Your WiTS Title 42 Work Area Page

Understanding Bizcoves on Your Page

You can locate and access a variety of actions from sections of your WiTS Work Area Page called Bizcoves.

HR Systems Support Self Help, Reports, Action Initiation

- The HR Systems Support Self Help bizcove contains links to training materials, user guidance and general information about WiTS.
- The WiTS Report bizcove contains the ‘Access WiTS Reports’ hyperlink, which takes you to a separate web page containing various reports.
- The WiTS Action Initiation bizcove is where you will create new Title 42 Requests and Senior Level Pay Cases. You also have the ability to create HR Systems Support tickets.
My Title 42 and Senior Level Pay Case Worklist (Actions Assigned to Me)

This bizcove displays all active Title 42 Requests and Senior Level Pay Cases that are assigned to you and that are in your possession (your virtual ‘inbox’). Senior Level Pay cases created from the HR Requests page are not displayed here.

Within this bizcove, you can:

- Open and work on any action
- Forward actions to another individual
- Export the first 400 actions to Excel
- Sort by any column
- Search the entire list for any data field in any column

All Active Title 42 Requests with the IC

This bizcove displays all active Title 42 Requests that are currently with your IC.

Within this bizcove, you can:

- View or Edit any action
- Export the first 400 actions to Excel
- Sort by any column
- Search the entire list for any data field in any column

All Active Title 42 and Senior Level Pay Cases (View Only)

This bizcove displays all active Title 42 Requests and Senior Level Pay Cases for the IC, in any location. These actions are view only, and cannot be opened or edited.

Within this bizcove, you can:
• Export the first 400 actions to Excel
• Sort by any column
• Search the entire list for any data field in any column

My Active HR Systems Support Transactions
This bizcove displays all active HR Systems Support and Access request tickets that you have submitted through WiTS. Tickets submitted from the HR Requests web form are not displayed here. Within this bizcove, you can:
• Monitor the action’s workflow and trail, and view the contents of the ticket
• Export the first 400 actions to Excel
• Sort by any column
• Search the entire list for any data field in any column

Workarea Page Features
Quick Search
The Quick Search feature can be used to locate any action inside a bizcove. It searches all of the data in all of the columns within the Bizcove.
For example, if you are looking for actions under the admin code ‘HNQ1-5’, you can simply type the admin code in the Quick Search text box and click the filter icon. The list will then be filtered to include anything that contains ‘HNQ1-5.’ This works for every column in the worklist.
View or Edit Selected Action
This feature allows you to view, edit, or forward the selected action.

To view or edit an action:
1. Place a checkmark to the left of the Request#
2. Click on the ‘View or Edit Selected Action’ button

This will open a new window called the ‘Process Instances Detail.’ To view or edit the action, place a checkmark to the left of the ID number on the last row.

If you wish to only view the action and not edit it, click on ‘View.’
If you wish to open the action and make changes, click on ‘Complete.’

From this window you can also forward the action.

Understanding the worklist in the Process Instances Detail window
In the example below:
- The action was created by ‘DAndrea’ on 7/15/15 at 9:13:06AM
- The action was routed to Branch G by ‘DAndrea’ on 7/15/15 at 9:15:06AM
- The action was then routed back ‘DAndrea’ by ‘Verge’ on 7/15/15 at 4:31:11PM
Forwarding an Action

Forwarding moves an action from one person’s or group’s worklist to another. It does not move the action to the next step in the process. Forwarding an action is appropriate ONLY when:

- An employee is leaving your organization or they will no longer be responsible for their actions in WiTS.
- An employee’s actions are being reassigned to another individual.

The ideal situation is to reassign and forward actions prior to the individual’s departure or position change. To forward an action or multiple actions, from your worklist:

1. Click on one or many actions, and then click on the ‘Forward Selected Action to Other User’ button.

The ‘Forward Work Item – Webpage Dialog’ box will open.

2. Click on ‘Organizational Unit’ at the top of the dialog box.

*The WiTS Team does not recommend using the ‘Search’ feature; doing so increases the likelihood of forwarding an action to the wrong individual.*

3. Locate the employee by typing their last name into the search box.
4. The individual’s name will appear in the ‘Selected’ field. Click the ‘OK’ button. You will receive a confirmation pop-up, click ‘OK.’

**WiTS Tip:** You have successfully forwarded the action to another individual. To forward an action from the Process Instances Detail window, follow steps 2-5 above. Ensure that you update the Case Preparer if the action is being reassigned to another individual.