



HRSA Profiles for the Compensation and Policy Division (CPD)

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Introduction

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

CPD-Compensation and Policy Division

	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/Deputy Director CPD	Compensation and Policy Division	<ul style="list-style-type: none"> Senior Level Pay Work Area Senior Level Pay Archives 	<ul style="list-style-type: none"> Senior Level Pay Requestor Initiator Group Senior Level Pay HRS Group 	Division Director/ Deputy Division Director	<ul style="list-style-type: none"> Compensation Report List CSSSED Admin Report List 	N/A	All CSD Report Data Access	N/A	N/A
Branch Chief	Compensation and Policy Division	<ul style="list-style-type: none"> Senior Level Pay Work Area Senior Level Pay Archives 	Senior Level Pay HRS Group	Branch Chief	Compensation Report List	N/A	All CSD Report Data Access	N/A	N/A
HR Specialist	Compensation and Policy Division	<ul style="list-style-type: none"> Senior Level Pay Work Area Senior Level Pay Archives 	Senior Level Pay HRS Group	HR Specialist	Compensation Report List	N/A	All CSD Report Data Access	N/A	N/A
HR Assistant	Compensation and Policy Division	<ul style="list-style-type: none"> Senior Level Pay Work Area Senior Level Pay Archives 	Senior Level Pay HRS Group	HR Assistant	Compensation Report List	N/A	N/A	N/A	N/A
Administrative Staff	Compensation and Policy Division	<ul style="list-style-type: none"> CSSSED Admin Work Area CSSSED Admin Requests Archives 	<ul style="list-style-type: none"> Admin Requestor CPD Admin 	Admin Staff	CSSSED Admin Report List	N/A	N/A	N/A	N/A

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