WiTS Processes

- **Administrative Requests** – tracks a variety of administrative requests (building issues, travel, supplies, training, etc.).

- **Appointment** – tracks activities related to bringing a new employee onboard.

- **Awards** – tracks activities related to processing an award for an employee (Special Act or Service, QSI, Time Off, etc.).

- **Benefits** – tracks the processing of an employee’s initial Benefits enrollment, open season, employee requests/inquiries, etc.

- **Career Changes** – tracks the processing of move an employee into or out of a position (Promotions, Reassignments, Extensions, Conversions, Details, etc.).

- **Classification** – tracks activities which define and establish the occupational series, title, and grade of a Federal position.

- **Class Offerings** – tracks training classes that will be managed, approved and coordinated by the NIH Training Center.

- **Change in Work Schedule/Hours** – tracks activities to change either the schedule or the hours that an employee is obligated to work.

- **Employee Relations Cases** – tracks ER cases and their outcomes.

- **Employee Relations Consultations** – tracks ER consultations provided to managers and employees.

- **HR Systems Access** – tracks requests for new, modified, or deleted access to an HR system.

- **HR Systems Support** – tracks the intake, troubleshooting and resolution of user HR system support requests.
WiTS Processes

- **Labor Relations Cases** – tracks LR cases and their outcomes.
- **Labor Relations Consultations** – tracks LR consultations provided to managers, labor organizations and employees.
- **Leave Without Pay (LWOP)** – tracks activities related to placing an employee in Leave Without Pay status.
- **Recruitment** – tracks activities related to the process of recruiting to fill a vacant position(s).
- **Retirement Estimates/Processing** - used to initiate an annuity estimate and process the retirement of an employee.
- **Return to Duty (RTD)** – tracks the process of returning an employee to duty (placing them back in pay status after Leave Without Pay).
- **Request for Job Code/Position Number** – tracks requests to create, modify, activate, or deactivate a Job Code and/or Position Number.
- **Senior Level Pay** - tracks the process of coordinating NIH Committee review and Building 1 decision on position and pay cases for senior-level employees.
- **Separations** – tracks activities related to separating an employee from service at the NIH.
- **Special Pay** – tracks activities related to processing extraordinary pays (Retention Incentive, Student Loan Repayment Plan, etc.)
- **Title 42 Requests** – tracks the process to appoint, convert, or extend a Title 42 employee or to start a new T42 (f) recruitment, convert an employee into T42 (f).