Submitting HR Systems Access Requests
(non-HR users)

User access to HR systems such as Capital HR, LMS, SMART HR and WiTS is managed by the HR Systems Support (HRSS) Team within the HR Systems, Analytics and Information Division (HR SAID). Requests for new/modified/removed access to HR systems are submitted via the online HRSA form on the OHR website: **https://intrahr.od.nih.gov/wits/index.htm**

Accessing the HRSA Form

From the HR Requests Page, click on "**Initiate New Request**" and select *Need Access?*:

Completing the HRSA Form

On the *Request Information* tab, you will need to complete information about yourself (the "requestor") and some general information about the user, the supervisor, the IC approver, and the request:

HR Systems Access Request
for use by Non-HR Staff

Request Information

* Required Fields

HR/Non-HR Employee	Non-HR Employee	Activity Name	Initiate Request
Ticket #		Date Initiated	12/04/2014 10:37 PM
Status	Pending	Priority Code*	Moderate
Requestor's Name* *(NED Lookup)*	Samantha Lubel	Requestor's Email (For multiple address, separate with semi-colon)*	lubelsl@mail.nih.gov
Requestor's Phone # (No Dashes)		Requestor's Organization*	IC User
Request Type*	New System Access — Help	Date Access/Modification/Deletion to Take Effect (mm/dd/yyyy)*	
Employee Type	Government	Requestor's IC*	
Supervisor's First Name*:	Terrye	Supervisor's Last Name*: *(NED Lookup)*	Verge
Supervisor's Email Address*:	verget@mail.nih.gov	Supervisor's Telephone Number:	3015941461
IC Approver's First Name*: *(Don't know Who Your IC Approver Is)*	Tracy	IC Approver's Last Name*: *(NED Lookup)*	Gregg
IC Approver's Email Address*:	greggte@mail.nih.gov	IC Approver's Telephone Number:	3014516812
Access Not To Exceed Date (mm/dd/yyyy)			
Does the person who requires access have an Access Disclosure form on file?			

In the next section, select each system that the user will need access to/modification of/deletion from by clicking the checkbox next to each. Only Capital HR, LMS, SMART HR and WiTS are available systems for non-HR users.

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)   ☐ LMS   ☐ 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.

In the last section of the tab, use the "Select" button to complete the information for the user for whom you are requesting access.

User Profile (Use the [Select] to search by the user's last name and auto-populate the fields below from NED.)

First Name*	Samantha	Middle Initial	L
Last Name*	Lubel	NIH Badge ID (No Dashes)*	
Birth Month	June	Birth Day	4
Position Title	Intern (hr specialist)	Building/Room # (e.g., EPS/100)>	2115EJ 6000
Email Address*	lubelsl@mail.nih.gov	Phone # (No Dashes)	3015948242
Organization*	Talent Management and Workflow Systems Br	Organization Initials*	TMWSB
IC*	OD - OHR	Administrative (SAC) Code: *	HNAM425
Will user require assistive technology (Sec. 508)?	No	If applicable, Please specify whose access to model after (Must be existing user)	
Comments			

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

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

Note: 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 list the effective date in the comments section.

Capital HR

Request Information	**Capital HR**

Core Roles   [▾]

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

> PAR Requester - Admin
> PAR Approver - Admin
> PAR 1st Authorizer - Admin
> PAR 2nd Authorizer - Admin

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

> Recruit Requester - Admin
> Recruit Approver - Admin
> Recruit 1st Authorizer - Admin
> Recruit 2nd Authorizer - Admin

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

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

For Capital HR, 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 and roles 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

WiTS

Request Information	**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 https://intrahr.od.nih.gov/hrsystems/staffing/wits/documents/IC_WiTS_Roles_and_Permissions.pdf for more information about profiles and permissions.

IC Data Access*

(Select the IC Data that the user will need to access.)

> CC
> CIT
> CSR
> FIC
> NCATS
> NCCAM
> NCI
> NCRR
> NEI

Web Viewer Access*

(Select the online access that the user will need.)

> Time to Hire Dashboard Viewer
> Web Report Viewer
> N/A

Web Request Access*

(Select the Web Request access that the user will need.)

> HR Request Initiator (Senior Level Pay)
> N/A

For WiTS, enter the user's network login (the user name used to login in the morning; for example, "smithj"), select the IC Data Access, Web Viewer Access, and/or Web Request Access that the user will need.

LMS

Request Information	**LMS**

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, identify the role (s) that the user will need based on the Administrative Training completed. If this is a modification, list all the roles that the user needs access to (not just what will be changing). Note: LMS administrator role(s) can only be granted if the corresponding training has been completed.

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

SMART HR

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. You will also need to indicate whether the user is an EEO Specialist.

To view the definitions and functions of all SMART HR access, functions and roles, click the link provided on the tab.
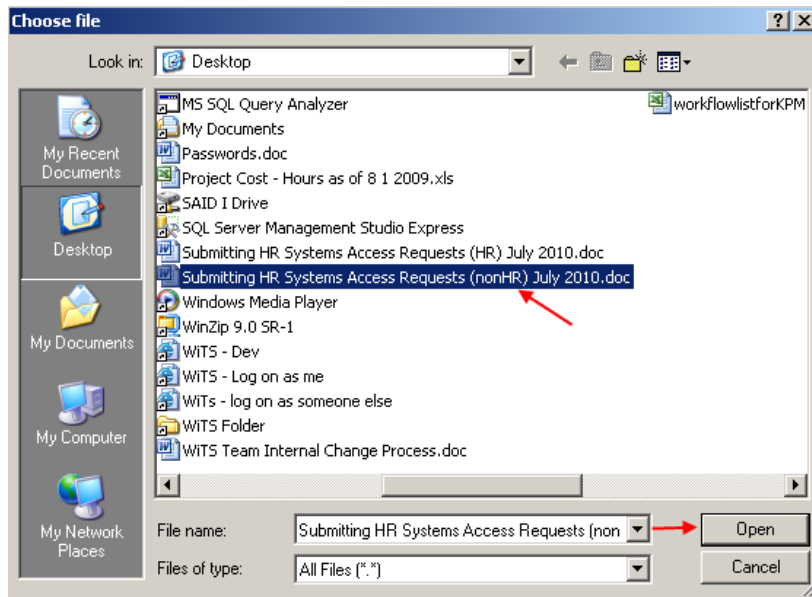
Attaching Documents to Your Request

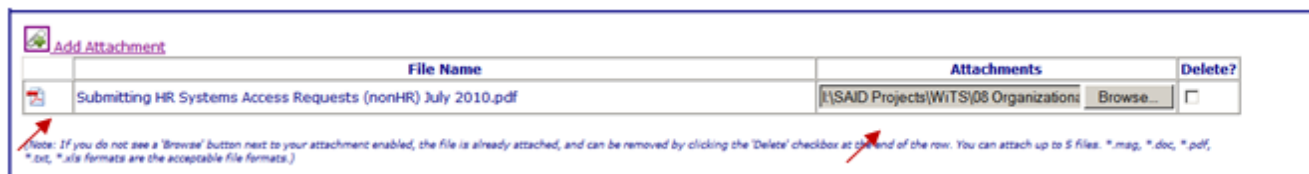You can attach any necessary documents to your request by using "Add Attachment" icon at the bottom of the page:

After clicking the attachment icon, click the "Browse" button and select the file you would like to attach:

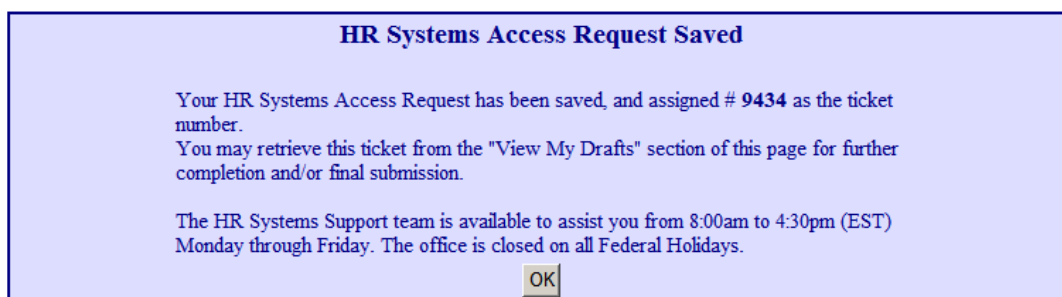The name of your attached document and its path will appear.

Saving / Submitting Your HRSA Request

At any time during this process, you may click the *Save Request* button to save the information for submission at a later date.

After you save, you will receive a pop-up notice confirming that the form has been saved and stating the WiTS transaction number.

HR Systems Access Request Saved

Your HR Systems Access Request has been saved, and assigned # **9434** as the ticket number.
You may retrieve this ticket from the "View My Drafts" section of this page for further completion and/or final submission.

The HR Systems Support team is available to assist you from 8:00am to 4:30pm (EST) Monday through Friday. The office is closed on all Federal Holidays.

OK

When you are ready to send your information to the HR Systems Support Team, you may submit your request by clicking the *Submit Request* button.

Save Request	Submit Request

After the request has been submitted, you will receive a pop-up notice confirming that your request was sent and stating the WiTS transaction number. You should reference this number when contacting HR Systems Support.

HR Systems Access Request Submitted

Thank you for submitting an HR Systems Access Request. Your request has been assigned # **9430.** as the ticket number. Please reference this ticket number with any inquires.
Please note: you may confirm your submission and track the status of your request from the "View Submitted Requests" section of this page.

The HR Systems Support Team is available to assist you from 8:00a to 4:30p (EST), Monday thorugh Friday. The office is closed on all Federal holidays.

OK

Reviewing Your Submissions and Drafts

You may return to the page to view your draft forms as well as requests that you have submitted by clicking either "View My Drafts" or "View Submitted Requests."

Forms | HR Community | HR Professionals Community | HR Requests | HR Systems Support |

Helpful Links

IC Access to WiTS Reports (Access Required)

IC Access to WiTS Time to Hire Dashboard (Access Required)

Human Resources Requests

Welcome: Terrye Verge

Initiate New Request	View My Drafts	View Submitted Requests

View My Drafts

By clicking on View My Drafts, you will be able to view a list of requests that you have initiated but have not yet submitted.

You may click on Modify to open the draft, update it and either save it again or submit it. You can also export this list to Excel or Word by clicking the Excel or Word icons. You can also delete your drafts here.

View Submitted Requests

By clicking on View Submitted Requests, you will be able to view a list of requests that you have submitted.

You can export this list to Excel or Word by clicking the Excel or Word icons. After you have submitted a request, you will not be able to edit it.

Next Steps – After Your Request Has Been Submitted

You will be contacted via email throughout the process if more information is needed and/or the Access Disclosure Form needs your signature. Note: If you do not have an Access Disclosure Form on file with HRSS, you will have 10 days to submit it.

Subject: System Access Tentatively Granted - Terrye Verge

HR systems access has been tentatively granted to Terrye Verge for the following systems: WiTS. If an Access Disclosure form was not submitted with your request or in the past, you can download it from the HRSS Community on the NIH Portal at: http://hr.od.nih.gov/hrintranet/newaccounts.htm. Please complete and submit the completed form(s) to HR Systems Support (HRSS), at EPS, Suite 100.

Contractors
If you are a contractor, you must also download and complete the Contractor Access Agreement at: : https://intrahr.od.nih.gov/hrsystems/newaccounts.htm.

If the above forms are not received after 10 days, your tentative access will be de-activated. To re-activate your user access, a new request must be submitted.

Your supervisor and/or IC Executive Officer may also be contacted to authorize the access, if needed, if their authorization was not submitted with the initial request.

Subject: Approval Requested - HR Systems Access for Terrye Verge

The HR Systems Support Team has received a request for new or modified HR system access for Terrye Verge in the OD for the following system(s):

WiTS

　　Role(s) requested:

　　WiTS Roles: HR Request Initiator (IC staff only), Web Report Viewer (IC staff only)

To approve this request, please reply to this email stating that you authorize us to grant this access. You may also send an email directly to HRSystemsSupport@od.nih.gov.

Please note: Only the Executive Officer (EO) or an EO-designated approver may authorize this access.

If you have received this email in error, please notify HR Systems Support by replying to this email.
Thank you.

You will also receive an email confirmation when the access you requested has been granted.

Subject: Final System Access Granted - Terrye Verge

All required access documentation has been received by HR Systems Support, therefore final access has been granted to Terrye Verge for the following system(s): WiTS.

Last updated: 12.4.2014