



HR Systems Access Requests User Guide

Managing User Access to HR Systems

As a WITS SuperUser, one of your responsibilities is to manage requests for new/modified/removed access to HR systems for users in your organization. These requests are entered into WITS as HR Systems Access (HRSA) requests from the Action Initiation bizcove at the top of your WITS Work Area Page:



You will need to complete the first section of the *Request Information* tab with **information about yourself and general information about the user and the request:**



HR Systems Access Request for OHR use only



Request Information		* Required Fields	
HR/Non-HR Employee	<input type="text" value="HR Employee"/>	Activity Name	<input type="text" value="Initiate Request"/>
Ticket #	<input type="text"/>	Date Initiated	<input type="text" value="11/06/2013 11:10 AM"/>
Status	<input type="text" value="Pending"/>	Priority Code*	<input type="text" value="Moderate"/>
Requestor's Name* <small>(NEED Lookup)</small>	<input type="text" value="Terrye Verge"/>	Requestor's Email (For multiple address, separate with semi-colon)*	<input type="text" value="verget@od.nih.gov"/>
Requestor's Phone # (No Dashes)	<input type="text" value="3015551212"/>	Requestor's Organization*	<input type="text" value="SAID - TMWSB"/>

Last updated: 07.07.2015

After you have entered information about yourself (the “Requestor”), you will need to enter **information about the request:**

Request Type*	<input type="text"/>	Help	Date Access/Modification/Deletion to Take Effect (mm/dd/yyyy)*	<input type="text"/>
Employee Type	<input type="text"/>		Access Not To Exceed Date (mm/dd/yyyy)	<input type="text"/>
Branch/Division Approver*	<input type="text"/>			<input type="text"/>
Does the person who requires access have an Access Disclosure form on file?				<input type="text"/>

You will need to specify whether this is a request for new access, a request for a modification to existing access, or a request to remove access. You will also need to select the effective date of the access and the employee type of the user (Government, Contractor), select the Branch/Division staff member approving the access, select the not-to-exceed date of the access (if applicable) and indicate whether or not they have signed an Access Disclosure form. If they have not signed this form, they will need to complete and submit it to HR Systems Support within 10 days. The Access Disclosure form can be found on the HR Systems Support page of the OHR website:

<https://intrahr.od.nih.gov/hrsystems/newaccounts.htm>

In the next section of the form, you will need to **select each system** that the user will need access to/modification of/deletion from by clicking the checkbox next to each.

Select the systems required:* (If user is changing organizations, check all systems that s/he will require. If user is not changing organizations, check only the new system that is required.)

<input type="checkbox"/> Capital HR (EHRP)	<input type="checkbox"/> EBIS	<input type="checkbox"/> E-Verify	<input type="checkbox"/> EOPF(NIH-wide only)
<input type="checkbox"/> GRB Platform	<input type="checkbox"/> HHS Careers (USAS)	<input type="checkbox"/> HR CARDS	<input type="checkbox"/> HREPS RPL
<input type="checkbox"/> LMS	<input type="checkbox"/> Onboarding Manager	<input type="checkbox"/> SMARTHR	<input type="checkbox"/> WITS

Note: With each system you select, an additional tab will appear at the top of the form with fields that need to be completed which are specific to that system.

The last section of the form contains **information about the user** you are requesting access for.

User Profile (Use the to search by the user’s last name and auto-populate the fields below from NED and/or WITS database. If needed, complete any missing information.)

First Name*	<input type="text" value="New"/>	Middle Initial*	<input type="checkbox"/> <input checked="" type="checkbox"/> No Middle Initial
Last Name*	<input type="text" value="User"/>	NIH Badge ID (No Dashes)*	<input type="text" value="111111"/>
Birth Month*	<input type="text" value="January"/>	Birth Day*	<input type="text" value="1"/>
Position Title*	<input type="text" value="HR Sepcialist"/>	Building/Room # (e.g., EPS/100)*	<input type="text" value="EPS 100"/>
Email Address*	<input type="text" value="Newuser@nih.gov"/>	Phone # (No Dashes)*	<input type="text" value="3015551212"/>
Fax # (No Dashes)	<input type="text" value="3015554848"/>	Organization*	<input type="text" value="CSD - D"/>
IC*	<input type="text" value="OD"/>	If applicable, Please specify whose access to model after(Must be existing user)	<input type="text"/>

Comments

Note: Do NOT enter SSN information in this area or attach any documents containing such information to this request.

HRSS Comments(Internal)

The “Select” button will search both the NED and the WITS database for the user’s information.

If the user’s last name does not appear after clicking “Select”, please verify the spelling of the user’s name and/or check NED to see if the user has an active NED account.

After the *Request Information* tab has been completed, **each system tab** will also need to be completed.

If you are **modifying** an existing user’s access, indicate what is changing on the appropriate tab AND note the change in the comments section.

If you are **removing** a user’s access, indicate that it is a deletion and the effective date in the comments section.

Capital HR

Request Information	Capital HR	GRB Platform	LMS	EBIS	HHS Careers (USAS)	Onboarding Manager	E-Verify	HR CARDS	SMART HR	EOPF	HREPS RPL	WITS	
Core Roles (HR & PosMgtViewOnly is the standard role for HR users)				<input type="text"/>									
PAR Workflow Roles (Hold CTRL key and click all options that apply)				<ul style="list-style-type: none"> PAR Requester - Admin PAR Approver - Admin PAR 1st Authorizer - Admin PAR 2nd Authorizer - Admin Reviewer (PAR) - HR PAR Processor - HR 				Recruit Workflow Roles (Hold CTRL key and click all options that apply)				<ul style="list-style-type: none"> Recruit Requester - Admin Recruit Approver - Admin Recruit 1st Authorizer - Admin Recruit 2nd Authorizer - Admin Recruit Reviewer - HR Recruit Processor - HR 	
Admin Codes to which user will require access (Separate with comma)				<input type="text"/>								Supplemental Roles for HRSS Help Desk users and Final Authorizers Only (Hold CTRL key and click all options that apply) <ul style="list-style-type: none"> Agency SW Administrator (Sys Admin Only) Agency Table Maintenance (Sys Admin Only) EEO (View Only) **Requires EEO Approval HE Fix Employee Curr Appt Auth HE_AUDIT HE_EHRL Edits_EE_Errors HE_POSN_OVERRIDE HE_Resend HELP_POC_USER Pay Processing Super User-Mart 	
Note: If you are modifying Capital HR roles, you must select all roles that will apply.													

For Capital HR, you will need to identify the roles that the user will need as well as the Admin Codes they will need access to. If this is a modification, list all the codes that the user needs access to (not just what will be changing).

Note: Definitions of the ‘Par Workflow Roles’ can be found on the Capital HR section of the HR Systems page of the OHR website: <http://hr.od.nih.gov/hrsystems/staffing/caphr/help.htm>

HHS Careers (USAS)

Request Information	Capital HR	GRB Platform	LMS	EBIS	HHS Careers (USAS)	Onboarding Manager	E-Verify	HR CARDS	SMART HR	EOPF	HREPS RPL	WITS
HHS Careers (USAS) Permissions required					<input type="text"/>							
					<ul style="list-style-type: none"> Help Desk - Tier 1 HR User HR User + Assmt Ctrl Office Administrator Read Only & Reports 						NIH plus NIH-HR (approval required) <input type="text"/>	

For HHS Careers (USAS), they will need to select the permission required for the user. Note: **new users must complete Basic HHS Careers training** before they may be granted access to the system. CSD/CSSSED Users should be granted the *HR User* permission, unless they are a Team Leader, HHSC (USAS) Lead User or a DE Quality Reviewer, in which case they should request *HR User + Assessment Control*. *Read Only & Reports* should be selected if the user will need to view vacancies and their applicants, but who do not need to take actions in the system.

If the user requires access to both NIH and NIH-HR in the USA Staffing system, select “Yes” from the drop down menu in the “NIH plus NIH-HR” field. Email approval from the HR Servicing Branch Chief is required for this access.

WiTS

Request Information	Capital HR	GRB Platform	LMS	EBIS	H+E Careers (USAS)	Onboarding Manager	E-Verify	HR CARDS	SMART HR	EOFF	HREPS RPL	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://intrah.od.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.)

- BPLB - Benefits Team
- BPLB - 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
- BPLB
- Branch A
- Branch A Archives
- Branch B
- Branch B Archives
- Branch C
- Branch C Archives
- Branch Chiefs

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

- Bldg 1 Liaison Group
- Classification Unit
- CSSD HRS Group
- DE Internal Reviewers
- DE QR/HRS
- Default Benefits Assistant
- DPSAC Users
- ER Assistant Group
- ERTeam A Leader

Job Title*
(Select up to 8 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
- CSD Leadership Reports
- CSD Reports
- CSSED Reports
- CU Reports
- DEU Reports
- DPSAC Reports
- ER Reports
- HR SAID Leadership 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
- ER Case Disposition
- ER Case Distribution
- ER Case Duration
- Hiring Timeline Dashboard (CSD wide)
- HR SAID Ticket Dashboards
- HRSS Dashboards
- Time to Hire Dashboard
- WiTS Usage

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

- BFM Tier 2
- Capital HR Tier 2
- Classification Tier 2
- E-Induction Tier 2
- eOPF Tier 2 - HR SAID
- eOPF Tier 2 - WRD
- GRB Platform Tier 2
- HR CARDS Tier 2
- HR CARDS Tier 3

For WiTS, you will need to enter the user's network login (the user name used to login in the morning; for example, "smithj"). The network login can be found within the user's entry in the Global Address book listed as their 'alias'. Then, select all of the roles the user will have in WiTS. All fields are mandatory with the exception of the HRSS Access field.

Onboarding Manager

Request Information	Capital HR	GRB Platform	LMS	EBIS	H+E Careers (USAS)	Onboarding Manager	E-Verify	HR CARDS	SMART HR	EOFF	HREPS RPL	WiTS
---------------------	------------	--------------	-----	------	--------------------	--------------------	----------	----------	----------	------	-----------	------

Onboarding Manager Permission required

- Benefits
- CSD
- CSSED
- DPSAC
- Final Authorizer
- Office Admin

NIH plus NIH-HR
(approval required)

For Onboarding Manager, you will need to select either Benefits, CSD, CSSED, DPSAC Final Authorizer or Office Admin for the user. NIH plus NIH-HR is access for HR staff who are approved by the HR Servicing Branch Chief to view information on new HR hires. Email approval from the HR Servicing Branch Chief is required for this access. This email should be sent to HR Systems Support at the time the HRSA is submitted. Users with this access will have access to all information on all new HR hires.

EOPF

Request Information	Capital HR	GRB Platform	LMS	EBIS	HHS Careers (USAS)	Onboarding Manager	E-Verify	HR CARDS	SMART HR	EOPF	HREPS RPL	WITS
---------------------	------------	--------------	-----	------	--------------------	--------------------	----------	----------	----------	-------------	-----------	------

All employees receive access to their personal eOPF record. This request is only for HR users who require NIH-wide access. Is NIH-wide access required?

Supplemental Roles for WRD:BPLB
(Hold CTRL key and click all options that apply)

Supplemental Roles for SAID HRSS team only
(Hold CTRL key and click all options that apply)

Default Admin Groups
eOPF PWD Admin

- eOPF Batch Print
- eOPF_Doc_Mgmt
- eOPF_Importer
- eOPF_PrintFolder
- eOPF_Purge
- eOPF Transfer

For EOPF, only requests for users who are HR staff members and need NIH-wide access need to be submitted. All other new hires receive their access automatically.

HR CARDS

Request Information	Capital HR	GRB Platform	LMS	EBIS	HHS Careers (USAS)	Onboarding Manager	E-Verify	HR CARDS	SMART HR	EOPF	HREPS RPL	WITS
---------------------	------------	--------------	-----	------	--------------------	--------------------	----------	-----------------	----------	------	-----------	------

HR CARDS Permission Required

- Administrator
- Classifier
- Specialist

For HR CARDS, CSD HR Specialists should select Specialist, the CSD Classification Unit should select Classifier, and certain HR SAID project staff can select Admin.

EBIS

Request Information	Capital HR	GRB Platform	LMS	EBIS	HHS Careers (USAS)	Onboarding Manager	E-Verify	HR CARDS	SMART HR	EOPF	HREPS RPL	WITS
---------------------	------------	--------------	-----	-------------	--------------------	--------------------	----------	----------	----------	------	-----------	------

Role Required:

System Supplemental Roles for HRSS Only(Hold CTRL Key and click all options that apply):

For EBIS, you will need to select Benefit Specialist for the role. This is for Benefits staff only.

E-Verify

Request Information	Capital HR	GRB Platform	LMS	EBIS	HHS Careers (USAS)	Onboarding Manager	E-Verify	HR CARDS	SMART HR	EOPF	HREPS RPL	WITS
---------------------	------------	--------------	-----	------	--------------------	--------------------	-----------------	----------	----------	------	-----------	------

E-Verify Roles/Permissions required

- General User
- Program Administrator

For E-Verify, you will need to select General User access. Program Administrator permissions are for SAID staff only.

LMS

Request Information	Capital HR	GRB Platform	LMS	EBIS	HHS Careers (USAS)	Onboarding Manager	E-Verify	HR CARDS	SMART HR	EOPF	HREPS RPL	WITS
---------------------	------------	--------------	------------	------	--------------------	--------------------	----------	----------	----------	------	-----------	------

LMS Roles Required

Content Administrator
 Learning Administrator
 Local Learning Administrator
 People Administrator

Note: If you are modifying LMS roles, you must select all roles that will apply.

Visit http://hr.od.nih.gov/hrsystems/benefits/lms/documents/FINAL-LMS_Admin_Role_Matrix.pdf to view the definitions and functions of all LMS roles.

For LMS, you will need to select whether the user will need Content, Learning, Local Learning or People Administrator access.

To view the definitions and functions of all LMS roles, click the link provided on the tab.

SMART HR

Request Information	Capital HR	GRB Platform	LMS	EBIS	HHS Careers (USAS)	Onboarding Manager	E-Verify	HR CARDS	SMART HR	EOPF	HREPS RPL	WITS
---------------------	------------	--------------	-----	------	--------------------	--------------------	----------	----------	-----------------	------	-----------	------

Core Roles*

CSD
 Global User

SMART HR Modules*
(Hold CTRL key and click all options that apply)

Action Planning (Exit Survey)
 Exit Survey Reports
 HRSS Survey Reports (Limited to OHR HR SAID Personnel)
 NIH Awards Activity Dashboard

Justification*
(Please describe your reason(s) for requesting access to the module(s) you have selected)

List all applicable ICs to which the user will require access (Separate with comma)

Note: Global User has access to all ICs

Note: If you are modifying SMART HR access, you must select all applicable roles/modules, all others will be removed. More information about SMART HR access, modules, and core roles can be found at <https://intrahr.od.nih.gov/smarthr/accessinfo.aspx>.

For SMART HR, you will need to select the core role of the user, the modules the user will need access to and the admin codes/IC they should be able to view. A brief justification for the access must also be provided.

To view the definitions and functions of all SMART HR access, functions and roles, click the link provided on the tab.

HREPS – RPL

Request Information	Capital HR	GRB Platform	LMS	EBIS	HHS Careers (USAS)	Onboarding Manager	E-Verify	HR CARDS	SMART HR	EOPF	HREPS RPL	WITS
---------------------	------------	--------------	-----	------	--------------------	--------------------	----------	----------	----------	------	------------------	------

HREPS RPL Role(s)*:

Priority Consideration Program (PCP) Full Access
 Priority Consideration Program (PCP) Read Only
 Priority Placement Program (PPP) Full Access
 Priority Placement Program (PPP) Read Only

Note: Visit the [help page](#) to view the definitions and functions of all HREPS RPL roles.

For HREPS – RPL, they will need to select which of the following roles the user will have access to: Priority Consideration Program (PCP) Full Access, Priority Consideration Program (PCP) Read Only, Priority Placement Program (PPP) Full Access, and/or Priority Placement Program (PPP) Read Only.

To view the definitions and functions of all HREPS - RPL access, functions and roles, click the link provided on the tab.

GRB Platform

Request Information	Capital HR	GRB Platform	LMS	EBIS	HHS Careers (USAS)	Onboarding Manager	E-Verify	HR CARDS	SMART HR	EOPF	HREPS RPL	WITS
---------------------	------------	---------------------	-----	------	--------------------	--------------------	----------	----------	----------	------	-----------	------

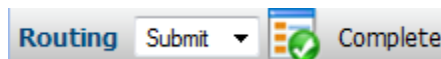
Role Required:

Admin (HRSS only)
HR (all reports)
HR SCD - only (service comp date reports only)

Note: Visit the [help page](#) to view the definitions and functions of all GRB Platform roles.

For GRB Platform, they will need to select which of the following roles are required: Admin (HRSS only), HR (all reports), or HR SCD – only (service comp date reports only).

After all relevant system tabs are completed, choose “Submit” from the drop down menu and click on the checkbox.



This will send your request to the HR Systems Support team.

You (and the user) will be contacted via email throughout the process if more information is needed and/or if the Access Disclosure form has not been received. You will also receive an email confirmation when the access you requested has been granted.



When to Submit New, Modified, and Deletion Tickets

New Access Tickets

It is always the responsibility of the work area that is receiving the new employee/user to submit a new access ticket.

A new HR Systems access ticket must be submitted in order for a new staff member to receive access to any HR system. When a user's access is granted for the first time, they will be required to sign and return access disclosure form(s) prior to being granted access. Also, when applicable, access will only be granted once all necessary approvals have been received.

Modification Access Tickets

It is always the responsibility of the user's "home" work area to submit the modification access ticket. This means that if a user who works primarily for Branch B is gaining access to Branch I, the Branch B Super User is responsible for submitting a modification ticket and attaching the approval form from the Division Deputy Director/Division Director.

A modified access ticket must be submitted whenever a staff member's roles/permissions change for a system they currently have access to AND they are staying in the same organization. Modification tickets may be submitted for one or multiple systems at a time, but must include ALL roles/permissions that the user needs for each system's access that is being modified.

Delete Access Tickets

It is always the responsibility of the work area that is losing the new employee to submit the delete access tickets.

When a staff member leaves your work unit, regardless of whether they are leaving NIH, OHR or simply being transferred to another branch within your Division, a deletion ticket must be submitted.