

New Hire Work Center

SELF SERVICE QUICK REFERENCE GUIDE



Workforce Systems

University Services Building, Rm. 401

LAST UPDATE: JULY 22, 2016

1. CREATE YOUR NETID (IF APPLICABLE)

1. To create a NetID, navigate to: <https://netid.arizona.edu>
Note: For detailed instructions on creating a NetID, [click here](#)

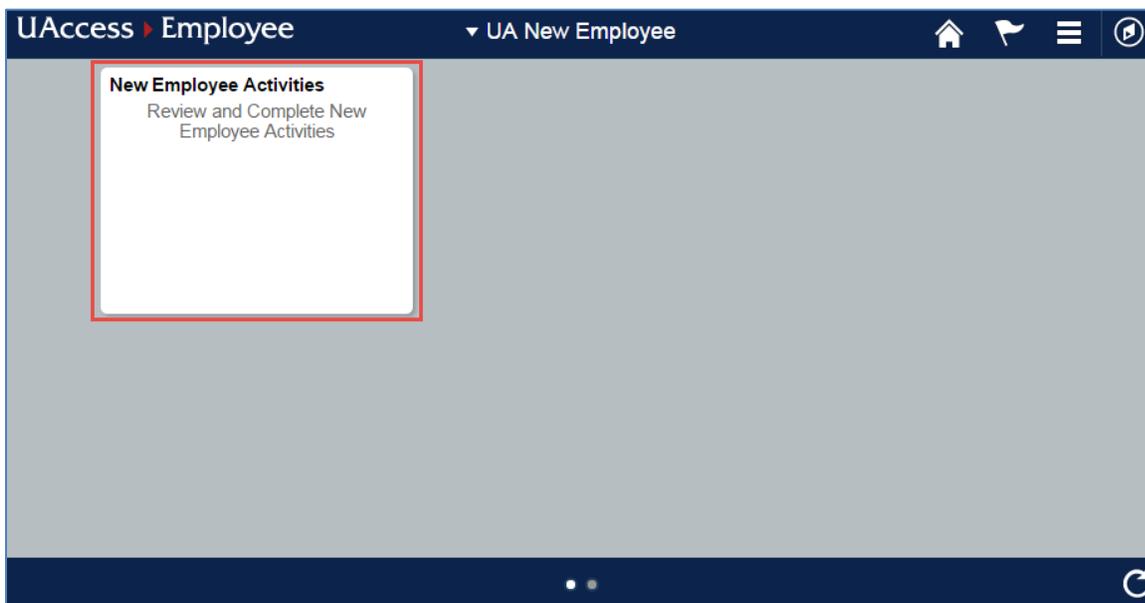
2. NAVIGATE TO UACCESS EMPLOYEE

1. Navigate to UAccess Employee at: <https://UAccess.arizona.edu>
2. Enter NetID and password
Note: If you need assistance resetting your password, contact the 24/7 IT Support Center at (520) 626-TECH (8324).

3. COMPLETE UACCESS EMPLOYEE NEW HIRE WORK CENTER ACTIVITIES

Once you have logged into UAccess Employee, you will be brought to the UA New Employee Homepage.

1. Click on the New Employee Activities tile



2. Make sure your Web browser pop-up blocker is turned off – [click here](#) for additional information
3. Complete all the items checked as **Required** in the order presented on the screen below

UAccess Employee

UA New Employee **New Hire Workcenter**

New Hire Workcenter

New Employee Work Center

Pending Hire Activities

Activity	Required	Done
Update Personal Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Submit I-9	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Loyalty Oath	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Health Insurance Notice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Update Emergency Contacts	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>
Veteran Status	<input type="checkbox"/>	<input type="checkbox"/>
Disability Status	<input type="checkbox"/>	<input type="checkbox"/>

If you get an error, click the on the upper right corner of the Work Center frame, and select the next item on your task list.

[Return to the Welcome Page](#)

THE UNIVERSITY OF ARIZONA

Welcome to the University of Arizona!

We hope you find your employment with the University of Arizona enriching and fulfilling. To assist you with a smooth transition, the **"New Employee Work Center"** provides a list of electronic documents which require your attention on or before your first day of employment.

To begin completing your new hire activities, click on the **"New Employee Work Center"** activate button.

New Employee Work Center

The tasks listed with a check mark in the "Required" box must be completed, submitted and /or accepted in order for your Pre- or New Hire relationship with the University of Arizona to be officially recorded in the UAccess Employee system.

To ensure all required tasks have been completed, click on the New Employee Work Center **reload** button to view items that are "Done" before exiting the system.

New Employee Work Center

4. Click on the refresh icon to confirm the successful completion of **Required** New Hire activities
5. If the boxes in the **Done** column for all **Required** activities are all checked-- then you are ready to **Sign Out**

UAAccess Employee

UA New Employee **New Hire Workcenter**

New Hire Workcenter

New Employee Work Center

Pending Hire Activities

Activity	Required	Done
Update Personal Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Submit I-9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Loyalty Oath	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Health Insurance Notice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Update Emergency Contacts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ethnicity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Veteran Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you get an error, click the on the upper right corner of the Work Center frame, and select the next item on your task list.

[Return to the Welcome Page](#)

THE UNIVERSITY OF ARIZONA

Welcome to the University of Arizona!

We hope you find your employment with the University of Arizona enriching and fulfilling. To assist you with a smooth transition, the **"New Employee Work Center"** provides a list of electronic documents which require your attention on or before your first day of employment.

To begin completing your new hire activities, click on the **"New Employee Work Center"** activate button.

New Employee Work Center

The tasks listed with a check mark in the "Required" box must be completed, submitted and /or accepted in order for your Pre- or New Hire relationship with the University of Arizona to be officially recorded in the UAAccess Employee system.

To ensure all required tasks have been completed, click on the New Employee Work Center **reload** button to view items that are "Done" before exiting the system.

New Employee Work Center

Congratulations! Your new hire activities are now complete.

For detailed step-by-step instructions on how to complete your New Employee Work Center activities [click here](#).

4. QUESTIONS???

If you have questions or would like assistance with the New Employee Work Center process, contact Workforce Systems at [The University of Arizona – Self Service](#) or by phone at (520)621-3664.

5. REVISION HISTORY

Document Contributors

Contributors	Department
PRis Cantu	Workforce Systems
Hannah Gacey	Workforce Systems

Change Control Log

Version	Date	Description of Change	Contributor
1.0.0	02/22/2016	Initial Draft	PRis Cantu
2.0.0	07/20/2016	Updated for PeopleTools 8.55 release	Hannah Gacey