



UNDERSTANDING THE CHANGE IN WORK SCHEDULE WORKFLOW

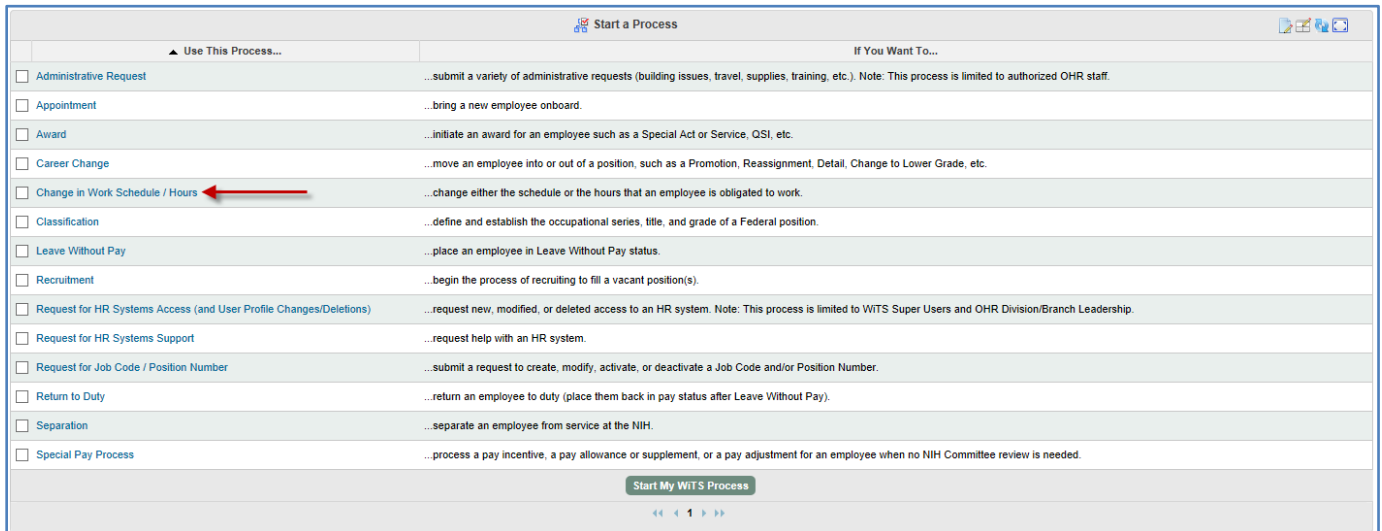
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When to Use the Form and Creating the Action

The **Change in Work Schedule/Hours** Workflow is used to track the processing of actions that change either the schedule or hours that employees are obligated to work. Only use this form if an employee's record in Capital HR needs to be updated.

The HR Assistant (or HR Specialist) **initiates a CHANGE IN WORK SCHEDULE/HOURS action** by choosing the **Change in Work Schedule/Hours Action** process from the WiTS Action Initiation bizcove:



The screenshot displays the 'Start a Process' interface. At the top, there is a header 'Start a Process' with a 'bizcove' logo. Below the header, there are two columns: 'Use This Process...' and 'If You Want To...'. The 'Use This Process...' column contains a list of processes, each with a checkbox. The 'If You Want To...' column contains a description for each process. The 'Change in Work Schedule / Hours' process is highlighted with a red arrow. At the bottom of the interface, there is a 'Start My WiTS Process' button and a navigation bar with '<< 1 >>'.

Use This Process...	If You Want To...
<input type="checkbox"/> Administrative Request	...submit a variety of administrative requests (building issues, travel, supplies, training, etc.). Note: This process is limited to authorized OHR staff.
<input type="checkbox"/> Appointment	...bring a new employee onboard.
<input type="checkbox"/> Award	...initiate an award for an employee such as a Special Act or Service, QSI, etc.
<input type="checkbox"/> Career Change	...move an employee into or out of a position, such as a Promotion, Reassignment, Detail, Change to Lower Grade, etc.
<input type="checkbox"/> Change in Work Schedule / Hours	...change either the schedule or the hours that an employee is obligated to work.
<input type="checkbox"/> Classification	...define and establish the occupational series, title, and grade of a Federal position.
<input type="checkbox"/> Leave Without Pay	...place an employee in Leave Without Pay status.
<input type="checkbox"/> Recruitment	...begin the process of recruiting to fill a vacant position(s).
<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"/> Request for Job Code / Position Number	...submit a request to create, modify, activate, or deactivate a Job Code and/or Position Number.
<input type="checkbox"/> Return to Duty	...return an employee to duty (place them back in pay status after Leave Without Pay).
<input type="checkbox"/> Separation	...separate an employee from service at the NIH.
<input type="checkbox"/> Special Pay Process	...process a pay incentive, a pay allowance or supplement, or a pay adjustment for an employee when no NIH Committee review is needed.

Transaction Information Tab:

- **WITS#, Date Entered:** System-generated.
- **Date Rec'd in HR:** Enter the date that the Change in Work Schedule/Hours package was received.
- **AO First Name, Last Name, Email address:** The *NED Lookup* feature may be used to locate the information for the Administrative Officer or other IC contact if it is unknown.
- **Global Recruitment?:** Select yes if this is a global action, otherwise, select no.
- **DSSEM:** Auto-selected as “No”. Only select “Yes” if this is a Career Change being handled by DSSEM.
- **Administrative Code, Institute/Center, Organization Initials:** Enter the Admin Code associated with the Change in Work Schedule/Hours.
- **Proposed Effective Date:** Enter the Proposed Effective Date.
- **CSD Branch Chief, CSD Team Leader, CSD HR Specialist, CSD HR Assistant, Final Authorizer:** Select the appropriate participants.
- **Is the package complete?:** Indicate whether or not the Change in Work Schedule/Hours package is complete (you have all required documents/information needed to process the action).

Employee Information Tab:


Transaction Information	Employee Information	Change in Work Schedule/ Hours Information	Final Processing/ Authorization
Employee Information ?			
First Name*:	<input type="text"/>	MI:	<input type="text"/>
Last Name*: (Employee Lookup)	<input type="text"/>	Employee ID*: <small>(No Dashes)</small>	<input type="text"/>
Employee Email Address*: <small>(Optional for Pay Plans ED, EE, EF, EG, and EI)</small>	<input type="text"/>		
Position and Pay Information			
Position Title*:	<input type="text"/>	Pay Plan*:	<input type="text"/>
Series*:	<input type="text"/>	Grade*:	<input type="text"/>
Step*:	<input type="text"/>	Full Performance Level (FPL)*:	<input type="text"/>
Position Number*:	<input type="text"/>	Job Code*:	<input type="text"/>
Pay Basis*:	<input type="text"/>	CAN*:	<input type="text"/>
Basic Pay*: <small>(numbers only(no commas)) ?</small>	<input type="text"/>	Adjusted Basic Pay*: <small>(numbers only(no commas)) ?</small>	<input type="text"/>

Using the Cap HR Lookup Feature to auto-populate the employee information tab

1. Click on the *Cap HR Lookup* link under the 'Employee Last Name' field.

First Name*:	<input type="text"/>
Last Name*: (Cap HR Lookup)	<input type="text"/>

2. Type in part or all of the employee's last name and then *click* the 'Search' button. *To further narrow the list of names returned, you can also add the employee's first name.*
3. Locate the employee in the 'Select User' field and then *click* the 'Select' button. *The employee's title and administrative code will be displayed to assist you with your selection.*



Cap HR Profile Selector - Windows Internet Explorer

Cap HR Profile Search and Selection

Please enter the employee's last name or the first part of the employee's last name (Please enter at least two characters). You may also enter the all or the first part of the employee's first name:

Last Name:

First Name:

Select Employee:

The employee data is pulled directly from Cap HR. Please ensure the correct employee has been selected.

[close this popup window](#)



WiTS Tip: Use the Cap HR Lookup feature. It is the only way to generate the 'Employee ID.' WiTS uses the 'Employee ID' to relate other WiTS actions to a specific employee. If you

cannot locate the employee using the Cap HR Lookup, please try again using the employee's legal last name (as listed in Capital HR). If you still encounter issues, please contact HR Systems Support.

Important Information about the data from Capital HR

- The WiTS Team downloads processed job, position, employee, and pay data from Capital HR on a bi-weekly basis at the beginning of each pay period.
- The WiTS Team downloads employee information from NED (e.g., email address) on a bi-weekly basis at the beginning of each pay period.
- The WiTS Team downloads the data as-is from Capital HR and NED. Questions regarding the authenticity or integrity of the data should be directed toward the appropriate division or branch in the Office of Human Resources. Questions regarding the employee's email address should be directed to the Administrative Officer.

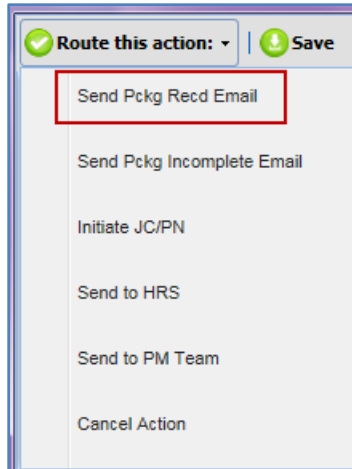
Description of fields on the Employee Information Tab

Data Fields	Auto-populated?	Data Source	Description
<i>First Name, MI, Last Name</i>	✓	Capital HR	Employee's legal name in Capital HR.
<i>Employee ID</i>	✓	Capital HR	Employee's identification number (ID) in Capital HR.
<i>Employee Email Address</i>	✓	NIH Enterprise Directory (NED)	Employee's email address in NED.
<i>Position Title, Pay Plan, Series, Grade, Step, and FPL</i>	✓	Capital HR	Employee's classified or official position information and Step in Capital HR.
<i>Job Code and Position Number</i>	✓	Capital HR	The Job Code (job grouping category) associated to the employee's official position. The unique Position Number associated to the Job Code.
<i>CAN</i>	✓	Capital HR	The Common Accounting Number (accounting code) used to determine the source of funds to compensate the employee.
<i>Pay Basis</i>	✓	Capital HR	The duration for which the employee's pay is quoted.
<i>Basic Pay</i>	✓	Capital HR	The employee's pay before any locality or special rate adjustment. This is the same pay as block 12A on the employee's SF-50.
<i>Adjusted Basic Pay</i>	✓	Capital HR	The employee's pay after the locality and special rate adjustment. This does not represent the employee's Total Compensation, which can include additional allowances or incentives. This is the same pay as block 12C on the employee's SF-50.
<i>Pay Band*</i>	✗	N/A	<i>Only applicable for Pay Plans AD, RF, or RG.</i> The Employee's Pay Band associated with their Category on the Title 42 Pay Model.
<i>Pay Tier*</i>	✗	N/A	<i>Only applicable for Pay Plans AD, RF, or RG.</i> The Employee's Pay Tier associated with their Pay Band on the Title 42 Pay Model.
<i>Category*</i>	✗	N/A	<i>Only applicable for Pay Plans AD, RF, or RG.</i> The Employee's Category on the Title 42 Pay Model.

*For more information, reference the Title 42 Pay Model on the [Title 42 webpage on the OHR Intranet](#).

➤ **Communication Point**

After the Transaction Tab and the employee's basic information (first/last name, email address) have been completed, the HRA selects "Send Pkg Rec'd Email" from the routing menu to send an email notice to the AO or other IC contact advising them that the Change in Work Schedule/Hours action has been received in HR.



From: Verge, Terrye (NIH/OD) [E]
To: Verge, Terrye (NIH/OD) [E]
Cc: D'Andrea, Michael (NIH/OD) [E]; Verge, Terrye (NIH/OD) [E]
Subject: Change in Work Schedule/Hours Action Initiated for Jay Cutler- WITS #22300

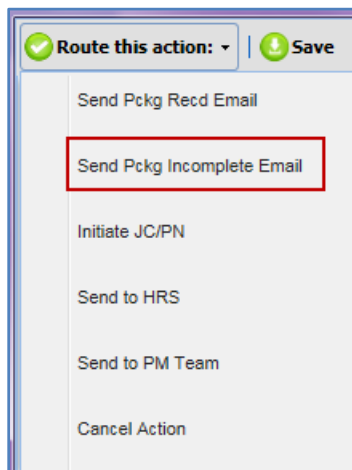
Your Change in Work Schedule/Hours action for Jay Cutler in the Test Play/Testing Branch, administrative code TEST, has been initiated by the Office of Human Resources. It has been assigned #22300 as the Workflow information Tracking System (WiTS) number; please include this number with all inquiries.

You will be contacted if any further information is needed. Otherwise, you will be contacted when the Change in Work Schedule/Hours action is processed.

Authorized Test can view this action from the Test Report List located on the Admin/Managers page in the HR Community on the NIH Portal at: <http://hr.od.nih.gov/admincommunity.htm>.

For more information on WiTS, please refer to the Office of Human Resources website at: <http://hr.od.nih.gov/hrsystems/staffing/wits/default.htm>.

If the package is incomplete, the **HRS selects "Send Pkg Incomplete Email"** from the routing menu to send an email notice to the AO or other IC contact advising them that the Change in Work Schedule/Hours action has been received in HR, but is missing needed documents or other information.



From: Verge, Terrye (NIH/OD) [E]
 To: Verge, Terrye (NIH/OD) [E]
 Cc: D'Andrea, Michael (NIH/OD) [E]; Verge, Terrye (NIH/OD) [E]
 Subject: Change in Work Schedule/Hours Action for Jay Cutler- WITS #22300-Documentation/Information Needed

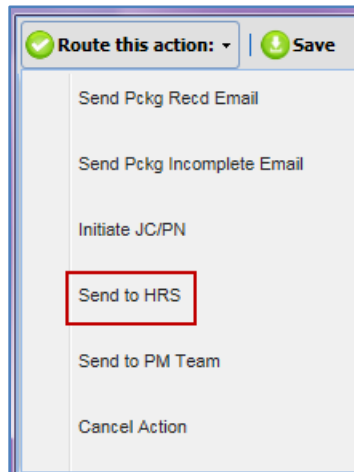
Your Change in Work Schedule/Hours action for Jay Cutler in Play/Testing Branch, administrative code TEST, has been received in the Office of Human Resources. It has been assigned #22300 as the Workflow information Tracking System (WITS) Transaction Number; please include this number with all inquiries.

However, we have determined that needed information/documentation in support of this action has not been received. Please see below for more details and submit the needed documents as soon as possible. If you have questions, please contact Terrye Verge.

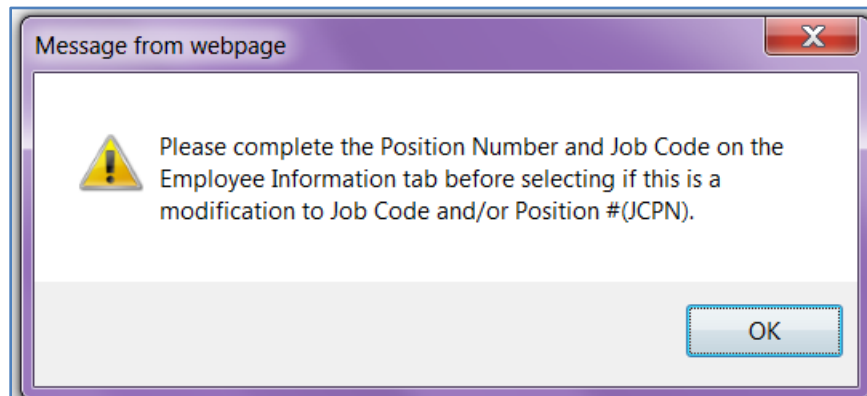
We have not received the following: paperwork.

Authorized Test staff can view this action from the Test Report List located on the Admin/Managers page in the HR Community on the NIH Portal at: <http://hr.od.nih.gov/admincommunity.htm>.
 For more information about WITS, please refer to the Office of Human Resources website at: <http://hr.od.nih.gov/hrsystems/staffing/wits/default.htm>.

Note: At any time in the process, the HR Assistant has the option of selecting “Send to HRS” from the routing menu to send the action to the HR Specialist for review and/or completion.



WITS Tip: You must complete the position and pay information on the Employee Information tab prior to navigating to the Career Change Information tab. If you do not follow this process, you will receive the below pop-up warning.




The next tab to be completed is the Change in Work Schedule/Hours Information tab:

Transaction Information	Employee Information	Change in Work Schedule/ Hours Information	Final Processing/ Authorization
Tour of Duty (Old)*:		<input type="text"/>	Hours per Pay Period (Old): <input type="text"/>
Tour of Duty (New)*:		<input type="text"/>	Hours per Pay Period (New): <input type="text"/>
Benefits Affected?*		<input type="text"/>	Related JCPN WITS #: <input type="text"/>
Modification to Job Code and/or Position #(JCPN)?*:		<input type="text"/>	Position Number*: <input type="text"/>
Job Code*:		<input type="text"/>	
(Job Code Lookup) ?			(Position Number Lookup) ?

- **Tour of Duty (Old) / Tour of Duty (New):** Select the employee’s old and new tours of duty (Part Time, Full Time, Intermittent)
- **Hours per Pay period (Old) / Hours per Pay Period (New):** Enter the employee’s old and new hours per pay period.
- **Benefits Affected?:** Indicate whether or not the employee’s benefits will be affected by the change being processed.
- **Modification to Job Code and/or Position Number?:** Select Yes or No
- **Related JCPN WITS #:** Enter related JCPN WITS action number, if applicable.
- **Job Code:** This information should remain as-is (with current job code pre-populated on field) unless the Change in Work Schedule requires the assignment of a new Job Code number.
- **Job Code Lookup:** Click on hyperlink to pull up available Job Code number(s) from Capital HR that match based on the Pay Plan, Series, and Grade information entered on the Change in Work Schedule form. This data is imported manually at the beginning of each pay period from Capital HR. If applicable, after finding a Job Code from this lookup, you will need to manually enter the Job Code Number on the Change in Work Schedule Form.

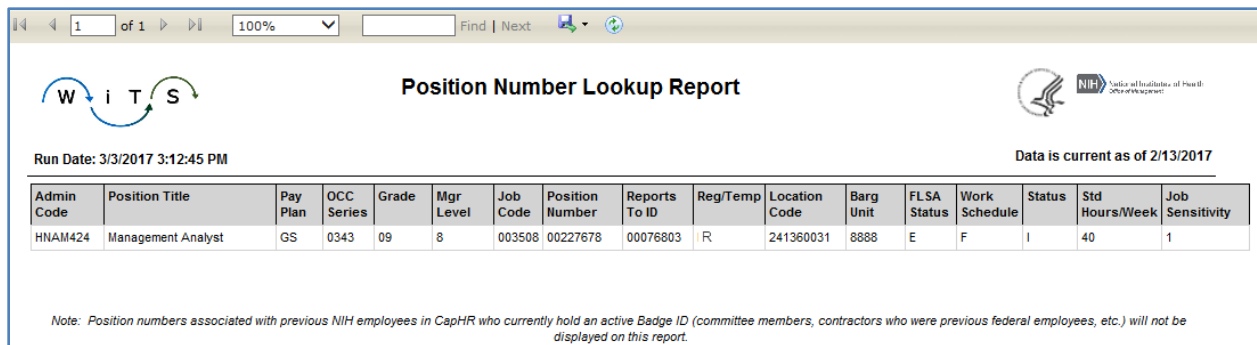
1 of 2 100% Find | Next

W i T S **Job Code Lookup Report**  NIH National Institutes of Health Office of Workforce

Run Date: 3/3/2017 3:06:59 PM Data is current as of 2/13/2017

Position Title	Pay Plan	OCC Series	Grade	Job Code	FLSA Status	Pay Basis	Status	Functional Class	Manager Level
NIH PMF (Management Analyst)	GS	0343	09	012533	E	PA	I	0	8
Mgmt And Program Analyst	GS	0343	09	003509	N	PA	I	0	8
Management and Program Analyst	GS	0343	09	009389	E	PA	A	0	8
Management Analyst	GS	0343	09	006506	E	PA	A	0	8
NIH Recent Grad (Mgmt Analyst)	GS	0343	09	011953	N	PA	I	0	8
NIH PMF (Program Analyst)	GS	0343	09	012302	E	PA	A	0	8
PROGRAM ANALYST (TRAINEE)	GS	0343	09	001616	E	PA	I	0	8
Program Analyst (Bio Sci)	GS	0343	09	004323	E	PA	I	0	8
Management Analyst	GS	0343	09	005761	N	PA	I	0	8
Management Analyst	GS	0343	09	005762	N	PA	I	0	8
Mgmt & Prog Analyst (Trainee)	GS	0343	09	006885	E	PA	I	0	8
Program Analyst (Science)	GS	0343	09	009690	E	PA	I	0	8

- **Position Number:** This information should remain as-is (with current position number pre-populated on field) unless the Change in Work Schedule requires the assignment of a new Position Number.
- **Position Number Lookup:** Click on hyperlink to pull up available Position Number(s) from Capital HR that match based on the Admin Code, Pay Plan, Series, and Grade information entered on the Change in Work Schedule form. This data is imported manually at the beginning of each pay period from Capital HR. If applicable, after finding a Position Number from this lookup, you will need to manually enter the Position Number on the Change in Work Schedule Form.



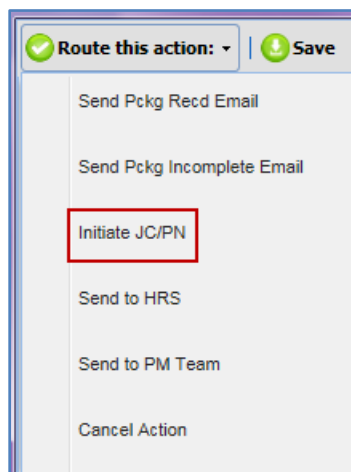
Admin Code	Position Title	Pay Plan	OCC Series	Grade	Mgr Level	Job Code	Position Number	Reports To ID	Reg/Temp	Location Code	Barg Unit	FLSA Status	Work Schedule	Status	Std Hours/Week	Job Sensitivity
HNAM424	Management Analyst	GS	0343	09	8	003508	00227678	00076803	R	241360031	8888	E	F	I	40	1

Note: Position numbers associated with previous NIH employees in CapHR who currently hold an active Badge ID (committee members, contractors who were previous federal employees, etc.) will not be displayed on this report.

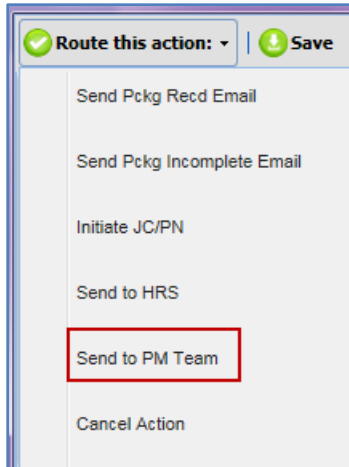


WiTS Tip:

After completing the above fields and indicating that a modification is needed to the job code and/or position number, navigate to the routing menu and select “Initiate JC/PN”. This will create a new Job Code/Position Number request for you, pulling over the HR Specialist, HR Assistant, employee, and position specific-information. This action will appear in the assigned HR Specialist’s worklist.



After all of the tabs have been completed, the HR Specialist (or HR Assistant) selects “Send to PM Team” to send the action to the Position Management Team for final processing.

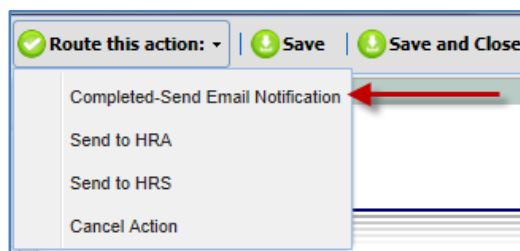


Final Processing/Authorization Tab:

The Position Management Team reviews the information on all tabs and enters the *Effective Date* and the *Date Pro'd in Capital HR* on the Final Processing/Authorization tab:

 A screenshot of a web application interface showing the 'Final Processing/Authorization' tab. The tab is highlighted in a light blue color. Below the tab, there are two input fields: 'Effective Date:' followed by a text box and a 'Payroll Calendar' icon, and 'Date Pro'd in Capital HR*:' followed by a text box and a 'PDF' icon.

The PM Team member selects “Completed – Send Email Notification” from the routing menu to complete the WiTS action and move it to Archives.



An email notice that the Change in Work Schedule action has been processed by HR is sent to the addressee(s) shown in the AO's Email Address field on the form.

