

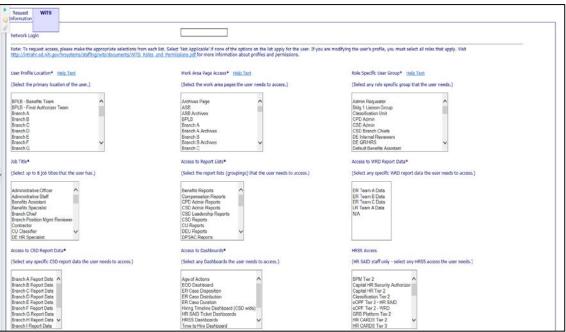
HRSA Profiles for the Client Services Division (CSD)

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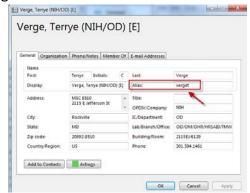
Introduction

This guide will help you select the appropriate WiTS roles and permissions for staff in CSD 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.



Branches A-J

Is the person working in more than one branch? Select their primary branch under 'User Profile Location' and select all branches they are working for under 'Work Area Page Access.'

	User Profile Location	Work Area Page Access	Role Specific User Group*	Job Title**	Access to Report Lists	Access to WRD Report Data	Access to CSD Report Data	Access to Dashboards	HRSS Access
	Where do they live?	What should they see when they log in?		What do they do?	Which reports should they see?		Which reports should they see?	Which dashboards should they see?	
Branch Chief	Branch X (i.e Branch A)	Branch XBranch X ArchivesBranch Chiefs	CSD Branch Chiefs	Branch Chief	CSD Report ListCSD Leadership Report List	N/A	Branch X Report Data	 Age of Actions Dashboard EOD Dashboard Hiring Timeline Dashboard (CSD wide) Time to Hire Dashboard 	N/A
Team Lead	Branch X	Branch X Branch X Archives		HR Team Leader	CSD Report ListCSD Leadership Report List	N/A	Branch X Report Data	Hiring Timeline Dashboard (CSD wide)	N/A
HR Specialist	Branch X	Branch XBranch X Archives		HR Specialist	CSD Report List	N/A	Branch X Report Data	N/A	N/A
HR Assistant	Branch X	Branch XBranch X Archives		HR Assistant	CSD Report List	N/A	Branch X Report Data	N/A	N/A
PSA	CSD Division Director's Office	CSD Admin CSD Admin Archives	Admin Requestor CSD Admin	HR Staff	CSD Admin Report List	N/A	Branch X Report Data	N/A	N/A

^{*}WiSC Members will need the Role Specific permissions of WiTS Super User Group.

^{**} Also select Branch Position Management Reviewer if applicable.

The Delegating Examining Unit (DEU)

	User Profile Location	Work Area Page Access	Role Specific User Group*	Job Title	Access to Report Lists	Access to WRD Report Data	Access to CSD Report Data	Access to Dashboards	HRSS Access
	Where do they live?	What should they see when they log in?		What do they do?	Which reports should they see?		Which reports should they see?	Which dashboards should they see?	
Unit Chief	IOOB- DEU	DEU DEU Leadership	CSD Branch Chiefs	Branch Chief	CSD Report List DEU Report List	N/A	All Branch Report Data	N/A	N/A
Quality Reviewer	IOOB- DEU	DEU	DE QR/HRS	HR Specialist DE HR Specialist DE Quality Reviewer	DEU Report List	N/A	All Branch Report Data	N/A	N/A
Internal Reviewer	IOOB- DEU	DEU	DEU Internal Reviewers	HR SpecialistDE HR SpecialistDE Internal Reviewer	DEU Report List	N/A	All Branch Report Data	N/A	N/A

^{*}WiSC Members will need the Role Specific permissions of WiTS Super User Group.

The Global Recruitment Unit (GRU)

	User Profile Location	Work Area Page Access	Role Specific User Group*	Job Title**	Access to Report Lists	Access to WRD Report Data	Access to CSD Report Data	Access to Dashboards	HRSS Access
	Where do they live?	What should they see when they log in?		What do they do?	Which reports should they see?		Which reports should they see?	Which dashboards should they see?	
Branch Chief	IOOB-GRU	GRU	• CSD Branch Chiefs • GRU Chief	Branch Chief	CSD ReportsCSD Leadership Reports	N/A	All Branch Report Data	 Age of Actions Dashboard EOD Dashboard Hiring Timeline Dashboard (CSD wide) Time to Hire Dashboard 	N/A
Team Lead	IOOB-GRU	GRU		HR Team Leader	CSD ReportsCSD Leadership Reports	N/A	All Branch Report Data	Hiring Timeline Dashboard (CSD wide)	N/A
HR Specialist	IOOB-GRU	GRU		HR Specialist	CSD Reports	N/A	All Branch Report Data	N/A	N/A
HR Assistant	IOOB-GRU	GRU		HR Assistant	CSD Reports	N/A	All Branch Report Data	N/A	N/A
PSA	CSD Division Director's Office	• GRU • CSD Admin • CSD Admin Archives	Admin Requestor CSD Admin	HR Staff	CSD Admin Report List	N/A	All Branch Report Data	N/A	N/A

^{*}WiSC Members will need the Role Specific permissions of WiTS Super User Group.

^{**} Also select Branch Position Management Reviewer if applicable.

The Classification Unit (CU)

	User Profile Location	Work Area Page Access	Role Specific User Group	Job Title	Access to Report Lists	Access to WRD Report Data	Access to CSD Report Data	Access to Dashboards	HRSS Access
	Where do they live?	What should they see when they log in?		What do they do?	Which reports should they see?		Which reports should they see?	Which dashboards should they see?	
Unit Chief	IOOB-CU	Classification UnitClassification Unit Archives	CSD Branch ChiefsClassification Unit	Branch Chief CU Classifier	CSD ReportsCSD Leadership ReportsCU Reports	N/A	All Branch Report Data	N/A	N/A
Team Lead	IOOB-CU	Classification UnitClassification Unit Archives	Classification Unit	HR SpecialistHR TeamLeaderCU Classifier	CU Reports	N/A	All Branch Report Data	N/A	N/A
Classifier	IOOB-CU	Classification UnitClassification Unit Archives	Classification Unit	CU Classifier	CU Reports	N/A	All Branch Report Data	N/A	N/A

The Internal Operations Oversight Branch (IOOB)*

	User Profile Location	Work Area Page Access	Role Specific User Group**	Job Title	Access to Report Lists	Access to WRD Report Data	Access to CSD Report Data	Access to Dashboards	HRSS Access
	Where do they live?	What should they see when they log in?		What do they do?	Which reports should they see?		Which reports should they see?	Which dashboards should they see?	
Unit Chief	CSD Division Director's Office	Archives PageCSD AdminCSD Admin ArchivesCSD OD	Admin Requestor CSD Admin	HR StaffDivisionDeputyDirector	CSD Report ListCSD Admin Report List	N/A	All Branch Report Data	N/A	N/A
HRS(TL)	IOOB-IOU	CSD Admin Archives CSD Admin CSD Internal Ops Reviewer	Admin Requestor	HR Specialist	CSD Reports	N/A	All Branch Report Data	N/A	N/A
PSA	CSD Division Director's Office	• GRU • CSD Admin • CSD Admin Archives	Admin Requestor CSD Admin	HR Staff	CSD Admin Report List	N/A	All Branch Report Data	N/A	N/A

^{*}HR Specialists in IOU and CRU typically do not have access to WiTS.

^{**}WiSC Members will need the Role Specific permissions of WiTS Super User Group.