



## Your WiTS Title 42 Work Area Page

### Understanding Bizcovers on Your Page

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

#### ***HR Systems Support Self Help, Reports, Action Initiation***

- The *HR Systems Support Self Help* bizcover contains links to training materials, user guidance and general information about WiTS.
- The *WiTS Report* bizcover contains the 'Access WiTS Reports' hyperlink, which takes you to a separate web page containing various reports.
- The *WiTS Action Initiation* bizcover 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.

The screenshot shows the WiTS (Workflow Information Tracking System) interface for the 'NINDS Title 42 Workarea'. The top navigation bar includes 'Worklist', 'Process Definition', 'Process Instances', 'Process Archives', and 'Global Variable'. A user menu in the top right shows 'Lubel | Preferences... | Help | Log Out | Work Area | Administration'. The main content area is divided into three sections:

- Get Information:** Contains links for 'User Guides', 'Training', 'Need Help? Visit the [WiTS Page on the OHR Website](#)', 'Online Tutorials', and 'Super Users'.
- Generate a Report:** Prompts the user to 'Select a report from your Report List, Choose your parameters and Get your WiTS data.' with a link to '[Access Your WiTS Reports](#)'.
- Start a WiTS Process:** A table with columns 'Use This Process...' and 'If You Want To...'. It lists three processes:
  - Request for HR Systems Support ...request help with an HR system.
  - 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.
  - Title 42 Request ...begin the process to appoint, convert, or extend a Title 42 employee or to start a new T42 (f) recruitment, convert an employee into T42 (f), or potentially recruiting to exhaust.

At the bottom of the 'Start a WiTS Process' section, there is a 'Start My WiTS Process' button and a pagination control showing '<< < 1 > >>'.

## 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

My Title 42 and Senior Level Pay Case Worklist (Actions Assigned to Me)												
Request #	Action Type	Requested Action	Date Created	Admin Code	Org Initials	First Name	Last Name	Organizational Title	PP	T42 Prof. Designation	T42 Case Preparer	T42 Comments
<input type="checkbox"/>	35248 Title 42 Request	Convert an Employee from One Appointment to Another	02/15/16 02:13:41 PM	HNQ	NINDS				RF	Scientific Policy Leader (Tier 2)	DAndrea, Michael	
<input type="checkbox"/>	35076 Title 42 Request	New Appointment	01/11/16 02:31:04 PM	HNQ1-4	OD CPL			Scientific Director	RF	IC Scientific Director	Verge, Terrye	
<input type="checkbox"/>	35074 Title 42 Request	New Appointment	01/11/16 09:03:02 AM	HNQ	NINDS				RF	Assistant Clinical Investigator (HS)	DAndrea, Michael	
<input type="checkbox"/>	35073 Title 42 Request	New Appointment	01/11/16 09:02:53 AM	HNQ17	OMHR			Scientific Executive	RF	Scientific Executive	Verge, Terrye	
<input type="checkbox"/>	35072 Title 42 Request	Extend an Employee's Not-to-Exceed Date	01/10/16 02:56:19 PM	HNQ1	OD				RF	Scientific Executive	Verge, Terrye	

[Open Selected Action](#)
[Forward Selected Action to Other User](#)
[Export First 400 Actions to Excel](#)

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## 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 NINDS Title 42 Requests with the IC													
Request #	Action Type	Requested Action	Date Created	Admin Code	Org. Initials	First Name	Last Name	Professional Designation	Organizational Title	Case Preparer	Authority	Category	Comments
<input type="checkbox"/>	34759 Title 42 Request	Extend an Employee's Not-to-Exceed Date	11/10/15 10:09:14 AM	HNQ1-4	OD CPL	Taylor	Swift	Investigator 1		Dyke, Angie	Title 42(g)	Intramural (Basic)	
<input type="checkbox"/>	34137 Title 42 Request	New Appointment	08/26/15 10:56:15 AM	HNQ1-563	OD OA IRMB			Staff Scientist 2	My Org Title	DAndrea, Michael	Title 42(f)	Intramural (Basic)	Note: Do not enter sensitive personal identifiable information or attach any documents containing such information. Review the help button for examples.
<input type="checkbox"/>	34133 Title 42 Request	New Appointment	08/25/15 11:05:35 AM	HNQ1-4	OD CPL			Senior Scientist	Organizational Title	DAndrea, Michael	Title 42(f)	Intramural (Basic)	08/25/2015 - spoke to HR about the new position in OD CPL
<input type="checkbox"/>	33960 Title 42 Request	New Appointment	08/04/15 07:56:04 AM	HNQ	NINDS			Investigator (HS)	Clinical Fellow	Farley, Chris	Title 42(f)	Clinical Track	New Title 42 appointment with proposed effective date of 08/23/15.
<input type="checkbox"/>	33856 Title 42 Request	New Appointment	07/27/15 02:40:23 PM	HNQ22	DIR CNP	Donald	Trump	Assistant Clinical Investigator 1	CFO	Daley, Leonie	Title 42(g)	Intramural (Clinical)	

[View or Edit Selected Action](#)
[Export First 400 Actions to Excel](#)

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## 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

All Active NINDS Title 42 and Senior Level Pay Cases (View Only)															Quick Search:
Request #	Action Type	Requested Action	Date Created	Admin Code	Org. Initials	First Name	Last Name	T42 Prof. Designation	PP	Organizational Title	T42 Case Preparer	SLP Creator	Title 42 Specialist	Senior Level Pay Specialist	Current Phase
<input type="checkbox"/>	34967 Senior Level Pay	Recruitment	12/09/15 11:10:52 AM	HNQ1-563	OD OA IRMB	MIKE	TROUT		AD	Research Fellow		Pittenger			CSSED HRS Reviews Case & Coordinates Review/Approval
<input type="checkbox"/>	34966 Senior Level Pay	Recruitment	12/09/15 11:10:10 AM	HNQ1-563	OD OA IRMB	DEBRA	ANDERSON		GS	Administrative Officer		Anderson			Senior Level Pay Submission
<input type="checkbox"/>	34963 Senior Level Pay	Recruitment	12/09/15 11:06:06 AM	HNQ1-563	OD OA IRMB	MIKE	TROUT		AD	Research Fellow		Nowakowski			CSSED HRS Reviews Case & Coordinates Review/Approval
<input type="checkbox"/>	34962 Senior Level Pay	Recruitment	12/09/15 10:59:01 AM	HNQ1-563	OD OA IRMB	MIKE	TROUT		AD	Research Fellow		Pittenger			CSSED HRS Reviews Case & Coordinates Review/Approval
<input type="checkbox"/>	34959 Senior Level Pay	Conversion from another Pay System	12/09/15 10:58:12 AM	HNQ1-563	OD OA IRMB	ELISE	GOODWIN		GS	Administrative Officer		Goodwin			CSSED HRS Reviews Case & Coordinates Review/Approval
<input type="checkbox"/>	34960 Senior Level Pay	Conversion from another Pay System	12/09/15 10:58:12 AM	HNQ1-563	OD OA IRMB	MIKE	TROUT		AD	Research Fellow		Alston			CSSED HRS Reviews Case & Coordinates Review/Approval
<input type="checkbox"/>	34955 Senior Level Pay	Band Change/Pay Adjustment	12/09/15 10:57:30 AM	HNQ1-563	OD OA IRMB	SHENIKQUA	DURHAM		GS	Administrative Officer		Durham			CSSED HRS Reviews Case & Coordinates Review/Approval
<input type="checkbox"/>	34954 Senior Level Pay	Conversion from another Pay System	12/09/15 10:57:25 AM	HNQ1-563	OD OA IRMB	MIKE	TROUT		AD	Research Fellow		DAndrea			CSSED HRS Reviews Case & Coordinates Review/Approval
<input type="checkbox"/>	34805 Senior Level Pay	Recruitment	11/10/15 11:12:10 AM	HNQ1-563	OD OA IRMB	MIKE	TROUT		AD	Research Fellow		DAndrea			Senior Level Pay Submission
<input type="checkbox"/>	34804 Senior Level Pay	Recruitment	11/10/15 11:08:52 AM	HNQ1-563	OD OA IRMB	ROY	WHEAT		GS	Administrative Officer		Wheat			CSSED HRS Reviews Case & Coordinates Review/Approval

[Export First 400 Actions to Excel](#)

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## 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

My Active HR Systems Support Requests								Quick Search:
Ticket #	Request Type	Date Initiated	Date to HRSS	User	HRC Org	Priority	System	
<input type="checkbox"/>	107673 Request for HR Systems Support	08/18/14 12:51:00 PM	08/18/14 12:53:31 PM	Samantha Lubel	SAID - TMWSB	Moderate	WiTS	
<input type="checkbox"/>	129762 Request for HR Systems Support	01/05/16 11:34:00 AM	01/05/16 11:37:20 AM	Samantha Lubel	SAID - TMWSB	Moderate	Survey	

[View Details of Selected Ticket...](#) [Monitor Selected Process...](#) [Export List to Excel...](#)

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## 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.*

Quick Search: HNQ1-5

Request #	Action Type	Requested Action	Date Created	Admin Code	Org. Initials	First Name	Last Name	Professional Designation	Organizational Title	Case Preparer	Authority	Category	Comments
<input type="checkbox"/>	33612 Title 42 Request	Convert an Employee from One Appointment to Another	06/24/15 12:48:59 PM	HNQ1-53	OD OA FMB	Taylor	Swift	Staff Scientist 1	Section Chief	DAndrea, Michael	Title 42(g)	Intramural (Basic)	07/14/2015- Preparing paper work for OHR.
<input type="checkbox"/>	33770 Title 42 Request	New Appointment	07/16/15 02:51:30 PM	HNQ1-563	OD OA IRMB	Michael	D Andrea	Clinical Fellow		DAndrea, Michael	Title 42(g)	Intramural (Clinical)	
<input type="checkbox"/>	33773 Title 42 Request	New Appointment	07/17/15 10:28:22 AM	HNQ1-5	OD OA			Investigator 2	My Organizational Title	DAndrea, Michael	Title 42(f)	Intramural (Basic)	
<input type="checkbox"/>	33774 Title 42 Request	Extend an Employee's Not-to-Exceed Date	07/20/15 10:11:42 AM	HNQ1-5	OD OA	Mike	Trout	Research Fellow		DAndrea, Michael	Title 42(g)	Intramural (Basic)	
<input type="checkbox"/>	33779 Title 42 Request	Extend an Employee's Not-to-Exceed Date	07/21/15 07:51:51 AM	HNQ1-53	OD OA FMB	Taylor	Swift	Research Fellow		Parker, Brenda	Title 42(g)	Intramural (Basic)	

View or Edit Selected Action    Export First 400 Actions to Excel

Filtered search result. [Clear Search Filter](#)

## 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

Quick Search:

Request #	Action Type	Requested Action	Date Created	Admin Code	Org. Initials	First Name	Last Name	Professional Designation	Organizational Title	Case Preparer	Authority	Category	Comments
<input checked="" type="checkbox"/>	33612 Title 42 Request	Convert an Employee from One Appointment to Another	06/24/15 12:48:59 PM	HNQ1-53	OD OA FMB	Taylor	Swift	Staff Scientist 1	Section Chief	DAndrea, Michael	Title 42(g)	Intramural (Basic)	07/14/2015- Preparing paper work for OHR.
<input type="checkbox"/>	33770 Title 42 Request	New Appointment	07/16/15 02:51:30 PM	HNQ1-563	OD OA IRMB	Michael	D Andrea	Clinical Fellow		DAndrea, Michael	Title 42(g)	Intramural (Clinical)	
<input type="checkbox"/>	33773 Title 42 Request	New Appointment	07/17/15 10:28:22 AM	HNQ1-5	OD OA			Investigator 2	My Organizational Title	DAndrea, Michael	Title 42(f)	Intramural (Basic)	
<input type="checkbox"/>	33774 Title 42 Request	Extend an Employee's Not-to-Exceed Date	07/20/15 10:11:42 AM	HNQ1-5	OD OA	Mike	Trout	Research Fellow		DAndrea, Michael	Title 42(g)	Intramural (Basic)	
<input type="checkbox"/>	33779 Title 42 Request	Extend an Employee's Not-to-Exceed Date	07/21/15 07:51:51 AM	HNQ1-53	OD OA FMB	Taylor	Swift	Research Fellow		Parker, Brenda	Title 42(g)	Intramural (Basic)	

View or Edit Selected Action    Export First 400 Actions to Excel

Filtered search result. [Clear Search Filter](#)

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.'

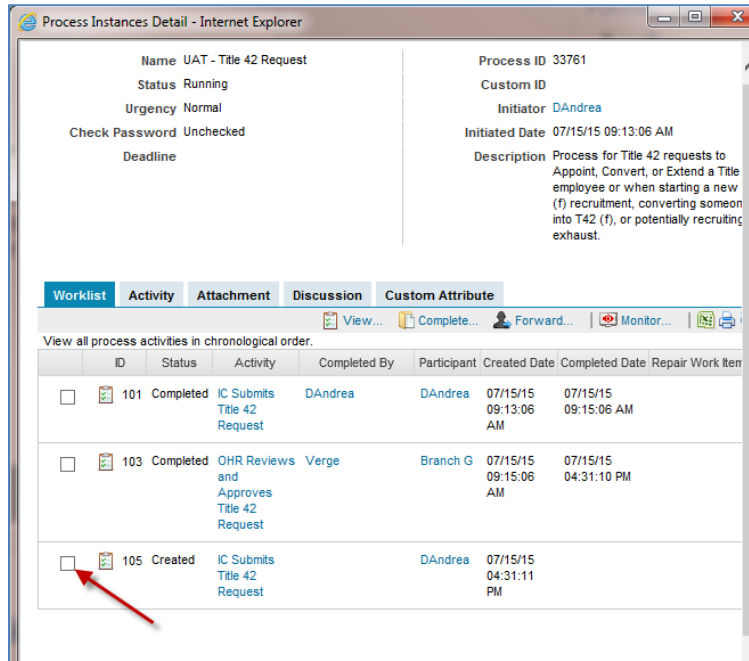
If you wish to open the action and make changes, click on 'Complete.'

From this window you can also forward the action.

- o **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



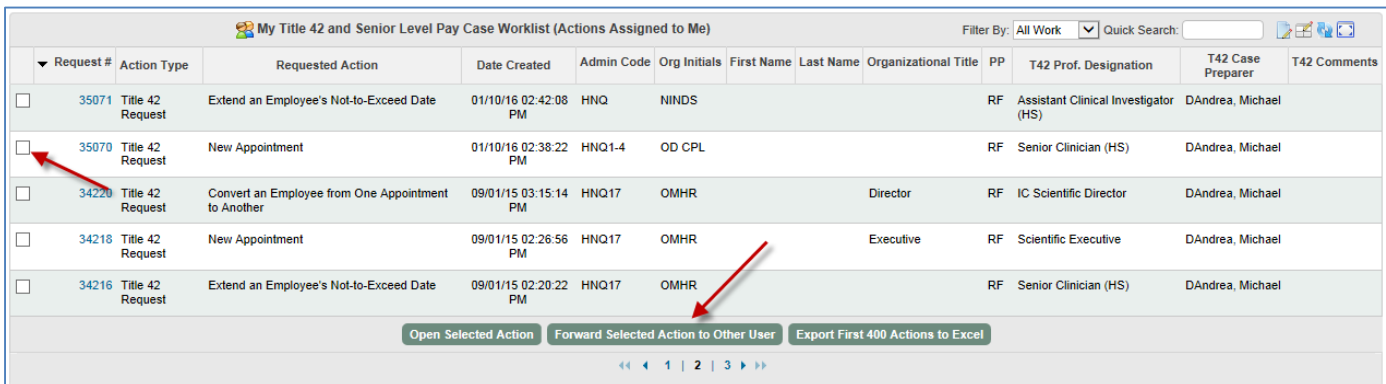
### Forwarding an Action

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:

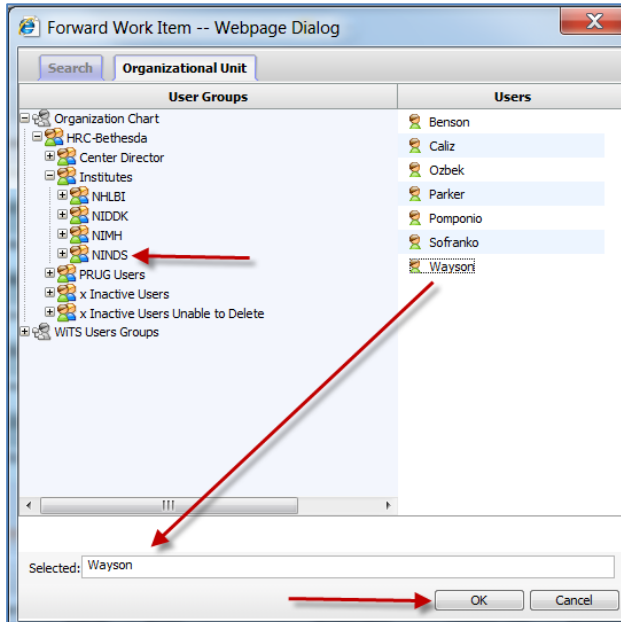
1. Click on one or many actions, and then click on the 'Forward Selected Action to Other User' button.



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.