

HRMS User Name Change Process

Prerequisite: HRMS Security requires the Employee Name change be completed on the HR Master record prior to submitting an employee name change. If an HRMS/BI professional user is also changing their e-mail address or agency\domain, this information should be included in the request.

Employee or Agency:

1. Contact WaTech Support Center via phone 360.407.9100 or e-mail Support@WaTech.wa.gov.
2. Employee/Agency provides personnel number, contact information, old name and new name.

WaTech Support Center:

3. Creates a ticket for HRMS Security Team.

WaTech HRMS Security Team:

4. Verifies the employee name is changed on the HR master record.
 - a. The name change on the employee's user accounts will not be completed if the name is not changed on HR master record. The employee will be referred back to the agency HR office.
5. Gets additional information, if needed, for professional account.
 - a. New e-mail LDAP or UME Portal account needed?
 - b. Change to Agency\Domain for SNC (Single Sign-on)?
 - c. If Agency\Domain or LDAP account has not yet been created, the professional user will be referred back to agency IT and no professional user account changes will be made
6. Completes the request.
7. Notifies the employee with resolution or refers the employee back to agency HR or IT.

Revision History:

Date	Changed by	Description of Change & Reason
09/14/2010	HRMS Security	Finalized documentation. Uploaded to the Focus Team webpage
09/20/2010	Julia C. Washburn	Added revision history table.
06/22/2012	Julia C. Washburn	Added Service Center verification for phone requests. Replaced all instance of DOP to DES.
09/10/2015	Vivian Nelson	Changed DES to WaTech
12/05/2016	Kammy Haddon	Updated to Support Center and minor wording updates