New Hire Work Center

SELF SERVICE QUICK REFERENCE GUIDE

University Services Building, Rm. 401
LAST UPDATE: JULY 22, 2016
1. **CREATE YOUR NETID (IF APPLICABLE)**

   1. To create a NetID, navigate to: [https://netid.arizona.edu](https://netid.arizona.edu)
      - Note: For detailed instructions on creating a NetID, [click here](https://netid.arizona.edu)

2. **NAVIGATE TO UACCESS EMPLOYEE**

   1. Navigate to UAccess Employee at: [https://UAccess.arizona.edu](https://UAccess.arizona.edu)
   2. Enter NetID and password
      - Note: If you need assistance resetting your password, contact the 24/7 IT Support Center at (520) 626-TECH (8324).

3. **COMPLETE UACCESS EMPLOYEE NEW HIRE WORK CENTER ACTIVITIES**

   Once you have logged into UAccess Employee, you will be brought to the UA New Employee Homepage.

   1. Click on the New Employee Activities tile

   ![UAccess Employee](image)

   2. Make sure your Web browser pop-up blocker is turned off – [click here](https://UAccess.arizona.edu) for additional information
   3. Complete all the items checked as **Required** in the order presented on the screen below
4. Click on the refresh icon to confirm the successful completion of Required New Hire activities

5. If the boxes in the Done column for all Required activities are all checked—then you are ready to Sign Out
Congratulations! Your new hire activities are now complete.

For detailed step-by-step instructions on how to complete your New Employee Work Center activities click here.

4. QUESTIONS???

If you have questions or would like assistance with the New Employee Work Center process, contact Workforce Systems at The University of Arizona – Self Service or by phone at (520)621-3664.
5. REVISION HISTORY

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Change Control Log

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<th>Date</th>
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<td>Initial Draft</td>
<td>PRis Cantu</td>
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