



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.

The HR Systems Access ticket

The form is titled "Request Information" and "WITS". It contains several sections for selecting user profile location, work area page access, role specific user group, job titles, access to report lists, access to WRD report data, access to CSD report data, access to dashboards, and HRSS access. Each section has a list of options to be selected.

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]

General | Organization | Phone/Notes | Member Of | E-mail Addresses

Name
First: Terrye Initials: C Last: Verge
Display: Verge, 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: 20892-8510 Building/Room: 2115E/6129
Country/Region: US Phone: 301.594.1461

Add to Contacts Actions

OK Cancel Apply

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
	<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>	
ER Branch Chief	Employee/Labor Relations Team	<ul style="list-style-type: none"> • ER Team X • ER Team X Archive • ER Leadership • ER Leadership Archive • Sensitive ER Cases • Sensitive ER Cases Archive 		ER Branch Chief	ER Reports	ER Team X Data	All Branch Report Data	<ul style="list-style-type: none"> • ER Case Disposition • ER Case Distribution • ER Case Duration 	N/A
ER Team Lead	Employee/Labor Relations Team	<ul style="list-style-type: none"> • ER Team X • ER Team X Archive 	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 style="list-style-type: none"> • ER Team X • ER Team X Archive 		ER Specialist	ER Reports	ER Team X Data	All Branch Report Data	N/A	N/A
ER Assistant	Employee/Labor Relations Team	<ul style="list-style-type: none"> • ER Team X • ER Team X Archive • LR Team • LR Team Archive • WRD Admin • WRD Admin Archive 	<ul style="list-style-type: none"> • ER Assistant Group • Admin Requestor 	ER Assistant	<ul style="list-style-type: none"> • ER Reports • LR Reports • WRD Reports 	<ul style="list-style-type: none"> • ER Team X Data • LR Team X Data 	N/A	N/A	N/A
LR Branch Chief	Employee/Labor Relations Team	<ul style="list-style-type: none"> • LR Leadership • LR Leadership Archive • LR Matter • LR Team A • LR Team A Archive 		LR Branch Chief	LR Reports	LR Team A Data	N/A	N/A	N/A
LR Team Lead	Employee/Labor Relations Team	<ul style="list-style-type: none"> • LR Team A • LR Team A Archive 	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 style="list-style-type: none"> • LR Team A • LR Team A Archive 		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
	<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>	
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
Final Authorizer Supervisory HR Specialist	BPLB- Final Authorizer Team	WRD Processor	<ul style="list-style-type: none"> Final Authorizers Pay Specialist 	<ul style="list-style-type: none"> Servicing Personnel Authorizer Branch Chief 	WRD Processors Report	N/A	All Branch Report Data	EOD Dashboard	N/A
Final Authorizer HR Specialist	BPLB- Final Authorizer Team	WRD Processor	<ul style="list-style-type: none"> Final Authorizers Pay Specialist 	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 style="list-style-type: none"> Final Authorizers Pay Specialist 	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 style="list-style-type: none"> Final Authorizers Pay Specialist 	HR Assistant	WRD Processors Report	N/A	All Branch Report Data	N/A	N/A
Position Management HR Specialist	BPLB- Final Authorizer Team	<ul style="list-style-type: none"> Archives Page WRD Processor CSD OD 	<ul style="list-style-type: none"> Position Management Team Pay Specialist Final Authorizers 	Servicing Personnel Authorizer	<ul style="list-style-type: none"> CSD Reports WRD Processors Report 	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
	<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>	
Director WRD	WRD OD Employee/Labor Relations Team	<ul style="list-style-type: none"> • BPLB • ER Leadership • ER Leadership Archive • ER Team X • ER Team X Archive • LR Leadership • LR Leadership Archive • LR Matter • LR Team A • LR Team A Archive • WRD Processor • Sensitive ER Cases • Sensitive ER Cases Archives 	N/A	Division Director	<ul style="list-style-type: none"> • CSD Reports • ER Reports • LR Reports • WRD Admin Reports • WRD Processors Reports 	<ul style="list-style-type: none"> • ER Team A • ER Team B • ER Team C • LR Team A 	All Branch Report Data	<ul style="list-style-type: none"> • EOD Dashboard • ER Case Duration • ER Case Distribution • ER Case Disposition 	N/A
Deputy Director WRD	WRD OD	<ul style="list-style-type: none"> • BPLB • ER Leadership • ER Leadership Archive • ER Team X • ER Team X Archive • LR Leadership • LR Leadership Archive • LR Matter • LR Team A • LR Team A Archive • WRD Processor • Sensitive ER Cases • Sensitive ER Cases Archives 	N/A	Division Deputy Director	<ul style="list-style-type: none"> • CSD Reports • ER Reports • LR Reports • WRD Admin Reports • WRD Processors Reports 	<ul style="list-style-type: none"> • ER Team A • ER Team B • ER Team C • LR Team A 	All Branch Report Data	<ul style="list-style-type: none"> • EOD Dashboard • ER Case Duration • ER Case Distribution • ER Case Disposition • 	N/A