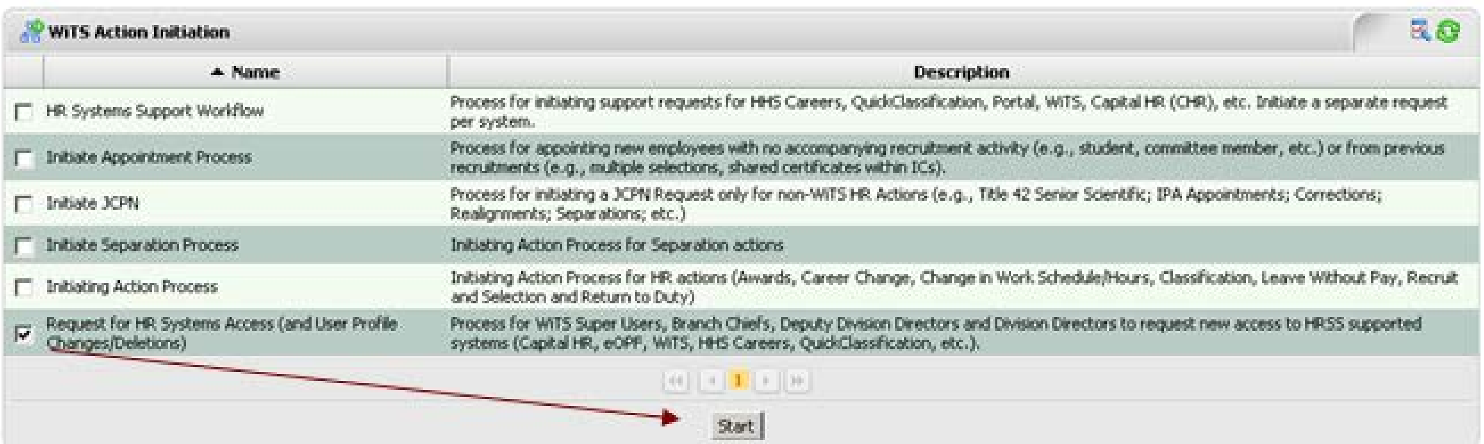
# HR Systems Access Requests User Guide

## 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:


WiTS Action Initiation

| Name | Description |
|---|---|
| HR Systems Support Workflow | Process for initiating support requests for HHS Careers, QuickClassification, Portal, WiTS, Capital HR (CHR), etc. Initiate a separate request per system. |
| Initiate Appointment Process | Process for appointing new employees with no accompanying recruitment activity (e.g., student, committee member, etc.) or from previous recruitments (e.g., multiple selections, shared certificates within ICs). |
| Initiate JCPN | Process for initiating a JCPN Request only for non-WiTS HR Actions (e.g., Title 42 Senior Scientific; IPA Appointments; Corrections; Realignments; Separations; etc.) |
| Initiate Separation Process | Initiating Action Process for Separation actions |
| Initiating Action Process | Initiating Action Process for HR actions (Awards, Career Change, Change in Work Schedule/Hours, Classification, Leave Without Pay, Recruit and Selection and Return to Duty) |
| Request for HR Systems Access (and User Profile Changes/Deletions) | Process for WiTS Super Users, Branch Chiefs, Deputy Division Directors and Division Directors to request new access to HRSS supported systems (Capital HR, eOPF, WiTS, HHS Careers, QuickClassification, etc.). |

Start

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:**

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

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

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.)

| | | | |
|---|---|---|---|
| ☐ Capital HR (EHRP) | ☐ EBIS | ☐ E-Verify | ☐ EOPF(NIH-wide only) |
| ☐ GRB Platform | ☐ HHS Careers (USAS) | ☐ HR CARDS | ☐ HREPS RPL |
| ☐ LMS | ☐ Onboarding Manager | ☐ SMART HR | ☐ 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 Select 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* | New | Middle Initial* | ☑ No Middle Initial |
| Last Name* | User | NIH Badge ID (No Dashes)* | 111111 |
| Birth Month* | January | Birth Day* | 1 |
| Position Title* | HR Sepcialist | Building/Room # (e.g., EPS/100)* | EPS 100 |
| Email Address* | Newuser@nih.gov | Phone # (No Dashes)* | 3015551212 |
| Fax # (No Dashes) | 3015554848 | Organization* | CSD - D |
| IC* | OD | If applicable, Please specify whose access to model after(Must be existing user) | |

Comments: List any needed comments about the request here.

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

HRSS Comments(Internal): List any internal needed comments about the request here.

The "Select" button will search both the NED and the WiTS database for the user's information.

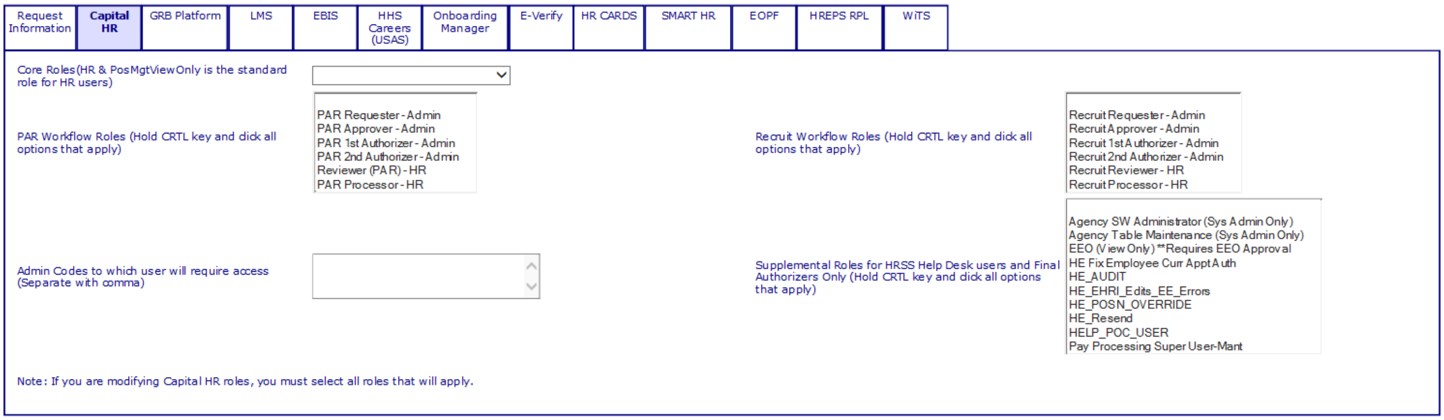
If the user's last name does not appear after clicking "Select", please verify the spelling of the user's name and/or check NED to see if the user has an active NED account.

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.

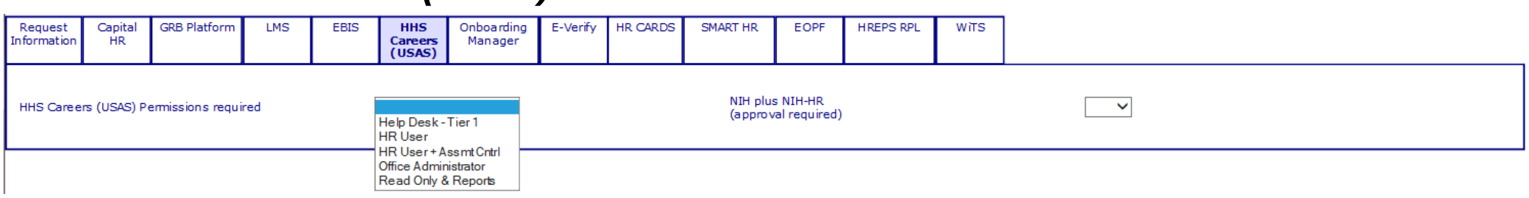
## *Capital HR*




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

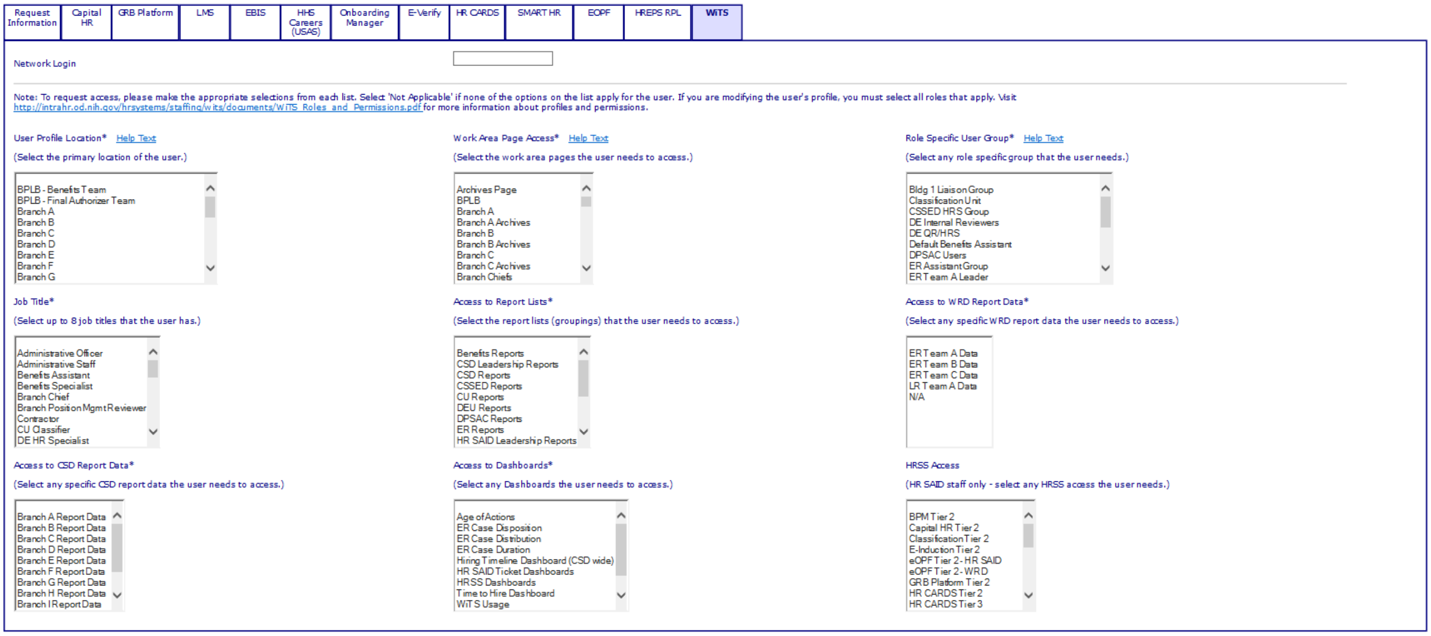
## *HHS Careers (USAS)*




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/CSSED 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.

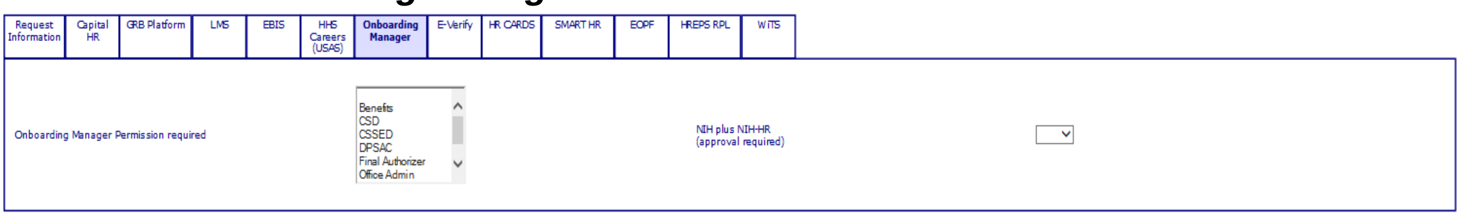
If the user requires access to both NIH and NIH-HR in the USA Staffing system, select "Yes" from the drop down menu in the "NIH plus NIH-HR" field. Email approval from the HR Servicing Branch Chief is required for this access.

## *WiTS*



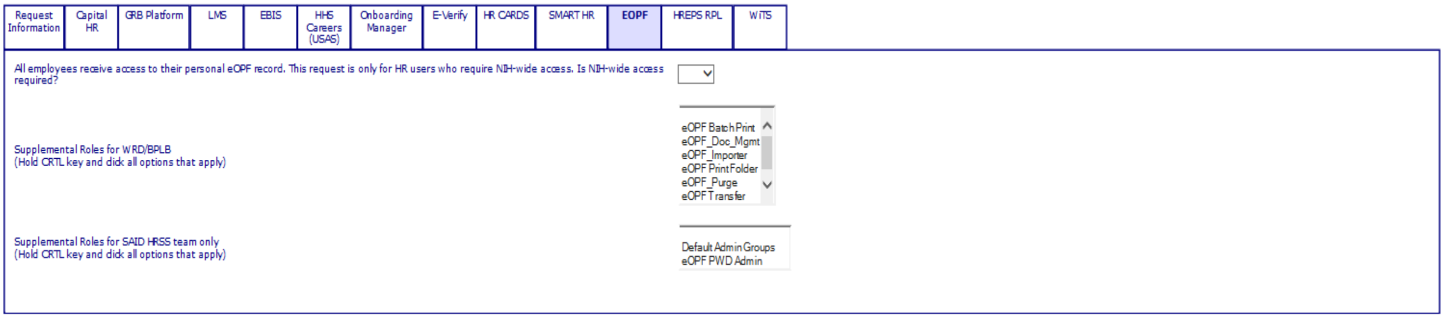

For WiTS, you will need to enter the user's network login (the user name used to login in the morning; for example, "smithj"). The network login can be found within the user's entry in the Global Address book listed as their 'alias'. Then, select all of the roles the user will have in WiTS. All fields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

## *Onboarding Manager*



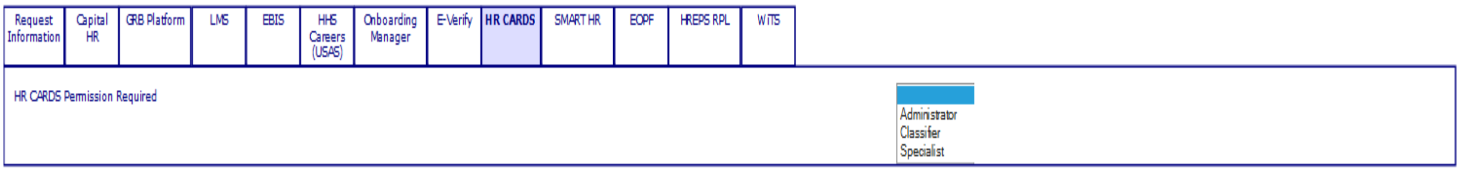

For Onboarding Manager, you will need to select either Benefits, CSD, CSSED, DPSAC Final Authorizer or Office Admin for the user. NIH plus NIH-HR is access for HR staff who are approved by the HR Servicing Branch Chief to view information on new HR hires.  Email approval from the HR Servicing Branch 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*



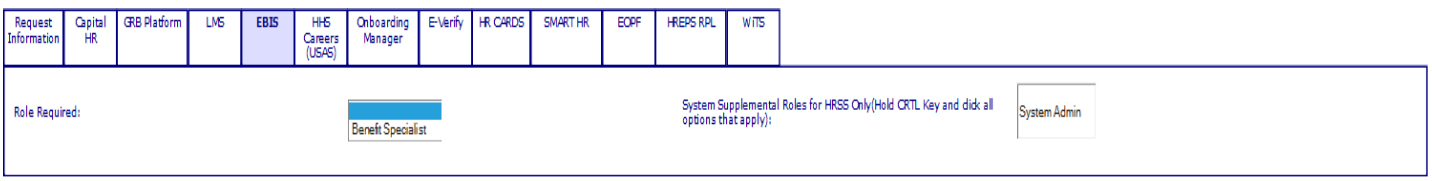

For EOPF, only requests for users who are HR staff members and need NIH-wide access need to be submitted. All other new hires receive their access automatically.

## *HR CARDS*



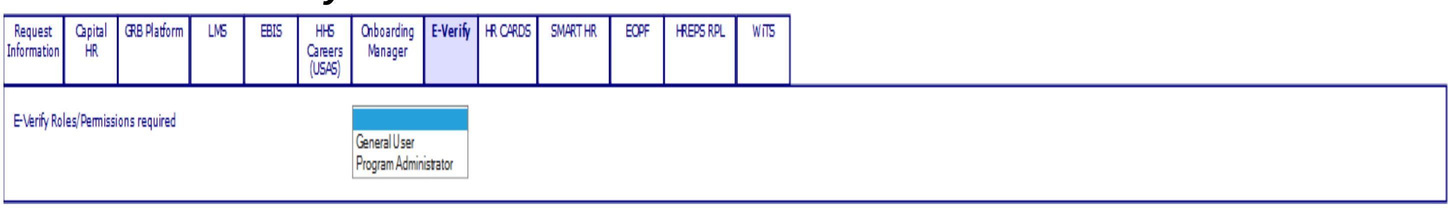

For HR CARDS, CSD HR Specialists should select Specialist, the CSD Classification Unit should select Classifier, and certain HR SAID project staff can select Admin.

## *EBIS*




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

## *E-Verify*




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 CRTL 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)*:

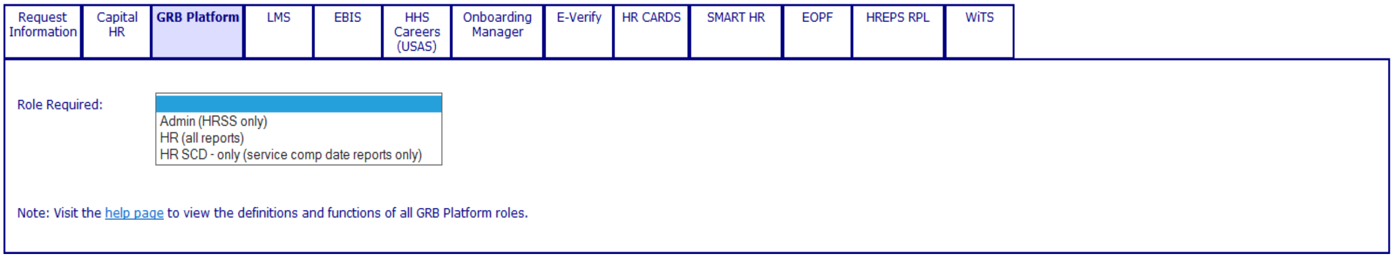
Priority Consideration Program (PCP) Full Access
Priority Consideration Program (PCP) Read Only
Priority Placement Program (PPP) Full Access
Priority Placement Program (PPP) Read Only

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*




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 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.