Welcome to WiTS!

The Workflow information Tracking System (WiTS) is a web-based business process management tool that provides corporate consistency for OHR's business processes. It enables OHR to monitor, track, and report on its activities in near real-time. WiTS contains workflows for many of its HR actions such as awards, recruitments, classifications, career changes (e.g., promotions, reassignments, transfers, etc.), separations, retirements, etc. Users can also request system access and support assistance on all HR systems using the WiTS' HR Systems Support and HR Systems Access workflows through WiTS.

Many of the WiTS standard reports are available to HR users as well as IC administrative staff. These reports provide near real-time data on specific actions received by HR. Uses for these reports include a tool for updating customers on the status of actions, discussion points in HR/IC management meetings, etc. The report enables EOs and AOs to view the status of their actions in a variety of views, such as all WiTS transactions (e.g. active, completed or both), by specific action type (e.g. promotion, recruitment, award, etc.), or actions for a specified time period.

The WiTS reports are available to users from the WiTS section of the OHR website:

And/or from the HR Requests page:

Obtaining Access to WiTS Reports via the OHR Website

Before you are granted access, you must obtain approval from your Executive Officer, or his/her designee.

1. Login to the HR Intranet page on the OHR website using your network credentials (IE recommended): https://intrahr.od.nih.gov/wits/index.htm. Click "No" on the security pop-up if necessary.
2. Click the "Initiate New Request" button.
3. Select "HR Systems Access Request" and complete the form.
4. Complete all of the information in the ticket and attach the Executive Officer's approval email to the ticket using the 'Add Attachment' feature at the bottom of the page. Then click the "Submit Ticket" button.

Accessing WiTS Reports

After clicking on the "IC Access to WiTS Reports" link, you will be asked to login using either your PIV card or your NIH login username and password:
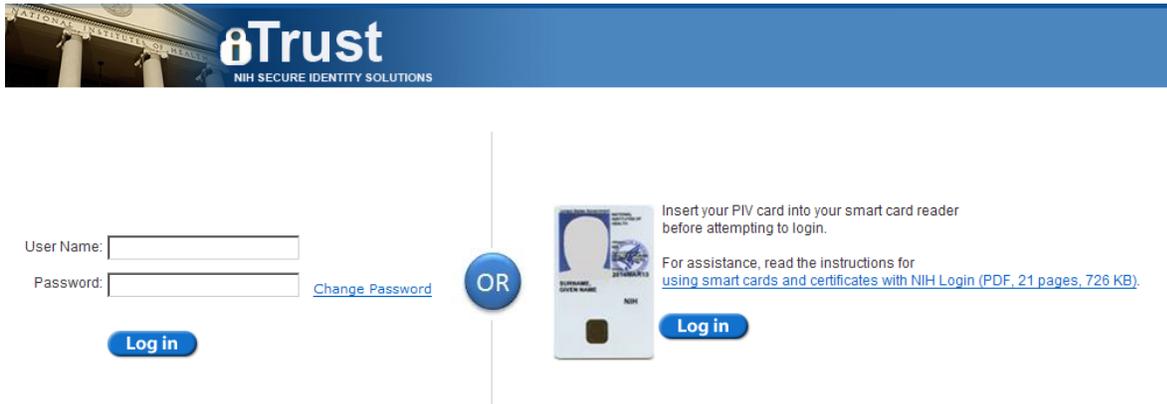
After you have successfully logged in, your WiTS Reports page will appear:
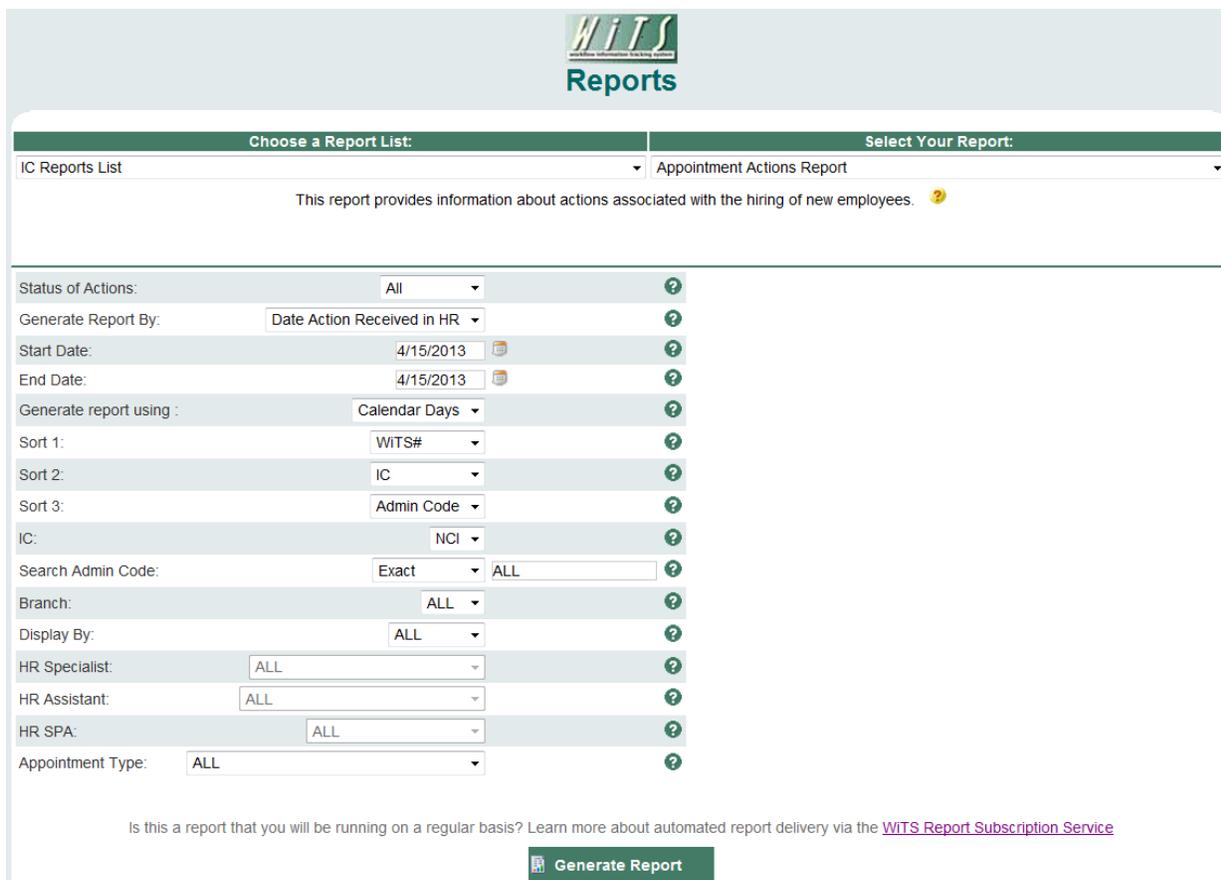
You may access your desired report by selecting it from the 'Select Your Report' menu, choosing your parameters, and clicking the 'Generate Report' button.

- The 'View QRG' ☺ icon next to each report description is a link to a Quick Reference Guide (QRG) document which explains the report in further detail.

- The 'Help' ☺ icon next to each parameter contains explanation about each choice on the page.