

# HRSA Profiles for the Workforce Support and Development Division (WSDD)

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## Introduction

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

Request WITS		
ietwork Login		
ite: To request access, please make the appropriate selections from each p://intrahr.ed.nih.gov/hersystems/staffing/wita/documents/WTS_Roles	list. Select 'Not Applicable' if none of the options on the list apply for the user. If you an and Permissions and for more information about profiles and permissions.	e modifying the user's profile, you must select all roles that apply. Visit
ser Profile Location* Holp Text	Work Area Page Access* Help Text	Role Specific User Group* Holo Text
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 - Dendita Team PLB - Final Autorozer Team larach B larach D larach D larach D larach E varach F varach G	Archives Page ASB ASB Archives BFLB Branch A Branch A Branch A Branch B Branch B Branch B Branch B Branch C C	Admin Requestor Admin Requestor Admin Requestor Admin Classification Unit CRD Admin CSD Admin CSD Branch Cheefs DE Internet Revenens DE CA1HRS Provide Statution Administration Administra
b Title*	Access to Report Lists*	Access to WRD Report Data*
elect up to 8 job titles that the user has.)	(Select the report lists (groupings) that the user needs to access.)	(Select any specific WRD report data the user needs to access.)
Administrative Officer A deministrative Staff loostafs Associated larendh Separatist Jarech Dead Jarech Deadon Maynt Reviewer Zontrathor 2 (Caseline	Benefits Reports Compensation Reports CSD Admin Reports CSD Admin Reports CSD Reports CSD Reports DEU Reports DBU Reports DBU Reports	ER Taon A Doto ER Taon B Dao ER Taon C Dato UR Taon A Dato NA
cess to CSD Report Data*	Access to Dashboards®	HRSS Access
elect any specific CSD report data the user needs to access.)	(Select any Dashboards the user needs to access.)	(HR SAID staff only - select any HRSS access the user needs.)
Iranch A Ruppot Data Iranch B Ruppot Data Iranch B Ruppot Data Iranch F Ruppot Data Iranch F Ruppot Data Iranch A Ruppot Data Iranch H Ruppot Data	Age of Actors ECO Deatboard ER Case Disposition ER Case Disposition ER Case Distritution ER Case Distritution Hirring Timeline Deatboards HR SS3 Dishloards HR SS3 Dishloards	BPM Tier 2 Capabi IIR Spoundy Authoritaer Capabi IIR Star 2 Clear/Indotoo Tar 2 Capabi Tar 2 Capabi Tar 2 Capabi Tar 2 Capabi Tar 2 Capabi Tar 2 Capabi Tar 2 HR CANDS Tim 2 HR CANDS Tim 2

#### 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.

General	Organization	Phone/N	lotes Memb	ber Of	E-mail Addresses	
Name First:			Initials:	c	1.414	
		Terrye			Last: Alias:	Verge
Displ	by:	verge, ie	errye (NIH/OI	DITE	Allas:	verget
Address		MSC 8510 + 2115 E Jefferson St			Title:	
		2115 6 78	areison st	Ŧ	OPDIV/Company:	NEH
Cityt		Rockville			IC/Department:	OD
State	1	MD			Lab/Branch/Office:	OD/OM/OHR/HRSAID/TMV
Zip ci	ode:	20892-85	10		Building/Room:	2115EJ/6129
Coun	try/Region:	US			Phone:	301.594.1461

# NIHTC – NIH Training Center and WSDD 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/Deputy Director WSDD	Workforce Support and Development Division	<ul> <li>WSDD</li> <li>NIHTC Class Offerings- Approver View</li> <li>NIHTC Class Offerings- Archive</li> </ul>	<ul> <li>Admin Requestor</li> <li>NIHTC Approver</li> </ul>	Division Director/ Deputy Division Director	<ul> <li>NIHTC Report List</li> <li>WSDD Admin Report List</li> <li>WSDD Report List</li> </ul>	N/A	All Branch Report Data	EOD Dashboard	N/A
Branch Chief	Workforce Support and Development Division	<ul> <li>WSDD</li> <li>NIHTC Class Offerings - Approver View</li> <li>NIHTC Class Offerings- Archive</li> </ul>	NIHTC Approver	Branch Chief	NIHTC Report List	N/A	All Branch Report Data	N/A	N/A
Program Manager	Workforce Support and Development Division	<ul> <li>NIHTC Class Offerings - PM View</li> <li>NIHTC Class Offerings- Archive</li> </ul>	NIHTC Program Managers	HR Staff	NIHTC Report List	N/A	N/A	N/A	N/A
Training Coordinator	Workforce Support and Development Division	<ul> <li>NIHTC Class Offerings - TC View</li> <li>NIHTC Class Offerings- Archive</li> </ul>	NIHTC Training Coordinators	HR Staff	NIHTC Report List	N/A	N/A	N/A	N/A
Management Analyst	Workforce Support and Development Division	<ul> <li>NIHTC Class Offerings - PM View</li> <li>NIHTC Class Offerings - TC View</li> </ul>	<ul> <li>NIHTC Training Coordinators</li> <li>NIHTC Program Managers</li> </ul>	HR Staff	NIHTC 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> <li>NIHTC Class Offerings- Archive</li> </ul>							
Administrative Staff	Workforce Support and Development Division	<ul> <li>WSDD Admin Work Area</li> <li>WSDD Admin Requests Archive</li> </ul>	<ul> <li>Admin Requestor</li> <li>WSDD Admin</li> </ul>	Admin Staff	N/A	N/A	N/A	N/A	N/A

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

# WEB-Workforce Enhancement 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?	
Director/Deputy Director WSDD	Workforce Support and Development Division	WSDD	WSDD Training Approver	Division Director	<ul> <li>WSDD Report List</li> <li>WSDD Admin Report List</li> </ul>	N/A	All Branch Report Data	EOD Dashboard	N/A
Branch Chief	Workforce Support and Development Division	WSDD	WSDD Training Approver	Branch Chief	WSDD Report List	N/A	All Branch Report Data	EOD Dashboard	N/A
Team Lead	Workforce Support and Development Division	WSDD	N/A	HR Staff	WSDD Report List	N/A	All Branch Report Data	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
Program	Workforce	WSDD	N/A	HR Staff	N/A	N/A	N/A	N/A	N/A
Manager	Support and								
	Development								
	Division								
Administrative	Workforce	WSDD	<ul> <li>Admin</li> </ul>	Admin Staff	WSDD Admin	N/A	N/A	N/A	N/A
Staff	Support and		Requestor		Report List				
	Development		<ul> <li>WSDD</li> </ul>						
	Division		Admin						

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