# Table of Contents

1.0 Overview ....................................................................................................................................................................... 3  
2.0 Navigate to your NOA ................................................................................................................................................... 3  
   2.1 Navigate to NOA from Email Notification ............................................................................................................ 3  
   2.2 Navigation to NOA Using Contracts Tile ............................................................................................................... 4  
3.0 Review Your Pending NOA ............................................................................................................................................ 4  
4.0 Accept/Decline Your NOA ........................................................................................................................................... 5  
5.0 Review Your NOA History ............................................................................................................................................. 6  
6.0 Frequently Asked Questions .......................................................................................................................................... 7
1.0 Overview

These step-by-step instructions will show you how to accept your Notice of Appointment (NOA) in Employee Self Service as a Graduate Assistant or Graduate Associate. Your NOA is generated by your Department’s business office.

2.0 Navigate to your NOA

In most cases, you should wait until you receive an email notification informing you that your NOA is ready for your review and acceptance as described in Section 2.1. However, should you need to navigate to your NOA without the email, instructions are available in Section 2.2.

2.1 Navigate to NOA from Email Notification

1. When your NOA is ready for your review and acceptance, you will receive an email sent to your official University email account from employeesselfservice@arizona.edu.

2. Click on the link within the email to log into UAccess Employee and go directly to your Contracts page where you will find any pending NOAs for your review.

3. NOAs awaiting your action will display a ‘Pending’ status.
2.2 Navigation to NOA Using Contracts Tile
Alternatively, you may log into UAccess Employee at any time without the email notification to check for any NOAs pending your review.

1. From your UA Employee Main Homepage, click on your ‘Contracts’ tile.

![Image of UA Employee Main Homepage with Contracts tile highlighted]

2. Click on the ‘Notice of Appoint/ReappointGRD’ tab.
3. NOAs awaiting your action will display a ‘Pending’ status.

3.0 Review Your Pending NOA
NOAs that are ready for your review and acceptance will be visible on your ‘Review Contracts’ page. Previous NOAs and their status will also be listed here.

![Image of Review Contracts page]

1. For any NOAs with a ‘Pending Status’, click on the ‘View Contract’ link.
2. The NOA will launch in a .pdf format.
   
   **Note:** If your web browser has an active pop-up blocker, you may need to turn it off to allow the NOA to be viewed.
3. Carefully review your NOA.
4. Once you have reviewed your NOA, close the window.  
   \textit{Note: If you have questions about your NOA, or the terms of your appointment are not consistent with your understanding please contact your supervisor or department business office before accepting your appointment.}

4.0 Accept/Decline Your NOA

You will now need to decide whether to accept or decline your Graduate Assistant or Graduate Associate appointment. Note: the ‘Accept’ and ‘Decline’ buttons are available after you review your NOA as described in Step 3.0 above.

1. Make your selection by clicking on ‘Accept’ or ‘Decline’.
2. The status of the NOA will change to ‘Approved’ if you accept the appointment or ‘Declined’ if you do not accept it.

3. If you accept your appointment, your electronic signature is captured on the NOA.
4. You may review the NOA with your electronic signature by clicking on ‘View Contract’.

5.0 Review Your NOA History
You may use the following instructions to review previous NOAs, both accepted and declined.

1. Log into UAccess Employee using your NetID and password.
2. From your UA Employee Main Homepage, click on your ‘Contracts’ tile.
3. Click on the ‘Notice of Appoint/ReappointGRD’ tab.
4. A list of all NOAs generated are available for you to view.
5. Click on the ‘View Contract’ link.
6. The NOA will launch in a .pdf format.
   
   **Note:** If your web browser has an active pop-up blocker, you may need to turn it off to allow the NOA to be viewed.
7. Close the window when finished.

### 6.0 Frequently Asked Questions

1. I do not see any pending NOAs, what should I do?
   If you believe you should have received a NOA already, contact your Department's business office for assistance. Your Department business office generates the NOA and releases a system-generated email notification to your official UA email when your NOA is ready for your review and acceptance.

2. I clicked on the ‘View Contract’ link, and nothing happened. What can I do?
   Check your web browser for an active pop-up blocker. You may need to give permission to view the document, or all documents generated from UAccess Employee.

3. I receive an error when I try to view my contract. What can I do?
   Please update the language settings in your web browser. Select English as the preferred language. Doing so will allow you to open the contract. If you require assistance updating your language preferences in your web browser, please contact employeesselfservice@arizona.edu.

4. What if I do not have a Contracts tile on my UA Employee Main Homepage?
   Your hire may not be fully approved yet. If you believe you should already have access to your NOAs by now, contact your department business office for assistance.

5. What if the terms listed on my NOA are incorrect or I have questions?
   Contact your supervisor or Department business office to answer your questions and make any corrections before you accept your appointment.

6. I am still having technical issues viewing my NOA, is there someplace I can contact?
   Yes, please contact employeesselfservice@arizona.edu for assistance.