

Message

From: Jenkins, Matthew [Jenkins.Matthew@epa.gov]
Sent: 2/10/2025 4:15:54 PM
To: Killian, Cole [Killian.Cole@epa.gov]
CC: Holt, Kendal [holt.kendal@epa.gov]
Subject: RE: Pending Recruit Actions
Attachments: WTTS Guidance project_v1.docx

I mentioned on Friday that OHCO (HR Operations) has an internal WTTS guidance document to assist staffers. May or may not be helpful, but providing since I mentioned it. We work closely with operations and may be able to answer most questions you have, but we can of course also look at putting you in touch with them if you need a deeper dive.

Respectfully,

Matt Jenkins
HRData@epa.gov
OMS-OHRS-DASD

From: Killian, Cole <Killian.Cole@epa.gov>
Sent: Friday, February 7, 2025 10:52 AM
To: Jenkins, Matthew <Jenkins.Matthew@epa.gov>
Cc: Holt, Kendal <holt.kendal@epa.gov>
Subject: RE: Pending Recruit Actions

Got it, thank you for following up with OIG and OHCO with advising on clean up.

No need to restrict the report to only show future EOD dates, blank EOD dates are helpful too. The current state is great.

Best,
Cole

From: Jenkins, Matthew <Jenkins.Matthew@epa.gov>
Sent: Thursday, February 6, 2025 2:00 PM
To: Killian, Cole <Killian.Cole@epa.gov>
Cc: Holt, Kendal <holt.kendal@epa.gov>
Subject: RE: Pending Recruit Actions

Happy to help!

I spoke to Executive Services and OIG today, and I'm confident that we are not excluding any potential hiring actions with the existing report. They both confirmed that their hiring actions are going through WTTS.

OIG was very clear that they are not conducting any hiring actions at this point. They have also not yet cleared EOD dates from those former actions in WTTS. I provided them a list of actions, and they plan to remove those EOD dates. I believe OHCO, who handles traditional hiring, may also have some which require clean-up, so I'm forwarding them a list as well.

We *could* restrict the report to only show future EOD dates, but it may also be helpful to continue to see all the pending actions with blank EOD dates. Using the *RFE Initiated in WTTS* column, you would be able to identify newly initiated recruit actions. RFE = Request for Eligibles. I'll defer to you on your preference.

Respectfully,

Matt Jenkins

HRData@epa.gov

OMS-OHRS-DASD

From: Killian, Cole <Killian.Cole@epa.gov>
Sent: Wednesday, February 5, 2025 10:46 PM
To: Jenkins, Matthew <Jenkins.Matthew@epa.gov>
Cc: Holt, Kendal <holt.kendal@epa.gov>
Subject: Re: Pending Recruit Actions

Great, thank you for your prompt work on this!

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From: Jenkins, Matthew <Jenkins.Matthew@epa.gov>
Sent: Wednesday, February 5, 2025 9:37:44 PM
To: Killian, Cole <Killian.Cole@epa.gov>
Cc: Holt, Kendal <holt.kendal@epa.gov>
Subject: RE: Pending Recruit Actions

Hi Cole,

I just added *Out of Scope* actions, which include Executive Services and OIG actions. The first column is to identify any action with a future EOD date, assumed to be a pending onboard. I'd like to confirm some things around blank EOD dates, and then we can reduce the population so it only shows future EOD dates. Thanks for your patience.

Respectfully,

Matt Jenkins

HRData@epa.gov

OMS-OHRS-DASD

From: Killian, Cole <Killian.Cole@epa.gov>
Sent: Wednesday, February 5, 2025 1:25 PM
To: Jenkins, Matthew <Jenkins.Matthew@epa.gov>
Cc: Holt, Kendal <holt.kendal@epa.gov>
Subject: RE: Pending Recruit Actions

Got it, thank you Matt!

From: Jenkins, Matthew <Jenkins.Matthew@epa.gov>
Sent: Wednesday, February 5, 2025 1:17 PM
To: Killian, Cole <Killian.Cole@epa.gov>
Cc: Holt, Kendal <holt.kendal@epa.gov>
Subject: Pending Recruit Actions

Hi Cole,

Good to talk to you today about the reporting. I've updated your Qlik app to include Pending Recruit Actions. Default view is the Roster, but I added buttons at the top to switch back-and-forth.

I see OIG and ES positions aren't in there, and I'll work on that this evening and tomorrow. As you review the data, please let me know if you need additional columns or if you need any removed. And of course reach out with any questions.

HR Data Qlik App

Respectfully,

Matt Jenkins

HRData@epa.gov

OMS-OHRS-DASD