



## Requesting WiTS Data Corrections

Corrections of any typos and/or the addition of any missing data can be made by users at any time while WiTS actions are active. However, a correction or addition to a closed (archived) action requires that the WiTS Team make the change “behind the scenes” in the WiTS database.

As a WiTS Super User, you hold the authority to review the requests for corrections to any completed (archived) actions in the WiTS database. As a Super User, you must ensure that the data correction request is legitimate and accurate.

This Quick Reference Guide explains how to submit a data correction request via the HR Systems Support ticket. For more information on the proper procedures, please reference the *Standard Operating Procedure – WiTS Data Corrections*.

Users initiate a data correction request via an HR Systems Support ticket.

**SECTION 1 - Ticket Information**

Ticket #	<input type="text"/>	Date Initiated	<input type="text" value="01/23/2012 06:43 AM"/>
Status*	<input type="text" value="Pending"/>	Priority Code*	<input type="text" value="Moderate"/>
Full Name of User* <small>(NED Lookup)</small>	<input type="text" value="Tom Brady"/>	User Email*	<input type="text" value="dandream@mail.nih.gov"/>
User Phone# (no dashes)	<input type="text" value="3014354966"/>	Organization*	<input type="text" value="SAID - TMWSB"/>
Total Number of Users Affected	<input type="text" value="1"/>	IC*	<input type="text" value="OD - OHR"/>
System*	<input type="text" value="WiTS"/>	Issue Category*	<input type="text" value="WiTS - Data Correction"/>
Problem Description	<input type="text" value="This applies to certificate # WE-MPP-098988250"/>		
WiTS #	<input type="text" value="587457"/>		

**Note: Do NOT enter SSN information in this area**

Section 1 - Ticket Information

### Section 1 – Ticket Information: Definition of Fields

- **Full Name of User** – is the first and last name of the individual who is requesting the data correction. To ensure accuracy, please use the NED Lookup feature.
  - a. *Note: A WiTS Super User cannot review a data correction request for their own action. Another WiTS Super User in the Branch/Unit must review it for them. If another WiTS Super User is not available, the Branch Chief or Office Supervisor will review it for them.*
- **User Email** – enter the email addresses (separated by a semi-colon) of the individual requesting the data correction, the Super User, and either the Team Leader or Branch Chief.
  - *If the NIH/Office of Human Resources no longer employs the individual who requested the data correction, omit their email address.*

- **User Phone# (no dashes)** – enter the phone number of the individual requesting the data correction. This will auto-populate if the NED Lookup feature is used.
- **Organization** – select the organization of the individual requesting the data correction. This is not the organization that the WiTS action is for (for instance, an HRS requesting a correction to an NCI action would select OHR CSD Branch A, not NCI).
- **Total Number of Users Affected** – Leave blank
- **IC** – select ‘OD-OHR.’ This is the IC for all data corrections.
- **System** – select ‘WiTS.’
- **Issue Category** – select ‘Data Correction.’
- **Problem Description** – Add any additional information that will help the WiTS Team resolve the request such as the Announcement Number, Certificate Number, etc. If there is no additional information then simply type, “No additional information.”
- **WiTS # --** enter the WiTS number of the action.

## Section 1B – WiTS Data Correction: Definition of Fields

**SECTION 1B - WiTS Data Correction**

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Name of the Field to be corrected\*

Current Date Value\*

Field Type\*

Corrected Date Value\*

Delete ?

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Name of the Field to be corrected\*

Current Value\*

Field Type\*

Corrected Value\*

Delete ?

[Add new Data Correction](#)

Super User Name\*

Super User Review Date\*

Reason\* (Limit 100 characters)

**Section 1B – WiTS Data Correction**

- **Name of the Field to be corrected** – enter the name of the field that requires correction.
- **Field Type** – select the field type from the drop-down list. For a description of each field type, select the question mark to the right of this field.
  - **Note:** The Current Value and Corrected Value fields are dynamic based on your selection of this field.
- **Current Value** – enter the value that is currently on the form.
- **Corrected Value** – enter the value that should replace the current value.
- **Super User Name** – select the Super User’s name from the drop-down list.
- **Super User Review Date** – enter the date that the Super User reviewed the action before the request was submitted.

- **Reason** – enter a valid reason for the correction. For example, the HR Specialist selected the wrong Evaluation type or the wrong date was entered. If the error occurred because of confusion on the definition of the field, enter that information here.
- *Click “Add new Data Correction” for multiple fields to be corrected. The form allows four (4) data correction blocks.*

## Notes on Data Corrections

- You must submit one data correction request per WiTS number.
  - i. An additional data correction block for dependent auto-populated fields is not required (e.g., Date Complete Package Rec’d – Date Need Validated, only one row is required). The WiTS Team will update both fields in the database.*
- A WiTS Super User cannot review a data correction request for their own action. Another WiTS Super User in the Branch/Unit must review it for them. If another WiTS Super User is not available, the Branch Chief or Office Supervisor will submit it for them.
- If the WiTS Team requires additional information or clarification, they will follow up with the individuals in the ‘User Email’ field. The WiTS Team requires follow-up within two (2) business days from the requestor or no action will be taken on the ticket. Corrections will be processed no more than 7 workdays from receipt of the request.
- The WiTS Team will send each Division Director a quarterly report on every resolved data correction ticket for their Division.
- Attachments cannot be added, modified, or removed once the action is closed. Additionally, data corrections cannot be made to Snapshot reports.