Instructions for Accessing Service Awards and Retirement Reports

1. Go to UAccesss.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.

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

This dashboard displays service awards for active employees within a specified home department.
5. 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.

6. 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.

7. Note that the Retirement Details table has a column for “Award.” “NO AWARD” appearing in this column simply means that the retiree is not also eligible for a service award in their retirement year. It does not mean the retiree is ineligible for retirement recognition.

8. Review the two spreadsheets 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, 2022, is missing, enter the individual’s information. (Note: Years of service includes all service time since the original hire date, regardless of department.)
• **Retirement:** If any employee who retired or is retiring this fiscal year (July 1, 2021–June 30, 2022), is missing from the retiree spreadsheet, enter that individual’s information.

If you have changes to either spreadsheet,

- Please add your name, department, and email address at the bottom of your worksheet.

- Email the revised spreadsheet to Human Resources at serviceawards@arizona.edu no later than Thursday, March 24.

9. If you have **no changes** it is not necessary to email the spreadsheet.

QUESTIONS?

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