



Submitting Senior Level Pay Requests via the NIH OHR Website

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Accessing the Senior Level Pay Form

Authorized IC staff can submit senior-level HR cases, which need NIH Committee Review and Building 1 approval directly to the Compensation and Senior Scientific Employment Division (CSSED) through the NIH OHR website. Senior Level Pay cases must be submitted for any pay action that the IC Director does not have authority to approve.

Even though the case is submitted electronically, hard copies of the pay case must be mailed to CSSED. For more information on requirements, visit the [OHR Title 42 web page](#).

The Human Resources Requests page can be accessed by navigating to:

<https://intrahr.od.nih.gov/wits/index.htm>

The screenshot shows the 'Office of Human Resources at the National Institutes of Health' website. The page title is 'Human Resources Requests'. A navigation bar includes links for Home, Benefits & Pay, HR Guidance, HR Intranet, HR Systems, Performance, NIH Training Center, Working at NIH, and About OHR. A search box is located in the top right corner. The main content area features a welcome message for 'Mike D Andrea' and three buttons: 'Initiate New Request', 'View My Drafts', and 'View Submitted Requests'. A sidebar on the left contains links to various HR systems, including WITS Reports, WITS Time to Hire Dashboard, Capital HR, HHS Careers - Selection Manager, HR CARDS, and LMS. A footer note provides assistance information, directing users to 'Initiate New Request' and 'Need Help?' for assistance, and to 'HR Systems Support' for issues with submitting requests.

Initiating a Senior Level Pay Case

- To initiate a Senior Level Pay action, click the “Initiate New Request” button.

- Click on “Need to initiate a Senior Level Pay Case?”

HR Request Type	Description	Guide	Tutorial
Need Help?	Submit a request for assistance for a number of HR Systems		
Need Access?	Submit a request for new, modified or deleted access to HR Systems		
Considering Retirement	Submit a request to the Benefits office to obtain a Retirement Estimate		
Need to initiate a Senior Level Pay Case?	Submit a request to the CSSED for a Senior-Level Pay case		

Important Notice About Access Requests

The HR Requests Page is only compatible with Internet Explorer (IE) versions 7 or 8 and Mozilla Firefox versions 3.5 and higher.

If you experience technical difficulties with this page, please submit an [HR Systems Support Request](#).

If this is not possible due to system issues, please contact the HR Systems Support Team via email at hrss@nih.gov

Completing the Senior Level Pay Form

The first tab to be completed is the Transaction Information tab. This tab contains basic information about the case.

Transaction Information

Senior Level Pay

Transaction Information	Candidate Information	Request Information	
* Required Fields			
WITS #:	<input type="text"/>	Date Entered:	<input type="text"/>
Action Type:	Senior Level Pay		
Case Preparer First Name*:	Mike	Case Preparer Last Name*: <i>(NED Lookup)</i>	D Andrea
Case Preparer Email Address*:	dandream@od.nih.gov	Case Preparer Telephone Number*:	3014354966
IC Contact First Name*:	<input type="text"/>	IC Contact Last Name*: <i>(NED Lookup)</i>	<input type="text"/>
IC Contact Email Address*:	<input type="text"/>		
IC Executive Officer First Name*:	<input type="text"/>	IC Executive Officer Last Name*: <i>(NED Lookup)</i>	<input type="text"/>
IC Executive Officer Email Address*:	<input type="text"/>		
IC Director First Name*:	<input type="text"/>	IC Director Last Name*: <i>(NED Lookup)</i>	<input type="text"/>
IC Director Email Address*:	<input type="text"/>		
Administrative Code*:	<input type="text"/>	Institute/Center*:	<input type="text"/>
Organization Initials:	<input type="text"/>		
<input type="button" value="Save Request"/>		<input type="button" value="Submit Request"/>	

As the Case Preparer, your name, email address and telephone number will be auto-populated. The following information needs to be completed:

- **IC Contact** – Use the NED Lookup to locate a contact in the IC regarding the case
- **IC Executive Officer** – Use the NED Lookup to locate the Executive Officer
- **IC Director** – Use the NED Lookup to locate the IC Director
- **Administrative Code** – Enter the Administrative Code (SAC Code) associated with the pay case.



WiTS Tip:

- You may enter any NIH email address for any of the email fields on this tab. You can enter multiple email addresses separated by a semi-colon. You may also enter group email addresses, if available in your organization. This flexibility gives the IC community to control [who receives the associated email notifications](#) for each pay case.

Candidate Information

The next tab to be completed is the *Candidate Information* tab. This tab contains basic information about the employee.

- NIH Employee?-** Select if the candidate is an NIH employee or not. If yes, then use the Employee Lookup feature. An employee is a federal employee of NIH. This does not include volunteers, contract staff, IRTAs, and any other non-FTE. If the candidate is not an employee, then type in the information. For individual's not currently employed at NIH, enter the position and pay details for the position they currently occupy.

Transaction Information	Candidate Information	Request Information
NIH Employee?*: ?	Yes ▾	
Candidate First Name*:	JON	Candidate MI: P
Candidate Last Name*: (Employee Lookup)	DOE	Candidate Email Address*: jon.doe@nih.gov
Candidate Employee ID*:	00104456	Candidate NED ID*: 0012954628
Candidate Degree*: <small>(Hold CTRL key and click all options that apply)</small>	PhD (Doctor of Philosophy) M.D. (Doctor of Medicine) DDS (Doctor of Dental Surgery) DMD (Doctor of Dental Medicine) DO (Doctor of Osteopathic Medicine) DVM (Doctor of Veterinary Medicine) Equivalent Doctoral Degree	
Current Position Title*:	Biologist	Current Pay Plan*: GS ▾
Current Series*:	0401	Current Grade*: 13 ▾
Current Professional Designation*:		Current Step*: 5 ▾
Current Band*:		Current Category*: ▾
Current Medical Speciality*: <small>(Hold CTRL key and click all options that apply)</small>	Medical: Allergy/Immunology Medical: Anesthesiology Medical: Cardio-Thoracic Surgery Medical: Cardiology	Current Tier*: ▾
Current Basic Pay*: <small>(numbers only(no commas))</small> ?	82863.00	Current Board Certification: ▾
Current Additional Compensation Type*: <small>(Hold CTRL key and click all options that apply)</small>	Recruitment Incentive Relocation Incentive Retention Allowance Other	Current Adjusted Basic Pay*: <small>(numbers only(no commas))</small> ?
Current Total Compensation*: <small>(numbers only(no commas))</small> ?		Current Additional Compensation Amount*: <small>(numbers only(no commas))</small> ?
		102932.00

Using the Employee Lookup Feature to auto-populate employee's information

- Click on the *Employee Lookup* link under the 'Candidate Last Name' field.

NIH Employee?*: ?	Yes ▾	
Candidate First Name*:	JON	Candidate MI: P
Candidate Last Name*: (Employee Lookup)	DOE	Candidate Email Address*: jon.doe@nih.gov
Candidate Employee ID*:	00104456	Candidate NED ID*: 0012954628

- 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 Employee' field and then *click* the 'Select' button. *The employee's title and administrative code will be displayed to assist you with your selection.*

Employee Lookup - Windows Internet Explorer

Employee Lookup - 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:

[close this popup window](#)



WiTS Tip: Use the Employee Lookup feature for current or recently separated employees. 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 individual using the Employee Lookup, please try searching by the last name as spelled in Capital HR. Newly hired employees will be available for search and selection at the beginning of their second pay period. 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 nightly-basis.
- 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 Candidate Information Tab

Data Fields	Auto-populated?	Data Source	Description
<i>First Name, MI, Last Name</i>	✓	Capital HR	Candidate's legal name in Capital HR
<i>Employee ID</i>	✓	Capital HR	Candidate's identification number (ID) in Capital HR
<i>NED ID</i>	✓	NIH Enterprise Directory (NED)	Candidate's identification number in NED
<i>Email Address</i>	✓	NIH Enterprise Directory (NED)	Candidate's work email address in NED
<i>Degree</i>	✗	N/A	Candidate's degree or educational level
<i>Position Title, Pay Plan, Series, Grade, and Step</i>	✓	Capital HR	Candidate's classified or official position information and Step in Capital HR
<i>Medical Specialty*</i>	✗	N/A	Candidate's medical or research specialty areas
<i>Board Certification</i>	✗	N/A	If applicable, any board certificate the candidate currently holds
<i>Basic Pay</i>	✓	Capital HR	Basic Pay represents the employee's pay, based on their pay basis (i.e., Per Annum, Per Hour, or Per Diem), before any locality, special rate adjustment, or any Title 38 Market Pay. This is the same pay as block 12A on the employee's SF-50. If this action is for an individual who is not a current a federal employee, enter their current rate of basic pay from where they are currently employed.
<i>Adjusted Basic Pay</i> (Only visible for current Title 5 or Title 5 employee's receiving Title 38 pay).	✓	Capital HR	Adjusted Basic Pay represents the employee's pay, based on their pay basis (i.e., Per Annum, Per Hour, or Per Diem), after any locality, special rate adjustment, or any Title 38 Market Pay. This does not represent the employee's Total Compensation, which can include any year-to-date allowances, incentives, awards, or any other monetary compensation. This is the same pay as block 12C on the employee's SF-50. If this action is for an individual who is not a current a federal employee, enter their current rate of basic pay from where they are currently employed.
<i>Professional Designation*</i>	✗	N/A	The candidate's Professional Designation is associated with their Category on the Title 42 Pay Model
<i>Pay Band*</i>	✗	N/A	The candidate's Pay Band associated with their Category on the Title 42 Pay Model
<i>Pay Tier*</i>	✗	N/A	The candidate's Pay Tier associated with their Pay Band on the Title 42 Pay Model
<i>Category*</i>	✗	N/A	The candidate's Category on the Title 42 Pay Model
<i>Additional Compensation Amount</i>	✗	N/A	The candidate's estimated additional compensation they will receive in the current calendar year. Additional Compensation includes the total amount of allowances, differentials, bonuses, awards, or other similar payments an employee may receive in a calendar year, in addition to the employee's basic pay. If this action is for an individual who is not a current a federal employee, enter '0'.

Total Compensation	x	N/A	The candidate's estimated aggregate compensation they will receive in the current calendar year. Total Compensation includes the total amount of allowances, differentials, bonuses, awards, or other similar payments an employee may receive in a calendar year, when combined with the employee's basic pay. If this action is for an individual who is not a current a federal employee, enter '0'.
Additional Compensation Type	x	N/A	Any additional compensation type(s) the candidate is currently received. Select 'N/A' if the candidate is not a current federal employee.

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

Request Information

The last tab to be completed is the *Request Information* tab. This tab contains information about the action being requested.

Transaction Information	Candidate Information	Request Information
Is this an appeal/resubmission of a previous request? *		Date of Previous Submission: (mm/dd/yyyy) *
Case Type*:		
Nature of Action*:		
IC Proposed Pay Plan*:	IC Proposed Series*:	
IC Proposed Position Title*:	IC Proposed Grade*:	IC Proposed Step*:
IC Proposed Category*:	IC Proposed Band*:	
IC Proposed Tier*:		
IC Proposed Professional Designation*:		
IC Proposed Basic Pay*: (numbers only(no commas) ?)	IC Proposed Total Compensation*: (numbers only(no commas))	
IC Proposed Additional Compensation Type*:	IC Proposed Additional Compensation Amount*: (numbers only(no commas))	
Date of most recent BSC review: (mm/dd/yyyy)		
Peer Review Required?*	Date of Peer Review Approval: (mm/dd/yyyy)	
Date of IC Standing Committee Recommendation: (mm/dd/yyyy)	Date of IC Director Approval*: (mm/dd/yyyy)	

The following fields will appear and are to be completed regardless of the case type:

- ***Is this an appeal or resubmission of a previous request?*** – select yes or no.
- ***Date of Previous Submission*** – enter the previous submission date, if applicable.
- ***Case Type*** – select Title 42, Title 38, IC Deputy Dir/Scientific Director, Scientific Executive/Senior Scientific Officer/Scientific Program Leader 2, NDIRS or SBRS.
- ***Nature of Action*** – select the action being requested.
- ***IC Proposed Pay Plan, Series, Position Title, Grade, Step, Category, Band, Tier and Professional Designation*** – select and/or enter information about the candidate’s proposed position. If nothing is changing with this request, enter the candidate’s current position information.
- ***IC Proposed Basic Pay*** – enter the candidate’s proposed Basic Pay.
- ***IC Proposed Total Compensation*** – enter the candidate’s proposed total compensation (proposed base salary plus any additional compensation being requested).
- ***IC Proposed Additional Compensation Type*** – select the type of additional compensation being requested. If no additional compensation is being requested, select N/A.
- ***IC Proposed Additional Compensation Amount*** – enter the amount of additional compensation being requested. If no additional compensation is being requested, enter 0.
- ***Date of Most Recent BSC review*** – enter the date of the candidate’s most recent Board of Scientific Counselor’s review.
- ***Peer Review Required*** – indicate whether IC peer review was required.
- ***Date of Peer Review Approval*** – if peer review was required, enter the date of the review/approval.

- ***Date of IC Standing Committee Recommendation*** – enter the date of the IC standing committee’s recommendation.
- ***Date of IC Director Approval*** – enter the date the request was approved by the IC Director.

Depending on your selection of Case Type, additional fields will appear and need to be completed.

Case Type: Title 42

Transaction Information	Candidate Information	Request Information
<p>Is this an appeal/resubmission of a previous request? <input type="checkbox"/> * Required Fields</p>		
<p>Case Type*: <input type="text" value="Title 42"/></p>		<p>Date of Previous Submission: (mm/dd/yyyy) <input type="text"/></p>
<p>Nature of Action*: <input type="text"/></p>		
<p>IC Proposed Pay Plan*: <input type="text"/></p>		<p>IC Proposed Series*: <input type="text"/></p>
<p>IC Proposed Position Title*: <input type="text"/></p>		<p>IC Proposed Grade*: <input type="text"/></p>
<p>IC Proposed Category*: <input type="text"/></p>		<p>IC Proposed Step*: <input type="text"/></p>
<p>IC Proposed Tier*: <input type="text"/></p>		<p>IC Proposed Band*: <input type="text"/></p>
<p>IC Proposed Professional Designation*: <input type="text"/></p>		
<p>IC Proposed Basic Pay*: (numbers only(no commas)) <input type="text"/></p>		<p>IC Proposed Total Compensation*: (numbers only(no commas)) <input type="text"/></p>
<p>IC Proposed Additional Compensation Type*: <input type="text"/></p>		<p>IC Proposed Additional Compensation Amount*: (numbers only(no commas)) <input type="text"/></p>
<p>Date of most recent BSC review: (mm/dd/yyyy) <input type="text"/></p>		
<p>Peer Review Required?*: <input type="text"/></p>		<p>Date of Peer Review Approval: (mm/dd/yyyy) <input type="text"/></p>
<p>Date of IC Standing Committee Recommendation: (mm/dd/yyyy) <input type="text"/></p>		<p>Date of IC Director Approval*: (mm/dd/yyyy) <input type="text"/></p>
<p>Authority*: <input type="text"/></p>		<p>Time Limit*: <input type="text"/></p>
<p>Exceeds Pay Range?*: <input type="text"/></p>		

Additional Title 42 fields:

- **Authority** – select either 42 USC 209 (f) or 42 USC 209 (g).
- **Time Limit** – select either indefinite or time-limited.
- **Exceeds Pay Range?** – select yes or no.

Case Type: Title 38

Transaction Information	Candidate Information	Request Information
Is this an appeal/resubmission of a previous request?*		Date of Previous Submission: (mm/dd/yyyy)
Case Type*: Title 38		
Nature of Action*:		
IC Proposed Pay Plan*:	IC Proposed Series*:	
IC Proposed Position Title*:	IC Proposed Grade*:	IC Proposed Step*:
IC Proposed Category*:	IC Proposed Band*:	
IC Proposed Tier*:		
IC Proposed Professional Designation*:		
IC Proposed Basic Pay*: (numbers only(no commas)) ?	IC Proposed Total Compensation*: (numbers only(no commas))	
IC Proposed Additional Compensation Type*:	IC Proposed Additional Compensation Amount*: (numbers only(no commas))	
Date of most recent BSC review: (mm/dd/yyyy)		
Peer Review Required?*	Date of Peer Review Approval: (mm/dd/yyyy)	
Date of IC Standing Committee Recommendation: (mm/dd/yyyy)	Date of IC Director Approval*: (mm/dd/yyyy)	
Tour of Duty*:	Exceeds Pay Range?*	
Current Market Pay Amount*: (numbers only(no commas))	IC Proposed Market Pay Amount*: (numbers only(no commas))	
Current Pay Table*:	IC Proposed Pay Table*:	
Current Tier Level*:	IC Proposed Tier Level*:	

* Required Fields

Additional Title 38 fields:

- **Tour of Duty** – select either full time, part time of intermittent.
- **Exceeds Pay Range?** – select yes or no.
- **Current Market Pay Amount** – enter the amount of market pay the employee is currently receiving; if this is a request for new market pay, enter 0.
- **IC Proposed Market Pay Amount** – enter the amount of market pay proposed.
- **Current Pay Table** – select the pay table the employee is currently on; if this is a request for new market pay, select N/A.
- **IC Proposed Pay Table** – select the pay table that is being requested.
- **Current Tier Level** – select the tier level that the employee is currently on; if this is a request for new market pay, select N/A.
- **IC Proposed Tier Level** – select the tier level that is being requested.

Case Type: IC Deputy Director/ Scientific Director

Is this an appeal/resubmission of a previous request*:	<input type="text"/>	Date of Previous Submission: (mm/dd/yyyy)	<input type="text"/>
Case Type*:	IC Scientific Director		
Nature of Action*:	<input type="text"/>		
IC Proposed Pay Plan*:	<input type="text"/>	IC Proposed Series*:	<input type="text"/>
IC Proposed Position Title*:	<input type="text"/>	IC Proposed Grade*:	<input type="text"/>
IC Proposed Category*:	<input type="text"/>	IC Proposed Band*:	<input type="text"/>
IC Proposed Tier*:	<input type="text"/>		
IC Proposed Professional Designation*:	<input type="text"/>		
IC Proposed Basic Pay*: (numbers only(no commas))	<input type="text"/>	IC Proposed Total Compensation*: (numbers only(no commas))	<input type="text"/>
IC Proposed Additional Compensation Type*:	<input type="text"/>	IC Proposed Additional Compensation Amount*: (numbers only(no commas))	<input type="text"/>
Date of most recent BSC review: (mm/dd/yyyy)	<input type="text"/>	Date of Peer Review Approval: (mm/dd/yyyy)	<input type="text"/>
Peer Review Required?*	<input type="text"/>	Date of IC Director Approval*: (mm/dd/yyyy)	<input type="text"/>
Date of IC Standing Committee Recommendation: (mm/dd/yyyy)	<input type="text"/>		
Current Position Pay Amount*: (numbers only(no commas))	<input type="text"/>	IC Proposed Position Pay Amount*: (numbers only(no commas))	<input type="text"/>
Current Medical Scarcity Component*: (numbers only(no commas))	<input type="text"/>	IC Proposed Medical Scarcity Component*: (numbers only(no commas))	<input type="text"/>
Current Corporate Citizenship Component*: (numbers only(no commas))	<input type="text"/>	IC Proposed Corporate Citizenship Component*: (numbers only(no commas))	<input type="text"/>
Current Scientific Professional Accomplishments Component*: (numbers only(no commas))	<input type="text"/>	IC Proposed Scientific Professional Accomplishments Component*: (numbers only(no commas))	<input type="text"/>
Current Managerial Duties Component*: (numbers only(no commas))	<input type="text"/>	IC Proposed Managerial Duties Component*: (numbers only(no commas))	<input type="text"/>
Current Special Quals Component*: (numbers only(no commas))	<input type="text"/>	IC Proposed Special Quals Component*: (numbers only(no commas))	<input type="text"/>

Additional IC Deputy Director/ Scientific Director fields:

- **Current / IC Proposed Position Pay Amount** – enter the current and proposed amount of position pay. Enter 0 if not applicable.
- **Current / IC Proposed Medical Scarcity & Market Rates Component**– enter the current and proposed amount of the Medical Scarcity & Market Rates Component of the position pay. Enter 0 if not applicable.
- **Current / IC Proposed Corporate Citizenship Component** - enter the current and proposed amount of the Corporate Citizenship Component of the position pay. Enter 0 if not applicable.
- **Current / IC Proposed Scientific Professional Accomplishments Component** - enter the current and proposed amount of the Scientific Professional Accomplishments Component of the position pay. Enter 0 if not applicable.
- **Current / IC Proposed Management Component** - enter the current and proposed amount of the Management Component of the position pay. Enter 0 if not applicable.
- **Current / IC Proposed Special Qualifications Component** - enter the current and proposed amount of the Special Qualifications Component of the position pay. Enter 0 if not applicable.

Case Type: Scientific Executive/ Senior Scientific Officer / Scientific Program Leader 2

Case Type*:	Science Policy/Program Leader 2		
Nature of Action*:			
IC Proposed Pay Plan*:		IC Proposed Series*:	
IC Proposed Position Title*:		IC Proposed Grade*:	IC Proposed Step*:
IC Proposed Category*:		IC Proposed Band*:	
IC Proposed Tier*:			
IC Proposed Professional Designation*:			
IC Proposed Basic Pay*: (numbers only(no commas))		IC Proposed Total Compensation*: (numbers only(no commas))	
IC Proposed Additional Compensation Type*:		IC Proposed Additional Compensation Amount*: (numbers only(no commas))	
Date of most recent BSC review: (mm/dd/yyyy)		Date of Peer Review Approval: (mm/dd/yyyy)	
Peer Review Required?*		Date of IC Director Approval*: (mm/dd/yyyy)	
Date of IC Standing Committee Recommendation: (mm/dd/yyyy)			
Current Position Pay Amount*: (numbers only(no commas))		IC Proposed Position Pay Amount*: (numbers only(no commas))	
Current Scientific Management Expertise Component*: (numbers only(no commas))		IC Proposed Scientific Management Expertise Component*: (numbers only(no commas))	
Current Breadth/Depth Scientific Knowledge Component*: (numbers only(no commas))		IC Proposed Breadth/Depth Scientific Knowledge Component*: (numbers only(no commas))	
Current Internal Partnerships Component*: (numbers only(no commas))		IC Proposed Internal Partnerships Component*: (numbers only(no commas))	
Current External Partnerships Component*: (numbers only(no commas))		IC Proposed External Partnerships Component*: (numbers only(no commas))	
Current Special Requirements/Quals Component*: (numbers only(no commas))		IC Proposed Special Requirements/Quals Component*: (numbers only(no commas))	

Additional Scientific Executive/ Senior Scientific Officer / Scientific Program Leader fields:

- **Current / IC Proposed Position Pay Amount** - enter the current and proposed amount of position pay. Enter 0 if not applicable.
- **Current / IC Proposed Scientific Management Component**– enter the current and proposed amount of the Scientific Management Component of the position pay. Enter 0 if not applicable.
- **Current / IC Proposed Breadth/Depth Scientific Knowledge Component** - enter the current and proposed amount of the Breadth/Depth Scientific Knowledge Component of the position pay. Enter 0 if not applicable.
- **Current / IC Proposed Internal Partnerships Component**- enter the current and proposed amount of the Internal Partnerships Component of the position pay. Enter 0 if not applicable.
- **Current / IC Proposed External Partnerships Component** - enter the current and proposed amount of the External Partnerships Component of the position pay. Enter 0 if not applicable.
- **Current / IC Proposed Special Requirements/Qualifications Component**- enter the current and proposed amount of the Special Requirements/Qualifications Component of the position pay. Enter 0 if not applicable.

Case Type: NDIRS

Additional NDIRS field:

- **Exceeds Pay Range?** – select yes or no.

Case Type*:	Science Policy/Program Leader 2		
Nature of Action*:			
IC Proposed Pay Plan*:		IC Proposed Series*:	
IC Proposed Position Title*:		IC Proposed Grade*:	IC Proposed Step*:
IC Proposed Category*:		IC Proposed Band*:	
IC Proposed Tier*:			
IC Proposed Professional Designation*:			
IC Proposed Basic Pay*: (numbers only(no commas)) ?		IC Proposed Total Compensation*: (numbers only(no commas))	
IC Proposed Additional Compensation Type*:		IC Proposed Additional Compensation Amount*: (numbers only(no commas))	
Date of most recent BSC review: (mm/dd/yyyy)		Date of Peer Review Approval: (mm/dd/yyyy)	
Peer Review Required?*		Date of IC Director Approval*: (mm/dd/yyyy)	
Date of IC Standing Committee Recommendation: (mm/dd/yyyy)			
Current Position Pay Amount*: (numbers only(no commas))		IC Proposed Position Pay Amount*: (numbers only(no commas))	
Current Scientific Management Expertise Component*: (numbers only(no commas))		IC Proposed Scientific Management Expertise Component*: (numbers only(no commas))	
Current Breadth/Depth Scientific Knowledge Component*: (numbers only(no commas))		IC Proposed Breadth/Depth Scientific Knowledge Component*: (numbers only(no commas))	
Current Internal Partnerships Component*: (numbers only(no commas))		IC Proposed Internal Partnerships Component*: (numbers only(no commas))	
Current External Partnerships Component*: (numbers only(no commas))		IC Proposed External Partnerships Component*: (numbers only(no commas))	
Current Special Requirements/Quals Component*: (numbers only(no commas))		IC Proposed Special Requirements/Quals Component*: (numbers only(no commas))	

Case Type: SBRS

When SBRS is selected as the case type, no additional fields will appear.

Transaction Information	Candidate Information	Request Information
Is this an appeal/resubmission of a previous request?*		Date of Previous Submission: (mm/dd/yyyy)
Case Type*:	SBRS	
Nature of Action*:		
IC Proposed Pay Plan*:		IC Proposed Series*:
IC Proposed Position Title*:		IC Proposed Grade*:
IC Proposed Category*:		IC Proposed Band*:
IC Proposed Tier*:		
IC Proposed Professional Designation*:		
IC Proposed Basic Pay*: (numbers only(no commas)) ?		IC Proposed Total Compensation*: (numbers only(no commas))
IC Proposed Additional Compensation Type*:		IC Proposed Additional Compensation Amount*: (numbers only(no commas))
Date of most recent BSC review: (mm/dd/yyyy)		Date of Peer Review Approval: (mm/dd/yyyy)
Peer Review Required?*		Date of IC Director Approval*: (mm/dd/yyyy)
Date of IC Standing Committee Recommendation: (mm/dd/yyyy)		

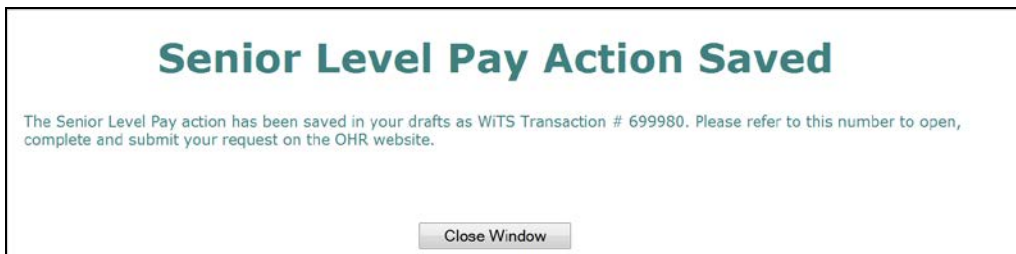
* Required Fields

Saving / Submitting the Senior Level Pay Form

At any time during this process, you may click the *Save Request* button to save the information for submission at a later date.



After you save, you will receive a pop-up notice confirming that the form has been saved and stating the WiTS transaction number.



After the Transaction, Candidate and Request Information tabs have been completed, you may submit your request to the CSSED by clicking the *Submit Request* button.



Confirming Submission of Senior Level Pay Cases

After the case has been submitted, you will receive a pop-up notice confirming that your request was sent and stating the WiTS transaction number. You will need to reference this number when submitting your hard copies to the CSSED.

Senior Level Pay Action Submitted

Your submission has been assigned the WiTS Transaction Number # 18049. Please refer to this number when making inquiries or viewing the status from the WiTS Reports on the portal.

After completing and submitting this online form, please be sure to **forward the required case documentation to the Compensation and Senior/Scientific Employment Division, NIH Campus, Building 31, Room 4B31.**

In addition, you, your IC contact, and the IC Executive Officer will receive an automatic email confirming the submission.

From: WiTS (Do Not Reply) Sent: Thu 6/25/2015 1:4

To: D'Andrea, Michael (NIH/OD) [E]; D'Andrea, Michael (NIH/OD) [E]; D'Andrea, Michael (NIH/OD) [E]

Cc: Verge, Terrye (NIH/OD) [E]

Subject: CSSED Online Submission 33631, Title 42 for TERRI MESSICK Received

The Compensation and Senior Scientific Employment Division has received your online submission of a Title 42 Recruitment for TERRI MESSICK in CSR. The request has been assigned 33631 as the Transaction Number. Please reference this number with your submission of the supporting documentation.

Note: your submission is not complete until the necessary documentation (and required hard copies) are received in CSSED. For more information about the requirements for these submissions, please visit the OHR pages of the NIH Portal at: <http://hr.od.nih.gov/hrintranet/Title42.htm> and/or <http://hr.od.nih.gov/hrintranet/title5.htm>

You will be contacted if any further information or documentation is needed after the CSSED reviews your case. Otherwise, you will be contacted when the case has been referred for committee review.

For more information on WiTS, including access to WiTS Reports for authorized CSR staff, please visit the WiTS page on the OHR website at: <http://hr.od.nih.gov/hrsystems/staffing/wits/default.htm>.

Thank you.

Reviewing Your Submissions and Drafts

You may return to the page to view your draft forms as well as requests that you have submitted by clicking either “View My Drafts” or “View Submitted Requests.”

Office of Human Resources
at the National Institutes of Health

Home Benefits & Pay HR Guidance HR Intranet HR Systems Performance NIH Training Center Working at NIH About OHR

[IC Access to WITS Reports \(Access Required\)](#)
[IC Access to WITS Time to Hire Dashboard \(Access Required\)](#)
Access to other HR Systems (non-WITS)
[Capital HR \(Login Required\)](#)
[HHS Careers - Selection Manager \(Login Required\)](#)
[HR CARDS](#)
[LMS \(Login Required\)](#)

Human Resources Requests







Welcome: Mike D Andrea

[Initiate New Request](#) [View My Drafts](#) [View Submitted Requests](#)

For assistance with HR systems, please choose "Initiate New Request" and "Need Help?".
If you are experiencing issues submitting a request, please contact [HR Systems Support](#).

View My Drafts

By clicking on View My Drafts, you will be able to view a list of cases that you have initiated but have not yet submitted.







View My Drafts											
Select HR Request Type ▼										Export My Drafts to:  	
WITS Trans #	Action Type	IC	Admin Code	Org Initials	Employee Name	PositionTitle PayPlan Series Grade	Last Updated	Contacts	Guide	Tutorial	Delete
Modify	18050	SENIOR LEVEL PAY			HIGGINS, HENRY		9/1/2009 8:36:00 AM				

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You may click on Modify to open the draft, update it and either save it again or submit it. You can export this list to Excel or Word by clicking the Excel or Word icons.

View Submitted Requests

By clicking on View Submitted Requests, you will be able to view a list of cases that you have submitted.

View Submitted Requests (Senior Level Pay Actions)										
Select HR Request: ▼										Export My Submitted Requests to:  
WITS Trans #	Action Type	IC	Admin Code	Org Initials	Employee Name	PositionTitle PayPlan Series-Grade	Submission Date	Current Status	Contacts	
18122	SENIOR LEVEL PAY	TEST	TEST	TEST	HOUSE, GREG	TV DOCTOR AD-1111-N/A	09/14/09	INCOMPLETE PACKAGE RECEIVED BY HR. WAITING FOR MISSING DOCUMENTS		
18139	SENIOR LEVEL PAY	TEST	TEST	TEST	WELBY, MARCUS	TV DOCTOR GS-1111-15	09/15/09	ACTIVE IN HR. ACTIVE IN CSSSED		
18140	SENIOR LEVEL PAY	TEST	TEST	TEST	OZ, MEHMET	TALK SHOW GUEST AD-1111-00	09/15/09	ACTIVE IN HR. ACTIVE IN CSSSED		
18143	SENIOR LEVEL PAY	TEST	TEST	TEST	HOUSE, GREG	TV DOCTOR AD-1111-N/A	09/16/09	COMPLETED.		

1 2

Page 2 of 2

You can export this list to Excel or Word by clicking the Excel or Word icons.

Note: Once you have submitted a request, you will not be able to edit it.

Built-in Workflow Emails Reference Table

The following table outlines all of the emails and recipients of the built-in Senior Level Pay workflow emails for the IC Program.

Workflow Email	To Recipients	CC Recipients	Description
Receipt of Request	-Case Preparer -IC Contact -Executive Officer	-CSD Branch Chief -CSD GRU Chief (Global Actions Only) -All CSSED HR Specialists in WITS	<i>Automatically generated when the action is submitted from the web form.</i> Used to inform the IC that the case has been sent to CSSED. See Sample Email
Case Incomplete	-Case Preparer -IC Contact	-CSD Branch Chief -CSD GRU Chief (Global Actions Only) -CSSED HR Specialist	To inform the IC that case documentation is not complete. See Sample Email
Case Docs Rec'd	-Case Preparer -IC Contact	-CSD Branch Chief -CSD GRU Chief (Global Actions Only) -CSSED HR Specialist	To inform the IC that the case has been received by CSSED. See Sample Email
Meeting Date Set	-Case Preparer -IC Contact -Executive Officer	-CSD Branch Chief -CSD GRU Chief (Global Actions Only) -CSSED HR Specialist	To inform the IC that the committee meeting date has been set. See Sample Email
Meeting Date Changed	-Case Preparer -IC Contact -Executive Officer	-CSD Branch Chief -CSD GRU Chief (Global Actions Only) -CSSED HR Specialist	To inform the IC that the committee meeting date has been changed. See Sample Email
To Committee	-Case Preparer -IC Contact -Executive Officer	-CSD Branch Chief -CSD GRU Chief (Global Actions Only) -CSSED HR Specialist	To inform the IC that the case has been sent to committee. See Sample Email
To Building 1	-Case Preparer -IC Contact -Executive Officer	-CSD Branch Chief -CSD GRU Chief (Global Actions Only) -CSSED HR Specialist	To inform the IC that the case has been sent to Building 1. See Sample Email
Email Outcome to IC and CSD	-Case Preparer -IC Contact -Executive Officer -IC Director	-CSD Branch Chief -CSD GRU Chief (Global Actions Only) -SpecialPays@mail.nih.gov For non-Title 38 Cases: - Title42Team@mail.nih.gov For Title 38 Cases: -Title38Team@mail.nih.gov	To inform the IC of the outcome of the case. See Sample Email
Close Case	-Case Preparer -IC Contact -Executive Officer	-CSD Branch Chief -CSD GRU Chief (Global Actions Only) -CSSED HR Specialist	To inform the IC that the case has been closed without being processed. See Sample Email
Complete Action	-Case Preparer -IC Contact -Executive Officer	-CSD Branch Chief -CSD GRU Chief (Global Actions Only) -CSSED HR Specialist	To inform the IC that the case has been completed and processed. See Sample Email

Sample Emails

Receipt of Request

Subject: CSSED Online Submission 586842, Title 42 for Kevin Smith Received

The Compensation and Senior Scientific Employment Division has received your online submission of a Title 42 Retention (Renewal) for Kevin Smith in NHZI. The request has been assigned 586842 as the Transaction Number. Please reference this number with your submission of the supporting documentation.

Note: your submission is not complete until the necessary documentation (and required hard copies) are received in CSSED. For more information about the requirements for these submissions, please visit the OHR pages of the NIH Portal at: <http://hr.od.nih.gov/hrintranet/Title42.htm> and/or <http://hr.od.nih.gov/hrintranet/title5.htm>

You will be contacted if any further information or documentation is needed after the CSSED reviews your case. Otherwise, you will be contacted when the case has been referred for committee review.

To view this action, visit the HR Requests Page on the OHR website (at <https://intrahr.od.nih.gov/wits/index.htm>) and click on 'View Submitted Requests.'


For more information on WiTS, and for access to WiTS Reports for authorized NHZI staff, please visit the WiTS page on the OHR website at: <http://hr.od.nih.gov/hrsystems/staffing/wits/default.htm>.

Case Incomplete

Subject: Incomplete Title 38 Case Documentation for Kevin Bacon Received in CSSED (WiTS #29952)

Your Senior Level Pay request, WiTS #29952, for Kevin Bacon in Test has been reviewed by the Compensation and Senior Scientific Employment Division.

It has been determined that the appropriate documentation in support of this request - Case Type: Title 38, Nature of Action: Market Pay Adjustment - has not been received. We will be unable to continue work on this request until we receive all of the required documents. Please see below for more details and submit the needed documents as soon as possible.

We have not received the following: Signed IC Director's Approval Letter 

This request will be held open for a period of 5 business days from the date of this message. If the needed information/documents are not received within 5 business days, this case will be closed and the request will need to be resubmitted. If you have questions concerning the additional documentation required, please contact Michael DAndrea in the Compensation and Senior Scientific Employment Division.

Thank you.

Case Docs Rec'd

Subject: Title 38 Case Documentation for Kevin Bacon Received in CSSED (WiTS #29952)

The Compensation and Senior Scientific Employment Division has received the case documents related to your Senior Level Pay request for Kevin Bacon in Test. The request - Case Type: Title 38, Nature of Action: Market Pay Adjustment - has been assigned 29952 as the WiTS Transaction Number. Please refer to this transaction number when making inquiries.

You will be contacted if any further information or documentation is needed after the CSSED reviews your case. Otherwise, you will be contacted when the case has been referred for committee review.

For more information on WiTS, including access to WiTS Reports for authorized Test staff, please visit the WiTS page on the OHR website at: <http://hr.od.nih.gov/hrsystems/staffing/wits/default.htm>.

Thank you.

Meeting Date Set

Subject: Meeting/Review Date Set - Title 38 - Kevin Bacon - WiTS#29952

Your Senior Level Pay request for Kevin Bacon in Test (WiTS #29952), has been scheduled for review by the NCCP on 02/24/2014.

You will be notified when the case has been sent to the Committee.

Thank you.

Meeting Date Changed

Subject: Meeting/Review Date Changed - Title 38 - Kevin Bacon - WiTS #29952

The scheduled NCCP review of your Senior Level Pay request for Kevin Bacon in Test (WiTS #29952) has been rescheduled to 02/24/2014.

You will be notified when the case has been sent to the Committee.

Thank you.

To Committee

Subject: Senior Level Pay Case - Kevin Bacon - Sent to Committee (WiTS#29952)

Your Senior Level Pay request, WiTS #29952, for Kevin Bacon in Test has been sent for Committee review on 02/24/2014.

You will be contacted when the Committee's recommendation has been forwarded to Building 1 for consideration.

Thank you.

To Building 1

Subject: Senior Level Pay Case - Kevin Bacon - Sent to Building 1 (WiTS#29952)

Your Senior Level Pay request, WiTS #29952, for Kevin Bacon in Test was reviewed by the NCCP on 02/24/2014. The Committee's recommendation has been forwarded to Building 1 for consideration.

You will be contacted when a decision is reached.

Thank you.

Email Outcome to IC and CSD

From: D'Andrea, Michael (NIH/OD) [E]

To: Verge, Terrye (NIH/OD) [E]; Verge, Terrye (NIH/OD) [E]; Verge, Terrye (NIH/OD) [E]; D'Andrea, Michael (NIH/OD) [E]

Cc: Special Pays; Title 42 Team (NIH/OD/OM/OHR); Inala, Madhu Kiran (NIH/OD) [C]

Subject: Decision Reached on Senior Level Pay Case - Dirk Nowitski - Scientific Executive - WiTS#23099

The Director, NIH, after considering the advice of the NCC has Building 1 Decision Comments go here. .

Thank you.

Close Case

Subject: Senior Level Pay Case (WiTS #18149) for Greg House Closed - No Action Taken

Your Senior Level Pay request (WiTS #18149) for Greg House in Test will be closed in WiTS and returned to you for the following reason(s):

Employee not eligible for T38 pay..

If you have questions concerning the reasons for closing this case, please contact Terrye Verge in the Compensation and Senior Scientific Employment Division.

Thank you.

Complete Action

Subject: Action Processed for Greg House - WITS #18143

Your Senior Level Pay action for Greg House in Play/Testing Branch, administrative code TEST, has been processed in Capital HR. The effective date of this action is 09/18/2009. You are reminded to create / change the employee's record in ITAS.

The action has been assigned #18143 as the Transaction Number. Please use this number with all inquiries.

You can view this action from your IC Report List located on the Admin/Managers page in the HR Community on the NIH Portal at:

<http://hr.od.nih.gov/admincommunity.htm>.

If you'd like more information on the Workflow information Tracking System (WiTS), please refer to the Office of Human Resources website at:

<http://hr.od.nih.gov/HRSystems/wits/default.htm>.

Getting Help

For ***content-related*** questions (how to complete the fields on the form, what documentation must be submitted, etc.), please visit the Title 42 and Title 5 pages on the OHR website at <https://intrahr.od.nih.gov/executive/title42/default.htm> and <https://intrahr.od.nih.gov/staffing/title5/default.htm> and/or contact the Compensation and Senior Scientific Employment Division at 301-496-0377.

For ***technical*** questions (how to navigate the web page/form) about the Senior Level Pay web form, please contact HR Systems Support via their online ticket form at <https://intrahr.od.nih.gov/helpdeskform.htm>.