QUICK TIPS

College Approvers

*Fiscal NOAs/NORs Ready for Distribution*

- NOAs/NORs should be generated for Fiscal employees only at this time.
  - Click on the “Contract Length” drop down menu on the “Select Employees” page and select the “Fiscal” option (see screen shot below).
- You will receive another email notification when “Academic” contracts are available for generation and distribution.

*Generate “FISCAL” contracts....*

*NOAs/NORs for Individuals Provisioned as HR Department Approvers*

- Use the “Employee” option to Administer Contracts for HR Department Approvers
  - Do not use the “HR Dept or College” option to generate the contract for a designated HR Department Approvers.

*Administer Contracts*

- Click on the “send the email notification” button when generating contracts for individuals designated as NOA/NOR department approvers within your college/division
  - If the “Submit to HR Department Approver” option is selected, the department approvers will have the ability to send their own email notifications.
Daily Contracts Appearing in Pagelet

The “Daily Contracts” link appears automatically as employee records are updated in UAccess Employee; however, the pagelet is not available now through July 7, 2013. College/Division representatives are able to generate contracts by directly accessing the MSS “Administer Contracts” option. If the college/division contract generation/distribution is not complete by July 7, 2013:

- Please temporarily ignore the “Daily Contracts” link until after you have released the mass distribution of “fiscal” contracts. Employee names appearing on the “Daily Contracts” list will disappear automatically when you “generate contracts” as part of the mass distribution.
- Resume managing the “Daily Contracts” for Fiscal employees once you have completed the mass distribution.
- Follow the same process for “Academic” contracts.

Include Pending Contracts in Search

- To generate a complete list of all employees meeting your search criteria, click in the “Include Pending Contract” box.
  - Pending contracts (generated but not sent to either HR Dept Approver or Employee) can be viewed; however, they cannot be re-generated unless they are withdrawn.