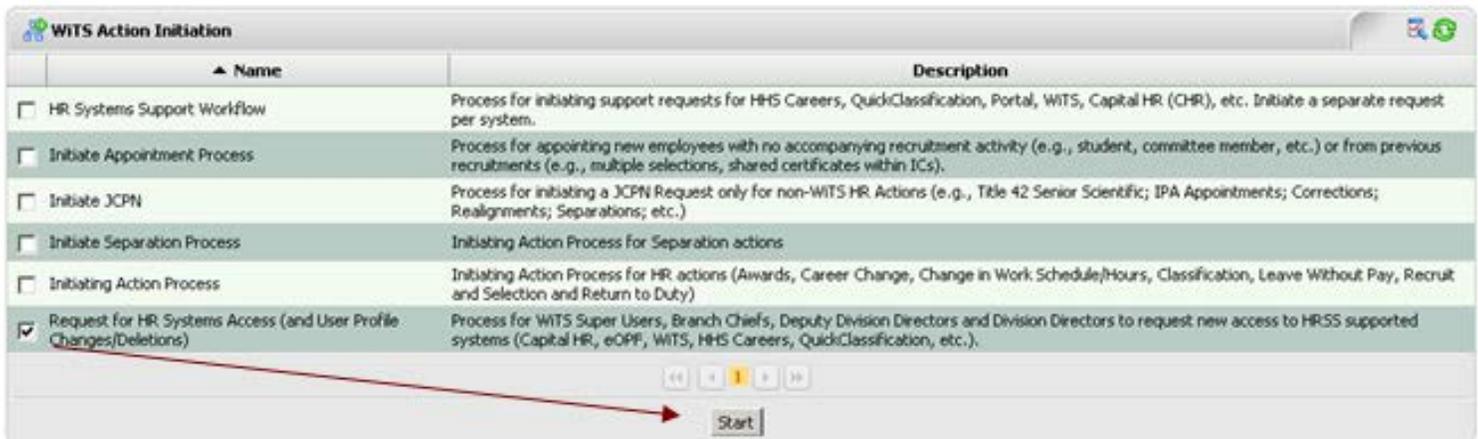


USER GUIDE

HR Systems Access Requests

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

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>(WEP 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"/>

* Required Fields

Last updated: 11.6.2013

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), indicate whether or not the *Who are my HR Contacts?* section of the OHR website will need to be updated or not, 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"/> Classification (HR CARDS) | <input type="checkbox"/> EBIS | |
| <input type="checkbox"/> E-Verify | <input type="checkbox"/> EOPF(NIH-wide only) | <input type="checkbox"/> FHR Navigator | <input type="checkbox"/> HHS Careers (USAS) |
| <input type="checkbox"/> LMS | <input type="checkbox"/> Onboarding Manager | <input type="checkbox"/> SMART HR | <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. It is critical that you review any auto-populated data, correct any inaccurate fields, and add any missing information.

If the user’s last name does not appear after clicking “Select”, you will need to enter this information manually.

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	LMS	Classification (HR CARDS)	Content Management System	EBIS	HHS Careers (USAS)	WITS	FHR Navigator	SMART HR	EOPF	Onboarding Manager	E-Verify
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Core Roles(HR & PosMgtViewOnly is the standard role for HR users) HR & PosMgtViewOnly

PAR Workflow Roles (Hold CTRL key and click all options that apply)

- PAR Requester - Admin
- PAR Approver - Admin
- PAR 1st Authorizer - Admin
- PAR 2nd Authorizer - Admin
- Reviewer (PAR) - HR
- PAR Processor - HR

Admin Codes to which user will require access (Separate with comma)

Recruit Workflow Roles (Hold CTRL key and click all options that apply)

- Recruit Requester - Admin
- Recruit Approver - Admin
- Recruit 1st Authorizer - Admin
- Recruit 2nd Authorizer - Admin
- Recruit Reviewer - HR
- Recruit Processor - HR

Supplemental Roles for HRSS Help Desk users and Final Authorizers Only (Hold CTRL key and click all options that apply)

- Agency SW Administrator (Sys Admin Only)
- Agency Table Maintenance (Sys Admin Only)
- DFAS Resend User
- EEO (View Only) **Requires EEO Approval
- HE Fix Employee Curr Appt Auth
- HE_AUDIT
- HE_EHRI_Edits_EE_Errors
- HE_POSN_OVERRIDE
- HELP_POC_USER
- Pay Processing Super User-Mant

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	LMS	Classification (HR CARDS)	Content Management System	EBIS	HHS Careers (USAS)	WITS	FHR Navigator	SMART HR	EOPF	Onboarding Manager	E-Verify
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HHS Careers (USAS) Permissions required NIH plus NIH-HR (approval required)

- Help Desk - Tier 1
- HR User
- HR User + Assmt Cntrl
- Office Administrator
- Read Only & Reports

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	LMS	Classification (HR CARDS)	Content Management System	EBIS	HHS Careers (USAS)	WiTS	FHR Navigator	SMART HR	EOPF	Onboarding Manager	E-Verify
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Network Login

WiTS Role(s) (Hold CTRL key and click all options that apply)

- Benefits Assistant
- Benefits Specialist
- Benefits Team Leader
- Branch Chief
- Branch Position Mgmt Reviewer
- CSSED HR Specialist
- CSSED Team Leader
- DE HR Specialist (DE HRS)
- DE Internal Reviewer (DE IR)
- DE Quality Reviewer (DE QR)
- Division Deputy Director

Will this user be a WiTS Super User?

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

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, and indicate whether or not the user will be a WiTS Super User.

Onboarding Manager

Request Information	Capital HR	LMS	Classification (HR CARDS)	Content Management System	EBIS	HHS Careers (USAS)	WiTS	FHR Navigator	SMART HR	EOPF	Onboarding Manager	E-Verify
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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.

FHR Navigator

Request Information	Capital HR	LMS	Classification (HR CARDS)	Content Management System	EBIS	HHS Careers (USAS)	WiTS	FHR Navigator	SMART HR	EOPF	Onboarding Manager	E-Verify
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FHR Navigator Roles/Permissions required (Select one)

- Admin
- Assistant
- Specialist

Note: CSD employees must select "Assistant" as their role.

For FHR Navigator, you will need to select the proper permission for the user depending on the user's role. CSD users must select the Assistant role, Benefits and Payroll Liaison Branch (BPLB) users can select either Assistant or Specialist roles, and Admin permission is for HR SAID employees only.

EOPF

Request Information	Capital HR	LMS	Classification (HR CARDS)	Content Management System	EBIS	HHS Careers (USAS)	WITS	FHR Navigator	SMART HR	EOPF	Onboarding Manager	E-Verify
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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)

- eOPF Transfer
- eOPF User Admin
- eOPF_Purge
- eOPF_Avis
- eOPF Print Folder
- eOPF Batch Print

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

- Default Admin Groups
- eOPF PWD Admin

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.

Classification (HR CARDS)

Request Information	Capital HR	LMS	Classification (HR CARDS)	Content Management System	EBIS	HHS Careers (USAS)	WITS	FHR Navigator	SMART HR	EOPF	Onboarding Manager	E-Verify
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Classification Permissions required (Select one)

- Administrator
- Classifier
- Specialist

For Classification (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	LMS	Classification (HR CARDS)	Content Management System	EBIS	HHS Careers (USAS)	WITS	FHR Navigator	SMART HR	EOPF	Onboarding Manager	E-Verify
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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	LMS	Classification (HR CARDS)	Content Management System	EBIS	HHS Careers (USAS)	WITS	FHR Navigator	SMART HR	EOPF	Onboarding Manager	E-Verify
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E-Verify Roles/Permissions required (Select one)

- 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	E-Verify	LMS	Classification (HR CARDS)	EOPF	Onboarding Manager	Content Management System	FHR Navigator	SMART HR	EBIS	HHS Careers (USAS)	WITS	
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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/staffing/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	SMART HR	Capital HR	E-Verify	LMS	Classification (HR CARDS)	EOPF	Onboarding Manager	EBIS	FHR Navigator	HHS Careers (USAS)	WITS	
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Core Roles*

CSD
Global User

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

NIH Awards Activity Dashboard
Exit Survey Reports
HRSS Survey Reports (Limited to OHR HR SAID Personnel)
PMPAP Data Call

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.

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.