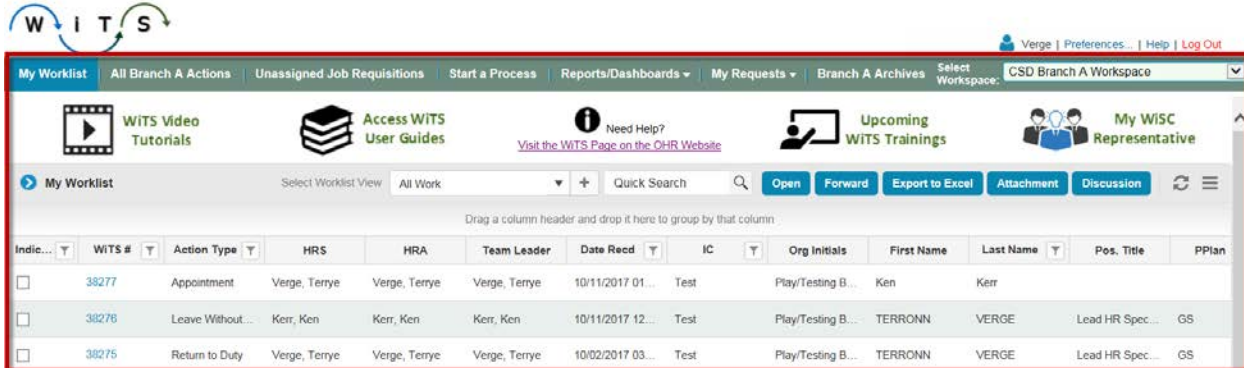


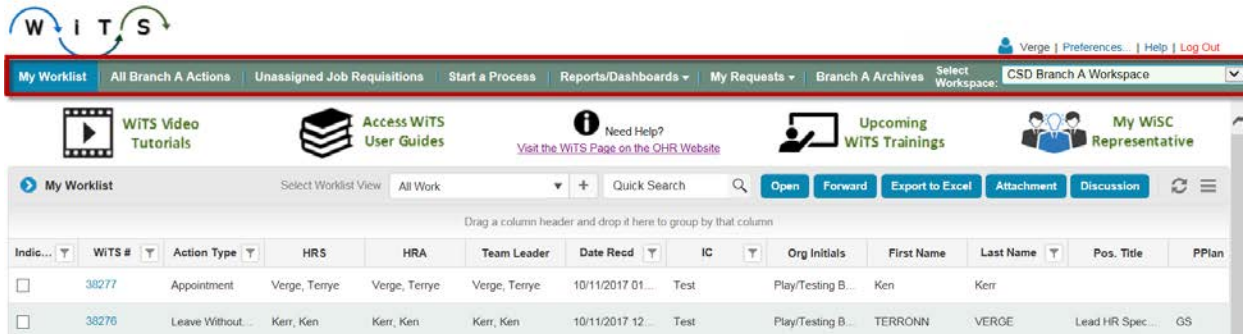


WiTS Does That Mean? Glossary of New Terms

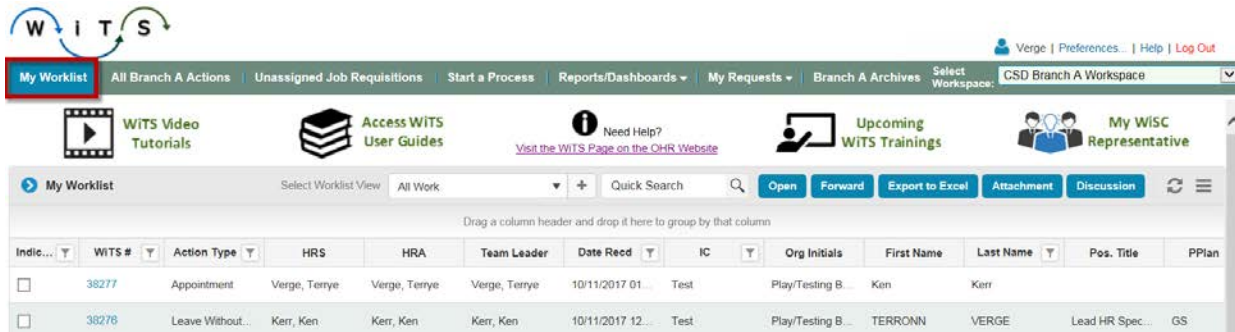
- **Workspace:** The page that you see when you log into WiTS.



- **Workspace Navigation Bar:** Horizontal panel at the top of your Workspace which contains Tabs and Sub-Menus which allow you to access your Worklist and Action Lists, create a new WiTS action, view your WiTS reports and dashboards, and retrieve Archived items.



- **Tabs:** The buttons at the top of your Workspace which allow you to navigate to your Worklist and Action Lists, create a new WiTS action, view your WiTS reports and dashboards, and retrieve Archived items. Many Tabs include sub-menus which allow you to select a lower-level view of the Workspace.





- **Resource Banner:** The area at the top of your Workspace that contains links to various WITS resources such as user guides and tutorials, the WITS website, upcoming training, etc.

| Indic... | WITS # | Action Type | HRS | HRA | Team Leader | Date Recd | IC | Org Initials | First Name | Last Name | Pos. Title | PPlan |
|--------------------------|--------|------------------|---------------|---------------|---------------|------------------|------|-------------------|------------|-----------|-----------------|-------|
| <input type="checkbox"/> | 38277 | Appointment | Verge, Terrye | Verge, Terrye | Verge, Terrye | 10/11/2017 01... | Test | Play/Testing B... | Ken | Kerr | | |
| <input type="checkbox"/> | 38276 | Leave Without... | Kerr, Ken | Kerr, Ken | Kerr, Ken | 10/11/2017 12... | Test | Play/Testing B... | TERRONN | VERGE | Lead HR Spec... | GS |

- **Action List:** A list of active items that are assigned to your Branch/Unit.

| WITS # | Process Name | Priority | HRS | HRA | Team Leader | Date Recd | Action Type | IC | Org Initials | FName | LName | Pos. Title | PPlan | Series | Grade | Prop. Eff. Date |
|--------------------------|---------------------------------|----------|-------------------|-------------------------|---------------|------------------------|---------------|-----|--------------|------------|-------|----------------------|-------|--------|-------|-----------------|
| <input type="checkbox"/> | 37946 UAT - Appointment | High | Petersen, Mieshia | Shahparast-Alshar, Negy | Clarke, Tracy | 06/13/2017 08:31:36 AM | Appointment | NCI | NCI | TERRONN | VERGE | | | | | 06/13/20 |
| <input type="checkbox"/> | 33951 UAT - Career Change | High | Kerr, Ken | DAndrea, Michael | Kerr, Ken | 07/31/2015 01:21:37 PM | Career Change | NCI | OD | JEONG KUEN | SONG | Research Fellow (VP) | AD | 0401 | 00 | 08/03/20 |
| <input type="checkbox"/> | 33936 UAT - Special Pay Process | High | Kerr, Ken | DAndrea, Michael | Kerr, Ken | 07/30/2015 10:40:23 AM | Special Pay | NCI | OD | JEONG KUEN | SONG | Research Fellow (VP) | AD | 0401 | 00 | 07/27/20 |

- **Work List:** A list of active items that are assigned to you and that are currently with you for action.

| Indic... | WITS # | Action Type | HRS | HRA | Team Leader | Date Recd | IC | Org Initials | First Name | Last Name | Pos. Title | PPlan |
|--------------------------|--------|------------------|---------------|---------------|---------------|------------------|------|-------------------|------------|-----------|-----------------|-------|
| <input type="checkbox"/> | 38277 | Appointment | Verge, Terrye | Verge, Terrye | Verge, Terrye | 10/11/2017 01... | Test | Play/Testing B... | Ken | Kerr | | |
| <input type="checkbox"/> | 38276 | Leave Without... | Kerr, Ken | Kerr, Ken | Kerr, Ken | 10/11/2017 12... | Test | Play/Testing B... | TERRONN | VERGE | Lead HR Spec... | GS |



➤ **Action Buttons:** A set of buttons that allow you to perform various actions on an item in your Worklist and Action Lists:

- **Open:** open a selected item
- **Forward:** forward an item to a different user
- **Export to Excel:** export the entire list of actions into an Excel spreadsheet
- **Attachment:** attach a file to a selected item
- **Discussion:** add internal notes to a selected item



WITS | Verge | Preferences... | Help | Log Out

My Worklist | All Branch A Actions | Unassigned Job Requisitions | Start a Process | Reports/Dashboards | My Requests | Branch A Archives | Select Workspace: CSD Branch A Workspace

WITS Video Tutorials | Access WITS User Guides | Need Help? Visit the WITS Page on the OHR Website | Upcoming WITS Trainings | My WISC Representative

My Worklist | Select Worklist View: All Work | Quick Search

Open | Forward | Export to Excel | Attachment | Discussion

| Indic... | WITS # | Action Type | HRS | HRA | Team Leader | Date Recd | IC | Org Initials | First Name | Last Name | Pos. Title | PPlan |
|--------------------------|--------|------------------|---------------|---------------|---------------|------------------|------|-------------------|------------|-----------|-----------------|-------|
| <input type="checkbox"/> | 38277 | Appointment | Verge, Terrye | Verge, Terrye | Verge, Terrye | 10/11/2017 01... | Test | Play/Testing B... | Ken | Kerr | | |
| <input type="checkbox"/> | 38276 | Leave Without... | Kerr, Ken | Kerr, Ken | Kerr, Ken | 10/11/2017 12... | Test | Play/Testing B... | TERRONN | VERGE | Lead HR Spec... | GS |

- **View Details:** view the process details of a selected item
- **Monitor:** view a graphical representation of the workflow path (process map) for a selected item
- **Advanced Search:** search the Archives for closed/completed items older than the 400 most recent



WITS | Verge | Preferences... | Help | Log Out | WORK AREA | ADMINISTRATION

My Worklist | All Branch A Actions | Unassigned Job Requisitions | Start a Process | Reports/Dashboards | My Requests | Branch A Archives | Select Workspace: CSD Branch A Workspace

WITS Video Tutorials | Access WITS User Guides | Need Help? Visit the WITS Page on the OHR Website | Upcoming WITS Trainings | My WISC Representative

Active Actions for Branch A | Quick Search:

View Details | Monitor | Export to Excel

| WITS # | Process Name | Priority | HRS | HRA | Team Leader | Date Recd | Action Type | IC | Org Initials | FName | LName | Pos. Title | PPlan | Series | Grade | Prop. Eff. Date |
|--------------------------|--------------|---------------------|------|------------------|-------------------------|---------------|------------------------|---------------|--------------|-------|------------|------------|----------------------|--------|---------|-----------------|
| <input type="checkbox"/> | 37946 | UAT - Appointment | High | Petersen, Miesha | Shahparast-Alshar, Negy | Clarke, Tracy | 08/13/2017 08:31:36 AM | Appointment | NCI | NCI | TERRONN | VERGE | | | | 08/13/20 |
| <input type="checkbox"/> | 33951 | UAT - Career Change | High | Kerr, Ken | DAndrea, Michael | Kerr, Ken | 07/31/2015 01:21:37 PM | Career Change | NCI | OD | JEONG KUEN | SONG | Research Fellow (VP) | AD | 0401 00 | 08/03/20 |