Direct Hire Notifications and Tasks

(Grey notifications are the same whether Employee is hired through Recruitment or Direct Hire)

Department Initiates/Completes Direct Hire BP

New EE gets email from IT to Create/Reset CWL Account

New EE receives email from WD regarding Employment Agreement

Initiator is routed Onboarding Setup Task in WD to Complete

New EE gets notification there are onboarding tasks waiting for them

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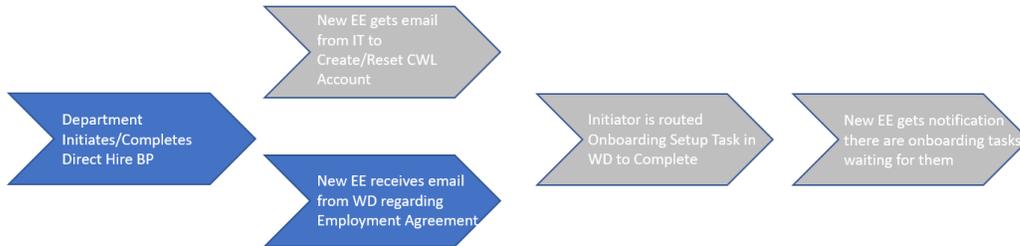
Email #1 from IT – Reset CWL

Sent if rehire who already has Employee ID and CWL
Sent through UBC IT (automatic process)

Subject: Welcome to UBC
From: iam.no_reply@ubc.ca
Notification Message:

> Hello (name):
>
> Welcome to UBC.
>
> You have been granted access to the following services:
>
>   - Enterprise Active Directory
>   - Enterprise LDAP
>   - Home Drive (Home Drive Storage Service)
>   + Other services applicable to your role
>
> Here are the details of your CWL account:
>
>   CWL Login Name is:
>
>
> If you have received this email in error or have any questions, please contact UBC IT Help Desk.
>
> Please do not reply to this message as it is sent from an unmonitored mailbox.
>
> Regards,
>
> Alistair Sutherland
> Manager, Identity and Access Management
> Information Technology | Engage. Envision. Enable.
> The University of British Columbia

Commented [ML1]:

Email #1 from IT - Create New CWL

Sent if new Employee ID is created as part of the hire
Sent through UBC IT (automatic process)

Subject: CWL Activation email
From: iam.no_reply@ubc.ca
Notification Message:

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iam.no_reply@ubc.ca   Wed, 15 Sept 2021, 08:27   ☆   ↩   ⋮
to me ▼

Dear ██████████████

You are receiving this email because you have an employment affiliation with the University of British Columbia and require a Campus Wide Login (CWL). Your CWL ID has been created, please click here   https://activate.id.ubc.ca/iamweb/activation/setDateOfBirth.xhtml?vc=MTYzMTcxNzgzMzI2Mg@@RfiPOj1OBLLD1S0aAx0M to activate it. You have 72 hours to activate your account using this link.

If you already have a Campus Wide Login (CWL), please do not complete the activation process. Please contact the IT Service Centre at IT Service Centre at: http://it.ubc.ca/helpdesk with the following information: existing CWL, new CWL listed in this email and your Employee ID.

Your CWL login name: ██████████

Note: Your CWL Login Name is considered public information. See CWL Terms of Service for more information. https://it.ubc.ca/services/accounts-passwords/campus-wide-login-cwl/terms-service .

CWL gives you access to your UBC email and other UBC online services, such as free anti-virus software, UBC wireless, Faculty and Staff Self-Service Portal, and Virtual Private Network (VPN).

If you are having difficulties activating your CWL Account, then please contact the IT Service Centre at: http://it.ubc.ca/helpdesk . This message comes from an unmonitored mailbox. Please do not reply to this message.

Email #2 from IT

Subject: Your new FASmail has been created
From: iam.no_reply@ubc.ca

Notification Message:

Dear (Name),

You are receiving this email because you have been assigned a **UBC Faculty & Staff Email (FASmail)** account, associated with Campus Wide Login (CWL): xxxxx
Your FASmail address is xxxx@mail.ubc.ca

- **What is FASmail?**
    FASmail is the business email account to use for official work at UBC.
- **Why should I use it?**
    Using FASmail helps to secure confidential and personal information for both you and the University.
- **How will others at UBC know to contact me at this address?**
    Your FASmail email address is listed as your business email address in HRMS and this address is used by UBC broadcast email, published in the Global Address Book of FASmail, and is available to all FASmail users for lookup.
    Some users are also entitled to a department-specific email address for the duration of their appointment with that unit. Please contact your supervisor for more details.
- **Can I change the alias for this new address?**
    Yes. To setup your @ubc.ca email alias, please visit https://www.myaccount.ubc.ca/myAccount/
- **Can I forward my FASmail address to another email account?**
    Yes. Forwarding your FASmail to an approved business account can also be setup by visiting https://www.myaccount.ubc.ca/myAccount/ Please note: Automatically forwarding or redirecting UBC email accounts to outside service provider accounts is only acceptable for UBC faculty and staff members who have appointments at other institutions and have difficulty managing multiple work email accounts. For security and privacy reasons, forwarding a FASmail address to private email accounts, such as Gmail or Hotmail accounts, is prohibited. For a detailed description of this guideline please click here.

Need more information?

  - You can login to your account online at https://www.mail.ubc.ca/ using your CWL. If unable to login, please go to https://www.myaccount.ubc.ca/myAccount/ and reset your password in order to gain access to FASmail.
  - If you are having difficulties with your FASmail account, please contact the IT Service Centre at http://it.ubc.ca/helpdesk or your local IT support team.

This message comes from an unmonitored mailbox. Please do not reply to this message.

Email from Workday to Notify new hire/rehire of Employment Agreement awaiting action

Subject: Welcome to UBC!

Message:

Hello (Name)

To access Workday and accept your Employment Agreement, copy 'myworkday.ubc.ca' into your internet browser. You must have your CWL credentials to log in to Workday, and once you are in, your Employment Agreement and onboarding tasks will appear in your Workday inbox.

If you do not already have your CWL credentials, you will receive an email from UBCIT with your log in information within 48 hours.

UBC philosophy is to minimize clickable links in e-mails. Accordingly, most Workday communications that you receive will NOT have clickable links. Please bookmark the Workday login page in your browser to go directly there in future. Thank you for helping to keep UBC secure.

We look forward to you joining our team.

Email from Workday notifying the new employee they have onboarding tasks to complete

Subject: Start your onboarding with UBC

Message

To access Workday and start your onboarding process, copy 'myworkday.ubc.ca' into your internet browser. You must have your CWL credentials to log in to Workday, and once you are in, your onboarding tasks will appear in your Workday inbox.

UBC philosophy is to minimize clickable links in e-mails. Accordingly, most Workday communications that you receive will NOT have clickable links. Please bookmark the Workday login page in your browser to go directly there in future. Thank you for helping to keep UBC secure.