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1. GUIDE OVERVIEW

This guide outlines instructions for reviewing and completing New Hire Work Center Activities through UAaccess Employee.

2. EMAILS

Two (2) or three (3) separate emails are sent to your personal email address to establish your Employee relationship with the University of Arizona.

2.1 INDIVIDUALS NEW TO THE UNIVERSITY

Employees who have not previously held a job or a designated campus colleague relationship will receive emails 1 – 3 below.

-----------------------------------------------

EMAIL ONE

The first email with the subject line *Action Required* University of Arizona Self Service provides your EmplID which will be used with your single-use Pin (email two) to create your UA NetID.

![Email Example]

-----------------------------------------------

EMAIL TWO

The second email with the subject line *Action Required* University of Arizona Self Service provides your single-use Pin which will be used with your EmplID (email one) to create your UA NetID.
The third (3) email contains a direct link to the UAccess Employee system where you will complete and submit online documents after your UA NetID is created.

2.2 INDIVIDUALS WITH PREVIOUSLY ASSIGNED NETID
**EMAIL ONE**

The email with the subject line *Action Required* University of Arizona Self Service provides a link to UAccess Employee which may be used along with your NetID and password to access your New Hire Work Center.

```
Email #1 Text:
Dear John Doe,

Welcome to the University of Arizona! This is the first of two separate emails necessary to establish your current relationship with the University.

Our records indicate that you were previously assigned the following University Netid:

Your UA NetID and password provide a gateway to University services and resources, and are necessary for completing Self Service activities.

NEED HELP RESETTING YOUR PASSWORD??
Contact the UITS 24/7 IT Support Center at 520-626-8324 or support@email.arizona.edu.

COMPLETE SELF SERVICE ACTIVITIES
Follow instructions included in the second email to finalize your affiliation with the University.
```

**EMAIL TWO**

The second email contains a direct link to the UAccess Employee system where you will complete and submit online documents.

```
Email #3 Text:
Dear John Doe,

Welcome to the University of Arizona! This is the last of three separate emails necessary to establish your relationship with the University. It contains information and instructions for completing online New Employee Work Center activities required to finalize your official employment status.

***You must complete the online New Employee Work Center activities before your official start date***

COMPLETE REQUIRED WORK CENTER TASKS AND ACTIVITIES
- Click on the following link: http://
- Enter your UA NetID (username) and password
- Complete and submit all required New Employee Work Center activities

NEED ASSISTANCE???
NetID, password and New Employee Work Center activity question(s) – Contact Systems Control by replying to this message
University of Arizona affiliation question(s) - Contact your department business office representative
Online Help - New Hire Work Center Reference Guide
```

### 3. CREATING YOUR NETID

To create a NetID if you haven’t already done so, navigate to [https://netid.arizona.edu/](https://netid.arizona.edu/)
Detailed instructions are located at: http://uits.arizona.edu/sites/default/files/NetIDcreationV2.pdf

4. COMPLETING SELF SERVICE ACTIVITIES

Please complete the Self Service activities in the order presented below.

4.1 POPUP BLOCKER

The web browser pop-up blocker must be turned off in order to view documents—click here for additional information.

4.2 UACCESS EMPLOYEE - LOGIN

The navigating to the UAccess Employee link from the welcome emails will activate the login authentication window.

1. Enter your NetID and password

![UA NetID WebAuth](Image)

4.3 UACCESS EMPLOYEE – UA NEW EMPLOYEE HOMEPAGE

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
2. The New Hire Work Center will display a list of Pending Hire Activities. Tasks with a checkmark in the Required box must be completed, submitted and/or accepted in order for your New Hire relationship with the University to be officially recorded in the UAccess Employee system.

4.4 UPDATE PERSONAL INFORMATION

The Personal Information task is required before proceeding to the I9 step.

1. Click on the ‘Update Personal Information’ link in the Pending Hire Activities menu
**PERSONAL DATA**

1. Verify citizenship status  
   a. Modify if incorrectly displayed  
2. Enter Social Security Number  
   a. This may exclude individuals with a non-resident immigration status. If you’re a non-resident and have not received a copy of your Social Security Card, select Applied for SSN  
3. Confirm the personal email is accurate  
   a. Modify if incorrectly displayed
CONTACT INFORMATION

The Contact section allows you to add a Home and Out of State Business Address along with phone numbers.

Out of State Business Address

This address type is specifically used for capturing out of state business addresses for employees performing work at locations outside the State of Arizona.

1. Click on Yes if you are working outside the State of Arizona

   ![Contact Information](image)

   - Will you be working out of state? [Yes] [No]
   - Address type: Out of State Business
   - Address Line 1
   - Address Line 2
   - City
   - State
   - Postal Code

Home Address

1. Click on the ‘Edit Address’ link

   ![Contact Information](image)

   - Address type: Home
   - Country: United States
   - Change Country

2. Click on the ‘Change Country’ link and select the appropriate country if you reside outside the United States

3. Enter your home address

   Note: The form cannot be saved unless this section has been completed

Phone Number

1. Select the Phone Type

2. Enter your 10-digit phone number using the following format (XXX)XXX-XXXX

   Note: Click on the + sign to add more than one phone type (ex. Mobile, Home)

   ![Phone Numbers](image)

ADDITIONAL INFORMATION

1. Complete all questions in the additional information section.
SAVE THE PERSONAL INFORMATION SECTION

1. Read the Acknowledgement section
2. Click the Save button

3. The Personal Information task will continue to appear on the right side of the screen
   a. The refresh button on the upper right hand corner of the New Employee Work Center frame may be clicked to update the ‘Done’ flags to reflect tasks that have been completed
4.5 FORM I-9

The Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. Full instructions on how to complete the I-9 are available at: https://www.uscis.gov/sites/default/files/files/form/i-9instr.pdf

To access your Form I-9, click on the 'Submit I-9' link in the Pending Hire Activities menu

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ENTERING EMPLOYEE INFORMATION

Employees must provide the following information, if applicable:

1. **Last Name** – Enter your full legal last name. Your last name is defined as your family name or surname.
2. **First Name** – Enter your full legal first name. Your first name is defined as your given name.
3. **Middle Initial** – Your middle initial is defined as the first letter of your second given name, or the first letter of your middle name, if any.
4. **Other Last Names Used** – Provide all other last names used, if any (e.g., maiden name).
5. **Address** – Enter the street name and number of the current address of your residence.
6. **Apt. Number** – Enter the number(s) or letter(s) that identify(ies) your apartment.
7. **City or Town** – Enter the city, town, or village of your current residence.
8. **State** – From the drop-down field, select the abbreviation of your current state or territory.
9. **Zip Code** – Enter the 5-digit ZIP code of your current residence.
10. **Date of Birth** – Enter, or select, your date of birth in the following format: mm/dd/yyyy
11. **U.S. Social Security Number** – Enter your 9-digit Social Security number. If you have applied for, but have not yet received a Social Security number, leave this field blank.

Employees may optionally choose to provide the following information:

12. **Employee’s Email Address**
13. **Employee’s Phone Number**

---

**ATTesting to your citizenship or immigration status**

All employees must attest, under penalty of perjury, to their citizenship or immigration status by checking one of the following four boxes provided on the form.

*Note: Icons will provide additional information to help clarify available selections*
After completing Section 1, select the appropriate drop-down menu item to represent your electronic signature.

- **Minor Under Age 18** – If the employee is a minor (individual under 18) who cannot present an identity document, the employee’s parent or legal guardian can complete Section 1 for the employee and select this option in the signature field.

- **Special Placement** – If the employee is a person with a disability (who is placed in employment by a nonprofit organization, association or as part of a rehabilitation program) who cannot present an identity document, the employee’s parent, legal guardian or a representative of the nonprofit organization, association or rehabilitation program can complete Section 1 for the employee and select this option in the signature field.

Note: By signing this form, you attest under penalty of perjury (28 U.S.C. §1746) that the information you provided; the citizenship or immigration status you selected; and all information and documentation you provide to your employer, is complete, true and correct, and you are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly or willfully making false statements or using false documentation when completing this form.

**Preparer and/or Translator Certification**

If one or more preparer and/or translators assist the employee in completing the form, the preparer and/or translator must check the box marked “A preparer(s) and/or translator(s) assisted the employee in completing Section 1”, then select the number of applicable preparers and/or translators from the drop-down list. Each preparer and/or translator must then complete all seven fields in the Certification area.
**REHIRE FORM I-9 SUBMISSION**

If an employee has previously submitted an electronic Form I-9, they will need to submit a new Form I-9 as a rehire. The employee will be presented with a Select button to open a new Form I-9.

**SUBMISSION AND CONFIRMATION**

Once all applicable data has been entered, submit your completed Form I-9 by selecting the ‘Submit’ button at the bottom of your page.

Upon submission you will receive the following message, informing you of our automated review process. To validate your responses and submit your I-9 Form, select ‘Yes’.
Once your entries have been validated, you will receive the following message which confirms that your Form I-9 was successfully submitted to the University.

4.6 BACKGROUND CONSENT

The ‘Background Consent’ link appears on the New Hire Work Center, and is omitted for Graduate Assistant/Associate and Student employees whose jobs are not considered security sensitive.

1. Click on the ‘Background Consent’ link
2. Click on the ‘View Consent’ link
   a. The Background Screening Consent form will open in a separate window
   *Note: The Accept button is not activated until the consent form is viewed
3. Carefully review the form

4. Close the window after you have read the information

5. The view will return to the main Background Consent form page

6. Click the Accept button. Acceptance Status will update to Accepted

4.7 BACKGROUND SCREENING CONSENT FORM

The ‘Background Disclosure’ link appears on the Pending Hire Activities menu, and is omitted for Graduate Assistant/Associate and Student employees whose jobs are not considered security sensitive.

1. Click on the ‘Background Disclosure’ link
2. Click on the ‘Complete Disclosure’ link
   Note: Do not click on the ‘View Disclosure Form’ link until after you have completed and saved the Disclosure form (next step).

3. Provide all other names used, if any (including maiden name)

4. To complete the Home Address section, click on the ‘Edit Address’ button
Note: You must provide address history for the last seven (7) years. If you have resided at your current address for less than seven years, you will need to provide your previous address.

![Current Home Address Form](image)

5. Enter Current Driver’s License Information

   Note: You must provide driver’s license information for the last three (3) years.

![Current Driver’s License Form](image)

6. Complete all questions in the Additional Information section.
7. Read the Acknowledgement section and Save

8. The right side of the Work Center will return to the main Background Screening Disclosure Form page. Click on the ‘View Disclosure Form’ link.

9. The Disclosure form will appear in a separate window. Review the completed form.
10. Close the window
11. The main page of the Background Screening Disclosure form will appear. Click on the Submit button.

12. Once submitted, you will have the ability to view and print the signed disclosure form by clicking on the View Signed Disclosure.
4.8 FINGER PRINT NOTICE

The ‘Finger Print Notice’ link will only appear if you are hired in a security sensitive position.

1. Click on the ‘Finger Print Notice’ link

2. Carefully review the information

3. Click on the Acknowledge button

4. Acceptance Status will update to Acknowledged
4.9 **LOYALTY OATH**

The Loyalty Oath is required for all University employees. However, non-residents will not see Loyalty Oath in their list of Work Center Pending Hire Activities.

1. Click on the ‘Loyalty Oath’ link

2. Select the ‘View Loyalty Oath’ link

3. The Loyalty Oath will open in a separate window. Carefully review the form.
   
   *Note: The Accept button is not activated until the Loyalty Oath viewed*
4. Close the window after you have read the information
   a. The view will return to the main Loyalty Oath page
5. Click the Accept button

6. Acceptance status will update to Accepted

**4.10 HEALTH INSURANCE NOTICE**

When parts of the health care reform law (the Affordable Care Act or ACA) took effect, new ways to buy health insurance were introduced. This notice provides some basic information about new Marketplace and employment-based health coverage offered by your employer.

1. Click on ‘Health Insurance Notice’ link
2. Select the ‘View Health Insurance Notice’ link

3. The Health Insurance Notice will open in a separate window

*Note: The Accept button is not activated until the Health Insurance Notice viewed*
4. Close the window after you have read the information  
   a. The view will return to the main Health Insurance Notice page  
5. Click the Accept button  

6. The Acceptance status will update to Accepted  

### 4.11 EMERGENCY CONTACTS  
Completing the Emergency Contacts is the final step of the required Pending Hire Activities  
1. Click on the ‘Update Emergency Contacts’ link
2. Click on the Add an Emergency Contact button

3. Enter Contact Name and Relationship to Employee
4. If you and your Emergency Contact share the same address and number select the Same as Employee flags. If you and your Emergency Contact do not share an address, select Change Country then click on Edit Address
5. Enter the 10-digit phone number using the following format XXX/XXX-XXXX
   a. You can add additional phone numbers in the Other Telephone Numbers Field using the Add Phone Number button (ex. Home, Mobile)
   b. Select the Phone Type
   c. Enter your 10-digit phone number using the following format XXX/XXX-XXXX
      Note: Click on the Add a Phone Number sign to add more than one phone type
6. Click on the Save button (bottom left side of the page)
7. A Save confirmation will appear

4.12 ETHNICITY (OPTIONAL)

The University of Arizona is subject to certain governmental record keeping and reporting requirements for the administration of civil rights law and regulations. In order to comply with these laws, the University invites employees to voluntarily self-identify their race and ethnicity. To voluntarily respond to the Ethnicity questions:

1. Click on the ‘Ethnicity’ link
2. Review and respond to both questions

   Note: For the federal government’s definitions of race and ethnicity click on the ‘Explain’ link

3. Click on the Save button
4. A Save confirmation will appear

4.13 VETERAN STATUS (OPTIONAL)

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified Protected Veteran category. If you believe you belong to any of the categories of protected veterans listed, indicate by selecting the appropriate option. To voluntarily respond to the Veteran Status questions:

1. Click on Veteran Status

2. Enter your responses to the Self Identification questions

3. Read the Reasonable Accommodation Notice

4. Click on the Save button
5. At time of submission a window will appear asking if you’re ready to submit, click the Ok button

6. A Save confirmation will appear
4.14 DISABILITY STATUS (OPTIONAL)

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way. To voluntarily respond to the Disability Status questions:

1. Select ‘Disability Status’ link

2. Select one of the options in the ‘How do I know I have a disability?’ section
3. **Read the Reasonable Accommodation Notice**

4. **Click on the Submit button**

   **Reasonable Accommodation Notice**

   Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter or using specialized equipment.

   The UA’s Disability Resource Center (DRC) collaborates with campus units to create accessible and inclusive work environments. Disability is an aspect of diversity that is integral to our society and the University of Arizona campus community. If you encounter barriers to access on campus, DRC staff is available to partner with you to find solutions or facilitate reasonable accommodations. For more information, visit [http://drc.arizona.edu](http://drc.arizona.edu) or call (520) 621-3268.

   Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) website at [www.eo.gov](http://www.eo.gov).

   **PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

   ![Submit button](image)

5. **At time of submission a window will appear asking if you’re ready to submit, click the Ok button**

   ![Confirmation message](image)

6. **A Save confirmation will appear**

   ![Submit confirmation](image)

### 4.15 **REFRESH THE NEW EMPLOYEE WORK CENTER**

Click the refresh button on the upper right hand corner of the New Employee Work Center frame to update the ‘Done’ flags to verify all required activities have been completed.
Welcome to the University of Arizona

We hope you find your employment with the University of Arizona enriching and fulfilling. To assist you with a smooth transition, the "New Employee Work Center" provides a list of electronic documents which require your attention on or before your first day of employment.

To begin completing your new hire activities, click on the "New Employee Work Center" activate button.

The tasks listed with a check mark in the "Required" box must be completed, submitted and/or accepted in order for your Pre- or New Hire relationship with the University of Arizona to be officially recorded in the UAccess Employee system.

To ensure all required tasks have been completed, click on the New Employee Work Center reload button to view items that are "Done" before exiting the system.
### 5. REVISION HISTORY

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#### Change Control Log

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