This is a step-by-step guide for accepting your UAccess Employee Graduate Notice of Appointment.

Grad NOA Email

The Grad NOA process delivered the following email to your personal email address

🗌 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).

• The link is located in the section outlined in red.

***Notice of AppointmentAction Required ***	⊕ ↓ ↓
uaccess-employeesup@email.arizona.edu (uaccess-employeesup@email.arizona.edu) Add to contacts 8:27 PM To:	
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 o authorized individuals before accepting your appointment.	or other
In accordance with Arizona Board of Regents Policy Chapter VI and the University Handbook for Appointed Personnel 2.06.01, NOAs must be sign 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 18 thirty calendar days following the notice is posted if the appointment is for the academic year	ned ater 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 (<u>YOURNETID</u>) 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: <u>http://syscon.arizona.edu/uaccess-resources/troubleshooting</u>	

Control

THE UNIVERSITY

UAccess Employee – Self Service Login

• Enter your NetID and Password

CAS – Central Authentication Service	👌 🔻 🗟 🔻 🖃
The University of Arizona®	
VA 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

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

UAcces	s En	IPLOYEE			-	
Favorites Main Menu	> Self Se	rvice > Contracts	> Notice of App	oint/Reappo	ointGRD	
Review	v Contr	acts				
JAKE CARTER						
Your University of Ariz information on your No	ona Notice o otice of Appo	f Appointment (NOA) is intment.	available to view	and accept	below. Please c	arefully review the
If you have any question contact your home de	ons about yo partment's b	ur NOA, or if the terms ousiness office before ac	of the appointmer ccepting the appo	nt are not co intment.	insistent with you	ur understanding,
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.						
				<u>Personaliz</u>	e Find 🗖 🕌	First 🚺 1 of 1 🕨 Last
View Contract	Trans Nbr	UA Title	Dept Status		Status Date	Accept Decline
1 View Contract	519544	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 NOA - Employee Self Service Guide

Grad Notice of Appointment

Carefully review the Grad Notice of Appointment (pages 1 -6) and close the window upon completion.

 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 other authorized individual before accepting your appointment.



EXECUTIVE OFFICE OF THE PRESIDENT

NOTICE OF APPOINTMENT

08/12/2013

Jake Carter PO Box 1234 Tucson AZ, 85719 Department: Clearing Control Emplid: 01234567

The following appointment with the University of Arizona has been approved. This Notice of Appointment incorporates any agreement you have signed with your hiring unit that contains specific conditions related to your employment with the University of Arizona.

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 are activated on the "Review Contracts" page after you have reviewed your Notice of Appointment.



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The contract "Status" changes from "Pending" to "Approved" if you "accept" the contract or "Declined" if you click on the "decline" button.



Electronic Signature

Your electronic signature is captured on Page 5 of the NOA.

• Your signature may be reviewed through the "View Contract" link after you accept the contract.

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