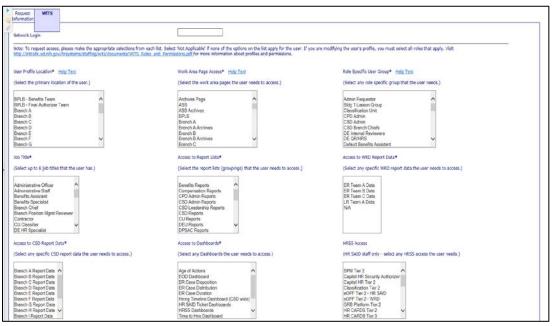# HRSA Profiles for the HR Systems, Analytics and Information Division (HR SAID)
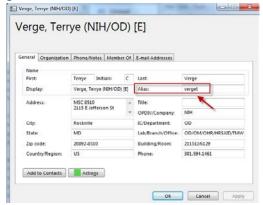
Contents

Introduction

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

HR SAID Staff

	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?*	
HR SAID Staff not working as HRSS (any tier)	X Branch (i.e. HR SAID – WLSB)	HR SAID	Admin Requestor	Project Staff	N/A	N/A	N/A	N/A	N/A
HR SAID Tier 1 (HRSS)	X Branch (i.e. HR SAID – WLSB)	• HR Systems Support • HR Systems Support Archives • CSD_OD Users	• Admin Requestor • Help Desk • WiTS SuperUser Group	Help Desk	• Benefits Report List • Compensation Report List • CSD Report List • CSD Leadership Report List • CU Report List • DEU Report List • HR SAID Report List • HRSS Report List • NIHTC Report List • WRD Report List • WSDD Report List	N/A	All CSD Report Data	EOD Dashboard HRSS Dashboard HR SAID Ticket Dashboard WiTS Usage Dashboard	N/A
HR SAID Tier 2/3 Staff (HRSS)	X Branch (i.e. HR SAID – WLSB)	• HR Systems Support • HR Systems Support Archives	Admin Requestor	Project Staff	HR SAID Report List	N/A	N/A	HR SAID Ticket Dashboard	Select user's Tier 2 and/or Tier 3 access as needed.
HR SAID Admin Staff	HR SAID OD	• SAID Admin Work Area	• Admin Requestor	Admin Staff	HR SAID 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
		• SAID Admin Requests Archives	• SAID Admin						
HR SAID Branch Chief	X Branch (i.e. HR SAID – WLSB)	HR SAID	• Admin Requestor • WiTS SuperUser Group	Branch Chief	• HR SAID Admin Report List • HR Said Report List	N/A	N/A	• HRSS Dashboard • HR SAID Ticket Dashboard	N/A
HR SAID Leadership (Division Director/Deputy Director)	X Branch (i.e. HR SAID – WLSB)	HR SAID	• Admin Requestor • WiTS SuperUser Group	Division Director or Division Deputy Director	• HR SAID Admin Report List • HR Said Report List	N/A	N/A	• HRSS Dashboard • HR SAID Ticket Dashboard	N/A