

QUICK TIPS

College Approvers

Fiscal NOAs/NORs Ready for Distribution

- NOAs/NORs should be generated for Fiscal employees *only* at this time.
 - Click on the “Contract Length” drop down menu on the “Select Employees” page and select the “Fiscal” option (see screen shot below).
- You will receive another email notification when “Academic” contracts are available for generation and distribution.

Generate “FISCAL” contracts....



NOAs/NORs for Individuals Provisioned as HR Department Approvers

- Use the “Employee” option to Administer Contracts for HR Department Approvers
 - Do not use the “HR Dept or College” option to generate the contract for a designated HR Department Approvers.



- Click on the “send the email notification” button when generating contracts for individuals designated as NOA/NOR *department approvers* within your college/division
 - If the “Submit to HR Department Approver” option is selected, the department approvers will have the ability to send their own email notifications.

Manage Contracts

Trans Nbr 378376 Contract Status Pending [View All Contracts](#)

View Contract	Send	Withdraw	Empl ID	Last Name	First Name
1 View Contract	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12345678	Carter	Scott

Contract List Comments (2000 Char)

Daily Contracts Appearing in Pagelet

The “Daily Contracts” link appears automatically as employee records are updated in UAccess Employee; however, the pagelet is not available now through July 7, 2013. College/Division representatives are able to generate contracts by directly accessing the MSS “Administer Contracts” option. If the college/division contract generation/distribution is not complete by July 7, 2013:

- Please *temporarily* ignore the “Daily Contracts” link until after you have released the mass distribution of “fiscal” contracts. Employee names appearing on the “Daily Contracts” list will disappear automatically when you “generate contracts” as part of the mass distribution.
- Resume managing the “Daily Contracts” for *Fiscal* employees once you have completed the mass distribution.
- Follow the same process for “Academic” contracts.

MSS Approval Summary	
Transaction Type	Count
Daily Contracts	1
Position Distribution	6
Position Management	3
Terminations	8

Include Pending Contracts in Search

- To generate a complete list of all employees meeting your search criteria, click in the “Include Pending Contract” box.
 - Pending contracts (generated but not sent to either HR Dept Approver or Employee) can be viewed; however, they cannot be re-generated unless they are withdrawn.

Viewing Pending Contracts

Select Employees

College

Pay Group

Contract Length

Class Indicator

Employee Status **Include Pending Contracts** Exclude Clinical Assistant

Department

Select All