

NEW HIRE INFORMATION

Welcome to the University of Waterloo!

We're excited you have chosen to work here, and we look forward to you starting with our team. As a Waterloo employee, you're a fundamental part of what makes our institution unique. Together we bring bold ideas and brilliant minds together to make a positive, global impact. To ensure a smooth start at Waterloo, **please complete the following no later than your first day of work**:

1. Complete the onboarding process

Complete the onboarding process to ensure that pay is issued through direct deposit. **If these steps are not submitted, pay *cannot* be processed.** Using your WatIAM credentials, log in to Workday (<https://uwaterloo.ca/workday/>) to complete the onboarding items in your inbox.

***Note:** First time employees will need to access the University of Waterloo Human Resource System: **Workday** to complete onboarding. You will receive **a personalized time sensitive e-mail** titled "Invitation Email" from the university of waterloo (watiam@uwaterloo.ca). A sample of this email can be found on the back of this information sheet. Follow the instructions in the e-mail to activate your Waterloo WatIAM credentials and access Workday.*

2. Set up direct deposit (3 step process) to receive payment for work completed

- a. **Edit Government ID's:** provide your Social Insurance Number or International Tax Number which is required by legislation in order to be paid
- b. **Enter contact information:** provide your address and contact information required
- c. **Manage pay elections:** provide your banking information to receive direct deposit payment for your earnings

3. Complete tax forms (1 step process)

Complete withholding elections: provide your Provincial and Federal income tax elections to ensure the taxes withheld from your payments reflects your personal situation.

4. Update employee profile (3 step process)

- a. **Change Emergency Contacts:** provide a contact for emergency reasons
- b. **Complete Self-Identification:** (optional) provide information regarding Employment Equity data.
- c. **Edit passports and visa:** this step is required only if work/study permit information is required. The step will be triggered by a temporary SIN number.

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5. Benefit enrollment (eligible employees only)

This step is **required** for employees eligible for the University of Waterloo benefit plan to indicate eligible dependent(s) and name beneficiaries.

6. Mandatory training

All university of waterloo employees are required to complete mandatory training. Using your WatiAM credentials, log in to LEARN (<https://uwaterloo.ca/learn-help/>), register and complete all training.



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Sample personalized time sensitive e-mail titled "Invitation Email"

The following is a sample of the email new hires receive from the University of Waterloo to initiate onboarding steps.

From: watiam@uwaterloo.ca

Subject: **Invitation Email**

Welcome to the University of Waterloo!

You are now part of an institution that is at the forefront of innovation, and home to world-changing research and inspired teaching. The success of our programs, research, and students hinges on our employees.

A record has been created for you in the Human Resources system as part of the _____ department. You will start to receive notifications about actions that you need to take in Workday in a "Daily Digest." Workday is the system where your pay and benefits are processed and these actions must be completed to receive your pay.

In order to access any University of Waterloo system, including Workday, you need to set-up your Campus ID. To set-up your Campus ID, please click on the appropriate link below:

I have an existing campus userID (student, alumni, visitor, or former employee): _____

OR

I do not have an existing campus user ID: _____

Please note, this invitation will expire by: _____

Once you have your WatIAM user ID, you must enrol in the University's two-factor authentication (2FA) service, powered by Duo. Enrol using the Duo Mobile App for the most secure and convenient 2FA experience. Copy and paste the following link into your browser to enrol:

<https://uwaterloo.ca/2fa/#enrol>

Next, you must log in to Workday with your WatIAM credentials (userID@uwaterloo.ca and password) to provide your personal information (e.g. address), banking account information, and social insurance number (SIN), which is required to receive payment and the appropriate benefit coverages, if applicable.

Copy and paste the following link into your browser to log in to Workday:

<https://wd3.myworkday.com/uwaterloo/d/home.html>

Thank you,
Information Systems & Technology (IST)
University of Waterloo

Please contact the IST Service Desk at 519-888-4567 ext. 84357, or helpdesk@uwaterloo.ca for assistance.

At any time, should you require any assistance, please contact hrhelp@uwaterloo.ca or call 519 888 4567 ext. 45935.

