

# What Goes In WiTS?



If the Action is a...	And...	Does it get entered in WiTS?	What WiTS workflow(s) should be used?	Who enters it?
<b>Recruitment</b>	OHR did the recruitment; no special approvals are needed ( <i>Recruitment actions handled by CSSED are not tracked in WiTS</i> ).	Yes	Recruitment	CSD (or generated by Cap HR)
	OHR did the recruitment; NIH Committee and Building 1 approvals are needed	Yes	Recruitment/Appointment; Senior Level Pay	CSD(or generated by Cap HR); CSSED (or IC)
	OHR did the recruitment; CSD IOU and/or Building 1 pay approvals are needed (3 Rs, SLRP, On Call Pay etc.)	Yes	Recruitment/Appointment; Special Pay	CSD (or generated by Cap HR)
	OHR did the recruitment and the hire is one of multiple selections from a certificate; no special approvals are needed	Yes	Appointment	CSD (or generated by Cap HR)  Gaining CSD Branch enters the action using the admin code that the employee is entering.
	OHR did the recruitment and the hire is one of multiple selections from a certificate; NIH Committee and Building 1 approvals are needed	Yes	Appointment; Senior Level Pay	CSD; CSSED (or IC)  Gaining CSD Branch or IC enters the action using the admin code that the employee is entering.
	OHR did the recruitment and the hire is one of multiple selections from a certificate; CSD IOU and/or Building 1 pay approvals are needed (3 Rs, SLRP, etc.)	Yes	Appointment; Special Pay	CSD (or generated by Cap HR)  Gaining CSD Branch enters the action using the admin code that the employee is entering.
	OHR did the recruitment and the hire is the result of a shared certificate; no special approvals are needed	Yes	Appointment	CSD (or generated by Cap HR)  Gaining CSD Branch enters the action using the admin code that the employee is entering.
	OHR did the recruitment and the hire is the result of a shared certificate; CSD IOU and/or Building 1 pay approvals are needed (3 Rs, SLRP, etc.)	Yes	Appointment; Special Pay	CSD (or generated by Cap HR)  Gaining CSD Branch enters the action using the admin code that the employee is entering.
	OHR did the recruitment and the hire is the result of a shared certificate; NIH Committee and Building 1 approvals are needed	Yes	Appointment; Senior Level Pay	CSD; CSSED (or IC)  Gaining CSD Branch or IC enters the action using the admin code that the employee is entering.

If the Action is a...	And...	Does it get entered in WiTS?	What WiTS workflow should be used?	Who enters it?
<b>Appointment</b>	The employee is being hired non-competitively with no recruitment (i.e. certain Title 42 hires, committee member, special expert, etc.) and no special approvals are needed ( <i>All appointment types including SES</i> )	Yes	Appointment	CSD (or generated by Cap HR)  Gaining CSD Branch enters the action using the admin code that the employee is entering.
	The employee is being appointed, either non-competitively or competitively, and the appointment is directly related to a recruitment action. This includes 1st selections, additional selections, and selections from a shared certificate ( <i>All appointment types including SES</i> )	Yes	Appointment	CSD (or generated by Cap HR)  Gaining CSD Branch enters the action using the admin code that the employee is entering.
	The employee is being hired non-competitively with no recruitment (i.e. certain Title 42 hires, committee member, special expert, etc.) and special approvals are needed ( <i>All appointment types including SES</i> )	Yes	Appointment; Senior Level Pay	CSSED (or IC)  Gaining IC enters the action using the admin code that the employee is entering.
	The employee is a non-FTE	No	None	-
<b>Promotion</b>	The employee is being promoted as a result of a recruitment (selected from a certificate)	Yes	Appointment	CSD (or generated by Cap HR)  Gaining CSD Branch enters the action using the admin code that the employee is entering.
	The employee is being promoted in his/her career ladder, temporary promotion, etc. (did not compete)	Yes	Career Change	CSD
<b>Change to Lower Grade</b>	Employee is being moved to a lower grade for any reason other than as a result of a recruitment or a Employee Relations case.	Yes	Career Change	CSD
	Employee is being moved to a lower grade as a result of a recruitment (was selected from a cert)	Yes	Appointment	CSD (or generated by Cap HR)  Gaining CSD Branch enters the action using the admin code that the employee is entering.
	Employee is being moved to a lower grade as a result of an Employee Relations case	Yes	Employee Relations Case and/or Employee Relations Consultation	WRD/ER

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<b>Reassignment</b>	Employee is moving from one organization to another in the same agency or is assigned to a new position description when his or her job is redescribed	Yes	Career Change	CSD (or generated by Cap HR)  Gaining CSD Branch enters the action using the admin code that the employee is entering.
	Employee is moving from one organization to another in the same agency or is assigned to a new position description a result of a recruitment (was selected from a cert)	Yes	Appointment	CSD (or generated by Cap HR)  Gaining CSD Branch enters the action using the admin code that the employee is entering.
<b>Transfer (out)</b>	Employee is moving from one agency to another without a break in service of one full workday	Yes	Separation	CSD
<b>Transfer (in)</b>	The employee is transferring in as a result of a recruitment (selected from a cert)	Yes	Appointment	CSD (or generated by Cap HR)  Gaining CSD Branch enters the action using the admin code that the employee is entering.
	The employee is transferring in and a recruitment was NOT involved (did not complete)	Yes	Appointment	CSD (or generated by Cap HR)  Gaining CSD Branch enters the action using the admin code that the employee is entering.
<b>Conversion</b>	The employee's personnel action is a Conversion and there is/was NO related recruitment and NO NIH Committee/Buidling 1 approvals were/are required.	Yes	Career Change	CSD
	The employee is being converted as a result of a recruitment.	Yes	Appointment	CSD (or generated by Cap HR)  Gaining CSD Branch enters the action using the admin code that the employee is entering.
	The employee is being converted from one Title 42 authority to another and recruitment was involved and NIH Committee/Building 1 approvals are needed	Yes	Appointment; Senior Level Pay	CSD; CSSED (or IC)  Gaining CSD Branch or IC enters the action using the admin code that the employee is entering.
	The employee is being converted from one Title 42 authority to another and NIH Committee/Building 1 approvals are needed	Yes	Senior Level Pay	CSSED (or IC)  Gaining IC enters the action using the admin code that the employee is entering.

<b>If the Action is a...</b>	<b>And...</b>	<b>Does it get entered in WiTS?</b>	<b>What WiTS workflow(s) should be used?</b>	<b>Who enters it?</b>
<b>Resignation</b>	The employee is resigning	Yes	Separation	CSD
<b>Retirement</b>	The employee is retiring	Yes	Retirement Estimate/Processing	WRD/BPLB
<b>Change in Work Schedule/Hours</b>	The number of hours an employee is working is changing (going from full time to part time, etc.)	Yes	Change in Work Schedule / Hours	CSD
	The time of day that the employee is reporting/departing from work is changing (i.e. changing start/end time, going on AWS)	No	None.	-
<b>Detail</b>	Employee is going on a temporary assignment to a different position for a specified period when the employee is expected to return to his or her regular duties at the end of the assignment	Yes	Career Change	CSD Gaining CSD Branch or IC enters the action using the admin code that the employee is entering.
<b>Name Change</b>	Employee's name is changing (marriage, divorce, etc.)	No	None.	-
<b>Extension of Time-Limited Appointment</b>	Employee's time-limited appointment is being extended	Yes	Career Change	CSD
<b>Pay Incentive Recruitment Incentive Relocation Incentive Student Loan Repayment Program</b>	Employee will receive a recruitment incentive, a relocation incentive and/or participate in the Student Loan Repayment Program (includes renewals)	Yes	Special Pay	CSD
<b>Pay Allowance/Supplement Retention Allowance Physician's Comparability Allowance On Call Pay</b>	Employee will receive a retention allowance, On Call Pay, and/or Physician's Comparability Allowance (PCA) (includes renewals)	Yes	Special Pay	CSD
<b>Market Pay (Title 38)</b>	Market Pay is being requested for first time or existing Market Pay is being adjusted	Yes	Senior Level Pay	CSSED (or IC)

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<b>Pay Adjustment</b>	The pay adjustment is a manual update for a January COLA	Yes	Pay Adjustment	WRD
	An Exceptional Pay Adjustment or Quadrennial Increase that does not need to go through CSSED. <i>Please note that PGY Increases are not entered in WiTS.</i>	Yes	Special Pay	CSD
	The pay adjustment needs to be routed to Building 1 for approval through the CSSED	Yes	Senior Level Pay	CSSED (or IC)
<b>Leave Without Pay (LWOP)</b>	Employee is being placed on temporary nonpay status and nonduty status (or absence from a prescheduled tour of duty)	Yes	Leave Without Pay	CSD
<b>Return to Duty (RTD)</b>	Employee is being placed back in pay and duty status after absence for Furlough, Suspension, or Leave Without Pay	Yes	Return to Duty	CSD
<b>Classification</b>	Position is being classified	Yes	Classification	CSD
<b>Award</b>	The award is a Performance, Special Act or Service, On the Spot, Employee Referral, Time Off as an Incentive, QSI, Referral Bonus, or Suggestion.	Yes	Award	CSD
	The award is a Presidential Rank Award, Separation Incentive, Foreign Language Award, Travel Savings Incentive, Honor Award (NIH specific), or Merit Award (NIH specific)..	No	None (Merit awards and Honor awards are entered in eHarts)	
<b>Realignment</b>	Employee is being moved within the agency when the function the employee performs is moved from one organization or activity in the agency to another	No.	None.	-
<b>Benefits Forms</b>	Employee is being newly enrolled in or changing benefits elections	Yes	Benefits Process	WRD/BPLB
<b>Expiration of Appointment</b>	The employee's time-limited appointment is not being renewed	Yes	Separation	CSD

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<b>Termination</b>	The employee's appointment is being terminated (non ER-related)	Yes	Separation	CSD
	The employee's appointment is being terminated (ER-related)	Yes	Employee Relations Case and/or Employee Relations Consultation	WRD/ER
<b>Employee Relations Case/Issue/Consultation</b>	The Employee Relations action is related to a Case.	Yes	Employee Relations Case	WRD/ER
	The Employee Relations action is related to consultative services.	Yes	Employee Relations Consultation	WRD/ER
<b>Labor Relations Case/Matter/Consultation</b>	The Labor Relations Matter is related to an overarching issue where many cases and consultations are expected	Yes	Labor Relations Matter	WRD/LR
	The Employee Relations action is related to consultative services.	Yes	Labor Relations Consultation	WRD/LR
	The Labor Relations action is related to a Case.	Yes	Labor Relations Case	WRD/LR