



Welcome to WiTS!

The Workflow information Tracking System (WiTS) is a web-based business process management tool that provides corporate consistency for OHR's business processes. It enables OHR to monitor, track, and report on its activities in near real-time. WiTS contains workflows for many of its HR actions such as awards, recruitments, classifications, career changes (e.g., promotions, reassignments, transfers, etc.), separations, retirements, etc. Users can also request system access and support assistance on all HR systems using the WiTS' HR Systems Support and HR Systems Access workflows through WiTS.

Many of the WiTS standard reports are available to HR users as well as IC administrative staff. These reports provide near real-time data on specific actions received by HR. Uses for these reports include a tool for updating customers on the status of actions, discussion points in HR/IC management meetings, etc. The report enables EOs and AOs to view the status of their actions in a variety of views, such as all WiTS transactions (e.g. active, completed or both), by specific action type (e.g. promotion, recruitment, award, etc.), or actions for a specified time period.

The WiTS reports are available to users from [the WiTS section of the OHR website](#):

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Workflow Information Tracking System (WiTS) at NIH

Overview

The Workflow Information Tracking System (WiTS) is a web-based Business Process Management tool that is used to support the NIH's mission, goals, and objectives. It provides the NIH community with a standardized way to submit, track, and report on various HR and HR-related activities.

WiTS was originally designed solely to track work performed by the OHR—it has since expanded to encompass many HR-related IC functions. The system contains workflows for actions such as awards, pay incentives, promotions, recruitment, retirements, etc. and offers users the ability to generate real-time reports and dashboards on the data contained in these workflows. In addition, a number of these workflows contain automated notification emails which help keep HR and IC staff informed of the status of actions in progress.

Learn more about the WiTS Project Team:

- [The WiTS Project Team](#)

Top 10 Quick Links

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3. [EBIS Information](#)
4. [Workflow Information Tracking System \(WiTS\)](#)
5. [Benefits News](#)
6. [Competencies Dictionary](#)
7. [NIH Pay Information](#)
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And/or from the [HR Requests page](#):

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Helpful Links

IC Access to WITS Reports (Login Required)

Access to Other HR Systems (non-WITS)

Capital HR (Login Required)

HHS Careers - Selection Manager (Login Required)

Human Resources Requests

The Human Resources Requests page is intended to facilitate the initiation and submission of HR requests to the OHR and also to provide users with one area from which they can access other HR systems. Using the buttons below, authorized users can now initiate certain HR requests directly from this page via the Workflow information Tracking System (WITS). In addition, all users can access other HR systems using the launch pads provided on the left.

WITS Requests

The Workflow information Tracking System (WITS) is a web-based business process management tool that provides corporate consistency to HR business processes. Requests initiated below (which include Retirement Estimates and Senior Level Pay case submissions) will create actions in WITS which are then sent to the respective office/representative for review and action; requests submitted using the HR Systems Access Request and HR Systems Support Request forms are sent to HR SAID's HR Systems Support Team, which manages access and provides support for HR systems.

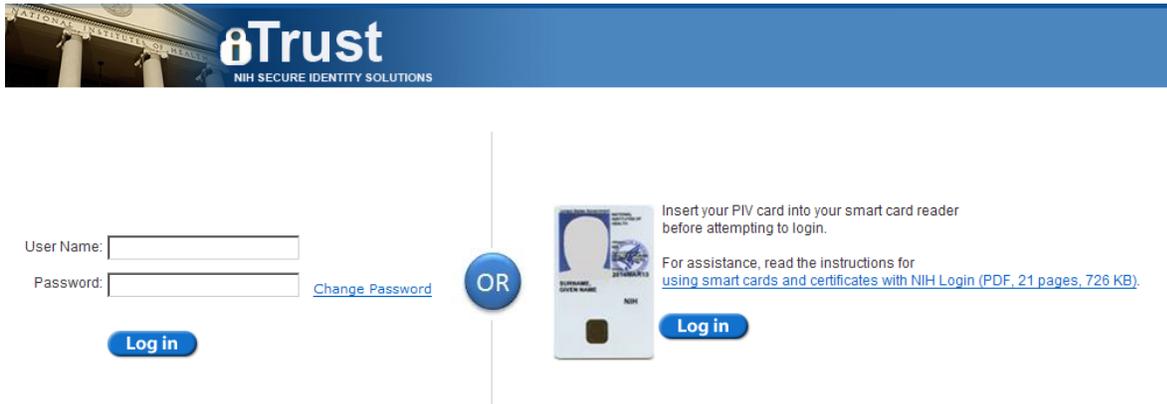
Obtaining Access to WITS Reports via the OHR Website

Before you are granted access, you must obtain approval from your Executive Officer, or his/her designee.

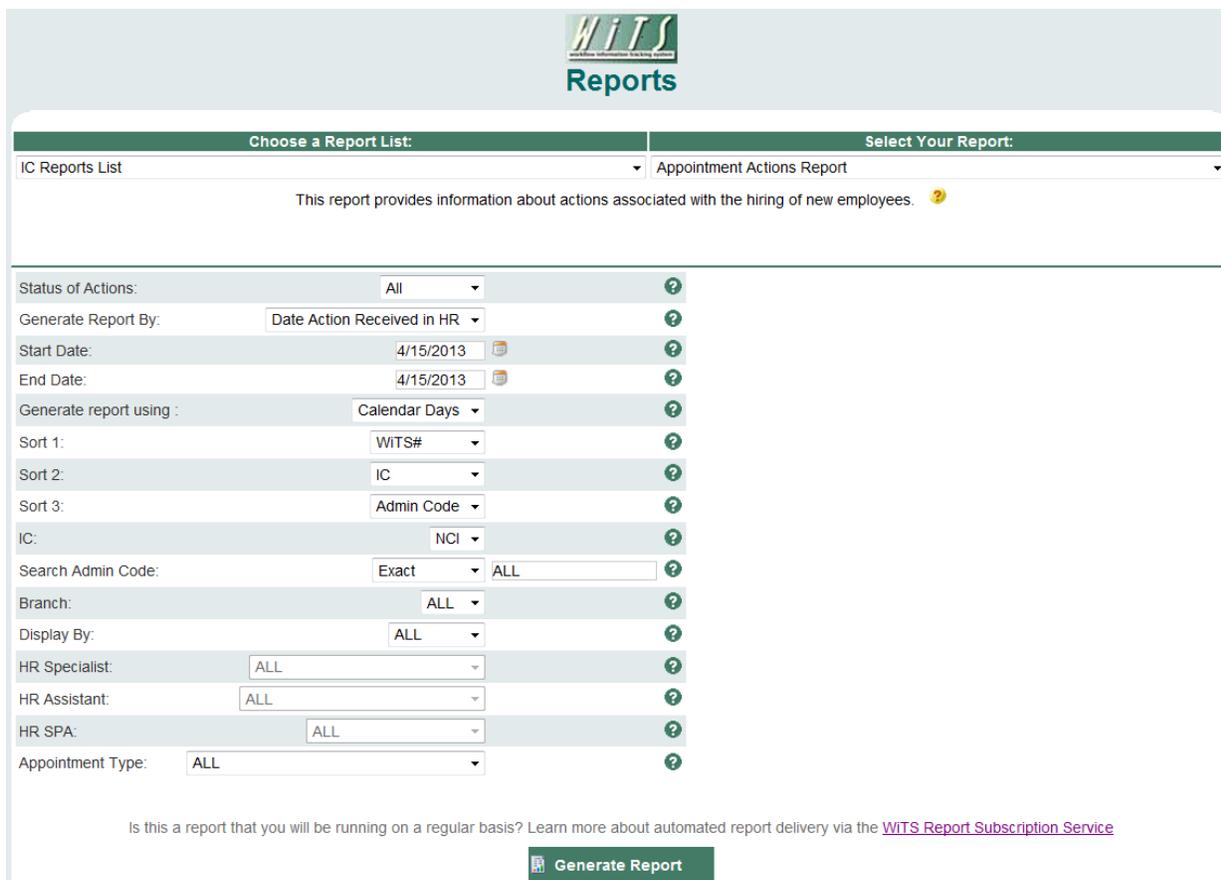
1. Login to the HR Intranet page on the OHR website using your network credentials (IE recommended): <https://intrahr.od.nih.gov/wits/index.htm>. Click "No" on the security pop-up if necessary.
2. Click the "[Initiate New Request](#)" button.
3. Select "HR Systems Access Request" and complete the form.
4. Complete all of the information in the ticket and attach the Executive Officer's approval email to the ticket using the 'Add Attachment' feature at the bottom of the page. Then click the "Submit Ticket" button.

Accessing WiTS Reports

After clicking on the “IC Access to WiTS Reports” link, you will be asked to login using either your PIV card or your NIH login username and password:



After you have successfully logged in, your WiTS Reports page will appear:



You may access your desired report by selecting it from the ‘Select Your Report’ menu, choosing your parameters, and clicking the ‘Generate Report’ button.

- The ‘View QRG’  icon next to each report description is a link to a Quick Reference Guide (QRG) document which explains the report in further detail.
- The ‘Help’  icon next to each parameter contains explanation about each choice on the page.