



Current Processes in WiTS

Appointment: activities related to hiring new employees

Awards: activities associated with employee awards (Special Act, QSI, Time Off, etc.)

Benefits Form Processing: activities associated with the processing of benefits forms

Career Changes: activities associated with the movements of employees (Promotions, Reassignments, Conversions, Details, etc.)

Classification: activities associated with the review and classification of proposed positions

Change in Work Schedule/Hours: activities associated with employees' schedule changes

Employee Relations: activities associated with the intake, review and administration of ER (Sep 2012 release)

Extensions of Appointment: activities associated with extending employees' time-limited appointments

HR Systems Access: activities associated with requests for access for users of HR systems

HR Systems Support: activities associated with requests for support for users of HR systems

Leave Without Pay (LWOP): activities associated with removing employees from pay status

Recruitment: activities related to filling vacant positions

Recruitment Requests: activities related to receiving requests for recruitments from customer organizations

Retirement Estimates: activities related to receiving estimate requests from employees (includes counseling and estimate preparation)

Retirement Processing: activities related to the processing of employee retirement actions

Return to Duty (RTD): activities associated with returning employees to pay status

Requests for Job Code/Position Number: activities related to requests to create, modify, activate, deactivate Job Codes and Position Numbers in Capital HR (EHRP)

Senior Level Pay: activities related to the NIH Committee review of and NIH leadership decision on pay cases for senior-level employees

Separations: activities related to the "out-processing" of separating employees

Special Pay: activities related to employees' special pays (3 Rs, SLRP, PCA, etc.)