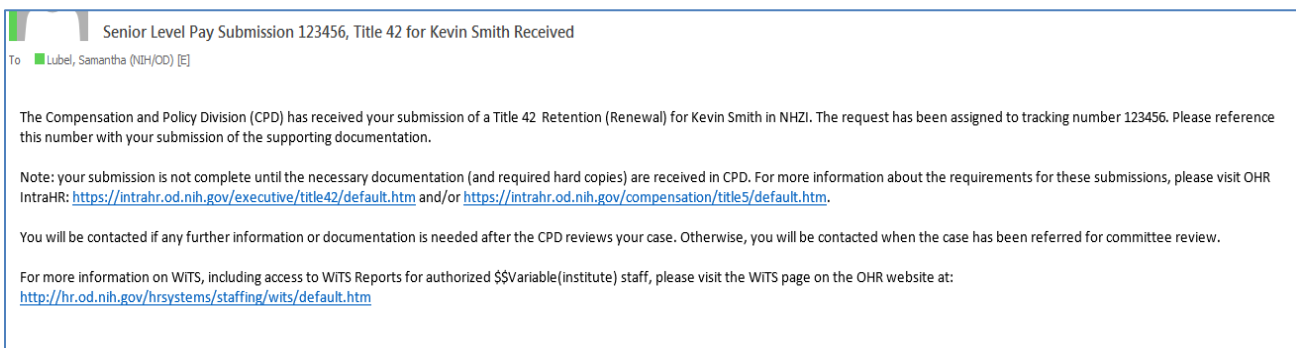
<< 1 >>

- 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										Quick Search: <input type="text"/>		  		
	▼ 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						
<div>Open Selected Action...Monitor Selected Process...Forward to Another User...Export List to Excel...</div>														
<div>◀◀ ◀ 1 2 3 4 5 ▶▶</div>														

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 Rec'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*:	HNP26				Institute/Center*: NIDCR
Organization Initials:	DIR CSD6				Proposed Effective Date: (mm/dd/yyyy)
HR Specialist*:	Lubel, Samantha				Date Case Received*: 02/29/2016
CSD Branch Chief*:	Kimble, Jeanele				Global Recruitment?: No
Is the package complete?*: Yes					List of Missing Docs/Info (Limit 500 characters)
Date Missing Docs Email Sent: (mm/dd/yyyy)					
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="button" value="Yes"/>		
Candidate First Name*: Joe		Candidate MI:
Candidate Last Name*: Doe		Candidate Email Address*: joedoe@nih.gov
Candidate Employee ID*:		
Candidate NED ID*:		
Candidate Degree*: <small>(Hold CTRL key and click all options that apply)</small>		
Current Position Title*: Biologist		Current Pay Plan*: GS
Current Series*: 0401		Current Grade*: 13
Current Professional Designation*: N/A		Current Step*: 5
Current Title 42 Band*: N/A		Current Title 42 Category*: N/A
Current Medical Speciality*: <small>(Hold CTRL key and click all options that apply)</small>		Current Title 42 Tier*: N/A
Current Basic Pay*: <small>(numbers only/no commas)</small>		Current Board Certification:
Current Adjusted Basic Pay*: <small>(numbers only/no commas)</small>		
Current Additional Compensation Amount*: <small>(numbers only/no commas)</small>		Current Additional Compensation Type*: <small>(Hold CTRL key and click all options that apply)</small>
Current Total Compensation Amount*: <small>(numbers only/no commas)</small>		

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:

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
<div style="border: 1px solid black; padding: 2px;">775964</div>		Date Entered:	
<div style="border: 1px solid black; padding: 2px;">Senior Level Pay</div>		Date Recv'd in HR*: (mm/dd/yyyy)	
<div style="border: 1px solid black; height: 20px;"></div>			
<div style="border: 1px solid black; padding: 2px;">Joe</div>		Case Preparer Last Name*: (NED Lookup)	
<div style="border: 1px solid black; padding: 2px;">Joedoe@nih.gov</div>		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
<div style="text-align: right;">* Required Fields</div> <div> <div> Reviewing Committee: <input type="text"/> Date Case Sent to Committee: (mm/dd/yyyy) <input type="text"/> </div> <div> Committee Review Date: (mm/dd/yyyy) <input type="text"/> Committee Recommendation: <input type="text"/> </div> <div> Committee Recommendation Comments: (Limit 2000 characters) <input type="text"/> </div> <div> 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"/> </div> <div> 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"/> </div> </div>					

- **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

775964

Senior Level Pay

Joe

Joedoe@nih.gov

Date Entered:
Date Recv'd in HR*: (mm/dd/yyyy)
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.

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
<p>775964</p> <p>Senior Level Pay</p> <p></p> <p>Joe</p> <p>Joedoe@nih.gov</p>			<p>Date Entered:</p> <p>Date Recv'd in HR*: (mm/dd/yyyy)</p> <p>Case Preparer Last Name*: (NED Lookup)</p> <p>Case Preparer Telephone Number:</p>

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

- 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	Senior Level Pay		Date Entered:
			Date Recv'd in HR*: (mm/dd/yyyy)
	Joe		Case Preparer Last Name*: (NED Lookup)
	Joedoe@nih.gov		Case Preparer Telephone Number:

- 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

- “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	Senior Level Pay		Date Entered:
			Date Recv'd in HR*: (mm/dd/yyyy)
	Joe		Case Preparer Last Name*: (NED Lookup)
	Joedoe@nih.gov		Case Preparer Telephone Number:

- 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

- “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):

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
775964	Senior Level Pay		Date Entered: 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

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
To Building 1 – Send mail
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
775964	Senior Level Pay		Date Entered: 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];

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"/>			
<input type="checkbox"/>	▼ 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			
<div><div>Search...</div><div>Monitor Selected Process...</div><div>Export List to Excel...</div></div>											
<div><< < 1 2 3 > >></div>											

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
<div> <div> Date Case Rec'd in Building 1: 02/12/2014 08:19 AM Date Case Docs Received in Building 1: (mm/dd/yyyy) </div> <div> Internal Comments(Building 1 Liaison) (Limit 3000 characters): Building 1 Decision: Building 1 Decision Comments: (Limit 3000 characters) Approving Official: </div> <div> Date Case Returned to CSSED: </div> </div>					
<div> <div> 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 Additional Compensation Type*: N/A Cash Award PCA Building 1 Approved Category*: Building 1 Approved Tier*: </div> <div> Building 1 Approved Total Compensation*: (numbers only(no commas)) 200654.00 Building 1 Approved Additional Compensation Amount*: (numbers only(no commas)) 0.0 Building 1 Approved Band*: </div> </div>					

* Required Fields

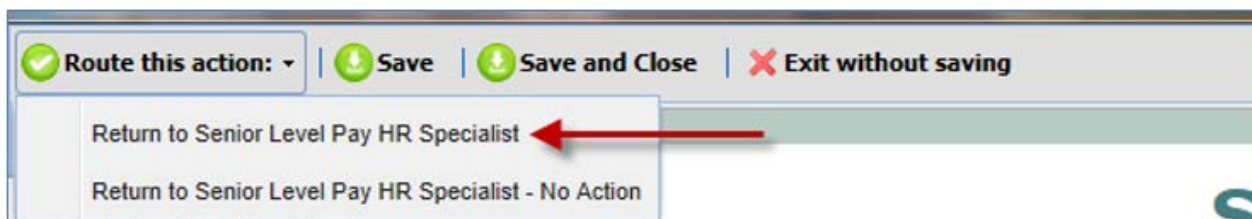
Building 1 Liaison Completes fields

Building 1 Liaison Reviews and Updates fields based on the Building 1 Decision

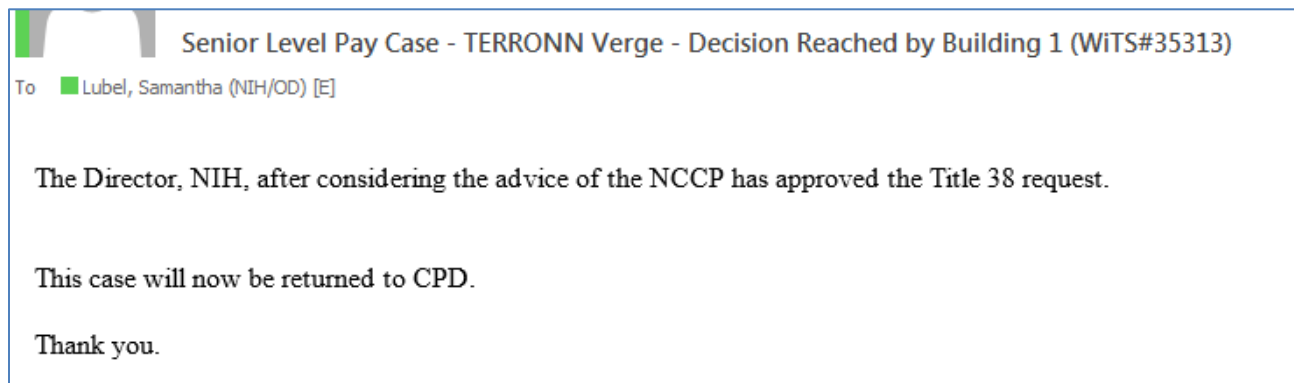
The Building 1 Liaison will always complete the following fields:

- **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.

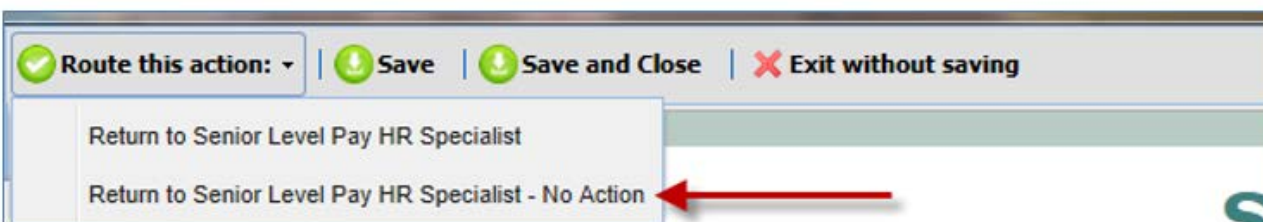
After the form has been updated, the Building 1 Liaison selects "Return to Senior Level Pay HR Specialist":



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))	50.00
Building 1 Approved Additional Compensation Type*:				Building 1 Approved Additional Compensation Amount*: (numbers only(no commas))	0.00
Building 1 Approved Position Pay Amount:		10.00		Building 1 Approved Scientific Management Expertise Component:	10.00
Building 1 Approved Breadth/Depth Scientific Knowledge Component:		10.00		Building 1 Approved Internal Partnerships Component:	10.00
Building 1 Approved External Partnerships Component:		10.00		Building 1 Approved Special Requirements/Quals Component:	20.00

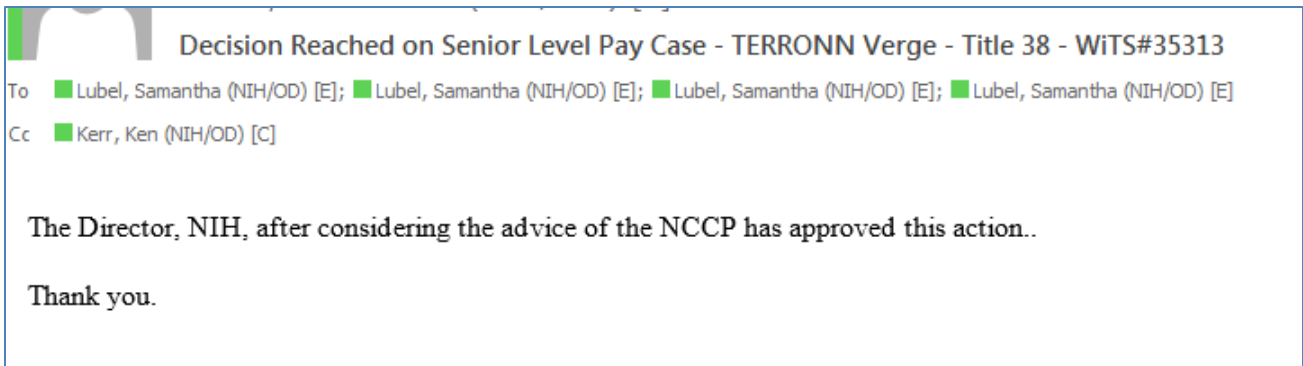
The CPD HRS then selects:

- 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?*: No Title 38 General Call?: Conversion from T42 GP title		

- “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.*



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 workflow. The CPD HRS opens the action and 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?*: No

Title 38

General Call?:

Conversion from T42

GP

title

- “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.

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?*: No

Title 38

General Call?:

Conversion from T42

GP

title

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 selected. The form includes fields for 'Effective Date*', 'Supplemental Pay Expiration Date:', and 'Employee ID*'. There are also fields for 'Date Pro'd in Capital HR*'. A red arrow points to the 'Effective Date*' field. A legend indicates that fields with a red asterisk are required. The NIH logo is visible in the top right corner.

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


The screenshot shows the action menu in the WiTS system. The menu is open, and the 'Complete Action' option is highlighted with a red arrow. The menu also includes options for 'Route this action:', 'Save', 'Save and Close', and 'Exit without saving'.

- "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  Lubel, Samantha (NID/OD) [E]

Your Senior Level Pay action for Kevin Smith in NIDH, 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 NIDH 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 <i>Routing Menu Selection</i>	To Recipients	CC Recipients	Description
Receipt of Request (Not a routing menu option)	-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: Lubel, Samantha (NH/OD) [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: Lubel, Samantha (NH/OD) [E]; Lubel, Samantha (NH/OD) [E]
Cc: Kerr, Ken (NH/OD) [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: Lubel, Samantha (NH/OD) [E]; Lubel, Samantha (NH/OD) [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>.