

# **New Employee and WatIAM**

Who can do What

# Regular on-going hires:

- Departments/Faculty works with the staff relations coordinator within HR for new hires; once an offer has been accepted, it should take 2 -3 business days for HR to update their system. Once this information is in HRMS an automatic process passes the information to our WatIAM system.
- Once that userid is known, computer accounts, permissions for access and business cards can be created.
- All this can be done well before the new employee arrives on campus for their first day. Following this process will help eliminate duplicate userids - one created by department admins/faculty admins (manually created) and one created by HR (automatic process).

# Contract hires:

- Departments/Faculty can hire a contract employee, but the HR staff relations co-ordinator must sign off on these as well. The department must provide all information for the new hire including “date of birth” and Gender; the staff relations co-ordinator will pass this on to the payroll/benefits assistant for entry. Depending on what time of the month this information is received, it may take time to get this information into HRMS (payroll takes priority midmonth).

# Co-op Students:

- Since on campus students are in the WatIAM system already, moving them to the correct OU a day or two before their start date is all that needs to happen.