

# HRSA Profiles for the Workforce Relations Division (WRD)

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#### Introduction

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

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xte: To request access, please make the appropriate selections f tp://infrahr.ed.nih.gov/hrsystema/staffing/wits/documents/WITS	om each list. Select 'Not Applicable' If none of the options on the list apply for the user. If you a <u>Reles_and_Permissions.odf</u> for more information about profiles and permissions.	re modifying the user's profile, you must select all roles that apply. Visit
ser Profile Location* Help Text	Work Area Page Access* Help Text	Role Specific User Group* Hole Texts
elect the primary location of the user.)	(Select the work area pages the user needs to access.)	(Select any role specific group that the user needs.)
PLB - Exordita Team PLB - Frind Authorizer Team tranch A tranch B tranch C tranch	Auchives Pege ASB ASB Auchives Branch Auchives Branch Ruchives Branch Brohives Branch Ruchives Branch C	Admin Requestor Bidg Liebisis Group Classification Unit CSPD Admin CSD Admin CSD Branch Chiefs DE Interna Reviewers Default Growther Assistant
b Title*	Access to Report Lists*	Access to WRD Report Data*
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ccess to CSD Report Data*	Access to Dashboards#	HRSS Access
Select any specific CSD report data the user needs to access.)  Send: A Report Data  Send: B Report B Report B Report  Send: B Report B Report B Report  Send: B Report	(Beliet ary Debbaards the user needs to access.) 8000 Deabbaard 810 Case Departicion 817 Case Departicion 817 Case Departicion 818 Case Departicion 819 Case Departicion 810 Case Departicion	(VR ExtD shall only - select any VRSE access the user needs.) BPAT Tay 2 Capabil PR Ter 2 Capabil P

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.

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Name First:		Terrye	Initials:	c	Last:	Marma
Display	_		rrye (NIH/0		Alias:	Verge
Display	6	verge, re	inye (inin/t	00) [E]	Allds:	verget
Addres	is:	MSC 8510 2115 E Jefferson St		Title:		
		2115 E Je	fferson St	-	OPDIV/Company:	NIH
City:		Rockville			IC/Department:	OD
State:		MD			Lab/Branch/Office:	OD/OM/OHR/HRSAID/TMW
Zip coo	ie:	20892-85	10		Building/Room:	2115EJ/6129
Countr	y/Region:	US			Phone:	301.594.1461

### ER/LR- Employee Relations/Labor Relations

Is the person working in more than one team? – Select their primary team under 'User Profile Location' and select all teams 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?	
ER Branch Chief	Employee/Labor Relations Team	<ul> <li>ER Team X</li> <li>ER Team X Archive</li> <li>ER Leadership</li> <li>ER Leadership Archive</li> <li>Sensitive ER Cases</li> <li>Sensitive ER Cases Archive</li> </ul>		ER Branch Chief	ER Reports	ER Team X Data	All Branch Report Data	<ul> <li>ER Case Disposition</li> <li>ER Case Distribution</li> <li>ER Case Duration</li> </ul>	N/A
ER Team Lead	Employee/Labor Relations Team	<ul><li>ER Team X</li><li>ER Team X Archive</li></ul>	ER Team X Leader	ER Team Leader	ER Reports	ER Team X Data	All Branch Report Data		N/A
ER Specialist	Employee/Labor Relations Team	<ul><li>ER Team X</li><li>ER Team X Archive</li></ul>		ER Specialist	ER Reports	ER Team X Data	All Branch Report Data	N/A	N/A
ER Assistant	Employee/Labor Relations Team	<ul> <li>ER Team X</li> <li>ER Team X Archive</li> <li>LR Team</li> <li>LR Team Archive</li> <li>WRD Admin</li> <li>WRD Admin Archive</li> </ul>	<ul> <li>ER Assistant Group</li> <li>Admin Requestor</li> </ul>	ER Assistant	<ul> <li>ER Reports</li> <li>LR Reports</li> <li>WRD Reports</li> </ul>	<ul> <li>ER Team X Data</li> <li>LR Team X Data</li> </ul>	N/A	N/A	N/A
LR Branch Chief	Employee/Labor Relations Team	<ul> <li>LR Leadership</li> <li>LR Leadership Archive</li> <li>LR Matter</li> <li>LR Team A</li> <li>LR Team A Archive</li> </ul>		LR Branch Chief	LR Reports	LR Team A Data	N/A	N/A	N/A
LR Team Lead	Employee/Labor Relations Team	<ul> <li>LR Team A</li> <li>LR Team A Archive</li> </ul>	LR Team A Leader	LR Team Leader	LR Reports	LR Team A Data	N/A	N/A	N/A
LR Specialist	Employee/Labor Relations Team	<ul><li>LR Team A</li><li>LR Team A Archive</li></ul>		LR Specialist	LR Reports	LR Team A Data	N/A	N/A	N/A

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

## **BPLB- Benefits and Payroll Liaison Branch**

	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	BPLB-Benefits Team	BPLB		Branch Chief	Benefits Reports	N/A	All Branch Report Data	EOD Dashboard	N/A
Benefits HR Specialist	BPLB-Benefits Team	BPLB		Benefit Specialist	Benefits Reports	N/A	All Branch Report Data	N/A	N/A
Benefits HR Assistant	BPLB-Benefits Team	BPLB		Benefit Assistant	Benefits Reports	N/A	All Branch Report Data	N/A	N/A
<b>Final</b> <b>Authorizer</b> Supervisory HR Specialist	BPLB- Final Authorizer Team	WRD Processor	<ul> <li>Final Authorizers</li> <li>Pay Specialist</li> </ul>	<ul> <li>Servicing Personnel Authorizer</li> <li>Branch Chief</li> </ul>	WRD Processors Report	N/A	All Branch Report Data	EOD Dashboard	N/A
Final Authorizer HR Specialist	BPLB- Final Authorizer Team	WRD Processor	<ul> <li>Final Authorizers</li> <li>Pay Specialist</li> </ul>	Servicing Personnel Authorizer	WRD Processors Report	N/A	All Branch Report Data	EOD Dashboard	N/A
Final Authorizer HR Specialist	BPLB- Final Authorizer Team	WRD Processor	<ul><li>Final Authorizers</li><li>Pay Specialist</li></ul>	Servicing Personnel Authorizer	WRD Processors Report	N/A	All Branch Report Data	N/A	N/A
Final Authorizer HR Assistant	BPLB- Final Authorizer Team	WRD Processor	<ul> <li>Final Authorizers</li> <li>Pay Specialist</li> </ul>	HR Assistant	WRD Processors Report	N/A	All Branch Report Data	N/A	N/A
Position Management HR Specialist	BPLB- Final Authorizer Team	<ul> <li>Archives Page</li> <li>WRD Processor</li> <li>CSD OD</li> </ul>	<ul> <li>Position Management Team</li> <li>Pay Specialist</li> <li>Final Authorizers</li> </ul>	Servicing Personnel Authorizer	<ul> <li>CSD Reports</li> <li>WRD Processors Report</li> </ul>	N/A	All Branch Report Data	N/A	N/A

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

# WRD Senior Leadership

	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?	
Director WRD	WRD OD Employee/Labor Relations Team	<ul> <li>BPLB</li> <li>ER Leadership</li> <li>ER Leadership Archive</li> <li>ER Team X</li> <li>ER Team X Archive</li> <li>LR Leadership</li> <li>LR Leadership Archive</li> <li>LR Matter</li> <li>LR Team A</li> <li>LR Team A Archive</li> <li>WRD Processor</li> <li>Sensitive ER Cases</li> <li>Sensitive ER Cases</li> <li>Archives</li> </ul>	N/A	Division Director	<ul> <li>CSD Reports</li> <li>ER Reports</li> <li>LR Reports</li> <li>WRD Admin Reports</li> <li>WRD Processors Reports</li> </ul>	<ul> <li>ER Team A</li> <li>ER Team B</li> <li>ER Team C</li> <li>LR Team A</li> </ul>	All Branch Report Data	<ul> <li>EOD Dashboard</li> <li>ER Case Duration</li> <li>ER Case Distribution</li> <li>ER Case Disposition</li> </ul>	N/A
Deputy Director WRD	WRD OD	<ul> <li>BPLB</li> <li>ER Leadership</li> <li>ER Leadership Archive</li> <li>ER Team X</li> <li>ER Team X Archive</li> <li>LR Leadership</li> <li>LR Leadership Archive</li> <li>LR Matter</li> <li>LR Team A</li> <li>LR Team A Archive</li> <li>WRD Processor</li> <li>Sensitive ER Cases</li> <li>Sensitive ER Cases</li> <li>Archives</li> </ul>	N/A	Division Deputy Director	<ul> <li>CSD Reports</li> <li>ER Reports</li> <li>LR Reports</li> <li>WRD Admin Reports</li> <li>WRD Processors Reports</li> </ul>	<ul> <li>ER Team A</li> <li>ER Team B</li> <li>ER Team C</li> <li>LR Team A</li> </ul>	All Branch Report Data	<ul> <li>EOD Dashboard</li> <li>ER Case Duration</li> <li>ER Case Distribution</li> <li>ER Case Disposition</li> </ul>	N/A