JOB AID

CLASSIFICATION ACTION SAMPLE

HR ASSISTANT or HR SPECIALIST

1. HR Assistant or HR Specialist initiates CLASSIFICATION action input sheet.

   (Note: The Current Employee/Position Information section should generally only be filled in if the Classification action relates to a specific Career Change action in progress. If no specific HR action or employee is known, leave the Current Employee/Position Information section fields blank.)

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HRA/Rep Checks (EHRP) Request

TRANSACTION INFORMATION * Required fields

WiTS #	AO's Email Address*	Action Type*	Date SF-52 Recv'd	Date Entered
3880	sp47e@nih.gov	Classification Only	09/15/2004	09/15/2004 10:50:29

Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*
HNAM4	OD	OHR	10/31/2004

HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*	Porter, Sharon
Date Initiated/Sent		Date Initiated/Sent		Priority	Medium
Date Returned to IO		Date Returned to IO			

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name
77777777	James	K	Smith

Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster
Program Analyst	GS	0343	11	1		

Position Number	987654321	Job Code	123456	CAN*	88888888
TK Number*	11111	Base Salary	44136	Total Salary	50593
Certificate Type					

IF KNOWN (Career Change action)

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
Program Analyst	GS	0343	12	1		

New Base Salary	52899	New Total Salary	60638	Vice	

PROPOSED

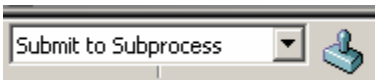
ORIENTATION INFORMATION

Orientation		CSD Orientation Contact		Orientation Contact Phone Number	
Orientaton Date		Duty Station		Hire Type	
Fingerprints Required					

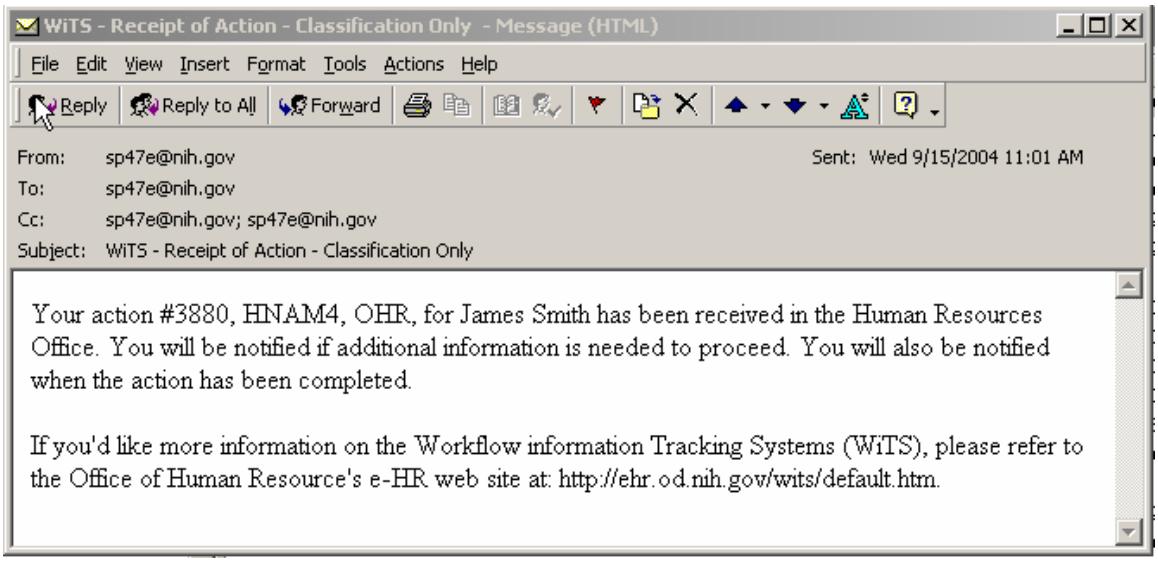
COMMENTS

Comments/Status	

2. HR Assistant selects “Submit to Subprocess” and clicks on to end the “Initiate Action” process and retrieve the Classification input sheet.

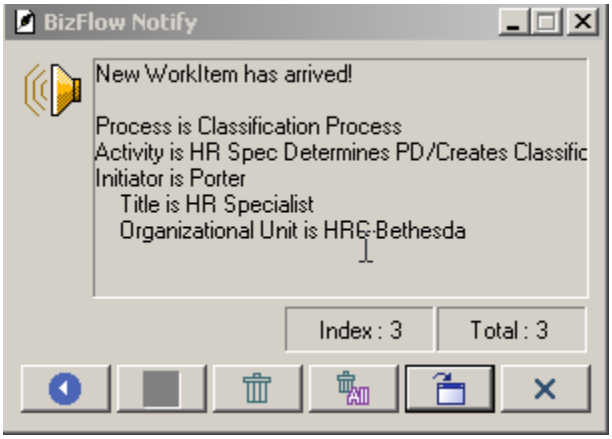


An automatic email notice that the Classification action has been received in HR is sent to the addressee(s) shown in the AO’s Email Address field of the input sheet, for example:



HR SPECIALIST

3. HR Specialist receives e-mail or WiTS pop-up window notification that a new workitem has been received.



4. HR Specialist opens Classification action to retrieve, review and complete the "Classification" section that has been added at the bottom of the Initiating Action input sheet.

This is an example of a classification process that precedes a "Career Change" career ladder promotion action received in the HR.Office.

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HR Spec Determines PD/Creates Classification

TRANSACTION INFORMATION * Required fields

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3880	sp47e@nih.gov	Classification Only	09/15/2004	09/15/2004 10:50:29

Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*
HNAM4	OD	OHR	10/31/2004

HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*	Porter, Sharon
Date Initiated/Sent	09/15/2004 11:00:32	Date Initiated/Sent	09/15/2004 11:04:00	Priority	Medium
Date Returned to IO		Date Returned to IO			

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name
77777777	James	K	Smith

Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster
Program Analyst	GS	0343	11	1		

Position Number	987654321	Job Code	123456	CAN*	88888888
TK Number*	11111	Base Salary	44136	Total Salary	50593
Certificate Type					

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
Program Analyst	GS	0343	12	1		

New Base Salary	52899	New Total Salary	60638	Vice	

ORIENTATION INFORMATION

Orientation		CSD Orientation Contact		Orientation Contact Phone Number	
Orientaton Date		Duty Station		Hire Type	
Fingerprints Required					

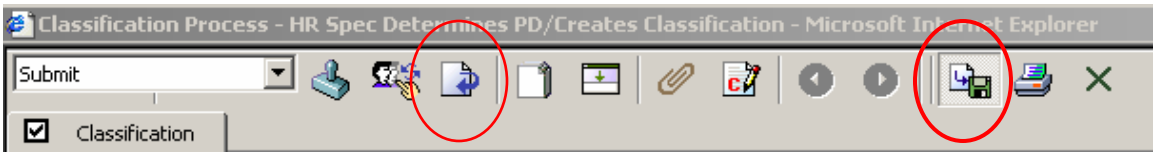
COMMENTS

Comments/Status	

CLASSIFICATION

Standard QC PD*	No	Position Audited*	No
Pos.Audit Start Date		Pos. Audit Type	
Pos. Audit End Date		Date Class Started	09/27/2004
Date of Class. Allocation		Date Class Completed	
Date Position Number Reqst'd		Date Job Code Requested	
Date Position Number Rec'd		Date Job Code Received	
New Position Number		New Job code	

5. Click "***Partially Save***" button to save this partial information and close the workitem.



6. ***To update classification status data fields,*** HR Specialist opens Classification action to retrieve and complete the data fields appropriate for the specific type of classification action. ***(Note: These activities may need to be entered at different times to accurately reflect current status. If so, repeat steps 4-6 to update data fields as often as necessary.)***

   IMPORTANT: Immediately click on the "***Enable Editing***" button, making sure that the button is selected as shown in screenshot number 5 above.

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HR Spec Determines PD/Creates Classification

TRANSACTION INFORMATION * Required fields

WITS #	AO's Email Address*	Action Type*	Date SF-52 Recv'd	Date Entered
3880	sp47e@nih.gov	Classification Only	09/15/2004	09/15/2004 10:50:29

Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*
HNAM4	OD	OHR	10/31/2004

HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*	Porter, Sharon
Date Initiated/Sent	09/15/2004 11:00:32	Date Initiated/Sent	09/15/2004 11:04:00	Priority	Medium
Date Returned to IO		Date Returned to IO			

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name
77777777	James	K	Smith

Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster
Program Analyst	GS	0343	11	1		

Position Number	987654321	Job Code	123456	CAN*	88888888
TK Number*	11111	Base Salary	44136	Total Salary	50593
Certificate Type					

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
Program Analyst	GS	0343	12	1		

New Base Salary	52899	New Total Salary	60638	Vice	

FINAL

ORIENTATION INFORMATION

Orientation		CSD Orientation Contact		Orientation Contact Phone Number	
Orientaton Date		Duty Station		Hire Type	
Fingerprints Required					

COMMENTS

Comments/Status	

CLASSIFICATION

Standard QC PD*	No	Position Audited*	No
Pos.Audit Start Date		Pos. Audit Type	
Pos. Audit End Date		Date Class Started	09/27/2004
Date of Class. Allocation	09/30/2004	Date Class Completed	09/30/2004
Date Position Number Reqst'd	09/30/2004	Date Job Code Requested	09/30/2004
Date Position Number Rec'd	10/15/2004	Date Job Code Received	10/15/2004
New Position Number	31313131	New Job code	002222

7. HR Specialist selects "Action Completed" and clicks on to complete the WiTS Classification action and move it from the ***Active*** to the ***Archived*** bizcove.

8. As appropriate, HR Assistant or Specialist initiates a new WiTS HR action – such as a ***Career Change*** (*Promotion/Reassignment/Transfer-In/Conversion/Change to Lower Grade*) or for a future ***Recruit & Selection*** action – that results following this Classification process decision. Refer to http://ehr.od.nih.gov/wits/default.htm for additional Job Aids and Guides to initiate other types of WiTS HR actions.