

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 (listed are both the user-friendly names and the actual entitlement names):
 - 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/>

UW Service Center Support contacts: <https://kb.wisc.edu/hrs/page.php?id=17960>

*[Campus BI Support](#) completes this form and submits it to the UWSC: [HRS Author Role Request Form for Campus BI Support Only](#)

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*)