UCAP Results Letter

Self Service
Quick Reference Guide

Questions? Contact WORKFORCE SYSTEMS
# TABLE OF CONTENTS

1. Self Service (ESS) UCAP Results Letter ................................................................. 3
2. Navigate to UAccess Employee ............................................................................. 3
3. Access the Results Letter ...................................................................................... 3
4. View Results Letter .............................................................................................. 3
5. Making Your Selection – Classified Staff ............................................................... 4
6. Requesting A Reassessment .................................................................................. 6
7. Reading Your Results Letter .................................................................................. 6
8. Questions?? .......................................................................................................... 7
9. Revision History .................................................................................................... 8
1. **SELF SERVICE (ESS) UCAP RESULTS LETTER**

The University Career Architecture Project Team, in partnership with the colleges and divisions, has completed the career architecture design and mapping. Your placement results are now available for your review in UAccess Employee Self Service (ESS).

2. **NAVIGATE TO UACCESS EMPLOYEE**

   1. Navigate to UAccess Employee at: [https://UAccess.arizona.edu](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. **ACCESS THE RESULTS LETTER**

   1. Once you have logged into UAccess Employee, go to UA Employee Main Homepage
   2. Click on the UCAP Results Letter tile

   ![UA Employee Main Homepage](image)

   3. Make sure your web browser pop-up blocker is turned off (including on mobile devices) – click here for additional information

4. **VIEW RESULTS LETTER**

   1. Appointed Professionals | Ancillary Classified Staff | Classified Staff on probation - No action is required in UAccess. You will transition to the University Staff employment category on Jan. 27, 2020.
   2. Select View Letter
5. MAKING YOUR SELECTION – CLASSIFIED STAFF

1. Classified Staff | You must indicate in UAccess by Dec. 6 if you choose to opt-in to moving to the University Staff employment category or if you choose to stay in your current classified staff position

2. If no action is made in UAccess, you will remain in your current classified staff position

3. View Letter

4. Convert to University Staff
   a. Opt-In – Select ‘Opt-In’ if you agree to accept the position currently mapped as University Staff
b. Confirmation message

```
Are you sure you would like to opt-in? (20047,23)
[ ] Yes  [ ] No
```

5. **Remain Classified?**
   
a. **Opt-Out** – Select ‘Opt-Out’ if you agree to remain as Classified Staff

```
Are you sure you would like to opt-out? (20047,24)
[ ] Yes  [ ] No
```

c. **Reassessment Question**
6. REQUESTING A REASSESSMENT

Requesting a Reassessment

Your results letter will include a link for the optional step of requesting reassessment of your position mapping results. The reassessment process would involve your supervisor, your departmental HR and college/division approvers and the HR compensation team.

If you feel a review is needed, connect with your supervisor for more information and follow the instructions included in your results letter. Reassessment requests must be submitted by Nov. 15.

7. READING YOUR RESULTS LETTER

Example

CAREER ARCHITECTURE PLACEMENT RESULTS FOR:
EMPLOYEE NAME

<table>
<thead>
<tr>
<th>WORKING TITLE</th>
<th>EFFECTIVE DATE</th>
<th>COMPENSATION AMOUNT</th>
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<tbody>
<tr>
<td>Coordinator, Career Center</td>
<td>January 27, 2020</td>
<td>Your salary is $41,000 annualized at 1.0 FTE, payable in regular installments consistent with UA practice.</td>
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FULL-TIME EQUIVALENCY 1.0 (full-time appointment)

FAIR LABOR STANDARDS ACT STATUS: Exempt

WORK SCHEDULE: 12-month schedule (fiscal year)

JOB DESCRIPTION TITLE: Career Strategies Professional II

FUNCTION/FAMILY: Student Services/Career Strategies

CAREER STREAM: Professional Contributor

LEVEL: PC2

PAY GRADE: 6

PAY RANGE: Min: $37,506, Mid: $52,092, Max: $62,510

You will receive an email through your official University email address with a link to access your Career Architecture Placement Results Letter in UAccess.
(The numbers below correspond to the sections labeled in the image at left.)

1. Your current employee information will be pulled from UAccess to populate Working Title and Compensation Amount. You will retain your current title as a working title.

2. Your Fair Labor Standards Act Status is based on the job code to which you have been mapped. In conjunction with UCAP, an FLSA analysis occurred and may have resulted in a change to your eligibility for overtime compensation.

   If you are classified staff and have been mapped to a nonexempt job code, you will transition to nonexempt regardless of your decision to opt-in or opt-out of becoming University Staff. If you have questions about changes to your exemption status, please refer to the FLSA Overview & Toolkit PowerPoint slides or the FLSA resources on this document.

3. Job Description Title, Function/Family, Career Stream and Level are the details of the job in the career architecture to which you have been mapped. Learn more about the career architecture on JDXpert.

4. Your job is mapped to a pay grade in the University Staff pay structure with an assigned range. This portion of your results letter shows the minimum, midpoint and maximum of the pay grade to which you have been mapped.

8. QUESTIONS???

If you have technical issues with accessing your results letter and need assistance, contact Workforce Systems at The University of Arizona – Self Service or by phone at (520) 621-3664.

If you have questions regarding your mapping, the first step is to discuss with your supervisor or local Human Resources representative. For all other questions regarding the UCAP project, you can learn more at ucap.arizona.edu.
9. **REVISION HISTORY**

**Document Contributors**

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<th>Contributors</th>
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**Change Control Log**

<table>
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<th>Description of Change</th>
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