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This is a step-by-step guide to assist Graduate Assistants and Associates with accessing and accepting Grad NOAs in Employee Self Service.

Grad NOA Email

The Grad NOA process will deliver the following email to the Grad Assistant/Associate upon final approval by the department/college/division (the workflow routing is determined by provisioned roles).

📄 View: All 🧹	Arrange by 🥪	^
uaccess-employeesup@email.arizona.edu ***Notice of AppointmentAction Required ***	8:27 PM	

A link provided within the text of the email message will navigate to the UAccess authentication window (WebAuth).

***Notice of AppointmentAction Required ***	τ Ψ
uaccess-employeesup@email.arizona.edu (uaccess-employeesup@email.arizona.edu) Add to contacts 8:27 PM 🏲 To: j	
Dear:	
Your 2013-2014 University of Arizona Notice of Appointment(NOA) is now available for your review and acceptance	
Please carefully review the information on your Notice of Appointment and indicate your acceptance as directed below. If you have questions about your notice, or if the terms of the appointment are not consistent with your understanding, please contact your supervisor or ot authorized individuals before accepting your appointment.	her
In accordance with Arizona Board of Regents Policy Chapter VI and the University Handbook for Appointed Personnel 2.06.01, NOAs must be signed and accepted no later than fourteen calendar days following the date the notice is posted if the appointment is for a fiscal year, and no later thirty calendar days following the notice is posted if the appointment is for the academic year	than
Instructions for accepting your Notice of Appointment	
Click here to go directly to the Employee Self Service Contracts page: https://follow the link provided in your email OR	
 Log onto UAccess Employee at: <u>http://uaccess.arizona.edu</u> Enter your NetID (YOURNETID) and password to access "Employee Self Service. On the UAccess Employee page, click on the "Self Service" link under the main menu options. Click on the Contracts folder and select Notice of Appoint/Re-Appoint link. Confirm your acceptance of your Notice of Appointment. 	
By clicking the "Accept" box, you are both confirming that you have read your Notice of Appointment, and applying your electronic signature indicating that you have accepted the terms set forth in your notice.	
6. Please print a copy of the notice for your records.	
For support and assistance with your NetID and password, please contact the 24/7 IT Support Center at (520) 626-TECH (8324)	
Experiencing difficulties accessing your Notice of Appointment? Click here for troubleshooting instructions: http://syscon.arizona.edu/uaccess-resources/troubleshooting	

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UAccess Employee – Self Service Login

• The Grad Assistant/Associate will enter their NetID and Password

🖉 CAS – Central Authentication Service	🏠 🔻 🗟 🔻 🗆
The University of Arizona®	
NetID WebAuth	
Enter your NetID and Password NetID: Password: LOGIN clear	Establish UA NetID authentication now to access protected services later.

Review Contracts Window

The "Review Contracts" window will appear and display a "Pending" status

- Clicking on the "View Contract" link will launch the Grad NOA in a pdf format.
- Notice that the "Accept" and "Decline" buttons are greyed out and not available for selection.

UAccess E	MPLOYEE		
Favorites Main Menu > Se	elf Service > Contracts >	Notice of Appoint/Rea	ppointGRD
Review Co	ntracts		
JAKE CARTER			
Your University of Arizona Notice of Appointment (NOA) is available to view and accept below. Please carefully review the information on your Notice of Appointment.			
If you have any questions about your NOA, or if the terms of the appointment are not consistent with your understanding, contact your home department's business office before accepting the appointment.			
By checking the "accept" box below. I acknowledge that I have read my Notice of Appointment and I intend to apply my signature indicating acceptance of the terms set forth therein.			
		Persona	alize Find 🛺 🛗 🛛 First 🚺 1 of 1 🖸 Last
View Contract Trans	<u>Nbr</u> <u>UA Title</u>	Dept Status	Status Date Accept Decline
1 View Contract 51	9544 Graduate Associate, Teaching	0020 Pending	08/12/2013 Accept Decline

Note: The web browser pop-up blocker may have to be turned off to activate the Grad NOA from the "View Contract" link.

• If the Grad NOA is not activated when the link is clicked, a "help" search may have to be performed to access information about turning off "pop-ups" within specific browsers.

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Grad Notice of Appointment

The Grad Assistant/Associate should carefully review the Grad Notice of Appointment (pages 1 -5) and close the window upon completion.



Graduate Associate, Teaching in Acad Dept, effective from 08/19/2013 through 01/05/2014 at .500 FTE, with an annualized academic salary of \$31,264 which translates to an actual amount of \$7,816.

Accept/Decline Agreement

The "Accept" and "Decline" buttons on the "Review Contracts" page are available for selection once the Grad NOA is reviewed.



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The contract "Status" changes from "Pending" to "Approved" upon acceptance or "Declined" if not accepted.

UACCESS EMPLOYEE			
Favorites Main Menu > Self Service > Contracts > Notice of Appoint/ReappointGRD			
Review Contracts			
JAKE CARTER			
Your University of Arizona Notice of Appointment (NOA) is available to view and accept below. Please carefully review the information on your Notice of Appointment.			
If you have any questions about your NOA, or if the terms of the appointment are not consistent with your understanding, contact your home department's business office before accepting the appointment.			
By checking the "accept" box below. I acknowledge that I have read my Notice of Appointment and I intend to apply my signature indicating acceptance of the terms set forth therein.			
Personalize Find 🖾 First 🚺 1 of 1 🚺 Last			
View Contract Trans Nbr UA Title Dept Status Status Date			
View Contract 519544 Graduate Associate, Teaching 0020 Approved 08/12/2013			

Electronic Signature

The Grad Assistant's/Associate's electronic signature is captured on Page 5 of the NOA.

• The signature may be reviewed through the "View Contract" link after the Grad NOA contract is accepted.

GA Confirmation of Assent				
I have rea to the bes	d this document in its entirety and agree to abide by the terms therein. I agree to fulfill my assigned duties t of my abilities.			
Signed	Jake Carter			
Date	08/12/2013			