



New Hire

EMPLOYEE QUICK
REFERENCE GUIDE



HR Workforce Systems

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1. GUIDE OVERVIEW

This guide outlines instructions for reviewing and completing New Hire Work Center Activities through UAccess Employee.

2. EMAILS

Two (2) or three (3) separate emails are sent to your personal email address to establish your Employee relationship with the University of Arizona.

2.1 INDIVIDUALS NEW TO THE UNIVERSITY

Employees who have not previously held a job or a designated campus colleague relationship will receive emails 1 – 3 below.

EMAIL ONE

The first email with the subject line **Action Required** University of Arizona Self Service provides your EmplID which will be used with your single-use Pin (email two) to create your UA NetID.

Email #1 Text:

Dear John Doe,

Welcome to the University of Arizona! This is the first of three separate emails necessary to establish your relationship with the University. Each message contains unique information and instructions which must be sent independently to protect access to your personal information.

Your assigned EmplID is:

****Please save this email—it contains your EmplID which is required for current and future reference****

NEED ASSISTANCE???
EmplID question(s) - Contact Systems Control by replying to this message
University of Arizona affiliation question(s) – Contact your department business office representative

EMAIL TWO

The second email with the subject line **Action Required** University of Arizona Self Service provides your single-use Pin which will be used with your EmplID (email one) to create your UA NetID.

Email #2 Text:

Dear John Doe,

Welcome to the University of Arizona! This is the second of three separate emails necessary to establish your relationship with the University. Each message contains unique information and instructions which must be sent independently to protect access to your personal information.

This message includes your single-use Pin that you will use along with your EmplID, which is provided in a separate email, to create your mandatory UA NetID (username). The UA NetID validates your UA status and is your gateway to University services and resources.

Your assigned single-use Pin is:

CREATE UA NetID (username)

1. Copy and paste the following link into an internet browser: <https://netid.arizona.edu>.
2. Select and complete the steps in the Create UA NetID option located on the left side of the page. Detailed instructions to create a UA NetID are available at: <http://uits.arizona.edu/sites/default/files/NetIDcreationV2.pdf>.

Note: The UA NetID will be part of your official UA email address (netid@email.arizona.edu)

COMPLETE SELF SERVICE ACTIVITIES

1. Follow instructions included in the third email to finalize your affiliation with the University.

NEED ASSISTANCE???

NetID and password question(s) – Contact Systems Control by replying to this message

University of Arizona affiliation question(s) – Contact your department business office representative

EMAIL THREE

The third (3) email contains a direct link to the [UAccess Employee](#) system where you will complete and submit online documents after your UA NetID is created.

Email #3 Text

Dear John Doe,

Welcome to the University of Arizona! This is the last of three separate emails necessary to establish your relationship with the University. It contains information and instructions for completing online New Employee Work Center activities required to finalize your official employment status.

*****You must complete the online New Employee Work Center activities before your official start date*****

COMPLETE REQUIRED WORK CENTER TASKS AND ACTIVITIES

- Click on the following link: <http://>
- Enter your UA NetID (username) and password
- Complete and submit all required New Employee Work Center activities

NEED ASSISTANCE???

NetID, password and New Employee Work Center activity question(s) - Contact Systems Control by replying to this message

University of Arizona affiliation question(s) - Contact your department business office representative

Online Help- [New Hire Work Center Reference Guide](#)

2.2 INDIVIDUALS WITH PREVIOUSLY ASSIGNED NETID

EMAIL ONE

The email with the subject line ***Action Required*** University of Arizona Self Service provides a link to UAccess Employee which may be used along with your NetID and password to access your New Hire Work Center.

Email #1 Text:

Dear John Doe,

Welcome to the University of Arizona! This is the first of two separate emails necessary to establish your current relationship with the University.

Our records indicate that you were previously assigned the following University Netid:

Your UA NetID and password provide a gateway to University services and resources, and are necessary for completing Self Service activities.

NEED HELP RESETTING YOUR PASSWORD???

Contact the UITs 24/7 IT Support Center at 520-626-8324 or support@email.arizona.edu.

COMPLETE SELF SERVICE ACTIVITIES

Follow instructions included in the second email to finalize your affiliation with the University.

EMAIL TWO

The second email contains a direct link to the [UAccess Employee](#) system where you will complete and submit online documents.

Email #3 Text

Dear John Doe,

Welcome to the University of Arizona! This is the last of three separate emails necessary to establish your relationship with the University. It contains information and instructions for completing online New Employee Work Center activities required to finalize your official employment status.

*****You must complete the online New Employee Work Center activities before your official start date*****

COMPLETE REQUIRED WORK CENTER TASKS AND ACTIVITIES

- Click on the following link: <http://>
- Enter your UA NetID (username) and password
- Complete and submit all required New Employee Work Center activities

NEED ASSISTANCE???

NetID, password and New Employee Work Center activity question(s) - Contact Systems Control by replying to this message

University of Arizona affiliation question(s) - Contact your department business office representative

Online Help- [New Hire Work Center Reference Guide](#)

3. CREATING YOUR NETID

To create a NetID if you haven't already done so, navigate to <https://netid.arizona.edu/>

Detailed instructions are located at: <http://uits.arizona.edu/sites/default/files/NetIDcreationV2.pdf>

4. COMPLETING SELF SERVICE ACTIVITIES

Please complete the Self Service activities in the order presented below.

4.1 POPUP BLOCKER

The web browser pop-up blocker must be turned off in order to view documents—[click here](#) for additional information.

4.2 UACCESS EMPLOYEE - LOGIN

The navigating to the [UAccess Employee](#) link from the welcome emails will activate the login authentication window.

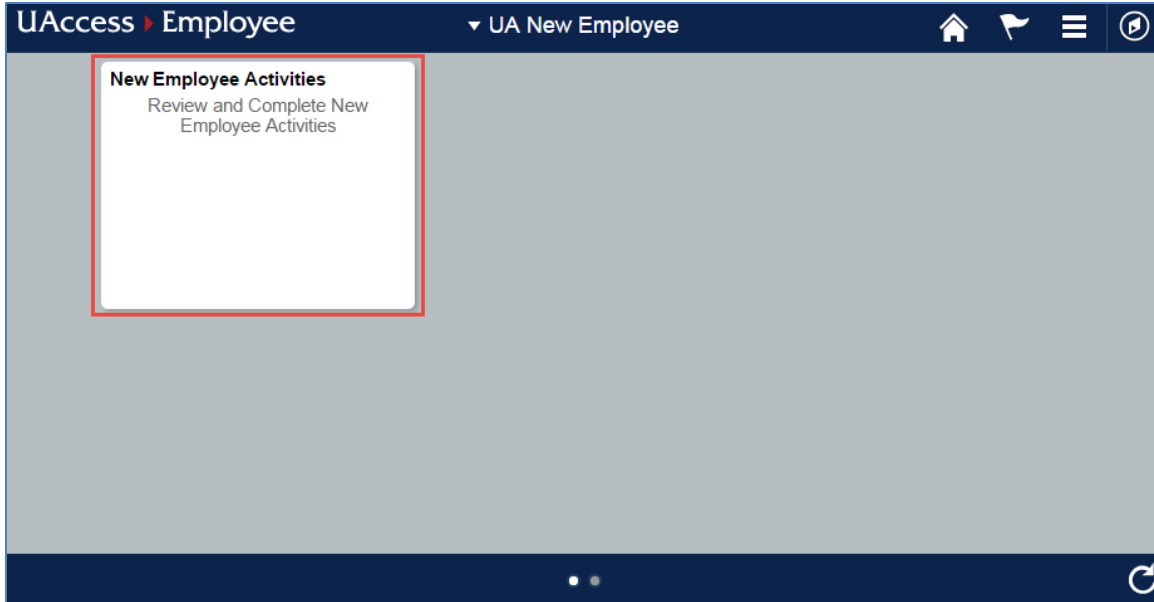
1. Enter your NetID and password



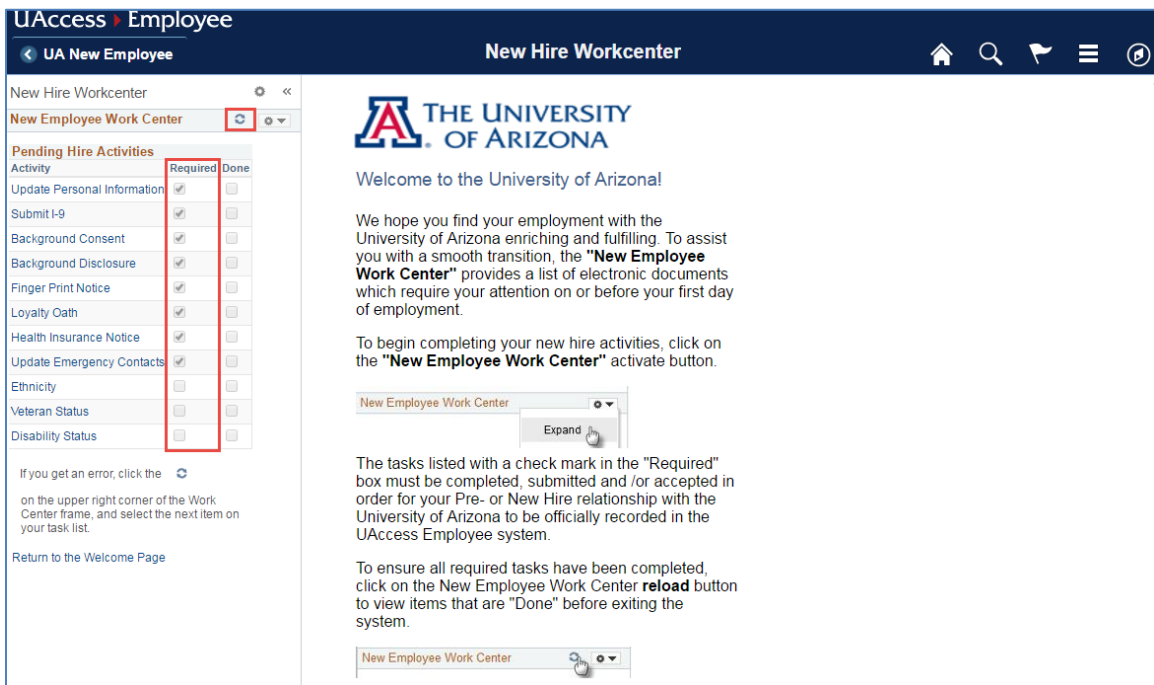
4.3 UACCESS EMPLOYEE – UA NEW EMPLOYEE HOMEPAGE

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



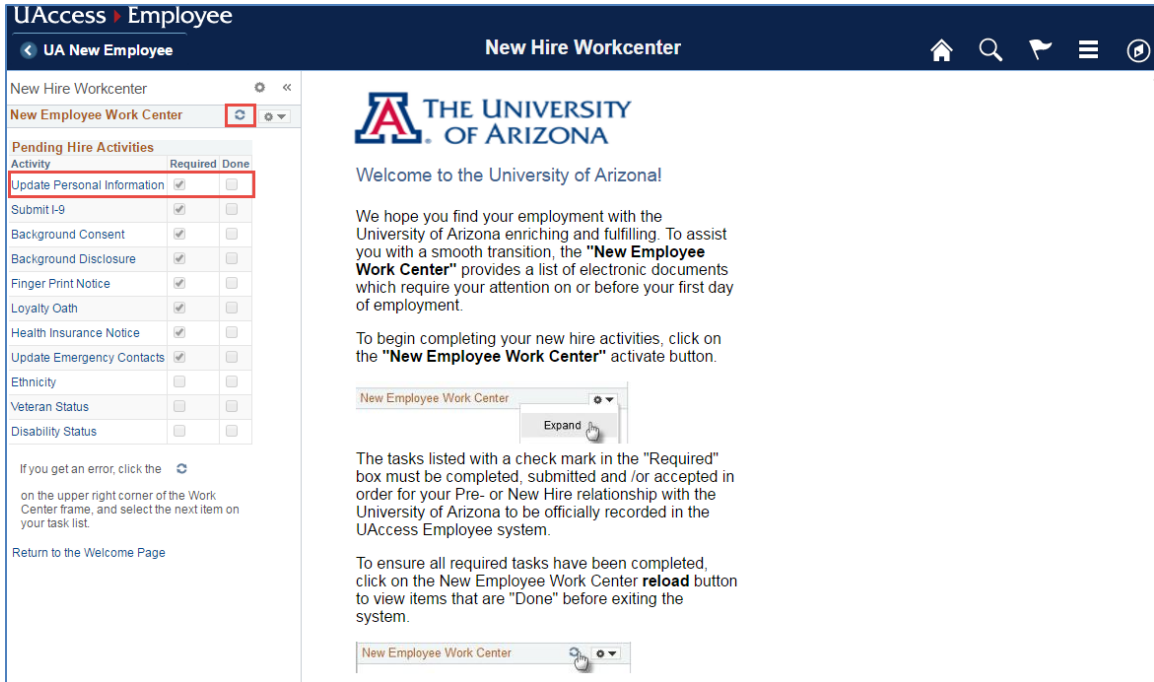
2. The New Hire Work Center will display a list of Pending Hire Activities. Tasks with a checkmark in the Required box must be completed, submitted and/or accepted in order for your New Hire relationship with the University to be officially recorded in the UAccess Employee system.



4.4 UPDATE PERSONAL INFORMATION

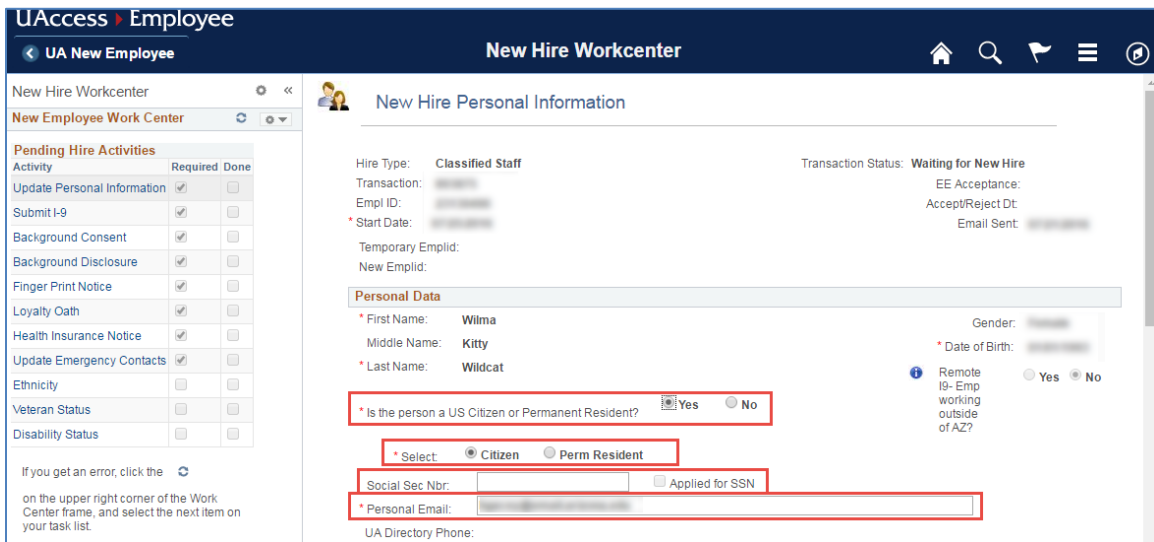
The Personal Information task is required before proceeding to the I9 step.

1. Click on the 'Update Personal Information' link in the Pending Hire Activities menu



PERSONAL DATA

1. Verify citizenship status
 - a. Modify if incorrectly displayed
2. Enter Social Security Number
 - a. This may exclude individuals with a non-resident immigration status. If you're a non-resident and have not received a copy of your Social Security Card, select Applied for SSN
3. Confirm the personal email is accurate
 - a. Modify if incorrectly displayed



CONTACT INFORMATION

The Contact section allows you to add a Home and Out of State Business Address along with phone numbers.

Out of State Business Address

This address type is specifically used for capturing out of state business addresses for employees performing work at locations outside the State of Arizona.

1. Click on Yes if you are working outside the State of Arizona

Contact Information

Will you be working out of state? Yes No

Country USA Address Type Out of State Business

Address Line 1

Address Line 2

City State Postal Code

Home Address

1. Click on the 'Edit Address' link

Contact Information

Will you be working out of state? Yes No

Address Information: Address Type Home

Country United States Change Country

Address

Edit Address

2. Click on the 'Change Country' link and select the appropriate country if you reside outside the United States
3. Enter your home address
Note: The form cannot be saved unless this section has been completed

Phone Number

1. Select the Phone Type
2. Enter your 10-digit phone number using the following format (XXX)XXX-XXXX
Note: Click on the + sign to add more than one phone type (ex. Mobile, Home)

Phone Numbers:

*Phone Type Preferred

ADDITIONAL INFORMATION

1. Complete all questions in the additional information section.

Additional Information

Highest Education Level **Not Indic** ▾

*Have you ever worked in a paid position for the University of Arizona? Yes No

If yes, what department(s)? Date

Under what name, if different

Note: Certain New Hire relationships are subject to successful background checks. Additional information may be required from Human Resources.

*Have you ever been convicted of or plea bargained to a misdemeanor offense? Yes No

If yes, you must provide criminal conviction information and dates: (You are responsible for knowing traffic violations or other citations received that were classified as a misdemeanor.)

*Have you ever been convicted of or plea bargained to a felony offense? Yes No

If yes, you must provide criminal conviction information and dates: (You are responsible for knowing traffic violations or other citations received that were classified as a felony.)

*Are you subject to child support withholding? Yes No

Arizona Revised Statute 23-722.02 requires employers to ask each new employee if they are subject to child support wage assignments or order and if subject to child support withholding, requires you to deliver a copy of any active child support and wage withholding documents to Payroll, University Services Building, Room 402.

*Have you ever contributed to the Arizona State Retirement System? Yes No

If yes, do you still have monies on account? Yes No

SAVE THE PERSONAL INFORMATION SECTION

1. Read the Acknowledgement section
2. Click the Save button

Acknowledgement:

By clicking the Save button I am indicating that my responses above are true, complete and accurate and that I understand the requirements of the Child Support Wage Withholding statute outlined above.

I understand that if I accept the job offer, I will be asked to give my written consent for the University of Arizona to conduct a check of my criminal conviction history, motor vehicle record, educational credentials and work history.

My signature below affirms that the above information is true, complete and accurate. I understand that a "yes" response will NOT automatically exclude me from consideration, but falsification, misrepresentation, and/or omission of a criminal conviction on my employment application and/or this consent and disclosure form is grounds for excluding me from further consideration, withdrawal of a job offer, and if working, termination of my employment.

3. The Personal Information task will continue to appear on the right side of the screen
 - a. The refresh button on the upper right hand corner of the New Employee Work Center frame may be clicked to update the 'Done' flags to reflect tasks that have been completed

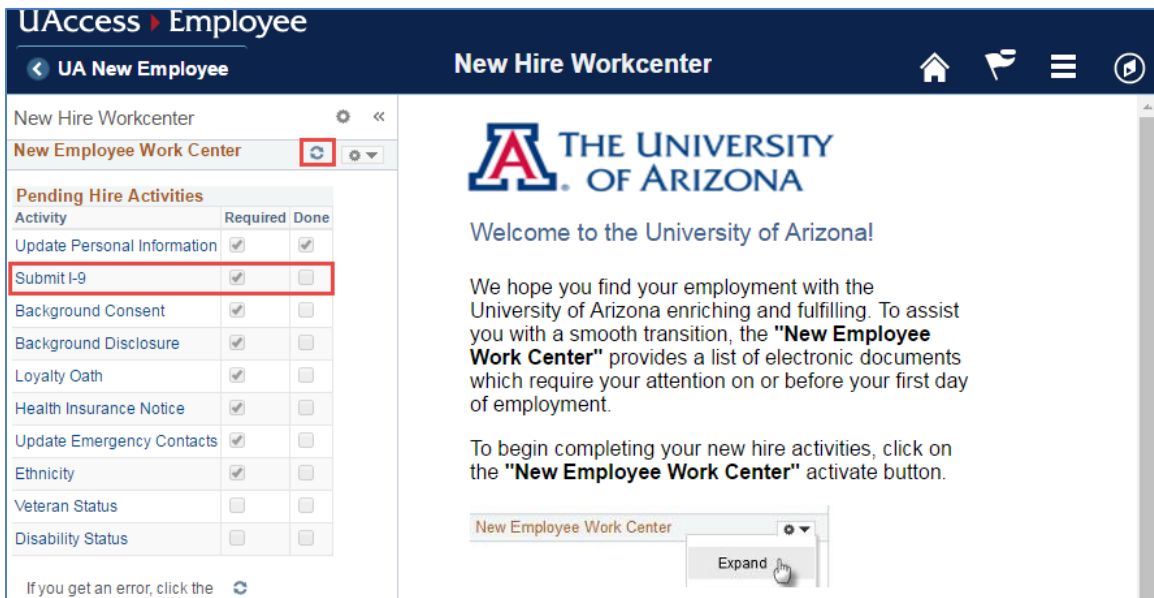


4.5 FORM I-9

The Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. Full instructions on how to complete the I-9 are available at:

<https://www.uscis.gov/sites/default/files/files/form/i-9instr.pdf>

To access your Form I-9, click on the 'Submit I-9' link in the Pending Hire Activities menu



ENTERING EMPLOYEE INFORMATION

Employees must provide the following information, if applicable:

1. **Last Name** – Enter your full legal last name. Your last name is defined as your family name or surname.
2. **First Name** – Enter your full legal first name. Your first name is defined as your given name.
3. **Middle Initial** – Your middle initial is defined as the first letter of your second given name, or the first letter of your middle name, if any.
4. **Other Last Names Used** – Provide all other last names used, if any (e.g., maiden name).
5. **Address** – Enter the street name and number of the current address of your residence.

6. **Apt. Number** – Enter the number(s) or letter(s) that identify(ies) your apartment.
7. **City or Town** – Enter the city, town, or village of your current residence.
8. **State** – From the drop-down field, select the abbreviation of your current state or territory.
9. **Zip Code** – Enter the 5-digit ZIP code of your current residence.
10. **Date of Birth** – Enter, or select, your date of birth in the following format: mm/dd/yyyy
11. **U.S. Social Security Number** – Enter your 9-digit Social Security number. If you have applied for, but have not yet received a Social Security number, leave this field blank.

Employees may optionally choose to provide the following information:

12. **Employee's Email Address**
13. **Employee's Phone Number**

Section 1. Employee Information And Attestation

*(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name (Family Name) ?

First Name (Given Name) ?

Middle Initial ?

Other Last Names Used (if any) ?

Address (Street Number and Name) ?

Apt. Number ?

City or Town ?

State ?

Zip Code ?

Date of Birth (mm/dd/yyyy) ?

U.S. Social Security Number ?

Employee's E-mail Address ?

Employee's Telephone Number ?

ATTESTING TO YOUR CITIZENSHIP OR IMMIGRATION STATUS

All employees must attest, under penalty of perjury, to their citizenship or immigration status by checking one of the following four boxes provided on the form.

Note: Icons will provide additional information to help clarify available selections

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
I attest, under penalty of perjury, that I am (check one of the following):

1. A citizen of the United States ?

2. A noncitizen national of the United States (See instructions) ?

3. A lawful permanent resident ? (Alien Registration Number/USCIS Number) ?

4. An alien authorized to work ? until (expiration date, if applicable, mm/dd/yyyy) ?

Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number ?

OR

2. Form I-94 Admission Number ?

OR

3. Foreign Passport Number ?

Country of Issuance ?

ELECTRONIC SIGNATURE OF EMPLOYEE

After completing Section 1, select the appropriate drop-down menu item to represent your electronic signature.

- **Minor Under Age 18** – If the employee is a minor (individual under 18) who cannot present an identity document, the employee’s parent or legal guardian can complete Section 1 for the employee and select this option in the signature field.
- **Special Placement** – If the employee is a person with a disability (who is placed in employment by a nonprofit organization, association or as part of a rehabilitation program) who cannot present an identity document, the employee’s parent, legal guardian or a representative of the nonprofit organization, association or rehabilitation program can complete Section 1 for the employee and select this option in the signature field.

Note: By signing this form, you attest under penalty of perjury (28 U.S.C. §1746) that the information you provided; the citizenship or immigration status you selected; and all information and documentation you provide to your employer, is complete, true and correct, and you are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly or willfully making false statements or using false documentation when completing this form.

Signature of Employee ? Today's Date (mm/dd/yyyy)

PREPARER AND/OR TRANSLATOR CERTIFICATION

If one or more preparer and/or translators assist the employee in completing the form, the preparer and/or translator must check the box marked “A preparer(s) and/or translator(s) assisted the employee in completing Section 1”, then select the number of applicable preparers and/or translators from the drop-down list. Each preparer and/or translator must then complete all seven fields in the Certification area.

Preparer and/or Translator Certification (check one): ?

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1. How Many?

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator ?

Today's Date (mm/dd/yyyy)

Last Name (Family Name) ?

First Name (Given Name) ?

Address (Street Number and Name) ?

City or Town ?

State ?

Zip Code ?

REHIRE FORM I-9 SUBMISSION

If an employee has previously submitted an electronic Form I-9, they will need to submit a new Form I-9 as a rehire. The employee will be presented with a Select button to open a new Form I-9

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

▶ **START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.**

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

I have already completed and submitted a Form I-9, but need to complete and submit a new Form I-9.

Section 1. Employee Information And Attestation

(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)

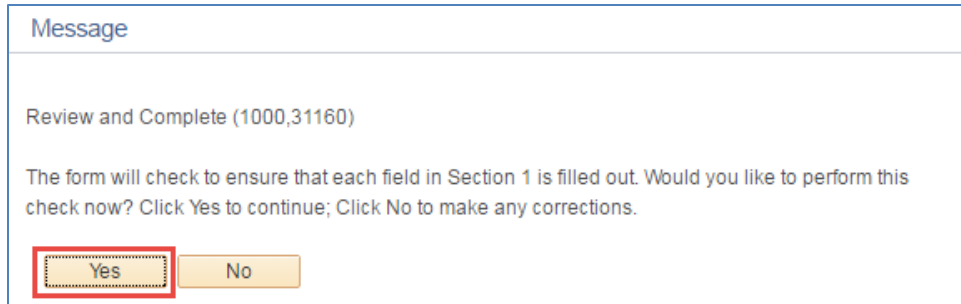
First Name (Given Name)

Middle Initial

SUBMISSION AND CONFIRMATION

Once all applicable data has been entered, submit your completed Form I-9 by selecting the 'Submit' button at the bottom of your page.

Upon submission you will receive the following message, informing you of our automated review process. To validate your responses and submit your I-9 Form, select 'Yes'.



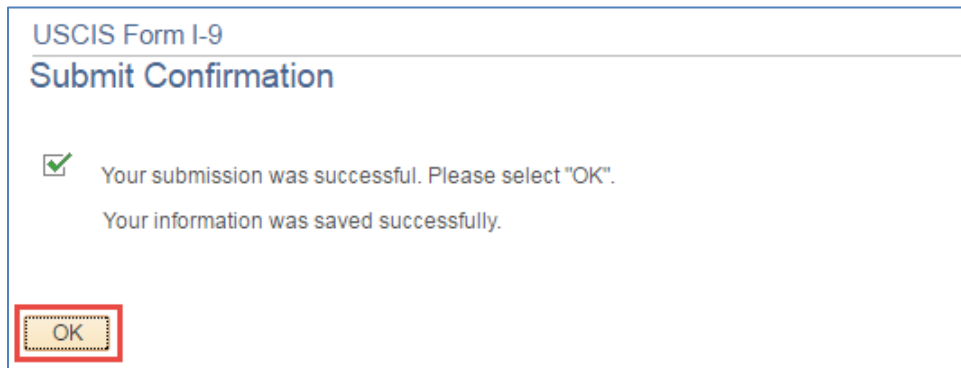
Message

Review and Complete (1000,31160)

The form will check to ensure that each field in Section 1 is filled out. Would you like to perform this check now? Click Yes to continue; Click No to make any corrections.

Yes No

Once your entries have been validated, you will receive the following message which confirms that your Form I-9 was successfully submitted to the University.



USCIS Form I-9

Submit Confirmation

✓ Your submission was successful. Please select "OK".

Your information was saved successfully.

OK

4.6 BACKGROUND CONSENT

The 'Background Consent' link appears on the New Hire Work Center, and is omitted for Graduate Assistant/Associate and Student employees whose jobs are not considered security sensitive.

1. Click on the 'Background Consent' link
 2. Click on the 'View Consent' link
 - a. The Background Screening Consent form will open in a separate window
- *Note: The Accept button is not activated until the consent form is viewed*

UAAccess Employee
New Hire Workcenter

Background Screening Consent Form

In order to create a safe and secure workplace, the University of Arizona will conduct pre-employment/pre-selection screening, including a check of criminal records history and driver's license record review, on all employees and other individuals in accordance with University of Arizona and Arizona Board of Regents policies. Additional information about the University of Arizona's pre-employment screening policy is located at <http://policy.arizona.edu/pre-employment-screening/>.

Your employment or assignment start date is dependent on your acceptance of the Background Screening Consent form (form below) and your completion of the Background Screening Disclosure form (the next form). These forms must be completed and signed electronically before your employment or assignment begins. If your duties, activities or area of assignment require the University to conduct a finger-print based criminal records review, you will also receive an electronic Fingerprint Notice instructing you on the requirement to complete and submit a fingerprint packet. A criminal records check will begin as soon as all required documents are submitted.

Thank you for your cooperation.

A Background Screening Consent form is available for you to accept and submit electronically. Please carefully review the form below. Once accepted, you will be able to view and print a copy of the finalized Background Screening Consent form for your records..

Consent Form	Acceptance Status	Status Date	Accept
View Consent Form			<input type="button" value="Accept"/>

3. Carefully review the form

ARIZONA HUMAN RESOURCES

888 N. Euclid Avenue
 P.O. Box 210158
 Tucson, Arizona 85721-0158
 Telephone: 520-621-3662
 Fax: 520-626-8326

BACKGROUND SCREENING CONSENT FORM
Instructions: Mail or Fax this form to the address listed above.

Under Arizona Board of Regents (ABOR) policy 6-708 and University of Arizona Policy 103.1, The University of Arizona conducts Pre-Employment Screening on all "finalists" for paid positions and on other individuals who perform security or safety-sensitive duties or responsibilities on behalf of the University or who are otherwise engaged by University departments and units that are required by policy to conduct fingerprint-based criminal records checks. Please carefully read the applicant release information below and indicate your consent for the University of Arizona to conduct a pre-employment check, to include obtaining information about criminal history.

APPLICANT RELEASE

I understand that The University of Arizona may utilize the services of a university approved vendor or the Arizona Department of Public Service (DPS) to conduct criminal records check as part of the procedure for processing my

4. Close the window after you have read the information
5. The view will return to the main Background Consent form page
6. Click the Accept button. Acceptance Status will update to Accepted

Consent Form	Acceptance Status	Status Date
View Signed Consent Form	Accepted	

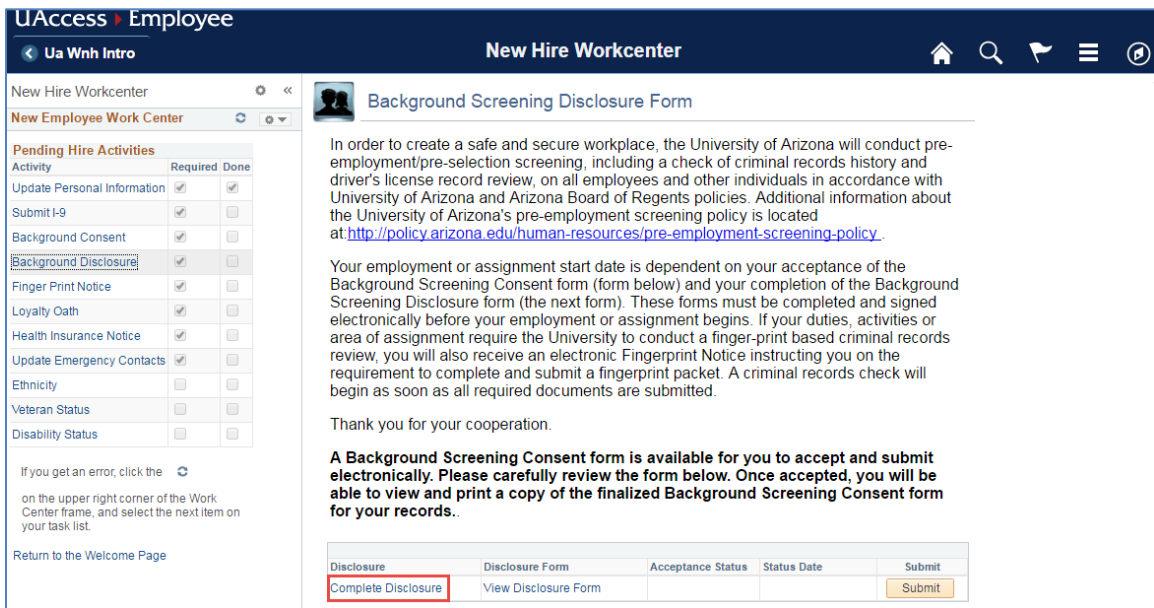
4.7 BACKGROUND SCREENING CONSENT FORM

The 'Background Disclosure' link appears on the Pending Hire Activities menu, and is omitted for Graduate Assistant/Associate and Student employees whose jobs are not considered security sensitive.

1. Click on the 'Background Disclosure' link



2. Click on the 'Complete Disclosure' link
Note: Do not click on the 'View Disclosure Form' link until after you have completed and saved the Disclosure form (next step).



3. Provide all other names used, if any (including maiden name)

Background Screening Disclosure Form

Please carefully and thoroughly complete the form below. Once accepted, you will be able to view and print a copy of the finalized Background Screening Consent form for your records.

First Name: **Wilma** Middle Name: **Kitty**

Last Name: **Wildcat**

All other names known by:

Social Security Number: Birthdate:

4. To complete the Home Address section, click on the 'Edit Address' button

Note: You must provide address history for the last seven (7) years. If you have resided at your current address for less than seven years, you will need to provide your previous address.

Current Home Address

From:

Country United States [Change Country](#)

Address

You must provide address history for the last seven (7) years. If you have resided at your current address for less than seven years, please provide your previous address history below.

Previous Addresses

From: To: No:

Country United States [Change Country](#)

Address

5. Enter Current Driver's License Information

Note: You must provide driver's license information for the last three (3) years.

Current Driver's License

Do you have a valid driver's license in the United States? Yes No

Current Driver's License Number: State

of years for this license:

If 'Yes', please provide driver's license information for the last three (3) years:

Have you ever had a valid driver's license in the United States? Yes No

You must provide driver's license information for the last three (3) years. Please provide please provide additional license history below.

Additional Licenses

Previous Driver's License Number (if known):

of years for this license State

Do you have (or have you ever had) a driver's license in another country? Yes No

Country # of years for this license

6. Complete all questions in the Additional Information section.

Additional Information

Have you ever been convicted of or plea bargained to a misdemeanor offense? Yes No

If yes, you must provide criminal conviction(s) information and dates: (You are responsible for knowing traffic violations or other citations received that were classified as a misdemeanor.)

Have you ever been convicted of or plea bargained to a felony offense? Yes No

If yes, you must provide criminal conviction(s) information and dates: (You are responsible for knowing traffic violations or other citations received that were classified as a felony.)

7. Read the Acknowledgement section and Save

Acknowledgment:

My signature below affirms that the above information on this Background Screening Disclosure form is true, complete and accurate. I understand that a "YES" response will NOT automatically exclude me from consideration, but falsification, misrepresentation, and/or omission of a criminal conviction on my employment application and/or this Background Screening Disclosure form is grounds for excluding me from further consideration, withdrawal of a job offer, and if working, termination of my employment.

Save

Exit

8. The right side of the Work Center will return to the main Background Screening Disclosure Form page. Click on the 'View Disclosure Form' link.

UAccess Employee
New Hire Workcenter

New Hire Workcenter

New Employee Work Center

Pending Hire Activities	Required	Done
Update Personal Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Submit I-9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Background Consent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Background Disclosure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finger Print Notice	<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](#)

Background Screening Disclosure Form

In order to create a safe and secure workplace, the University of Arizona will conduct pre-employment/pre-selection screening, including a check of criminal records history and driver's license record review, on all employees and other individuals in accordance with University of Arizona and Arizona Board of Regents policies. Additional information about the University of Arizona's pre-employment screening policy is located at <http://policy.arizona.edu/human-resources/pre-employment-screening-policy>.

Your employment or assignment start date is dependent on your acceptance of the Background Screening Consent form (form below) and your completion of the Background Screening Disclosure form (the next form). These forms must be completed and signed electronically before your employment or assignment begins. If your duties, activities or area of assignment require the University to conduct a finger-print based criminal records review, you will also receive an electronic Fingerprint Notice instructing you on the requirement to complete and submit a fingerprint packet. A criminal records check will begin as soon as all required documents are submitted.

Thank you for your cooperation.

A Background Screening Consent form is available for you to accept and submit electronically. Please carefully review the form below. Once accepted, you will be able to view and print a copy of the finalized Background Screening Consent form for your records.

Disclosure	Disclosure Form	Acceptance Status	Status Date	Submit
Complete Disclosure	View Disclosure Form			<input type="button" value="Submit"/>

9. The Disclosure form will appear in a separate window. Review the completed form.

P.O. Box 210158
Tucson, Arizona 85721-0158
Telephone: 520-621-3662
Fax: 520-626-8326

BACKGROUND SCREENING DISCLOSURE FORM

Under Arizona Board of Regents (ABOR) Policy 6-709 and University of Arizona Policy 103.1, the University of Arizona conducts Pre-Employment Screening, including a criminal records check and driver's license record review, on all "finalists" for paid positions and on other individuals who perform security or safety-sensitive duties or responsibilities on behalf of the University or who are otherwise engaged by University departments and units that are required by policy to conduct fingerprint-based criminal records checks. Additional information about the University of Arizona's pre-employment screening policy is located at: <http://policy.arizona.edu/pre-employment-screening>.

Your employment or assignment start date is dependent on your acceptance of the Background Screening Consent form and your completion of this Background Screening Disclosure form. These forms must be completed and signed electronically before your employment or assignment begins. If your duties, activities or area of assignment require the University to conduct a fingerprint-based criminal records review, you will also receive an electronic Fingerprint Notice instructing you on the requirement to complete and submit a fingerprint packet. A criminal records check will begin as soon as all required documents are submitted.

Thank you for your cooperation.

Please carefully and thoroughly complete the form below. Once accepted, you will be able to view and print a copy of the finalized Background Screening Consent form for your records.

Name(s) and Identifying Information			
First Name:		Middle Name:	
Last Name:		Date of Birth:	
All current or former names known by:			
Social Security Number (Optional - To be used for conducting background checks only):			
Current Home Address			
From (Date):	To (Date):	Current	Country:
Street			

10. Close the window

11. The main page of the Background Screening Disclosure form will appear. Click on the Submit button.

UAAccess Employee | **New Hire Workcenter**

Background Screening Disclosure Form

In order to create a safe and secure workplace, the University of Arizona will conduct pre-employment/pre-selection screening, including a check of criminal records history and driver's license record review, on all employees and other individuals in accordance with University of Arizona and Arizona Board of Regents policies. Additional information about the University of Arizona's pre-employment screening policy is located at: <http://policy.arizona.edu/human-resources/pre-employment-screening-policy>.

Your employment or assignment start date is dependent on your acceptance of the Background Screening Consent form (form below) and your completion of the Background Screening Disclosure form (the next form). These forms must be completed and signed electronically before your employment or assignment begins. If your duties, activities or area of assignment require the University to conduct a finger-print based criminal records review, you will also receive an electronic Fingerprint Notice instructing you on the requirement to complete and submit a fingerprint packet. A criminal records check will begin as soon as all required documents are submitted.

Thank you for your cooperation.

A Background Screening Consent form is available for you to accept and submit electronically. Please carefully review the form below. Once accepted, you will be able to view and print a copy of the finalized Background Screening Consent form for your records..

Disclosure	Disclosure Form	Acceptance Status	Status Date	Submit
Complete Disclosure	View Disclosure Form			Submit

12. Once submitted, you will have the ability to view and print the signed disclosure form by clicking on the View Signed Disclosure.



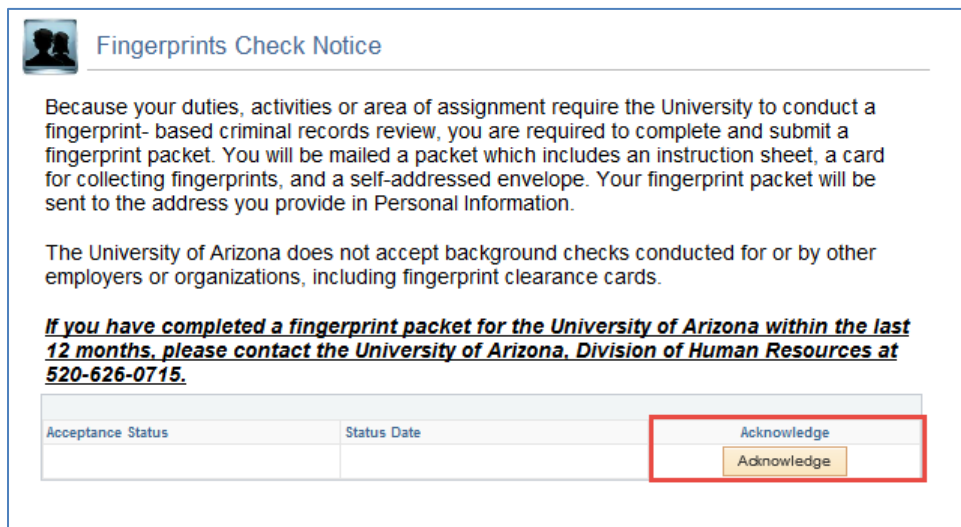
4.8 FINGER PRINT NOTICE

The 'Finger Print Notice' link will only appear if you are hired in a security sensitive position.

1. Click on the 'Finger Print Notice' link



2. Carefully review the information
3. Click on the Acknowledge button



4. Acceptance Status will update to Acknowledged

If you have completed a fingerprint packet for the University of Arizona within the last 12 months, please contact the University of Arizona, Division of Human Resources at 520-626-0715.

Acceptance Status	Status Date
Acknowledged	

4.9 LOYALTY OATH

The Loyalty Oath is required for all University employees. However, non-residents will not see Loyalty Oath in their list of Work Center Pending Hire Activities.

1. Click on the 'Loyalty Oath' link

UAAccess Employee

UA New Employee New Hire Workcenter

New Hire Workcenter

New Employee Work Center

Pending Hire Activities	Required	Done
Update Personal Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Submit I-9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Background Consent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Background Disclosure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Finger Print Notice	<input checked="" type="checkbox"/>	<input checked="" 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"/>

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 Expand

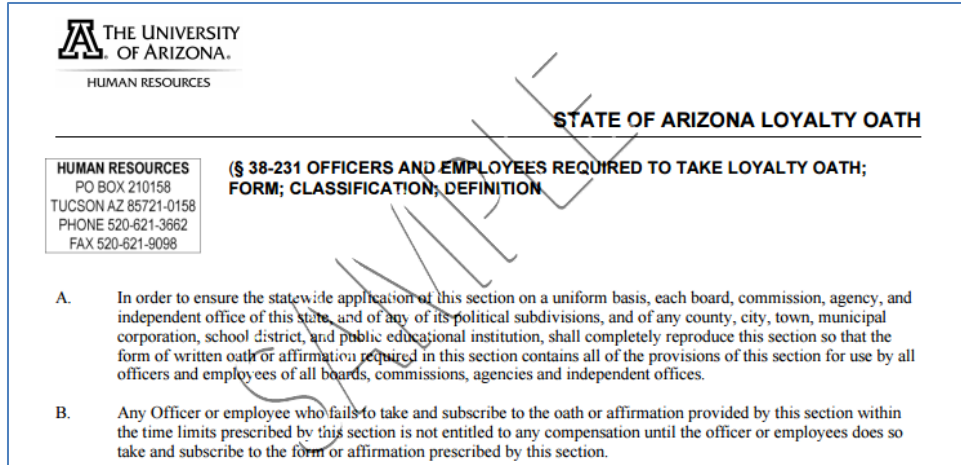
2. Select the 'View Loyalty Oath' link

Loyalty Oath

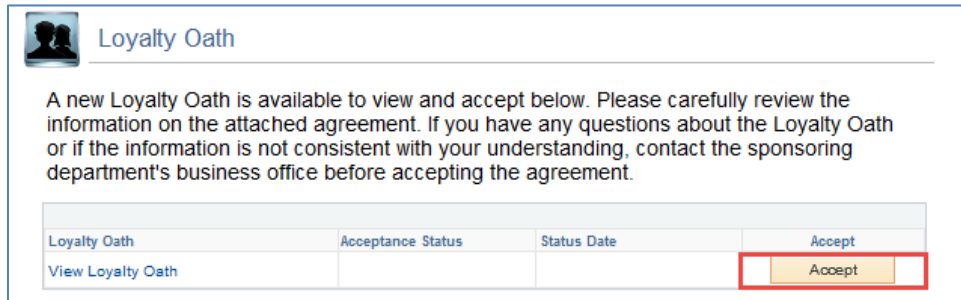
A new Loyalty Oath is available to view and accept below. Please carefully review the information on the attached agreement. If you have any questions about the Loyalty Oath or if the information is not consistent with your understanding, contact the sponsoring department's business office before accepting the agreement.

Loyalty Oath	Acceptance Status	Status Date	Accept
View Loyalty Oath			Accept

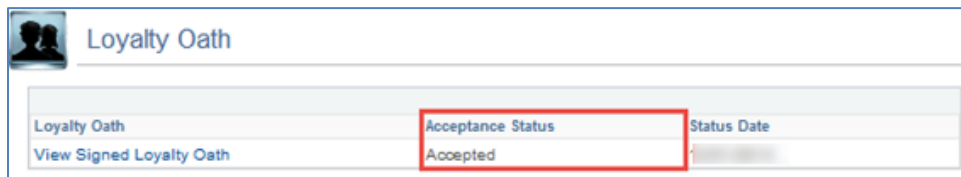
3. The Loyalty Oath will open in a separate window. Carefully review the form.
Note: The Accept button is not activated until the Loyalty Oath viewed



4. Close the window after you have read the information
 - a. The view will return to the main Loyalty Oath page
5. Click the Accept button



6. Acceptance status will update to Accepted



4.10 HEALTH INSURANCE NOTICE

When parts of the health care reform law (the Affordable Care Act or ACA) took effect, new ways to buy health insurance were introduced. This notice provides some basic information about new Marketplace and employment-based health coverage offered by your employer.

1. Click on 'Health Insurance Notice' link

UA Access Employee

New Hire Workcenter

UA New Employee

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"/>
Background Consent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Background Disclosure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Finger Print Notice	<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 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"/>

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

Expand

2. Select the 'View Health Insurance Notice' link

Health Insurance Notice

Beginning in 2014, the Patient Protection and Affordable Care Act (ACA) facilitates a new way to purchase health insurance: the Health Insurance Marketplace. The Health Insurance Marketplace, sometimes known as the health insurance "exchange", is one option you may have for purchasing health insurance. The Arizona Department of Administration (ADOA) and the University of Arizona (UA) also offer insurance to eligible employees.

As required by the law, UA is providing you with the Health Insurance Marketplace Coverage Options notice. This notice is intended to provide some basic information about the Marketplace and other health insurance options. This notice is for information purposes only.

For more information on the ACA and the Health Insurance Marketplace, visit <http://www.healthcare.gov>.

For more information on the benefits offered by ADOA and UA to eligible employees, visit <http://www.hr.arizona.edu/benefits>.

The Health Insurance Marketplace Coverage Options notice is available for you to review. Please sign electronically and accept below. Once you accept, you will be able to view and print a copy of the notice for your records.

Health Insurance Notice	Acceptance Status	Status Date	Accept
View Health Insurance Notice			Accept

3. The Health Insurance Notice will open in a separate window
Note: The Accept button is not activated until the Health Insurance Notice viewed

New Health Insurance Marketplace Coverage Options and Your Health Coverage

General Information
 When key parts of the health care reform law (the Affordable Care Act or ACA) take effect in 2014, there will be a new way to buy health insurance: through the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the health insurance marketplace?
 The Marketplace is designed to help you

basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a subsidy.

Alternatively, if you are not eligible for coverage through your employer, you may qualify for Medicaid depending on your household income. Please visit www.HealthCare.gov for more information.


How will enrolling in the Marketplace affect health coverage through my employer?
 If you purchase a health plan through the

4. Close the window after you have read the information
 - a. The view will return to the main Health Insurance Notice page
5. Click the Accept button

The Health Insurance Marketplace Coverage Options notice is available for you to review. Please sign electronically and accept below. Once you accept, you will be able to view and print a copy of the notice for your records.

Health Insurance Notice	Acceptance Status	Status Date	Accept
View Health Insurance Notice			<input type="button" value="Accept"/>

6. The Acceptance status will update to Accepted

 **Health Insurance Notice**

Health Insurance Notice	Acceptance Status	Status Date
View Signed Health Insurance Notice	Accepted	

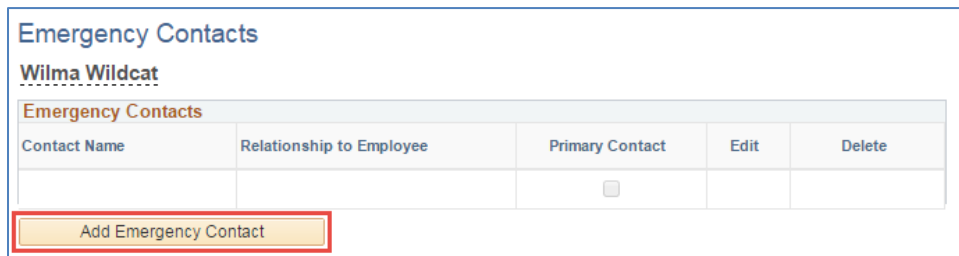
4.11 EMERGENCY CONTACTS

Completing the Emergency Contacts is the final step of the required Pending Hire Activities

1. Click on the 'Update Emergency Contacts' link



2. Click on the Add an Emergency Contact button



3. Enter Contact Name and Relationship to Employee
4. If you and your Emergency Contact share the same address and number select the Same as Employee flags. If you and your Emergency Contact do not share an address, select Change Country then click on Edit Address
5. Enter the 10-digit phone number using the following format XXX/XXX-XXXX
 - a. You can add additional phone numbers in the Other Telephone Numbers Field using the Add Phone Number button (ex. Home, Mobile)
 - b. Select the Phone Type
 - c. Enter your 10-digit phone number using the following format XXX/XXX-XXXX
Note: Click on the Add a Phone Number sign to add more than one phone type
6. Click on the **Save** button (bottom left side of the page)

Emergency Contacts

Emergency Contact Detail

Wilma Wildcat

Address and Telephone

*Contact Name

*Relationship to Employee Other

Contact has the same address as the employee

Contact has the same telephone number as the employee

Address

Country United States Change Country

Address Edit Address

Phone

Telephone Extension

Other Telephone Numbers

*Phone Type	Phone Number	Extension	Delete

Add Phone Number

Save

7. A Save confirmation will appear

Emergency Contacts

Save Confirmation

The Save was successful.

OK

4.12 ETHNICITY (OPTIONAL)

The University of Arizona is subject to certain governmental record keeping and reporting requirements for the administration of civil rights law and regulations. In order to comply with these laws, the University invites employees to voluntarily self-identify their race and ethnicity. To voluntarily respond to the Ethnicity questions:

1. Click on the 'Ethnicity' link



2. Review and respond to both questions
Note: For the federal government's definitions of race and ethnicity click on the 'Explain' link
3. Click on the Save button

Ethnicity

Wilma Wildcat

The University of Arizona is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights law and regulations. In order to comply with these laws, the University invites employees to voluntarily self-identify their race and ethnicity. The federal government has changed the questions the University must ask to collect this information. There are now two questions instead of one.

Although the University is asking you to complete this survey to assist it in complying with federal reporting requirements, doing so is completely voluntary. You will suffer no adverse consequence if you do not provide this information. The information will be kept confidential and will be used only in accordance with applicable laws, executive orders, and regulations, including those that require the University to summarize and report the information it collects to the federal government for civil rights enforcement purposes. When the University makes these reports, it will not identify any specific individual.

Please review and respond to both questions. When possible, the University has pre-filled answers based on information you previously provided. Please update this information if it is incorrect. For the federal government's definitions of race and ethnicity click on "Explain" below.

1) Are you Hispanic or Latino? Explain

Yes

No

2) What is your race? Select one or more. Explain

American Indian or Alaska Native

Asian

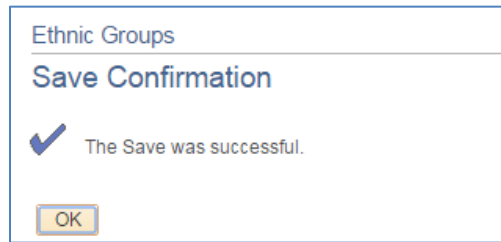
Black or African American

Native Hawaiian or Pacific Islander

White

Save

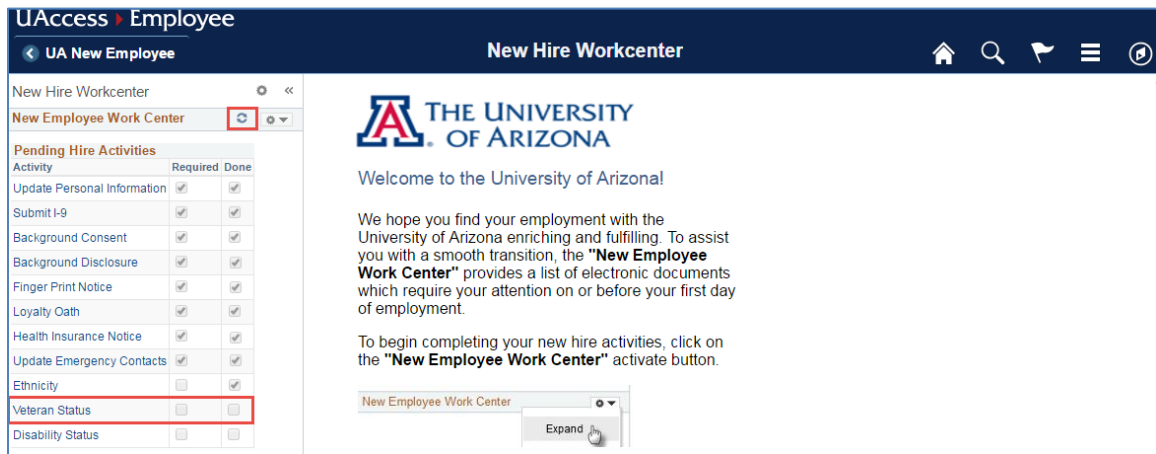
4. A Save confirmation will appear



4.13 VETERAN STATUS (OPTIONAL)

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified Protected Veteran category. If you believe you belong to any of the categories of protected veterans listed, indicate by selecting the appropriate option. To voluntarily respond to the Veteran Status questions:

1. Click on Veteran Status



2. Enter your responses to the Self Identification questions
3. Read the Reasonable Accommodation Notice
4. Click on the Save button

Veteran Status

Wilma Wildcat

▶ **Definitions**

Self-Identification

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.

I belong to the following classifications of protected veterans (choose all that apply):

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classifications to which I belong.

I am NOT a protected veteran.

I am NOT a veteran.

Military Discharge Date:

Reasonable Accommodation Notice

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

The UA's Disability Resource Center (DRC) collaborates with campus units to create accessible and inclusive work environments. Disability is an aspect of diversity that is integral to our society and the University of Arizona campus community. If you encounter barriers to access on campus, DRC staff is available to partner with you to find solutions or facilitate reasonable accommodations. For more information, visit <http://drc.arizona.edu/> or call (520) 621-3268.

5. At time of submission a window will appear asking if you're ready to submit, click the Ok button

categories of protected veterans listed above, please indicate by selecting the appropriate option below.

I belong to the following classifications of protected veterans (choose all that apply):

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

Military Discharge Date:

I am a protected veteran, but I choose not to self-

I am NOT a protected veteran.

I am NOT a veteran.

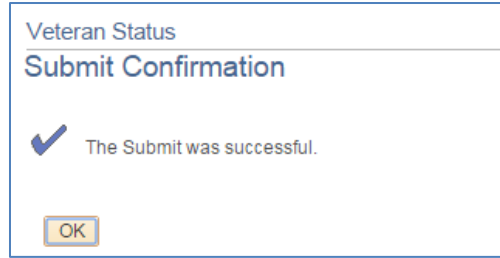
Message

Are you sure you want to submit this information? (18032,1850)

Reasonable Accommodation Notice

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

6. A Save confirmation will appear



4.14 DISABILITY STATUS (OPTIONAL)

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way. To voluntarily respond to the Disability Status questions:

1. Select 'Disability Status' link



2. Select one of the options in the 'How do I know I have a disability?' section

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please select one of the options below:

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

Your Name Today's Date

3. Read the Reasonable Accommodation Notice
4. Click on the Submit button

The screenshot shows a form titled "Reasonable Accommodation Notice" with a red border. The text inside explains that federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. It lists examples such as changing the application process, providing documents in alternate formats, or using sign language interpreters. It also mentions the University of Arizona's Disability Resource Center (DRC) and provides contact information. At the bottom, there is a "Submit" button highlighted with a red box.

5. At time of submission a window will appear asking if you're ready to submit, click the Ok button

The screenshot shows a confirmation dialog box titled "Message" with a red border. The text inside asks, "Are you sure you want to submit this information? (18032,1850)". There are two buttons: "OK" and "Cancel", with the "OK" button highlighted by a red box. In the background, a form titled "How do I know if I have a disability?" is visible, containing a list of disabilities and radio buttons for selection.

6. A Save confirmation will appear

The screenshot shows a confirmation message box titled "Disability" with a red border. The text inside says "Submit Confirmation" and "The Submit was successful." with a checkmark icon. At the bottom, there is an "OK" button highlighted with a red box.

4.15 REFRESH THE NEW EMPLOYEE WORK CENTER

Click the refresh button on the upper right hand corner of the New Employee Work Center frame to update the 'Done' flags to verify all required activities have been completed.

UAccess Employee
New Hire Workcenter

New Hire Workcenter

New Employee Work Center ↻

Pending Hire Activities	Required	Done
Update Personal Information	✓	✓
Submit I-9	✓	✓
Background Consent	✓	✓
Background Disclosure	✓	✓
Finger Print Notice	✓	✓
Loyalty Oath	✓	✓
Health Insurance Notice	✓	✓
Update Emergency Contacts	✓	✓
Ethnicity	☐	✓
Veteran Status	☐	✓
Disability Status	☐	✓

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](#)

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

New Employee Work Center

Expand

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

5. REVISION HISTORY

Document Contributors

Contributors	Department
PRis Cantu	Workforce Systems
Hannah Gacey	Workforce Systems
Tamara Castillon	Workforce Systems

Change Control Log

Version	Date	Description of Change	Contributor
1.0.0	02/22/2016	Initial Draft	PRis Cantu, Tamara Castillon
2.0.0	07/22/2016	Updated for PeopleTools 8.55 release	Hannah Gacey
3.0.0	03/27/2017	Revised for updated Form I-9	Spalding Rembert