



UAccess EMPLOYEE

Graduate Assistant-Associate Contracts (NOA)

Graduate Assistant-Associate Contracts (NOA)

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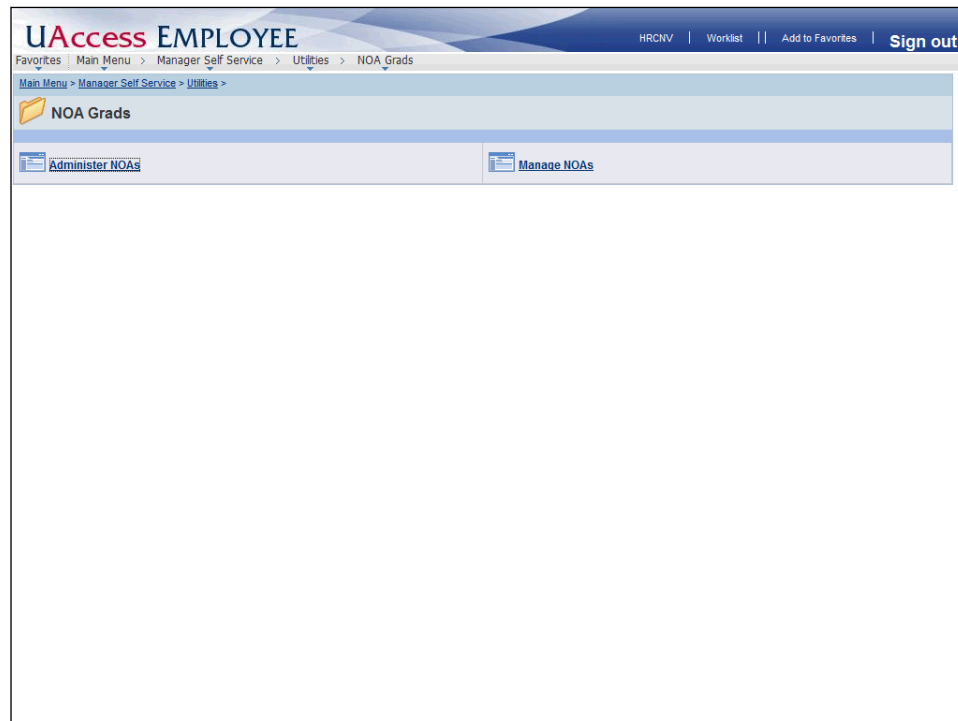
Generating GRAD NOAs (By HR Dept or College list)

Procedure

In this tutorial, you will learn how to use UAccess Employee to generate a contract for a Graduate Assistant/Associate (Grad NOA).

To navigate to the NOA Grads page, go to **Main Menu > Manager Self Service > Utilities > NOA Grads**.

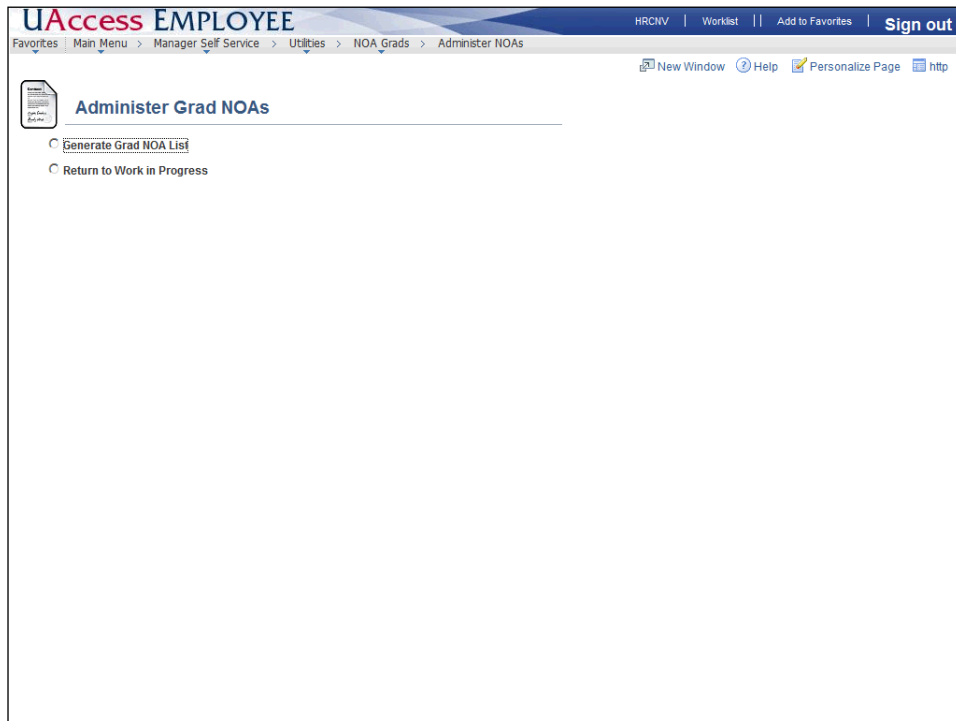
Note: You can also use the MSS WorkCenter Pagelet.




Step	Action
1.	<p>As with all MSS transactions, there is a path for initiating NOA transactions and a separate path for managing NOA transactions that have been submitted.</p> <p>Click the Administer NOAs link.</p> <p>Administer NOAs</p>

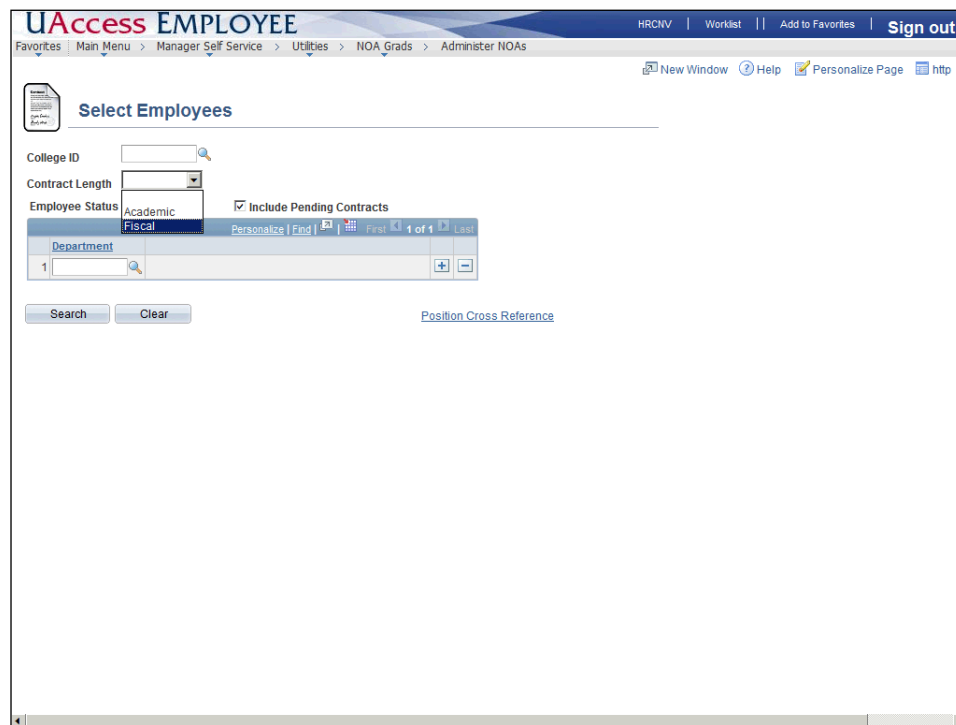
Training Guide

Graduate Assistant-Associate Contracts (NOA)




Step	Action
2.	<p>The Administer Grad NOAs page displays two radio buttons for users who do not have an approval role. (If you are an HR Department/ College Division Approvers you will see a third radio button for managing holds.)</p> <p>The Return to Work in Progress radio button is always visible (unlike some other MSS transactions where it only visible if there is a transaction waiting to be submitted) and is used to access NOAs you have generated but have not submitted for approval.</p> <p>Click the Generate Grad NOA List option.</p> <p><input checked="" type="radio"/> Generate Grad NOA List</p>
3.	<p>Grad NOAs can be generated one employee at a time or as a list of employees in your department or college.</p> <p>This tutorial focuses on generating contracts by list. It is best to use this process during Year End/Rollover periods when you are dealing with multiple contracts all at once.</p> <p>Click the HR Dept Or College option.</p> <p><input checked="" type="radio"/> HR Dept Or College</p>

Step	Action
4.	<p>College approvers have the option to use the College ID field to retrieve a list of employees by a specific college; However it is not recommended that you create your list using this filter as the result could be a very long list and the process will be slow.</p> <p>Generating lists by department is much faster.</p>
5.	<p>Setting the Contract Length is useful during Year End/Rollover when you are restricted to generating contracts based on contract length.</p> <p>Click the Contract Length drop-down list.</p> 



The screenshot shows the 'UAccess EMPLOYEE' web application interface. The page title is 'Select Employees'. It features several search filters: 'College ID' (text input), 'Contract Length' (drop-down menu), 'Employee Status' (radio buttons for 'Academic' and 'Fiscal'), and 'Department' (text input). There is a checkbox for 'Include Pending Contracts'. Below the filters are 'Search' and 'Clear' buttons. The top navigation bar includes links for 'Favorites', 'Main Menu', 'Manager Self Service', 'Utilities', 'NOA Grads', and 'Administer NOAs'. The right side of the page has links for 'HRCNV', 'Worklist', 'Add to Favorites', and 'Sign out'.

Step	Action
6.	<p>The drop-down lists Fiscal, Academic and blank contract lengths as selection options.</p> <p>Note: If left blank, all contract lengths appear in the results.</p> <p>Click the Fiscal list item.</p> 

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Graduate Assistant-Associate Contracts (NOA)



Step	Action
7.	Options available for Employee Status are active, short work break and blank (which displays both).
8.	<p>The Include Pending Contracts checkbox is checked by default. You cannot generate contracts for individuals who already have a pending contract (for the same department) so you may want to uncheck the box to limit your results.</p> <p>Note: Grad NOAs can be submitted/pending for more than one department at a time.</p> <p>Click the Include Pending Contracts checkbox.</p> <p><input checked="" type="checkbox"/></p>
9.	<p>Enter your department number in the Department field.</p> <p>Multiple departments can be entered by clicking on the + sign to add another row.</p> <p>Enter "0429" in the Department field.</p>
10.	<p>Click the Search button.</p> <p><input type="button" value="Search"/></p>

UAccess EMPLOYEE

Navigation: Favorites | Main Menu | Manager Self Service | Utilities | NOA Grads | Administer NOAs

Tools: New Window | Help | Personalize Page | http

Select Employees

College ID:

Contract Length:

Employee Status:

☐ Include Pending Contracts

Department: English

[Position Cross Reference](#)

☐ Select All

Select	EmpId	Last Name	First Name	UA Title	Payroll Status	Deptid	Expected Job End Date	Last Action Date	Last Acceptance Date	Termination Pending
1 <input type="checkbox"/>	23145714	Bella	Stella	Graduate Assistant, Teaching	Active	0429	06/30/2013	09/11/2012		No
2 <input type="checkbox"/>	23060010	Carter	Jake	Graduate Associate, Teaching	Active	0429	06/30/2013	09/04/2012		No
3 <input type="checkbox"/>	02194562	East	Buddy	Graduate Associate, Teaching	Active	0429	06/30/2013	09/04/2012		No

Step	Action
11.	<p>Scan the list to identify those individuals for whom you wish to generate a contract.</p> <p>You'll need to scroll to see all the data displayed.</p> <p>Click the scrollbar.</p>
12.	<p>The system will prevent you from generating a Grad NOA if there is a termination request pending. The termination date will appear in the Termination Pending column. And, as you already know, if a contract is pending, you will not be able to generate a new contract.</p> <p>Note: To use this page to see which employees have pending contracts, simply make sure the Include Pending Contracts checkbox is checked.</p>
13.	<p>If the GA's contract has been placed on hold, the word Yes is displayed in the Hold Status column and you will not be able to generate a contract for that individual.</p> <p>The Held By column will display the NetID of the person who placed the hold. There are no comments in the system to indicate why someone's contract has been placed on hold so you'll need to contact the person indicated in this column directly if you need to know the reason.</p> <p>Note: For details on placing and removing holds, please review the Manager Self Service > Employment and Jobs > Graduate Assistant-Associate Contracts > Managing Holds <i>tutorial</i>.</p>
14.	<p>Now that you have reviewed your list, scroll back to the left and make your selections.</p> <p>Click the scrollbar.</p>
15.	<p>You can select individual employees from this list or use the Select All option at the top.</p> <p>Click the Select All checkbox.</p> <p><input type="checkbox"/></p>

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UAccess EMPLOYEE HRCNV | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Manager Self Service > Utilities > NOA Grads > Administer NOAs

New Window | Help | Personalize Page | http

Select Employees

College ID:

Contract Length:

Employee Status: ☐ Include Pending Contracts

Personalize | Find | First | 1 of 1 | Last

Department	English
1 0429	English

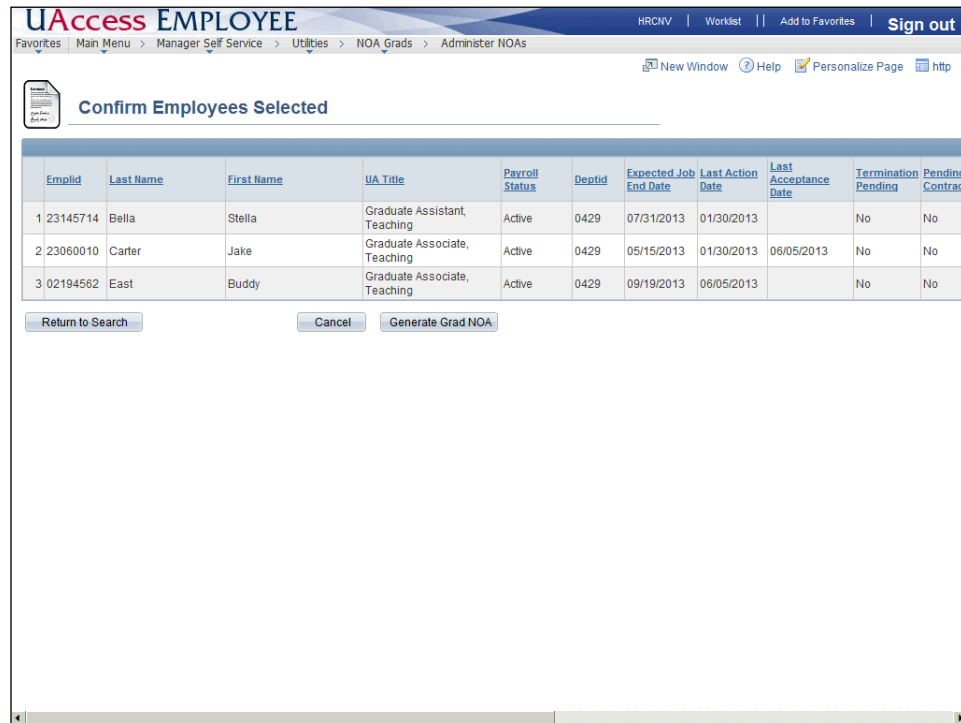
Search Clear Position Cross Reference

☒ Select All Continue >>>

Select	Empid	Last Name	First Name	UA Title	Payroll Status	Deptid	Expected Job End Date	Last Action Date	Last Acceptance Date	Termination Pending
1 <input checked="" type="checkbox"/>	23145714	Bella	Stella	Graduate Assistant, Teaching	Active	0429	06/30/2013	09/11/2012		No
2 <input checked="" type="checkbox"/>	23060010	Carter	Jake	Graduate Associate, Teaching	Active	0429	06/30/2013	09/04/2012		No
3 <input checked="" type="checkbox"/>	02194562	East	Buddy	Graduate Associate, Teaching	Active	0429	06/30/2013	09/04/2012		No

Cancel Continue >>>

Step	Action
16.	<p>Once any single record is selected, the Continue button becomes active.</p> <p>Click the Continue button.</p> <p>Continue >>></p>



UAccess EMPLOYEE HRCNV | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Manager Self Service > Utilities > NOA Grads > Administer NOAs

New Window | Help | Personalize Page | http

Confirm Employees Selected

EmpId	Last Name	First Name	UA Title	Payroll Status	DeptId	Expected Job End Date	Last Action Date	Last Acceptance Date	Termination Pending	Pending Contract
1 23145714	Bella	Stella	Graduate Assistant, Teaching	Active	0429	07/31/2013	01/30/2013		No	No
2 23060010	Carter	Jake	Graduate Associate, Teaching	Active	0429	05/15/2013	01/30/2013	06/05/2013	No	No
3 02194562	East	Buddy	Graduate Associate, Teaching	Active	0429	09/19/2013	06/05/2013		No	No

Return to Search | Cancel | Generate Grad NOA

Step	Action
17.	<p>The Confirm Employees Selected page offers you one last chance to make sure your list is correct.</p> <p>Note: If you notice someone is missing or is on the list by mistake, click the Return to Search button to make your selections again.</p> <p>Click the Generate Grad NOA button.</p> <p>Generate Grad NOA</p>
18.	<p>The Grad NOA View/Submit screen shows you a list of the contracts you just generated. You now have the ability to select each transaction to either move it forward (by selecting Send) or withdraw it.</p>
19.	<p>Be sure to view the contract before you move it forward. If you click on the View All Contracts link, you will be able to scroll through all contracts in one window.</p>

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UAccess EMPLOYEE HRCNV | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Manager Self Service > Utilities > NOA Grads > Administer NOAs

New Window | Help | Personalize Page | http

Grad NOA View/Submit

Trans Nbr 10154 Contract Status Not Submitted

☐ Send All ☐ Withdraw List [View All Contracts](#)


	View Contract	Position Xref	Send	Withdraw	Trans Nbr	Empl ID	First Name	Last Name	DeptID	JA Title
1	View Contract	Position Xref	<input type="checkbox"/>	<input type="checkbox"/>	427760	23145714	Stella	Bella	0429	Graduate Assistant, Teaching
2	View Contract	Position Xref	<input type="checkbox"/>	<input type="checkbox"/>	427761	23060010	Jake	Carter	0429	Graduate Associate, Teaching
3	View Contract	Position Xref	<input type="checkbox"/>	<input type="checkbox"/>	427762	02194562	Buddy	East	0429	Graduate Associate, Teaching

Comments

[Save for Later](#) [Exit](#)

javascript:submitAction_win0(document.win0,'JA_WGC_DERIVED_JA_VIEW...

Step	Action
20.	<p>Use the View Contract link associated with each employee to view each contract individually.</p> <p>Click the View Contract link.</p>


**THE UNIVERSITY
OF ARIZONA**

EXECUTIVE OFFICE OF THE PRESIDENT

NOTICE OF APPOINTMENT

06/10/2013

Jake Carter
 TEST
 TUCSON AZ, 85719

Department: English
 Emplid: 23060010

The following appointment with the University of Arizona has been approved. This Notice of Appointment incorporates any agreement you have signed with your hiring unit that contains specific conditions related to your employment with the University of Arizona.




Graduate Associate, Teaching in English, effective from 01/31/2013 through 05/15/2013 at .750 FTE, with an annualized fiscal salary of \$28,000 which translates to an actual amount of \$6,058.

Step	Action
21.	<p>The contract opens as a PDF in a new window. The front page of the contract contains the specific information for this employee. The rest of the contract is generic information about employment eligibility requirements and expectations.</p> <p>Note: <i>If this information is incorrect, you must check the Position Cross Reference data to determine if the information needs to be updated by the department (currently these updates are initiated using a PAF). If the information is correct in position cross reference, but is incorrect on the contract you must contact Systems Control.</i></p>
22.	<p>The bottom of the contract displays a signature line that will be stamped with the employee's electronic signature once they accept the contract.</p> <p>You opened a new page when you clicked on the link to view the contract. So to get back to the Grad NOA View/Submit screen you need to close this window. This step has been done for you in the next step.</p>

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Step	Action
23.	<p>You can use the Send All checkbox at the top or the select checkbox associated with each employee.</p> <p>In this scenario, you have reviewed the contract for Jake Carter and are ready to send it forward for approval.</p> <p>Click the Send checkbox.</p> 
24.	<p>All transactions must have either a Send or Withdraw selection checked before the Submit button is visible.</p> <p>Since you have not viewed the contracts for Stella or Buddy, you are not ready to submit them, so you will withdraw them.</p> <p>Click the Withdraw checkbox for Stella.</p> 
25.	<p>Click the Withdraw checkbox for Buddy.</p> 

UAccess

EMPLOYEE

[HRCNV](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[Favorites](#) | [Main Menu](#) > [Manager Self Service](#) > [Utilities](#) > [NOA Grads](#) > [Administer NOAs](#)

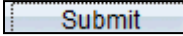
[New Window](#) [Help](#) [Personalize Page](#) [http](#)

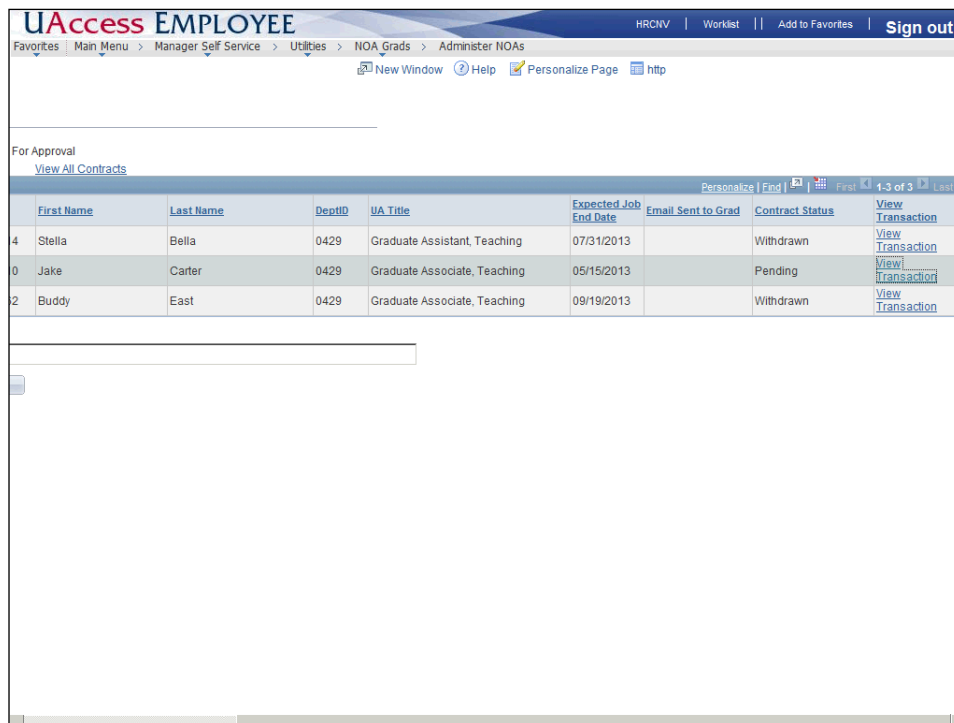
Grad NOA View/Submit

Trans Nbr 10154 Contract Status Not Submitted
☐ Send All ☐ Withdraw List [View All Contracts](#)

	View Contract	Position Xref	Send	Withdraw	Trans Nbr	Empl ID	First Name	Last Name	DeptID	UA Title
1	View Contract	Position Xref	<input type="checkbox"/>	<input checked="" type="checkbox"/>	427760	23145714	Stella	Bella	0429	Graduate Assistant, Teaching
2	View Contract	Position Xref	<input checked="" type="checkbox"/>	<input type="checkbox"/>	427761	23060010	Jake	Carter	0429	Graduate Associate, Teaching
3	View Contract	Position Xref	<input type="checkbox"/>	<input checked="" type="checkbox"/>	427762	02194562	Buddy	East	0429	Graduate Associate, Teaching

Comments

Step	Action
26.	<p>The Submit button is visible now that all three records have been selected in some way. Once you click Submit, each contract will route for approval.</p> <p>If you are not ready to submit them, you can save these selections and use the Return to Work in Progress path to submit them later.</p> <p>Click the Submit button.</p> 
27.	Click the scrollbar.



The screenshot shows the UAccess EMPLOYEE interface. The breadcrumb trail is: Favorites | Main Menu > Manager Self Service > Utilities > NOA Grads > Administer NOAs. The page title is "For Approval" with a link "View All Contracts". Below the title is a table with the following data:

	First Name	Last Name	DeptID	UA Title	Expected Job End Date	Email Sent to Grad	Contract Status	View Transaction
4	Stella	Bella	0429	Graduate Assistant, Teaching	07/31/2013		Withdrawn	View Transaction
0	Jake	Carter	0429	Graduate Associate, Teaching	05/15/2013		Pending	View Transaction
2	Buddy	East	0429	Graduate Associate, Teaching	09/19/2013		Withdrawn	View Transaction

Step	Action
28.	<p>You can view the transaction if you wish to see the approval path.</p> <p>Click the View Transaction link.</p>

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UAccess EMPLOYEE HRCNV | Worklist | Add to Favorites | Sign out

Favorites | Main Menu

New Window | Help | Personalize Page | http

Manage Grad NOA

Transaction	427761	Status	Pending
Empl ID	23060010 Jake Carter	Start Date	01/31/2013
Position	1833147 Graduate Associate	FTE	0.750
HR Dept	0429 English	UA Title Cd	Graduate Associate, Teaching

***Graduate NOA is pending approval, please view Contract prior to approving/denying.**

[View Contract](#)

Submitted By ZAVALA Last Updated By ZAVALA
Submitted Dt 06/10/13 5:20PM Last Update 06/11/2013 12:09:41PM

Grads NoAs

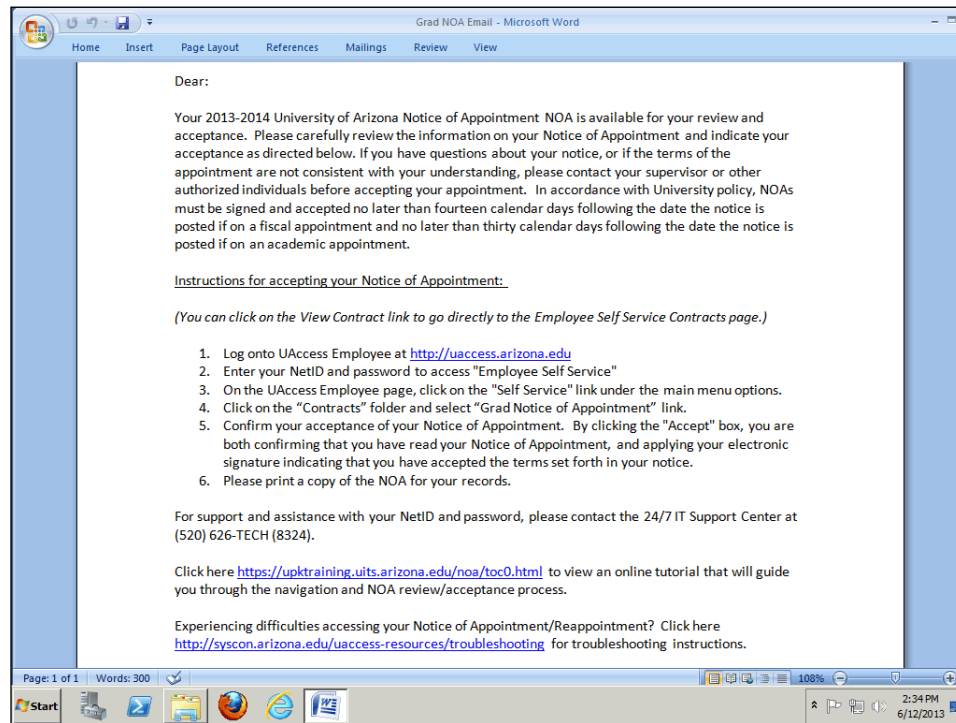
Transaction 427761: Pending

Grads NoAs

```

graph LR
    A["Pending  
Multiple Approvers  
GC HR Dept Approver"] --> B["Not Routed  
Multiple Approvers  
GC College Approver"]
    B --> C["Not Routed  
SALSEY  
GC Graduate Approval"]
    
```

Step	Action
29.	<p>The contract you just submitted will route to the HR Department Approver, then the College Approver, and finally an email is generated by the system to prompt the employee to log into UAccess Employee Self Service and accept their contract.</p> <p>Note: The HR Department and/or College approvers are provisioned for the specific needs of the college and therefore one or the other role may not exist for your college.</p>



Step	Action
30.	This is an example of what the email looks like.
31.	That's it. You have successfully completed this tutorial on generating Grad NOAs (contracts) using UAccess Employee.
	End of Procedure.

Approving GRAD NOAs

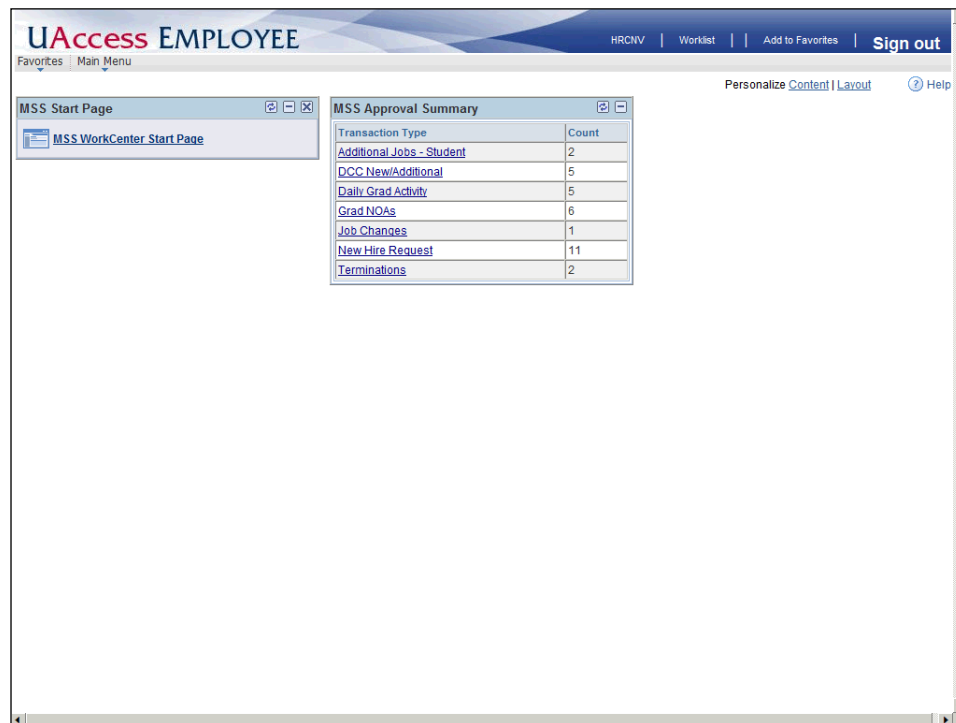
Procedure

Grad NOAs route for approval based on department-specific provisioning configurations.

NOAs generated by an individual who is not an approver will route to the HR department approver, then on to the College approver and finally to the Graduate student (via email) who will log in to UAccess Employee to accept their contract.

If either the department or college approver roles are missing, those levels will be skipped.

Note: The contract cannot be generated if no approvers are provisioned.



Step	Action
1.	<p>All approvers will be notified that contracts are pending their approval by the MSS Approval Summary pagelet.</p> <p>Click the Grad NOAs link.</p> <p>Grad NOAs</p>

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Graduate Assistant-Associate Contracts (NOA)



UAccess EMPLOYEE				
<div> Favorites Main Menu </div> <div> HRCNV Worklist Add to Favorites Sign out </div> <div> New Window Help Personalize Page http </div>				
Pending Grad NOA Approval				
Trans Nbr	Created By	Created Date	Created Time	Run Type
10066	TBC1	05/20/2013	02:39 pm	HR Dept Or College
10084	SXWATSON	05/24/2013	09:07 am	HR Dept Or College
10085	SXWATSON	05/24/2013	09:13 am	HR Dept Or College
10094	TBC1	05/24/2013	01:21 pm	HR Dept Or College
10095	TBC1	05/24/2013	01:36 pm	HR Dept Or College
10163	ZAVALA	06/19/2013	01:56 pm	Employee

Step	Action
2.	<p>The newest transactions will be listed at the bottom of the Pending Grad NOA Approval list.</p> <p>Click the 10163 link.</p> <p>10163</p>
3.	<p>This list only has one contract, but it is possible to see multiple contracts listed for approval as initiators have the ability to generate contracts using a department/college list.</p> <p>Note: For details on how these lists are generated, please refer to the Manager Self Service > Employment and Jobs > Graduate Assistant-Associate Contracts > Generating GRAD NOAs (By HR Dept or College list) tutorial.</p>

UAccess EMPLOYEE HRCNV | Worklist | Add to Favorites | **Sign out**

Favorites | Main Menu

New Window | Help | Personalize Page | http

Manage Grad NOA List

Trans Nbr 10163 Contract Status Submitted For Approval [View All Contracts](#)

☐ Approve All ☐ Deny All

	View Contract	Position Xref	Approve	Deny	Trans Nbr	Empl ID	First Name	Last Name	DeptID	UA Title
1	View Contract	Position Xref	<input type="checkbox"/>	<input type="checkbox"/>	427776	23145714	Stella	Bella	0429	Graduate Assistant, Teaching

Comments


[Exit](#)

Step	Action
4.	<p>Approvers must review the contract prior to approving.</p> <p>Click the View Contract link.</p>

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Graduate Assistant-Associate Contracts (NOA)





THE UNIVERSITY
OF ARIZONA

EXECUTIVE OFFICE OF THE PRESIDENT

NOTICE OF APPOINTMENT

06/19/2013

Stella Bella
TEST
TUCSON AZ, 85719

Department: English
Emplid: 23145714

The following appointment with the University of Arizona has been approved. This Notice of Appointment incorporates any agreement you have signed with your hiring unit that contains specific conditions related to your employment with the University of Arizona.

Graduate Assistant, Teaching in English, effective from 01/31/2013 through 07/31/2013 at .750 FTE, with an annualized fiscal salary of \$27,000 which translates to an actual amount of \$10,125.

Step	Action
5.	<p>The contract opens as a PDF in a new window. The first page of the contract contains the specific job information including contract dates, FTE, and compensation rate.</p> <p>Note: <i>If this information is incorrect, you must check the Position Cross Reference data to determine if the information needs to be updated by the department (currently these updates are initiated using a PAF). If the information is correct in position cross reference, but is incorrect on the contract you must contact Systems Control.</i></p>
6.	<p>Close the contract to get back to the contract list.</p> <p>Now you are ready to approve the contract.</p> <p>Click the Approve checkbox.</p> <div style="border: 1px solid black; width: 20px; height: 10px; display: inline-block;"></div>

UAccess EMPLOYEE HRCNV | Worklist | Add to Favorites | **Sign out**

Favorites | Main Menu

New Window | Help | Personalize Page | http

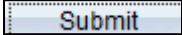
Manage Grad NOA List

Trans Nbr 10163 Contract Status Submitted For Approval [View All Contracts](#)

☐ Approve All ☐ Deny All

	View Contract	Position Xref	Approve	Deny	Trans Nbr	Empl ID	First Name	Last Name	DeptID	UA Title
1	View Contract	Position Xref	<input checked="" type="checkbox"/>	<input type="checkbox"/>	427776	23145714	Stella	Bella	0429	Graduate Assistant, Teaching

Comments

Step	Action
7.	Click the Submit button. 
8.	You can view the transaction if you wish to see where the routing path goes next. Scroll to the right to access the transaction link. Click the scrollbar.

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Graduate Assistant-Associate Contracts (NOA)



UAccess EMPLOYEE

For Approval

View All Contracts

First Name	Last Name	DeptID	UA Title	Expected Job End Date	Email Sent to Grad	Contract Status	View Transaction
4 Stella	Bella	0429	Graduate Assistant, Teaching	07/31/2013		Pending	View Transaction

Step	Action
9.	Click the View Transaction link.

UAccess EMPLOYEE

Manage Grad NOA

Transaction 427775 Status Pending

Empl ID 23145714 Stella Bella Start Date 01/31/2013

Position 1815797 Graduate Assistant FTE 0.750

HR Dept 0429 English UA Title Cd Graduate Assistant, Teaching

*Graduate NOA is pending approval, please view Contract prior to approving/denying.

[View Contract](#)

Submitted By ZAVALA Last Updated By ZAVALA

Submitted Dt 06/18/13 5:49PM Last Update 06/18/2013 5:49:39PM

Exit

Grads NoAs

Transaction 427775: Pending

Grads NoAs

Approved
✓ HR Dept Approver
GC HR Dept Approver
06/18/13 - 5:54 PM

Pending
Multiple Approvers
GC College Approver

Not Routed
Multiple Approvers
GC Graduate Approval

Step	Action
10.	Once this transaction has been approved at the college level, an email will be sent to the Graduate to prompt them to accept their contract through the Self Service area of UAccess Employee. <i>Note: If there is no college level approver, the email is sent immediately after the department approval.</i>
11.	You have successfully completed the tutorial on approving Grad NOAs. End of Procedure.

Accepting a GRAD NOA (Contract)

Procedure

In this tutorial, you will learn how to use UAccess Employee to accept a contract as a Graduate Assistant/Associate (Grad NOA).

To navigate to the Review Contracts page, go to **Main Menu > Self Service > Contracts > Notice of Appoint/ReappointGRD**.

Note: GAs receive an email with direction on how to get a NetID and password and how to log into UAccess Employee.



UAccess EMPLOYEE HRCIV || Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Contracts > Notice of Appoint/ReappointGRD

New Window | Help | Personalize Page | http

Review Contracts

Stella Bella

Your University of Arizona Notice of Appointment/Reappointment (NOA/NOR) is available to view and accept below. Please carefully review the information on your Notice of Appointment/Reappointment.

If you have any questions about your NOA/NOR, or if the terms of the appointment are not consistent with your understanding, contact your home department's business office before accepting the appointment.

By checking the "accept" box below, I acknowledge that I have read my Notice of Appointment/Reappointment and I intend to apply my signature indicating acceptance of the terms set forth therein.


View Contract	Trans Nbr	UA Title	Dept	Status	Status Date	Accept	Decline
1 View Contract	427273	Graduate Assistant Teaching	0429	Pending	05/16/2013	<input type="button" value="Accept"/>	<input type="button" value="Decline"/>

Step	Action
1.	<p>The Review Contracts page offers basic information on reviewing your contract and what to do if you have questions.</p> <p>Notice that the Status is Pending. This does not change until you either accept or deny this agreement.</p> <p>You will not be able to take any action until you have viewed the contract.</p> <p>Click the View Contract link.</p> <p>View Contract</p>

Training Guide

Graduate Assistant-Associate Contracts (NOA)





THE UNIVERSITY
OF ARIZONA

EXECUTIVE OFFICE OF THE PRESIDENT

NOTICE OF APPOINTMENT

05/16/2013

Stella Bella
TEST
TUCSON AZ, 85719

Department: English
Emplid: 23145714

The following appointment with the University of Arizona has been approved. This Notice of Appointment incorporates any agreement you have signed with your hiring unit that contains specific conditions related to your employment with the University of Arizona.

Graduate Assistant, Teaching in English, effective from 01/31/2013 through 07/31/2013 at .750 FTE, with an annualized fiscal salary of \$27,000 which translates to an actual amount of \$10,125.

Step	Action
2.	<p>The contract opens as a PDF in a new window.</p> <p>The first page of the contract contains the specific job information including contract dates, FTE, and compensation rate. Review this carefully to make sure the terms of the appointment are consistent with your understanding. If they are not, please contact your supervisor or other authorized individuals before accepting this contract.</p> <p>Note: Close the contract to get back to the Review Contracts page.</p>
3.	<p>Now you are ready to accept the contract. Of course, you have the option to decline the contract as well, which you may wish to do if it is incorrect or you have changed your mind about taking this job.</p> <p>Click the Accept button.</p> <p>Accept</p>
4.	<p>The Status updates to show you have approved (or denied) the contract.</p>
5.	<p>You will always have the ability to view the contract, and once you have accepted it, your electronic signature is stamped at the bottom.</p> <p>Click the View Contract link.</p> <p>View Contract</p>
6.	<p>Click the scrollbar.</p>

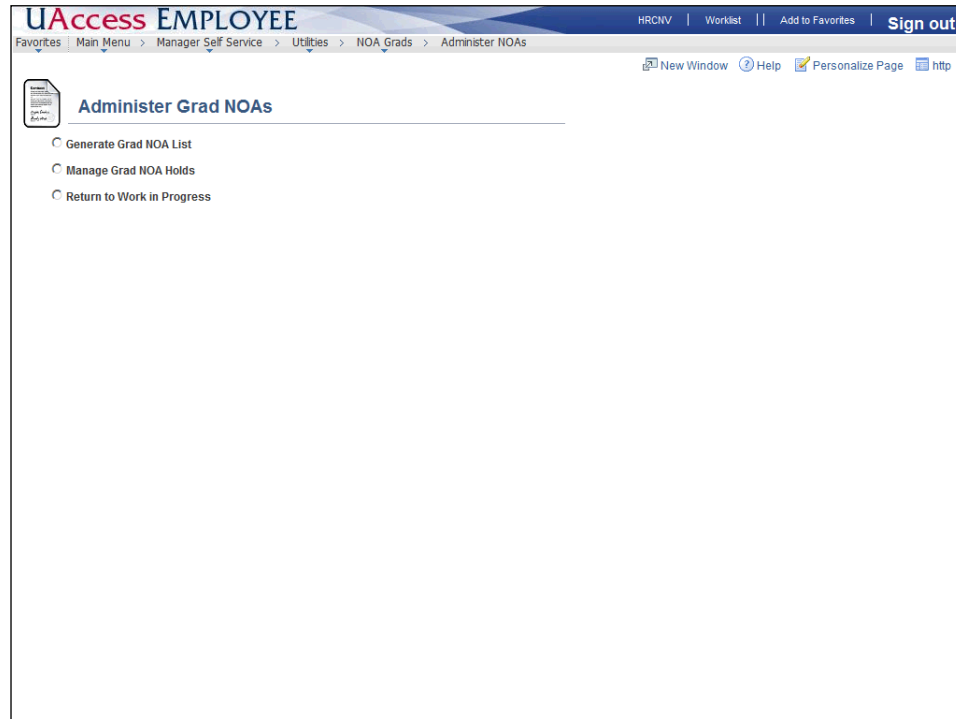
Step	Action
7.	That's it. You have successfully completed this tutorial. End of Procedure.


Managing Holds on GRAD NOAs

Procedure

HR Department/ College Division Approvers will be able to place an administrative hold on either individual Grad NOAs or NOAs for entire departments. Once on hold, this will exclude grads from all NOA Generation Processes.

In this tutorial, you will learn how to place and remove holds on Grad NOAs.



Step	Action
1.	<p>To navigate to the Administer Grad NOA page, go to Main Menu > Manager Self Service > Utilities > NOA Grads > Administer NOAs.</p> <p>Note: You will not have access to this radio button if you are not an HR Department/ College Division Approver.</p> <p>Click the Manage Grad NOA Holds option.</p> <p> Manage Grad NOA Holds</p>

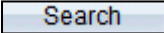
Training Guide

Graduate Assistant-Associate Contracts (NOA)

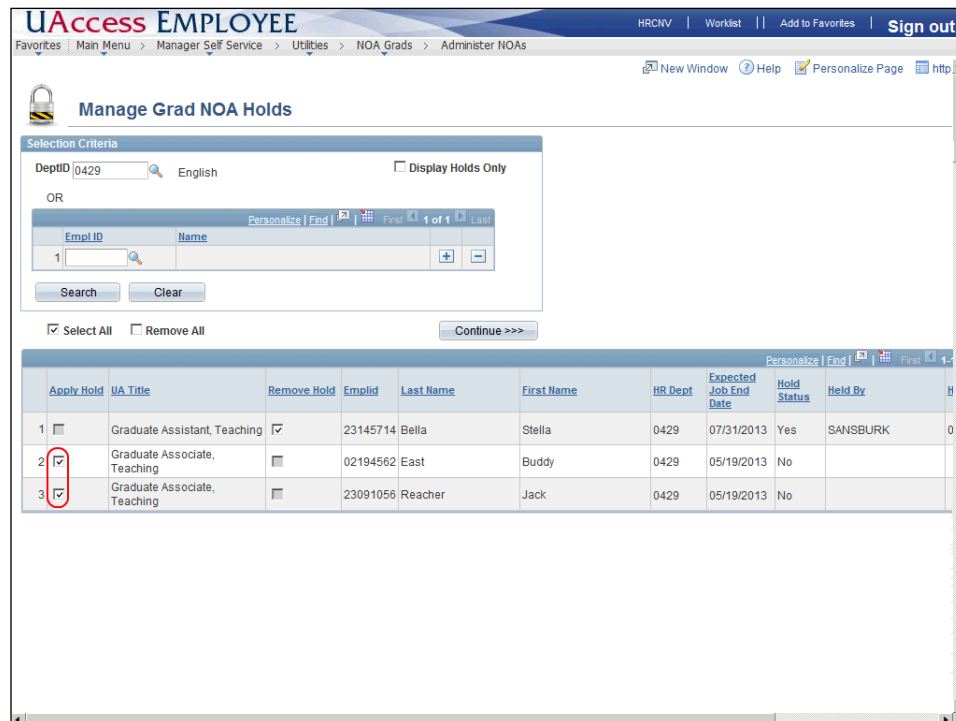


Step	Action
2.	<p>Whether you are placing a hold or removing a hold, your first task is to search for the employee(s) for whom you wish to manage the hold. You can search by employee or department.</p> <p>In this scenario, you are searching by department.</p> <p>Note: Users can only search for employees within departments for which they are provisioned; therefore, the list returned using the magnifying glass is limited to those departments.</p> <p>Enter "0429" in the DeptID field.</p>

The screenshot shows the 'Manage Grad NOA Holds' page in the UAccess EMPLOYEE system. The page has a navigation bar with links like 'Favorites', 'Main Menu', 'Manager Self Service', 'Utilities', 'NOA Grads', and 'Administer NOAs'. The main content area is titled 'Manage Grad NOA Holds' and contains a 'Selection Criteria' form. The form has two search options: 'DeptID' (set to 0429) and 'Department Description' (set to English). Below these is a table with columns 'Empl ID' and 'Name'. The 'Empl ID' column has a value of 1. There are 'Search' and 'Clear' buttons at the bottom of the form.

Step	Action
3.	<p>Click the Search button.</p> <p></p>
4.	<p>This is a list of all Graduate Associate/Assistants in this department. Notice Stella's NOA currently has a hold in place as indicated by the Hold Status Column. Just to the right of the status column is the Held By column, which lists the NetID of the person who placed the hold. And to the right of that is the Hold Date column (not shown in this image), which displays the date the hold was placed.</p>

Step	Action
5.	In this tutorial, you will remove the hold from Stella's record and place a hold on Buddy and Jack's record.
6.	<p>You can select an individual employee to place a hold or remove a hold by using the appropriate checkbox in their row. Select Stella's record to remove the hold already in place.</p> <p>Note: <i>There is no mechanism for the person who placed the hold to comment as to why the hold was placed. You may want to check with them prior to taking this action.</i></p> <p>Click the Remove Hold checkbox.</p> <input type="checkbox"/>
7.	<p>Now use the Select All checkbox just above the list to place a hold on Buddy and Jack.</p> <p>Click the Select All checkbox.</p> <input type="checkbox"/>



UAccess EMPLOYEE HRCNV | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Manager Self Service | Utilities | NOA Grads | Administer NOAs

Manage Grad NOA Holds

Selection Criteria

DeptID 0429 English ☐ Display Holds Only

OR

Personalize | Find | First 1 of 1 | Last

EmpId	Name
1	

Search Clear

☒ Select All ☐ Remove All Continue >>>

Apply Hold	UA Title	Remove Hold	EmpId	Last Name	First Name	HR Dept	Expected Job End Date	Hold Status	Held By	H
<input checked="" type="checkbox"/>	Graduate Assistant, Teaching	<input checked="" type="checkbox"/>	23145714	Bella	Stella	0429	07/31/2013	Yes	SANSBURK	0
<input checked="" type="checkbox"/>	Graduate Associate, Teaching	<input type="checkbox"/>	02194562	East	Buddy	0429	05/19/2013	No		
<input checked="" type="checkbox"/>	Graduate Associate, Teaching	<input type="checkbox"/>	23091056	Reacher	Jack	0429	05/19/2013	No		

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Step	Action
8.	<p>The Apply Hold column updates with a checkmark for both Buddy and Jack.</p> <p>Click the Continue button.</p> <p>Continue >>></p>

UAccess EMPLOYEE HRCINV | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Manager Self Service | Utilities | NOA Grads | Administer NOAs

Manage Grad NOA Holds

Selection Criteria

DeptID 0429 English ☐ Display Holds Only

OR

Empl ID Name

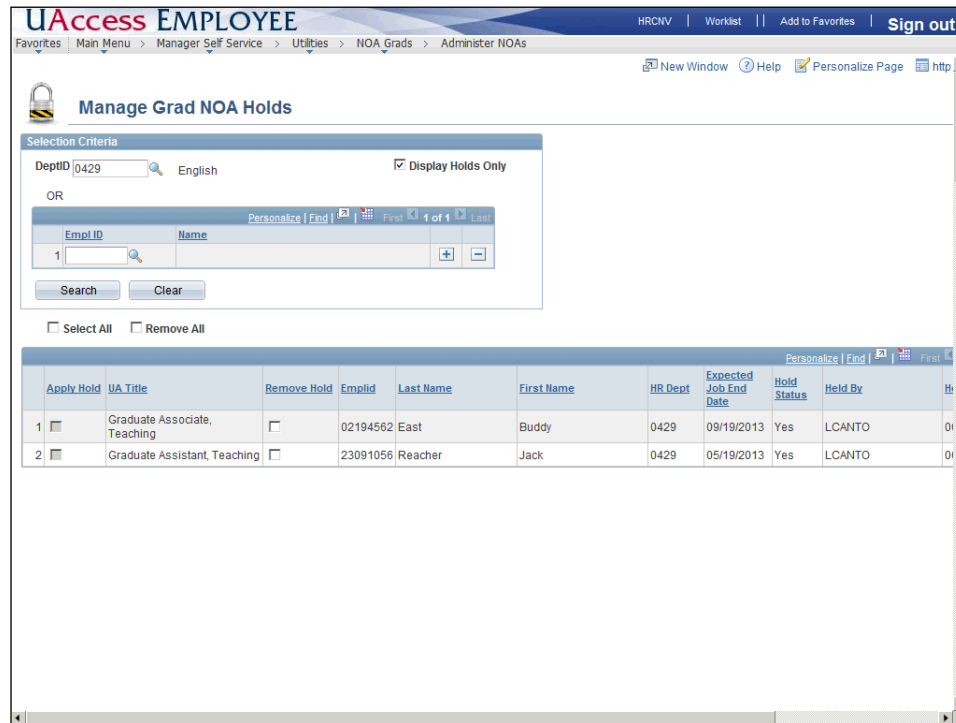
1 Search Clear

☒ Select All ☐ Remove All

Apply Hold	UA Title	Remove Hold	Emplid	Last Name	First Name	HR Dept	Expected Job End Date	Hold Status	Held By	Hold
<input checked="" type="checkbox"/>	Graduate Assistant, Teaching	<input checked="" type="checkbox"/>	23145714	Bella	Stella	0429	07/31/2013	Yes	SANSBURK	06/1
<input checked="" type="checkbox"/>	Graduate Associate, Teaching	<input type="checkbox"/>	02194562	East	Buddy	0429	09/19/2013	No		
<input checked="" type="checkbox"/>	Graduate Assistant, Teaching	<input type="checkbox"/>	23091056	Reacher	Jack	0429	05/19/2013	No		

Go Back Submit Cancel

Step	Action
9.	<p>The act of placing or removing holds does not route for approval. Once you click Submit the records update immediately.</p> <p>Click the Submit button.</p> <p>Submit</p>
10.	<p>Now you can see that Stella's record shows her Hold Status is No and Buddy and Jack show a hold has been placed by you.</p>
11.	<p>You can use the Display Holds Only checkbox to see a list of employees with current holds.</p> <p>Click the Display Holds Only checkbox.</p> <p><input type="checkbox"/></p>
12.	<p>Click the Search button.</p> <p>Search</p>



UAccess EMPLOYEE HRCNV | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Manager Self Service > Utilities > NOA Grads > Administer NOAs

Manage Grad NOA Holds

Selection Criteria

DeptID English ☒ Display Holds Only

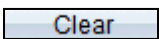
OR

EmplID Name

Search Clear

☐ Select All ☐ Remove All


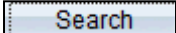
Apply Hold	UA Title	Remove Hold	EmplID	Last Name	First Name	HR Dept	Expected Job End Date	Hold Status	Held By	It
<input type="checkbox"/>	Graduate Associate, Teaching	<input type="checkbox"/>	02194562	East	Buddy	0429	09/19/2013	Yes	LCANTO	01
<input type="checkbox"/>	Graduate Assistant, Teaching	<input type="checkbox"/>	23091056	Reacher	Jack	0429	05/19/2013	Yes	LCANTO	01

Step	Action
13.	<p>Notice that Stella's record has disappeared and only Jack and Buddy remain.</p> <p>Use the Clear button to clear your search options and try another kind of search.</p> <p>Click the Clear button.</p> <p></p>
14.	<p>Notice the Display Holds Only checkbox is still checked. No matter. The next search you will do is by employee. This type of search is not governed by the Display Holds Only checkbox.</p>
15.	<p>You can search for employees by entering their EmplID into the Empl ID field or you can use the look-up icon if you don't know their EmplID.</p> <p>Note: Users can only search for employees within departments for which they are provisioned; therefore, the list returned using the magnifying glass will be limited to those employees</p> <p>Enter "23145714" in the Empl ID field.</p>
16.	<p>The screen refreshes when you click the Tab button on your keyboard.</p> <p>Press [Tab].</p>

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Graduate Assistant-Associate Contracts (NOA)



Step	Action
17.	You can search for more than one employee at a time by adding another row. Click the Add a new row at row 1 button. 
18.	Enter "02194562" in the Empl ID field.
19.	Press [Tab] .
20.	Click the Search button. 

Step	Action
21.	That's it. Now you are ready to place a hold on Stella's record and/or remove the hold from Buddy's record if desired.
22.	You have successfully completed the tutorial on managing holds for Grad NOAs. End of Procedure.

Generating GRAD NOA (By Employee list)

Procedure

In this tutorial you will learn how to use UAccess Employee to generate a contract for a Graduate Assistant/Associate (Grad NOA).

To navigate to the NOA Grads page, go to **Main Menu > Manager Self Service > Utilities > NOA Grads**.

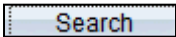
This tutorial focuses on fields that are specific to generating Grad NOAs using the Employee list. If you need to review the basics of how to Generate Grad NOAs , please review the *Manager Self Service > Employment and Jobs > Graduate Assistant-Associate Contracts > Generating GRAD NOAs (By HR Dept or College list)* tutorial.

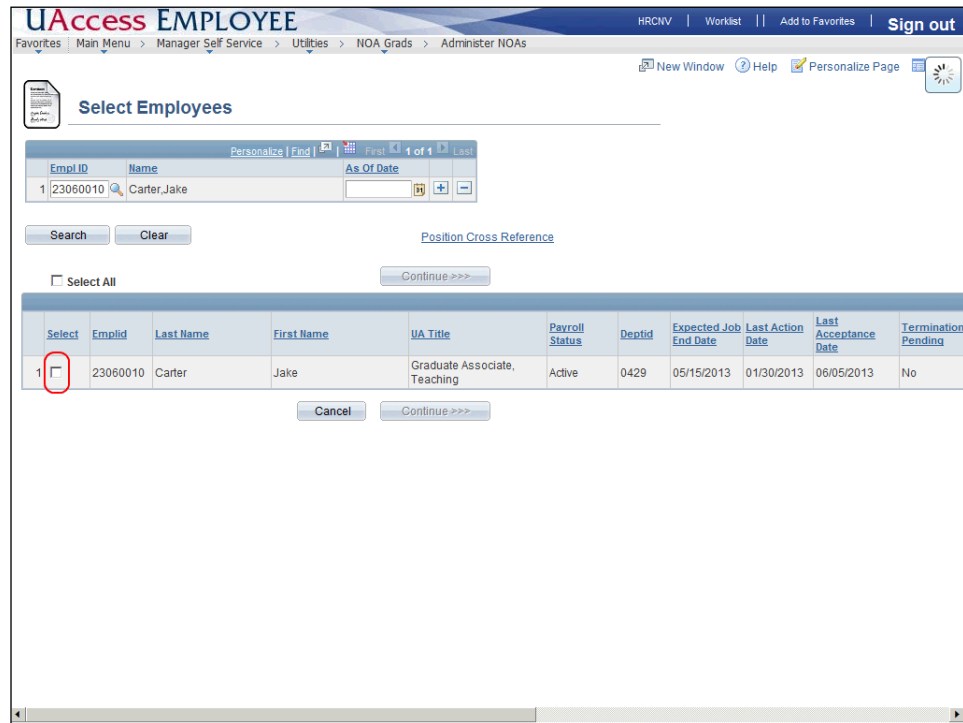
Step	Action
1.	Click the Administer NOAs link. Administer NOAs
2.	Click the Generate Grad NOA List option. Generate Grad NOA Lis
3.	Grad NOAs can be generated one employee at a time or as a list of employees in your department or college. This tutorial focuses on generating contracts by Employee list. Campus departments will use this method throughout the year to generate new or updated contracts as needed. Click the Employee option. Employee

Training Guide

Graduate Assistant-Associate Contracts (NOA)



Step	Action
4.	Enter "23060010" in the Empl ID field.
5.	The screen refreshes when you click the Tab key on your keyboard. Press [Tab] .
6.	Typically, you will leave the As Of Date field blank. However, you need to enter a date if the contract rate adjustment checkbox was checked on the new hire request form. <i>Note: It is recommended that you work with Systems Control if you are using this date for the first time.</i>
7.	The employees name is displayed so you can verify this is the correct employee. You can add another employee to this list by using the "+" sign.
8.	Click the Search button. 



Select Employees

Personalize | Find | First 1 of 1 | Last

EmplID Name As Of Date


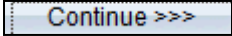

1 23060010 Carter, Jake

Search Clear Position Cross Reference

☐ Select All Continue >>>

Select	EmplID	Last Name	First Name	UA Title	Payroll Status	DeptID	Expected Job End Date	Last Action Date	Last Acceptance Date	Termination Pending
<input type="checkbox"/>	23060010	Carter	Jake	Graduate Associate, Teaching	Active	0429	05/15/2013	01/30/2013	06/05/2013	No

Cancel Continue >>>

Step	Action
9.	Remember, the Select Checkbox will be grayed out if the employee already has a pending contract or if a hold has been placed on their contract. The Select Employees page displays information about these two statuses but you will have to scroll to the right to see the information. Note: Scrolling to see this information is skipped in this tutorial.
10.	Click the Select checkbox. 
11.	Click the Continue button. 
12.	Click the Generate Grad NOA button. 
13.	Be sure to view the contract before you take further action. For details on viewing the contract please refer to the <i>Manager Self Service > Employment and Jobs > Graduate Assistant-Associate Contracts > Generating GRAD NOAs (By HR Dept or College list)</i> tutorial.

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Graduate Assistant-Associate Contracts (NOA)



UAccess EMPLOYEE HRCNV | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Manager Self Service > Utilities > NOA Grads > Administer NOAs

New Window | Help | Personalize Page | http

Grad NOA View/Submit

Trans Nbr 10156 Contract Status Not Submitted

☐ Send All ☐ Withdraw List [View All Contracts](#)

View Contract	Position Xref	Send	Withdraw	Trans Nbr	Empl ID	First Name	Last Name	DeptID	JA Title
1 View Contract	Position Xref	<input type="checkbox"/>	<input type="checkbox"/>	427766	23060010	Jake	Carter	0429	Graduate Associate, Teaching

Comments

[Save for Later](#) [Exit](#)

Step	Action
14.	Click the Send checkbox. <input type="checkbox"/>
15.	<p>The Submit button appears once you click the Send or Withdraw checkbox.</p> <p>Note: If you have multiple employees on this list, you must select the Send or Withdraw checkbox for each of them before the Submit button will appear.</p> <p>Click the Submit button. <input type="button" value="Submit"/></p>
16.	<p>And you are done. You have successfully completed this tutorial on generating Grad NOAs (contracts) using UAccess Employee.</p> <p>End of Procedure.</p>