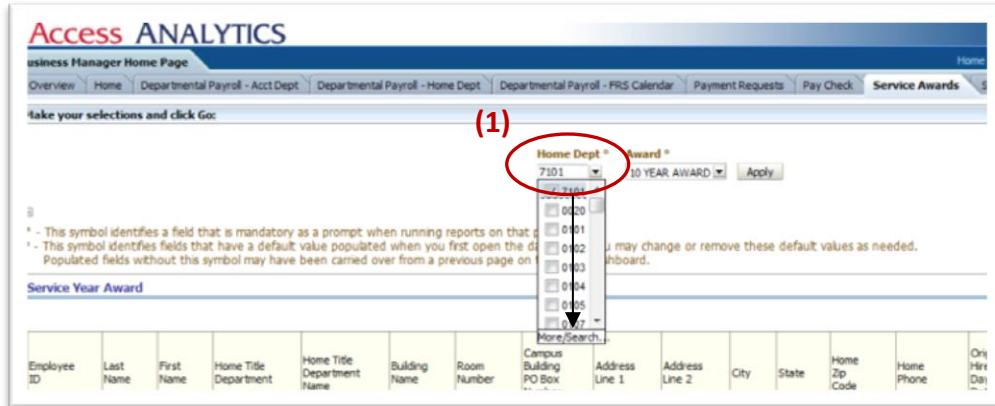




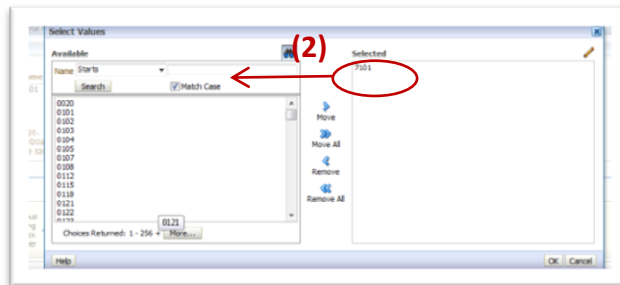
6) If you manage only one department, skip to step 7.

If you manage multiple departments, you will need to bring the department numbers into the current reports and worksheet.

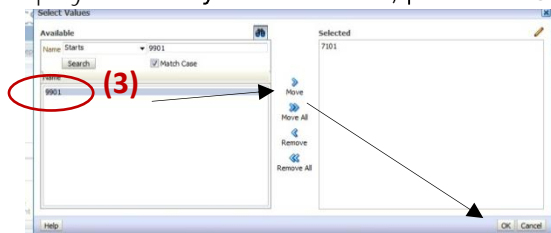
1. Select the **Home Dept.** drop-down and click “More/Search.”



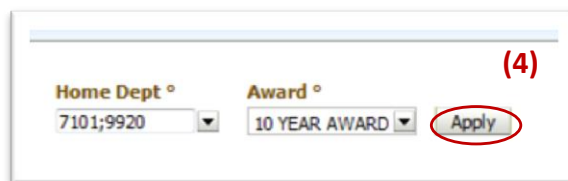
2. Type your **department number** and press “Search.”



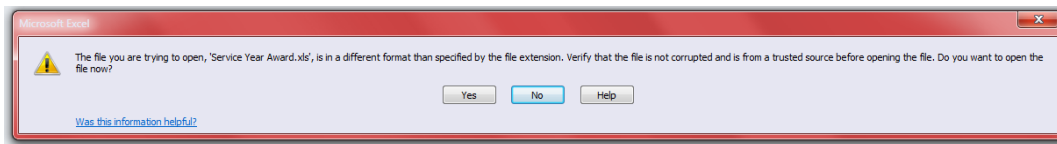
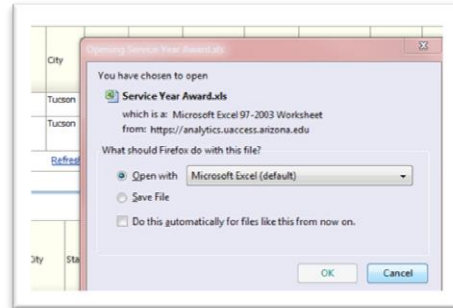
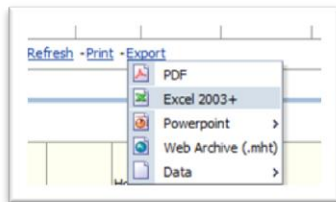
3. Once you select it, click on the “Move” button. Repeat Steps 2 and 3 until all your departments are displayed. When you are finished, press the “OK” button.



4. Once you are in the **Service Awards** page, remember to press **Apply** so that your added departments are shown in the two reports.



- 7) The first report, "**Service Year Award,**" lists employees celebrating a milestone year of service, who are to be invited to the reception on **Thursday, April 20, 2017.**
- 8) The second report, "**Service Year Award Retired,**" lists employees who retired **January 1, 2016 to present, who are to be invited** to the dinner on **Wednesday, May 17, 2017.**
- 9) **To make changes to the reports you must download the data.** Each report has a download option below it. Export to Excel 2003+ and either Open or Save. *Once in Excel, you may be prompted that the file is in a different format.* Click on Yes. You will have to download each report individually. Once in Excel, you can combine the reports by moving the selected sheets to one workbook.



- Verify the information on the reports.
- Please type in names of any benefits-eligible employees who are celebrating 10, 15, 20, 25, 30, 35, 40, 45, or 50 years of service before **December 31, 2017**, but who are not on the Service Year Award list. (Note that the years of service include years of service since the original hire date.)
- Please type in the names and retirement dates of any individuals retiring by **June 30, 2017**, who do not appear on the Retired list.
- Approve by adding your name, department, and telephone number in a row at the bottom of your worksheet. Resave your Excel file. Please remember to keep copies of your completed work for your records.

**10) If you have changes to the report e-mail the spreadsheet to Human Resources at [serviceawards@email.arizona.edu](mailto:serviceawards@email.arizona.edu) no later than **Friday, February 24, 2017.****

**IF THERE ARE NO CHANGES, YOU DO NOT NEED TO E-MAIL THE SPREADSHEET.**

For questions regarding eligibility go to [Service Awards & Retiree Dinner FAQs](#) or contact Employee Records at [serviceawards@email.arizona.edu](mailto:serviceawards@email.arizona.edu) or (520) 621-5970.

For questions related to the Service Award Reception or the Retiree Dinner, contact the Office of the **Vice President, Business Affairs and Human Resources** at [HRrsvp@email.arizona.edu](mailto:HRrsvp@email.arizona.edu) or (520) 621-1684.