Audience: Campuses/Institutions

Obtaining HRS Author Roles Process

1. **Campus BI Support contacts (via email) UW Service Center Support**
   - Provides users names, NetIDs, and email addresses
   - Provides users supervisor’s name and contact information
   - The person completing this request: Include your name (the Campus BI Support contact name) and contact information
   - Requests role(s) for access to subject areas (list both the user-friendly name and the actual entitlement name)
     - HRS OBIEE Author Workforce (UW_SSC_OBIEE_AUTHOR_WORKFORCE)
     - HRS OBIEE Author Payroll (UW_SSC_PY_OBIEE_AUTHOR)
     - HRS OBIEE Author Benefits (UW_SSC_BN_OBIEE_AUTHOR)

   *Campus BI Support contacts: [https://www.wisconsin.edu/bi/uwbi-support/](https://www.wisconsin.edu/bi/uwbi-support/)*

   *UW Service Center Support contacts: [https://kb.wisc.edu/hrs/page.php?id=17960](https://kb.wisc.edu/hrs/page.php?id=17960)*

2. **UW Service Center acts on request and notifies user**

3. **User**
   1. Completes OIM compliance agreement *(required)*
   2. After approval by campus custodian, is provided access to HRS subject areas
   3. Completes security training within 30 days (if not already completed) *(required)*
   4. Attends Author training, including HRS subject area within 30 days *(required)*