



HRSA Profiles for the HR Systems, Analytics and Information Division (HR SAID)

Contents

Introduction	2
HR SAID Staff	3

Introduction

This guide will help you select the appropriate WiTS roles and permissions for staff in HR SAID 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

Request Information **WITS**

Network Login: _____

Note: To request access, please make the appropriate selections from each list. Select 'Not Applicable' if none of the options on the list apply for the user. If you are modifying the user's profile, you must select all roles that apply. Visit http://hr.nhl.nih.gov/hrsystems/staffing/wits/documents/WiTS_roles_and_permissions.pdf for more information about profiles and permissions.

User Profile Location* [Help Text](#)
(Select the primary location of the user.)

- EPLB - Benefits Team
- EPLB - Final Authorizer Team
- Branch A
- Branch B
- Branch C
- Branch D
- Branch E
- Branch F
- Branch G

Work Area Page Access* [Help Text](#)
(Select the work area pages the user needs to access.)

- Archives Page
- ASB
- ASB Archives
- EPLB
- Branch A
- Branch A Archives
- Branch B
- Branch B Archives
- Branch C

Role Specific User Group* [Help Text](#)
(Select any role specific group that the user needs.)

- Admin Requestor
- Bldg 1 Liaison Group
- Classification Unit
- CPD Admin
- CSD Admin
- CSD Branch Chiefs
- DE Internal Reviewers
- DE GRNHS
- Default Benefits Assistant

Job Title*
(Select up to 6 job titles that the user has.)

- Administrative Officer
- Administrative Staff
- Benefits Assistant
- Benefits Specialist
- Branch Chief
- Branch Position Mgmt Reviewer
- Contractor
- CU Classifier
- DE HR Specialist

Access to Report Lists*
(Select the report lists (groupings) that the user needs to access.)

- Benefits Reports
- Compensation Reports
- CPD Admin Reports
- CSD Admin Reports
- CSD Leadership Reports
- CSD Reports
- CU Reports
- DEU Reports
- DRSAC Reports

Access to WRD Report Data*
(Select any specific WRD report data the user needs to access.)

- ER Team A Data
- ER Team B Data
- ER Team C Data
- LR Team A Data
- N/A

Access to CSD Report Data*
(Select any specific CSD report data the user needs to access.)

- Branch A Report Data
- Branch B Report Data
- Branch C Report Data
- Branch D Report Data
- Branch E Report Data
- Branch F Report Data
- Branch G Report Data
- Branch H Report Data
- Branch I Report Data

Access to Dashboards*
(Select any Dashboards the user needs to access.)

- Age of Actions
- ECO Dashboard
- ER Case Disposition
- ER Case Distribution
- ER Case Duration
- Hiring Timeline Dashboard (CSD wide)
- HR SAID Ticket Dashboards
- HRSS Dashboards
- Time to Hire Dashboard

HRSS Access
(HR SAID staff only - select any HRSS access the user needs.)

- RPM Tier 2
- Capital HR Security Authorizer
- Capital HR Tier 2
- Classification Tier 2
- HOFF Tier 2 - HR SAID
- HOFF Tier 2 - WRD
- GRB Platform Tier 2
- HR CARDS Tier 2
- HR CARDS Tier 3

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.

Verge, Terrye (NIH/OD) [E]

Name

First: Terrye Initials: C Last: Vergé

Display: Vergé, Terrye (NIH/OD) [E] Alias: verget

Address: MSC 8510 Title: _____
2115 E Jefferson St OPDIV/Company: NIH

City: Rockville IC/Department: OD

State: MD Lab/Branch/Office: OD/OM/OHR/HRSAID/TMW

Zip code: 20892-0510 Building/Room: 2115EJ/6129

Country/Region: US Phone: 301.594.1461

HR SAID Staff

	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
	<i>Where do they live?</i>	<i>What should they see when they log in?</i>		<i>What do they do?</i>	<i>Which reports should they see?</i>		<i>Which reports should they see?</i>	<i>Which dashboards should they see?</i>	
HR SAID Staff not working as HRSS (any tier)	X Branch (i.e. HR SAID – WLSB)	HR SAID	Admin Requestor	Project Staff	N/A	N/A	N/A	N/A	N/A
HR SAID Tier 1 (HRSS)	X Branch (i.e. HR SAID – WLSB)	<ul style="list-style-type: none"> • HR Systems Support • HR Systems Support Archives • CSD_OD Users 	<ul style="list-style-type: none"> • Admin Requestor • Help Desk • WiTS SuperUser Group 	Help Desk	<ul style="list-style-type: none"> • Benefits Report List • Compensation Report List • CSD Report List • CSD Leadership Report List • CU Report List • DEU Report List • HR SAID Report List • HRSS Report List • NIHTC Report List • WRD Report List • WSDD Report List 	N/A	All CSD Report Data	EOD Dashboard HRSS Dashboard HR SAID Ticket Dashboard WiTS Usage Dashboard	N/A
HR SAID Tier 2/3 Staff (HRSS)	X Branch (i.e. HR SAID – WLSB)	<ul style="list-style-type: none"> • HR Systems Support • HR Systems Support Archives 	Admin Requestor	Project Staff	HR SAID Report List	N/A	N/A	HR SAID Ticket Dashboard	Select user's Tier 2 and/or Tier 3 access as needed.
HR SAID Admin Staff	HR SAID OD	<ul style="list-style-type: none"> • SAID Admin Work Area 	<ul style="list-style-type: none"> • Admin Requestor 	Admin Staff	HR SAID Report List	N/A	N/A	N/A	N/A

	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
		<ul style="list-style-type: none"> • SAID Admin Requests Archives 	<ul style="list-style-type: none"> • SAID Admin 						
HR SAID Branch Chief	X Branch (i.e. HR SAID – WLSB)	HR SAID	<ul style="list-style-type: none"> • Admin Requestor • WiTS SuperUser Group 	Branch Chief	<ul style="list-style-type: none"> • HR SAID Admin Report List • HR Said Report List 	N/A	N/A	<ul style="list-style-type: none"> • HRSS Dashboard • HR SAID Ticket Dashboard 	N/A
HR SAID Leadership (Division Director/Deputy Director)	X Branch (i.e. HR SAID – WLSB)	HR SAID	<ul style="list-style-type: none"> • Admin Requestor • WiTS SuperUser Group 	Division Director or Division Deputy Director	<ul style="list-style-type: none"> • HR SAID Admin Report List • HR Said Report List 	N/A	N/A	<ul style="list-style-type: none"> • HRSS Dashboard • HR SAID Ticket Dashboard 	N/A