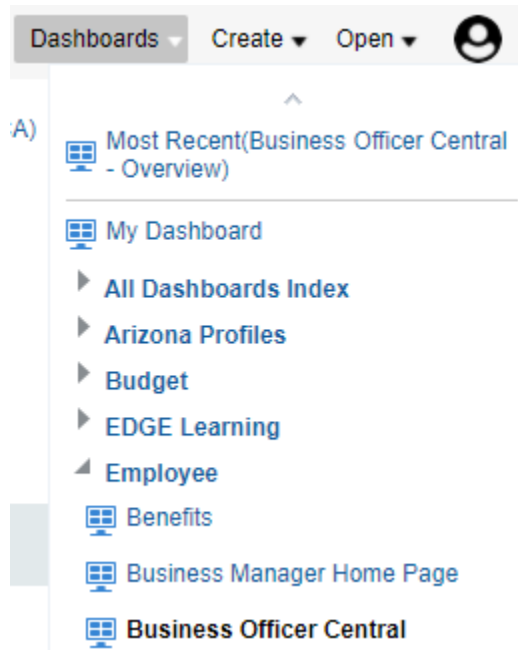


Instructions for Accessing Service Awards and Retirement Reports

1. Go to [UAccess.arizona.edu](https://uaccess.arizona.edu) and select the **Analytics/Reporting** link.
2. Open the Dashboards drop-down. Under the Employee category, select **Business Officer Central**.



3. Choose **Service Awards & Retiree Recognition** from the navigation bar at the top.

[Payment Requests](#) [Pay Check](#) [Service Awards & Retiree Recognition](#) [Affordable Care Act \(ACA\)](#) [Student Overhead](#) [Our](#) »

4. Once the next screen opens, you can toggle between Service Awards and Retiree Recognition using the links at the top of the dashboard.

[Service Awards](#) | [Retiree Recognition](#)

Service Awards

This dashboard displays service awards for active employees within a specified home department.

- The filters in the top right will default to your home department. If you manage multiple departments, open the **Home Title Department** drop-down and check all relevant departments. Select the **Apply** button to return the full list.

College for Home Title Department: --Select Value--

Home Title Department: [7101] Human Resources

Award: 10 YEAR AWARD; 15 YEAR

Employee ID: --Select Value--

Apply Reset

ds Received

- The Employee Details table lists all your employees who are eligible for service awards (or, for the retirement dashboard, those who retired this year). Select the **Export** link to download each report as an Excel spreadsheet.

Service Award Year	Years of Service (Based on Service Year)
2012	10
2007	15

Refresh - Print - Export

- Review the Service Awards spreadsheet for accuracy.
 - Service Awards:** If a benefits-eligible employee who is celebrating **10, 15, 20, 25, 30 35, 40, 45** or **50** years of service **before Dec. 31, 2023**, is missing, enter the individual's information. (**Note:** Years of service includes all benefits eligible service time since the original hire date, regardless of department.)

- **Retirement:** This dashboard displays employees who have retired within the current fiscal year (**July 1, 2022–June 30, 2023**). Communications to the retirees will go out in September; therefore, all retirees will be captured for the current fiscal year. There is no need to notify us of employees who are not entered as retired in the system yet.

If you have changes to the service awards spreadsheet,

- Please add your name, department, and email address at the bottom of your worksheet.
- Email the revised Service Award spreadsheet to Human Resources at **serviceawards@arizona.edu** **no later than Friday, April 21.**
- Questions about calculations of service award year:
serviceawards@arizona.edu
- Questions about service award and retiree gifts:
uabks-admin@email.arizona.edu

8. If you have **no changes** to service awards it is not necessary to email the spreadsheet.

QUESTIONS?

See the **Coordinator Questions** FAQs or email **serviceawards@arizona.edu**