Introduction
This guide will help you select the appropriate WiTS roles and permissions for staff in CPD based on their location and position title. Please note: this document is intended to serve as a general guideline for submitting WiTS HRSA tickets. To ensure that the appropriate access is granted, verify with your Team Lead or Branch Chief before submitting the request.

The HR Systems Access Ticket

The employee’s **Network Login** is required for the HRSA ticket. This is the employee’s username when signing into their computer. The Network Login (the user’s alias) can be found in the global address book.
# CPD—Compensation and Policy Division

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<tbody>
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<td><strong>Where do they live?</strong></td>
<td><strong>What should they see when they log in?</strong></td>
<td><strong>What do they do?</strong></td>
<td><strong>Which reports should they see?</strong></td>
<td><strong>Which reports should they see?</strong></td>
<td><strong>Which dashboards should they see?</strong></td>
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| **Director/Deputy Director CPD** | Compensation and Policy Division | • Senior Level Pay Work Area  
• Senior Level Pay Archives | Senior Level Pay Requestor Initiator Group  
• Senior Level Pay HRS Group | Division Director/Deputy Division Director | • Compensation Report List  
• CSSED Admin Report List | N/A | All CSD Report Data Access | N/A | N/A |
| **Branch Chief** | Compensation and Policy Division | • Senior Level Pay Work Area  
• Senior Level Pay Archives | Senior Level Pay HRS Group | Branch Chief | Compensation Report List | N/A | All CSD Report Data Access | N/A | N/A |
| **HR Specialist** | Compensation and Policy Division | • Senior Level Pay Work Area  
• Senior Level Pay Archives | Senior Level Pay HRS Group | HR Specialist | Compensation Report List | N/A | All CSD Report Data Access | N/A | N/A |
| **HR Assistant** | Compensation and Policy Division | • Senior Level Pay Work Area  
• Senior Level Pay Archives | Senior Level Pay HRS Group | HR Assistant | Compensation Report List | N/A | N/A | N/A | N/A |
| **Administrative Staff** | Compensation and Policy Division | • CSSED Admin Work Area  
• CSSED Admin Requests Archives | • Admin Requestor  
• CPD Admin | Admin Staff | CSSED Admin Report List | N/A | N/A | N/A | N/A |

*WiSC Members will need the Role Specific permissions of WITS Super User Group.*