



University Information  
Technology Services

# UAccess EMPLOYEE

Hiring Request: Classified Staff

© Arizona Board of Regents, 2016  
THE UNIVERSITY OF ARIZONA

Updated 11.21.2016 v.2.02

# Hiring Classified Staff

---

## COPYRIGHT & TRADEMARKS

Copyright © 2016, Arizona Board of Regents. All rights reserved.

Record of Changes		
Date	Version #	Description
03/19/2013	1.00	DRAFT
08/15/2013	1.01	Updated to reflect policy changes. Added agenda, objectives and resources
09/09/2013	1.02	Added application, resume, non competitive hire documentation to required attachments list in Appendix B. Plus added information worksheet for classified staff as Appendix A
09/23/2013	1.03	Updated checklist to show application does not need to be signed
10/02/2013	1.04	Updated wording in checklist that refers to Resume'/CV requirement
02/02/2014	1.05	Updated appendixes (Information worksheet and flowchart) to reflect electronic I-9
05/20/2014	2.00	Updated to include security sensitive information and remove information worksheet from appendix
07/11/2014	2.01	Updated Flowchart and took out in class agenda
11/21/2016	2.02	Updated links to reflect merger of systems control with HR

## Table of Contents

<b>Resources .....</b>	<b>1</b>
<b>Hiring Request .....</b>	<b>3</b>
<b>Classified Staff .....</b>	<b>3</b>
<b>Appendix A: New Hire Process Flowchart .....</b>	<b>23</b>
<b>Appendix B: New Hire Process Checklist – All Classifications .....</b>	<b>25</b>
<b>Appendix C: Handling Security Sensitive Information .....</b>	<b>27</b>
<b>Appendix D: New Employee Work Center .....</b>	<b>29</b>



## Resources

All of the materials covered in the workbook are also covered in the online tutorials (<http://employee.tutorials.arizona.edu>). Feel free to review those tutorials if you need a refresher.

And you are welcome to ask questions in the UAccess Employee group on the UAccess Community at <http://community.uaccess.arizona.edu>.

- UAccess Employee Resource page on UAccess Community:  
<http://community.uaccess.arizona.edu/uaccess-employee-resources>  
(These resources include an Electronic I-9 Quick Reference Guide, Flowchart, FAQs, and Panopto Video Recording)
- Workforce Systems' website: <http://hr.arizona.edu/workforce-systems>
- Human Resources policies: <http://policy.arizona.edu>



## Hiring Request

### Classified Staff

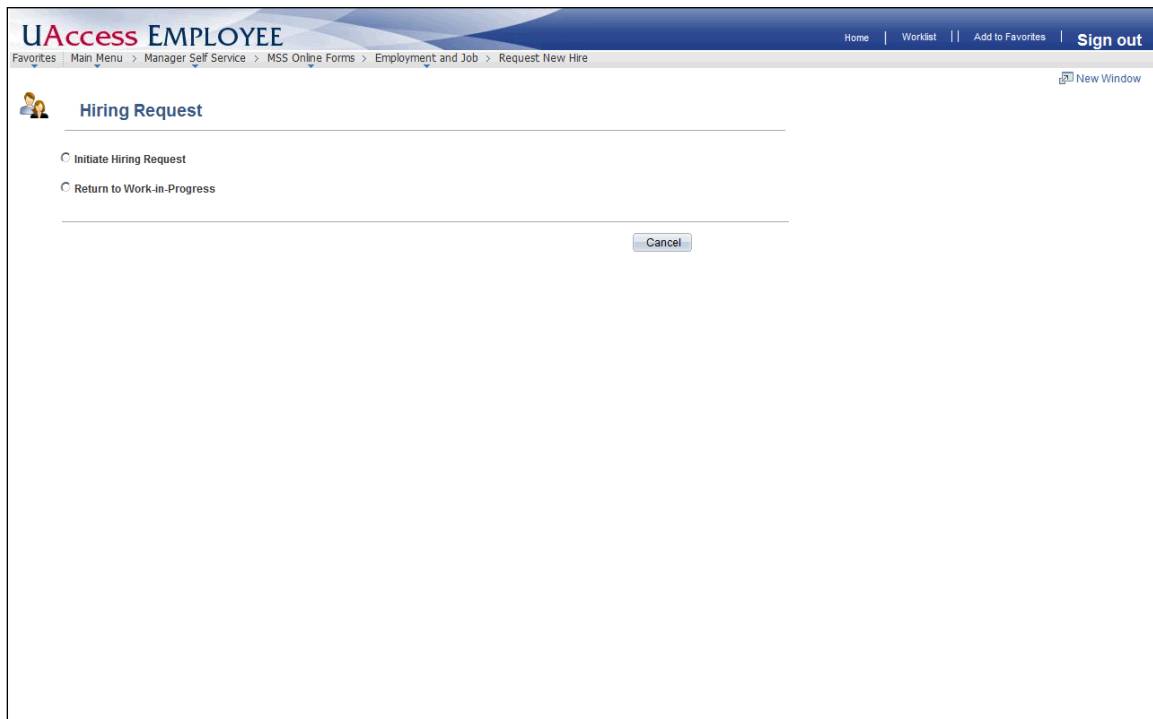
#### Procedure

In this tutorial, you will initiate and submit a Hiring Request form to fill a Classified Staff position.

You need some basic information about the new hire before you can start a Hiring Request form. The New Hire Information Worksheet ([http://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/uaccess-resources/New\\_Hire\\_Worksheet\\_07\\_31\\_14\\_3.doc](http://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/uaccess-resources/New_Hire_Worksheet_07_31_14_3.doc)) has been created for your convenience and can be filled out by the supervisor/hiring manager or any person who can provide the required information.

To navigate to the Hiring Request form, go to **NavBar > Navigator > Main Menu > Manager Self Service > MSS Online Forms > Employment and Job > Request New Hire**.

**Note:** You can also use the *MSS WorkCenter & Approvals* tile located on the *UA Manager Self Service Home Page*.




The screenshot shows the UAAccess EMPLOYEE web application interface. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. Below the navigation bar, a breadcrumb trail reads: Favorites | Main Menu > Manager Self Service > MSS Online Forms > Employment and Job > Request New Hire. The main content area is titled "Hiring Request" and contains two radio button options: "Initiate Hiring Request" (which is selected) and "Return to Work-in-Progress". A "Cancel" button is located at the bottom right of the form area.

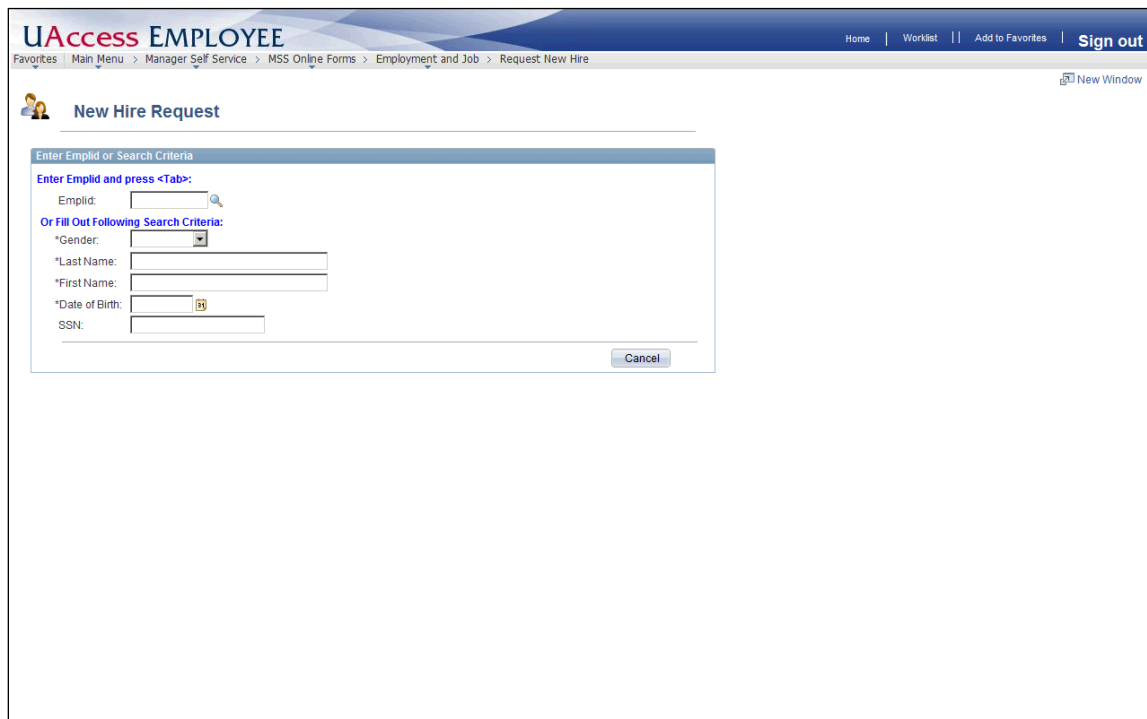
# Training Guide

## Hiring Classified Staff



University Information  
Technology Services

Step	Action
1.	<p>There are three different hiring requests you can initiate: New Hire, Rehire or Additional Job. The application allows you to submit a specific type of request based on information you enter about the candidate.</p> <p>All three hiring requests are initiated by clicking the same radio button.</p> <p>Click the <b>Initiate Hiring Request</b> option.</p> 
2.	<p>Use the <b>New Hire Request</b> search criteria fields to find any existing record for the candidate in the UAccess database. If the person has any relationship (past or present) with the University of Arizona, it is best to search using the EmplID number.</p>



UAccess EMPLOYEE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Manager Self Service > MSS Online Forms > Employment and Job > Request New Hire

New Window

**New Hire Request**

Enter Emplid or Search Criteria

Enter Emplid and press <Tab>:

Emplid:

Or Fill Out Following Search Criteria:

\*Gender:

\*Last Name:



\*First Name:

\*Date of Birth:

SSN:

Cancel



Step	Action
3.	<p>In this tutorial the person you are hiring has no relationship with the University of Arizona; Therefore, you must use the name fields. You must use all required fields. The required fields are marked with an asterisk (*).</p> <p><b>Note:</b> <i>If the candidate is currently employed at the University, you will not be able to use the Hiring Request form to hire them for an additional job unless you are hiring them as a student employee. Instead, you must submit a PAF for the hire and a Position Distribution Request for funding changes. There are also a variety of required attachments. Be sure to review the New Hire Process Checklist</i></p> <p>(<a href="http://uits.arizona.edu/sites/default/files/workshops/watt/UAccess_Employee_New_Hire_Process_Checklist.pdf">http://uits.arizona.edu/sites/default/files/workshops/watt/UAccess_Employee_New_Hire_Process_Checklist.pdf</a>) (Appendix B).</p> <p>Click the <b>Gender</b> drop-down list.</p> 
4.	<p>Click the <b>Female</b> list item.</p> 
5.	<p>Enter "<b>dickinson</b>" in the <b>Last Name</b> field, or hit [enter] on your keyboard to continue.</p>
6.	<p>Enter "<b>emily</b>" in the <b>First Name</b> field, or hit [enter] on your keyboard to continue.</p>
7.	<p>Enter "<b>10.10.1930</b>" in the <b>Date of Birth</b> field, or hit [enter] on your keyboard to continue.</p>



UAccess EMPLOYEE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Manager Self Service | MSS Online Forms | Employment and Job | Request New Hire

New Window

**New Hire Request**

Enter Emplid or Search Criteria

Enter Emplid and press <Tab>:

Emplid:

Or Fill Out Following Search Criteria:

\*Gender:

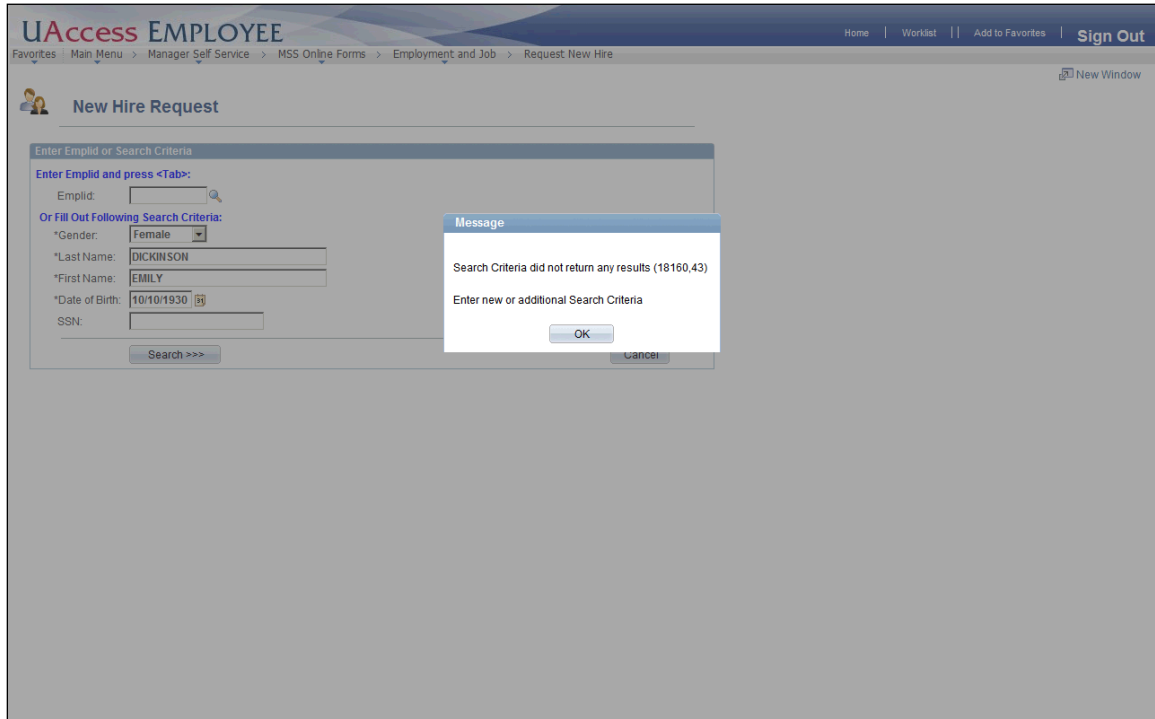
\*Last Name:

\*First Name:

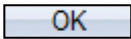
\*Date of Birth:

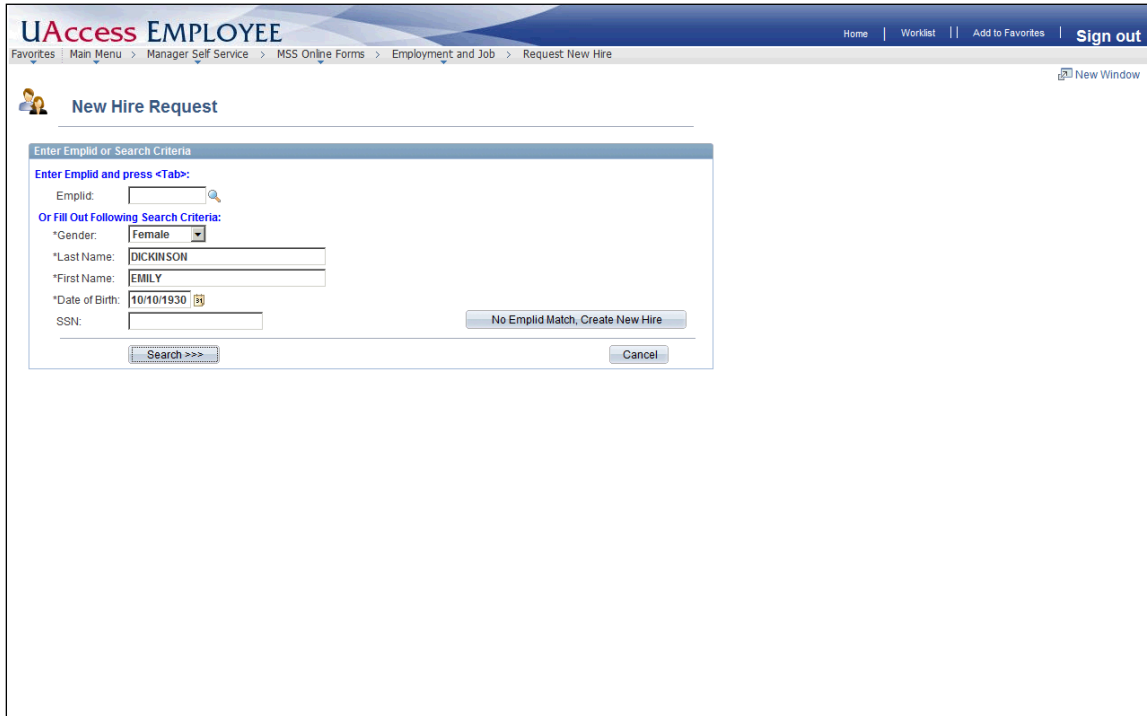
SSN:

Step	Action
8.	<p>You are now ready to submit your search.</p> <p>There are three possible results:</p> <ol style="list-style-type: none"> <li>1. An exact match</li> <li>2. A list of names meeting the search criteria</li> <li>3. No results</li> </ol> <p>Click the <b>Search</b> button.</p> <p><input type="button" value="Search &gt;&gt;&gt;"/></p>



The screenshot shows the 'UAccess EMPLOYEE' web application. The breadcrumb trail is: Favorites > Main Menu > Manager Self Service > MSS Online Forms > Employment and Job > Request New Hire. The page title is 'New Hire Request'. A search form titled 'Enter Emplid or Search Criteria' is displayed. It has a search bar with 'Emplid:' and a magnifying glass icon. Below it, a message says 'Enter Emplid and press <Tab>:'. The form also has a section 'Or Fill Out Following Search Criteria:' with fields for \*Gender (Female), \*Last Name (DICKINSON), \*First Name (EMILY), \*Date of Birth (10/10/1930), and SSN. A 'Search >>>' button is at the bottom. A 'Message' dialog box is open, stating 'Search Criteria did not return any results (18160,43)' and 'Enter new or additional Search Criteria'. It has 'OK' and 'Cancel' buttons.

Step	Action
9.	<p>In this scenario there are no results found, indicating your candidate is not in the system. Therefore, you will be creating a new record for them.</p> <p>Click the <b>OK</b> button.</p> 



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

Favorites | Main Menu > Manager Self Service > MSS Online Forms > Employment and Job > Request New Hire

**New Hire Request**

Enter Emplid or Search Criteria

Enter Emplid and press <Tab>:

Emplid:

Or Fill Out Following Search Criteria:

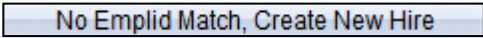

\*Gender:

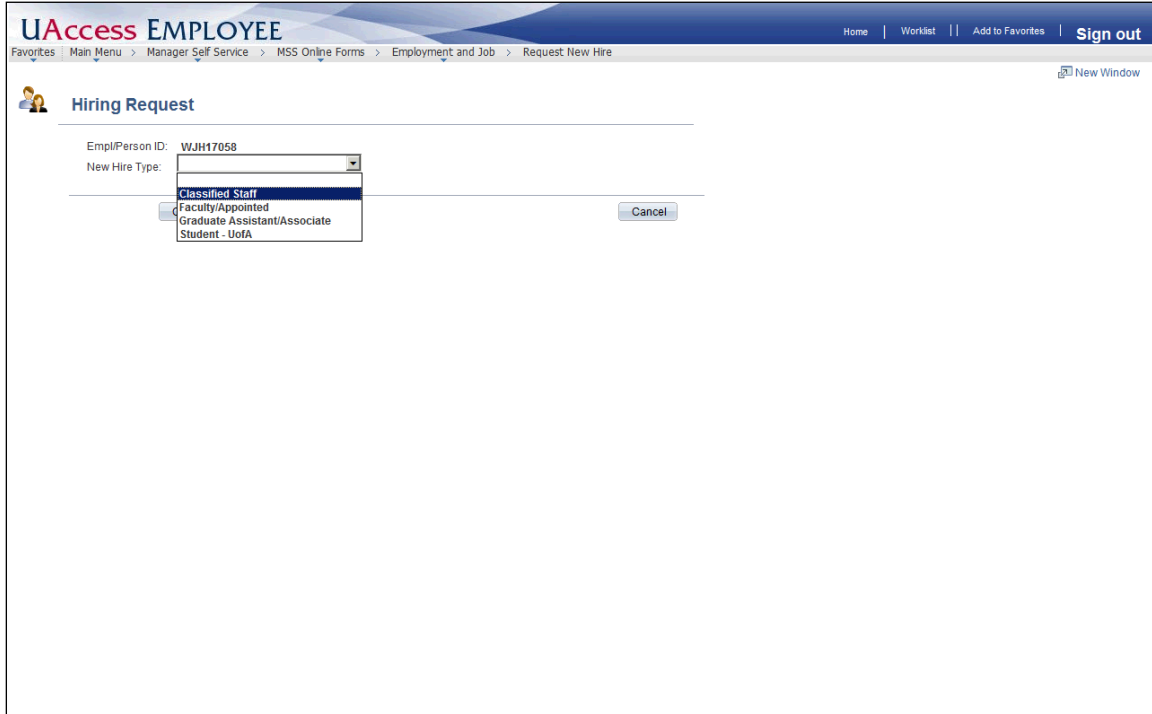
\*Last Name:

\*First Name:

\*Date of Birth:

SSN:

Step	Action
10.	Click the <b>No Emplid Match, Create New Hire</b> button. 
11.	A temporary <b>Empl/Person ID</b> is assigned to the candidate. Once all approvals are complete, this candidate is assigned a permanent EmplID.  Click the <b>New Hire Type</b> drop-down list. 



UAccess EMPLOYEE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Manager Self Service | MSS Online Forms | Employment and Job | Request New Hire

New Window

**Hiring Request**

Empl/Person ID: WJH17058

New Hire Type:

- Classified Staff
- Faculty/Appointed
- Graduate Assistant/Associate
- Student - UofA

Cancel

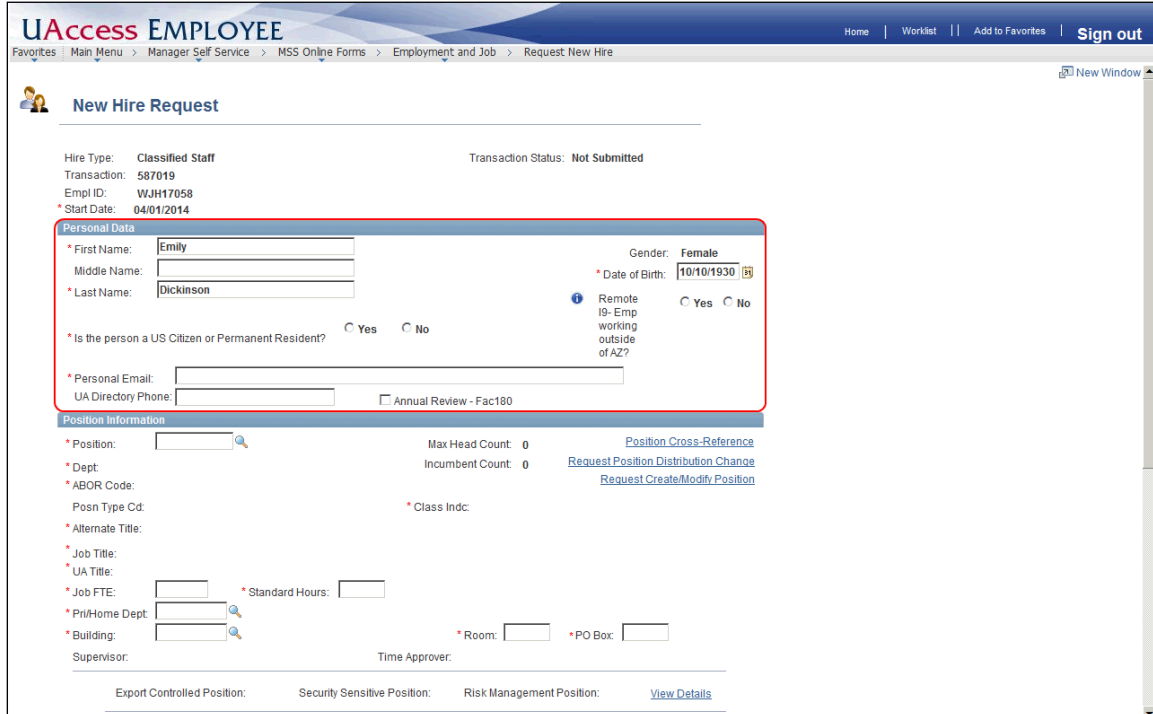
Step	Action
12.	<p>Next, select the appropriate <b>New Hire Type</b>.</p> <p>Click the <b>Classified Staff</b> list item.</p> <p><b>Classified Staff</b></p>
13.	<p>There are a variety of eligibility policies (like Visa status) for employment at the University of Arizona. Be sure you are aware of these. Policy details for all hires can be found on the Human Resources (<a href="http://policy.arizona.edu">http://policy.arizona.edu</a>) website.</p> <p><b>Note:</b> This form does not check against DCC status. Departments are responsible for confirming employment eligibility for all hires. DCC Pre-Hires end automatically the day before the employee's start date; however, other DCC relationships require action and will delay processing if not ended prior to the new hire date.</p> <p>Click the <b>Continue</b> button.</p> <p><b>Continue &gt;&gt;&gt;</b></p>
14.	<p>Your transaction number is displayed above the EmplID. This number appears in Analytics' reports and can be used to search for this transaction.</p>



Step	Action
15.	<p>The employment <b>Start Date</b> is required and can be future dated as needed. Make sure to submit the new hire request form as soon as possible to allow sufficient time for the new hire to complete the I-9.</p> <p>The new hire must complete the I-9 on or before the start date. Failure to plan for sufficient routing and approval time can also result in compliance issues with the I-9.</p> <p><b>Note:</b> <i>The Start Date cannot be prior to the Visa Status Date.</i></p> <p>Enter "<b>4.1.14</b>" in the <b>Start Date</b> field, or hit [enter] on your keyboard to continue.</p>

The screenshot shows the 'UAccess EMPLOYEE' web application interface. The breadcrumb trail at the top reads: 'Favorites | Main Menu > Manager Self Service > MSS Online Forms > Employment and Job > Request New Hire'. The page title is 'New Hire Request'. Below the title, the form displays the following information: 'Hire Type: Classified Staff', 'Transaction: 587019', 'Empl ID: WJH17058', and 'Transaction Status: Not Submitted'. The 'Start Date' field is populated with '4.1.14' and has a calendar icon to its right. A 'Continue >>>' button is located below the Start Date field, and a 'Cancel' button is located further down.

Step	Action
16.	<p><b>Note:</b> <i>For details on I-9 and Start Date policies, please refer to the Electronic I-9 training information on the UAccess Community Employee Resources page (<a href="http://community.uaccess.arizona.edu/uaccess-employee-resources">http://community.uaccess.arizona.edu/uaccess-employee-resources</a>).</i></p> <p>Click the <b>Continue</b> button.</p> <p><b>Continue &gt;&gt;&gt;</b></p>



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

Favorites | Main Menu | Manager Self Service | MSS Online Forms | Employment and Job | Request New Hire

**New Hire Request**

Hire Type: **Classified Staff** Transaction Status: **Not Submitted**

Transaction: 587019  
Empl ID: WJH17058  
\* Start Date: 04/01/2014

**Personal Data**

\* First Name:  Gender: **Female**  
 Middle Name:   
 \* Last Name:  \* Date of Birth:  [B]  
 Remote I-9 - Emp working outside of AZ? ☐ Yes ☐ No  
 \* Is the person a US Citizen or Permanent Resident? ☐ Yes ☐ No  
 \* Personal Email:   
 UA Directory Phone:  ☐ Annual Review - Fac180

**Position Information**

\* Position:  Max Head Count: 0 [Position Cross-Reference](#)  
 \* Dept:  Incumbent Count: 0 [Request Position Distribution Change](#)  
 \* ABOR Code:  [Request Create/Modify Position](#)  
 Posn Type Cd:  \* Class Indc:   
 \* Alternate Title:   
 \* Job Title:   
 \* UA Title:   
 \* Job FTE:  \* Standard Hours:   
 \* Pri/Home Dept:   
 \* Building:  \* Room:  \* PO Box:   
 Supervisor:  Time Approver:



Export Controlled Position: ☐ Security Sensitive Position: ☐ Risk Management Position: ☐ [View Details](#)


Step	Action
17.	<p>Information pulled from the person record will prepopulate many fields in the <b>Personal Data</b> section.</p> <p>Remember required fields are marked with an asterisk (*).</p>
18.	<p>Although it is not required, go ahead and enter the middle name for this new hire.</p> <p>Enter "<b>elizabeth</b>" in the <b>Middle Name</b> field, or hit [enter] on your keyboard to continue.</p>
19.	<p>Use the Remote I-9 option in those cases where the new hire will not be working on campus and will not be available to present original I-9 employment authorization or identity documents to the hiring department.</p> <ul style="list-style-type: none"> <li>A <b>Yes</b> response will stop the electronic I-9 from being generated</li> <li>A <b>No</b> response will trigger the electronic I-9</li> </ul> <p><b>Note:</b> The electronic I-9 is included in the New Employee Work Center. Please refer to the Electronic I-9 training information on the UAccess Community Employee Resources page (<a href="http://community.uaccess.arizona.edu/uaccess-employee-resources">http://community.uaccess.arizona.edu/uaccess-employee-resources</a>).</p>

## Training Guide Hiring Classified Staff



University Information  
Technology Services

Step	Action
20.	<p><b>Important!</b> If the <b>Yes</b> option is chosen, the remote hire must complete a hard-copy I-9 form on or before their first day of work, and have it verified by an authorized agent within 3 business days. The new hire request will remain in a pending status until Systems Control receives the completed hard-copy I-9 and supporting documents.</p> <p>Click the <b>No</b> option.</p> 
21.	<p>You must indicate the citizen/resident status of the new hire.</p> <p>Click the <b>Yes</b> option.</p> 

Step	Action
22.	<p><b>Note:</b> You must provide current visa information for non-citizens.</p> <p>Click the <b>Citizen</b> option.</p> 



Step	Action
23.	<p>The <b>Personal Email</b> is a required field.</p> <p>It is important to enter the address correctly. It will be used to send emails to the new employee alerting them to complete their on-line hiring forms. Failure to complete those forms will halt the hiring process.</p> <p>Enter "<b>edickinson@gmail.com</b>" in the <b>Personal Email</b> field, or hit [enter] on your keyboard to continue.</p>
24.	<p>UA Directory Phone is an optional field. If left blank the phone number that appears in the on-line Phone Directory for this person will default to the main phone number for the employees Home department.</p> <p>Enter "<b>626-3831</b>" in the <b>UA Directory Phone</b> field, or hit [enter] on your keyboard to continue.</p>
25.	<p>Check the Annual Review – UA Vitae checkbox for any new hire in a Tenured/Tenure eligible /Continuing/Continuing eligible appointment that should be using the Fac Annual Review process. Department heads will know who qualifies for this as related to UA Vitae.</p>
26.	<p>Now that you are finished with the <b>Personal Data</b> area, you need to complete the required fields in the <b>Position Information</b> area.</p> <p><b>Note:</b> Links to other areas of Manager Self Service, like <b>Position Cross-Reference</b> and <b>Request Position Distribution Change</b>, are available for your convenience.</p>
27.	<p>A position number is required before you can submit this form.</p> <p>There are a variety of ways to find a suitable position number. For example, you can use the <b>Position Cross-Reference</b> screen or the <b>Vacant Positions</b> report in UAccess Analytics.</p>
28.	<p>Regardless of how you keep track of your positions, the position you use in this form must be actively funded. You should also take care to make sure the correct Time Approver is associated with the position.</p> <p><b>Note:</b> You will not be able to submit the Hiring Request until funding has been established. Refer to the Position Distribution Guide (<a href="http://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/training-guides/manager-quick-reference/MSS_Position_Dist_Guide.pdf">http://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/training-guides/manager-quick-reference/MSS_Position_Dist_Guide.pdf</a>) for details on this process.</p>



Step	Action
29.	<p>You should also take care to make sure the correct Time Approver is associated with the position.</p> <p><b>Note:</b> There are a variety of additional position management tasks involved in choosing and properly establishing a suitable position. For details, please refer to the Position Management Quick Reference Guide (<a href="http://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/training-guides/manager-quick-reference/MSS_Position_Mgmt_Guide.pdf">http://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/training-guides/manager-quick-reference/MSS_Position_Mgmt_Guide.pdf</a>).</p> <p>Enter "1802599" in the <b>Position</b> field, or hit [enter] on your keyboard to continue.</p>
30.	<p>The screen refreshes once you click the tab key on your keyboard.</p> <p>Press <b>[Tab]</b>.</p>

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

Favorites | Main Menu | Manager Self Service | MSS Online Forms | Employment and Job | Request New Hire

**New Hire Request**

Hire Type: Classified Staff Transaction Status: Not Submitted

Transaction: 587019

Empl ID: WJH17058

\* Start Date: 04/01/2014

**Personal Data**

\* First Name: Emily Gender: Female

Middle Name: Elizabeth \* Date of Birth: 10/10/1930

\* Last Name: Dickinson Remote (9- Emp working outside of AZ?) ☐ Yes ☒ No

\* Is the person a US Citizen or Permanent Resident? ☒ Yes ☐ No

\* Select: ☒ Citizen ☐ Perm Resident

\* Personal Email: edickinson@gmail.com

UA Directory Phone: 626-3831 ☐ Annual Review - UA Vitae

**Position Information**

\* Position: 1802599 Max Head Count: 1 Position Cross-Reference

\* Dept: 3301 College of Nursing Incumbent Count: 0 Request Position Distribution Change

\* ABOR Code: Classified Staff Request Create/Modify Position

Posn Type Cd: Permanent Part Time \* Class Ind: Ancillary Staff Wage

\* Alternate Title: Administrative Assistant

\* Job Title: Administrative Assistant

\* UA Title: Administrative Assistant

\* Job FTE: Standard Hours:

\* Pri/Home Dept: 3301 College of Nursing

\* Building: 203 Nursing \* Room: 327

Supervisor: Kan, Mary S Time Approver: Kan, Mary S

Export/Controlled Position: Security/Sensitive Position: Risk Management Position: View Details

Step	Action
31.	<p>Attributes associated with the selected position, such as ABOR code, Job Title, department location, and the Supervisor's Name (if available), are brought into the <b>Position Information</b> section.</p> <p>Many of these attributes, are displayed for reference only and cannot be updated.</p>

Step	Action
32.	<p>The <b>Alternate Title</b> is an updateable value. The description appears on timesheets and can be helpful in cases where an employee has multiple jobs.</p> <p><b>Note:</b> <i>The Job and UA titles are for reference only and cannot be updated. Title changes can be made with an <b>Employment/Job Changes Request</b> form.</i></p>
33.	<p>You must indicate either the Job FTE or the number of Standard Hours (hours per week) for this position. Entering one of these values automatically calculates and populates the other.</p> <p>Full Time Equivalent (FTE) is the percentage of time an employee works represented as a decimal. The minimum FTE per position should not be less than .025.</p> <p><b>Note:</b> <i>Be sure you are aware of the FTE policies for Grad hires. These can be found in the Graduate Assistant/Associate Manual (<a href="http://grad.arizona.edu/funding/ga/appointment-periods-and-fte-information">http://grad.arizona.edu/funding/ga/appointment-periods-and-fte-information</a>).</i></p> <p>Enter ".30" in the <b>Job FTE</b> field, or hit [enter] on your keyboard to continue.</p>
34.	<p>The screen updates once you click the tab or the enter key on your keyboard.</p> <p>Press <b>[Tab]</b>.</p>



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

Favorites | Main Menu | Manager Self Service | MSS Online Forms | Employment and Job | Request New Hire

**New Hire Request**

Hire Type: **Classified Staff** Transaction Status: **Not Submitted**

Transaction: 587019  
Empl ID: WJH17058  
\* Start Date: 04/01/2014

**Personal Data**

\* First Name:  Gender: **Female**  
 \* Middle Name:  \* Date of Birth:    
 \* Last Name:  Remote I9- Emp working outside of AZ? ☐ Yes ☒ No

\* Is the person a US Citizen or Permanent Resident? ☒ Yes ☐ No

\* Select: ☒ Citizen ☐ Perm Resident


\* Personal Email:   
 UA Directory Phone:  ☐ Annual Review - UA Vitae

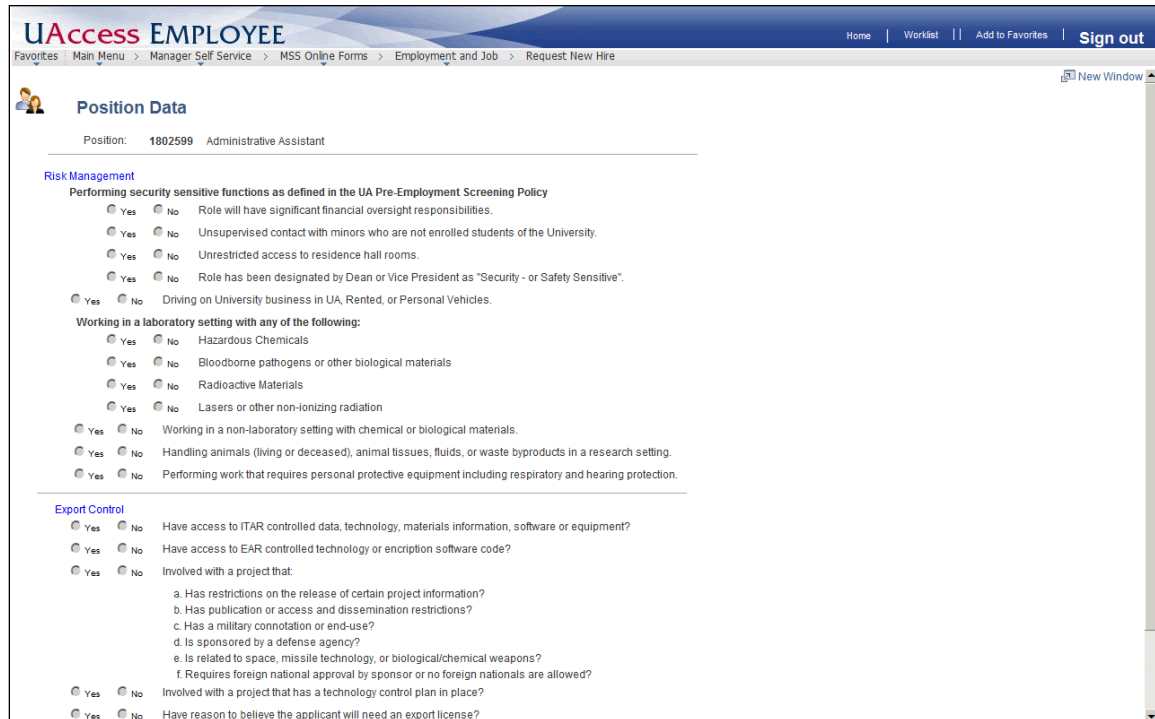
**Position Information**

\* Position:  Max Head Count: **1** [Position Cross-Reference](#)  
 \* Dept: **3301 College of Nursing** Incumbent Count: **0** [Request Position Distribution Change](#)  
 \* ABOR Code: **Classified Staff** [Request Create/Modify Position](#)  
 Posn Type Cd: **Permanent Part Time** \* Class Ind:   
 \* Alternate Title:   
 \* Job Title: **Administrative Assistant**  
 \* UA Title: **Administrative Assistant**  
 \* Job FTE:  \* Standard Hours:   
 \* Pri/Home Dept:  College of Nursing  
 \* Building:  Nursing \* Room:   
 Supervisor: **Kan, Mary S** Time Approver: **Kan, Mary S**

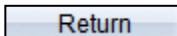

Export Controlled Position: Security Sensitive Position: Risk Management Position: View Details

Step	Action
35.	Notice the Standard Hours has updated.
36.	<p>The <b>Pri/Home Dept</b> (primary/home department) along with the <b>Building</b> and <b>Room</b> number are used for paycheck (if applicable) and for mail distribution.</p> <p>You can edit this information here as well as in the Personal Information and UA Title Management forms.</p>
37.	Click the scrollbar.
38.	<p>Position management questions identify positions as restricted research, security sensitive, and special training. Answers to these questions are analyzed and displayed on the bottom of the <b>Position Information</b> section.</p> <p>A Y or N flag is displayed to indicate how these questions were answered. The Y flag, along with other criteria is used to route New Hire transactions to Human Resources and Export Control for approval.</p> <p><b>Note:</b> All Classified Staff, Faculty, and Appointed Personnel positions route to Human Resources regardless of these flags.</p>
39.	A blank space to the right of one of these labels indicates questions remain unanswered.

Step	Action
40.	<p>Details on how these questions were answered are available behind the <b>View Details</b> link.</p> <p>Click the <b>View Details</b> link.</p> <p></p>



The screenshot shows the 'UAccess EMPLOYEE' web application. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. Below the navigation bar, the breadcrumb trail reads: Favorites > Main Menu > Manager Self Service > MSS Online Forms > Employment and Job > Request New Hire. The main content area is titled 'Position Data' and shows the position '1802599 Administrative Assistant'. Under the 'Risk Management' section, there are several questions with 'Yes' and 'No' radio buttons. The questions include: 'Performing security sensitive functions as defined in the UA Pre-Employment Screening Policy', 'Role will have significant financial oversight responsibilities.', 'Unsupervised contact with minors who are not enrolled students of the University.', 'Unrestricted access to residence hall rooms.', 'Role has been designated by Dean or Vice President as "Security - or Safety Sensitive".', 'Driving on University business in UA, Rented, or Personal Vehicles.', 'Working in a laboratory setting with any of the following:', 'Hazardous Chemicals', 'Bloodborne pathogens or other biological materials', 'Radioactive Materials', 'Lasers or other non-ionizing radiation', 'Working in a non-laboratory setting with chemical or biological materials.', 'Handling animals (living or deceased), animal tissues, fluids, or waste byproducts in a research setting.', and 'Performing work that requires personal protective equipment including respiratory and hearing protection.' Below the 'Risk Management' section is the 'Export Control' section, which includes questions about access to ITAR controlled data, EAR controlled technology, and involvement with projects that have technology control plans or require export licenses.

Step	Action
41.	Click the scrollbar.
42.	<p>Click the <b>Return</b> button.</p> <p></p>
43.	<p>You must indicate whether or not the new hire is eligible for retirement benefits. Use the information dot for details and a link to policies on benefits eligibility.</p> <p>Click the <b>Not Retirement Eligible</b> checkbox.</p> <p></p>



Step	Action
44.	<p>The <b>Comp Rate</b> must be at least the minimum of the pay grade assigned to the position. The associated Rate Code is controlled by the PCN and for Classified Staff positions could be either HRLY or SAL.</p> <p><i><b>Note:</b> If the Comp Rate exceeds the maximum of the pay grade, a warning message displays, a special comment box is provided, and you are required to enter justification.</i></p> <p>Enter "<b>15</b>" in the <b>Comp Rate</b> field, or hit [enter] on your keyboard to continue.</p>
45.	<p>A link to the pay grade range is provided as a resource.</p> <p>Click the <b>Pay Range Link</b> link.</p> <p><a href="#">Pay Range Link</a></p>

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

Favorites | Main Menu | Manager Self Service | MSS Online Forms | Employment and Job | Request New Hire

**Pay Ranges** [New Window](#)

Job Code 070300 Administrative Assistant


Salary Administration Plan CLS

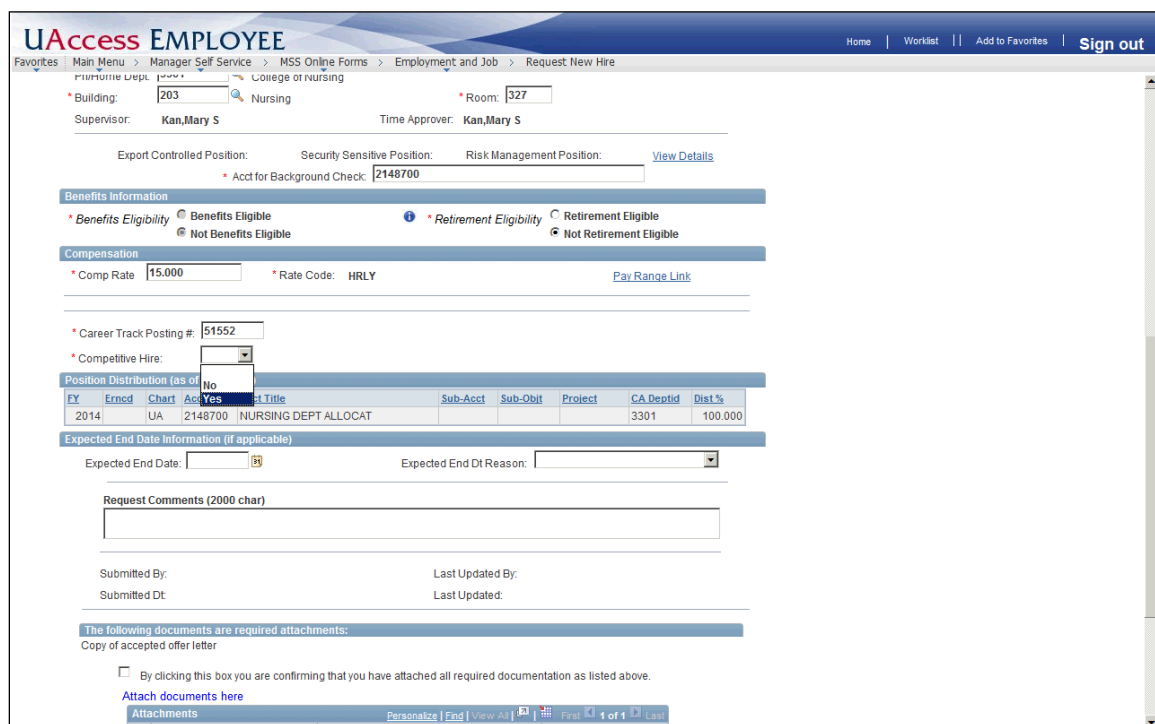
Salary Grade 31 CLS 31

Min/Hour	12.249038	Max/Hour	18.228365
Min/Month	2123.170	Max/Month	3159.580
Min/Annual	25478.000	Max/Annual	37915.000


OK Cancel

Step	Action
46.	<p>The pay range minimum and maximum rates are shown by hour, month, and year.</p> <p>Click the <b>OK</b> button.</p> <p><input type="button" value="OK"/></p>

Step	Action
47.	The <b>UACareers Posting Number</b> is required.  Enter " <b>51552</b> " in the <b>UACareers Posting #</b> field, or hit [enter] on your keyboard to continue.
48.	You must indicate whether or not a competitive selection process was followed for this hire.  Click the <b>Competitive Hire</b> drop-down list. 



The screenshot shows the 'UAccess EMPLOYEE' 'Request New Hire' form. Key fields include: Building (203), Room (327), Supervisor (Kan, Mary S), and Time Approver (Kan, Mary S). The 'Benefits Information' section has radio buttons for 'Benefits Eligible' (selected) and 'Retirement Eligible'. The 'Compensation' section shows a 'Comp Rate' of 15.000 and 'Rate Code' HRLY. The 'Career Track Posting #' is 51552. The 'Competitive Hire' dropdown is set to 'Yes'. Below this is a 'Position Distribution' table with columns: FY, Encl, Start, Act, Yes, Title, Sub-Acct, Sub-Obt, Project, CA Deptid, Dist.%. The table contains one row for FY 2014, UA, 2148700, NURSING DEPT ALLOCAT, with a distribution of 100.000. The 'Expected End Date' is empty, and the 'Expected End Dt Reason' is set to 'No'. A 'Request Comments' box is present. At the bottom, there is a section for 'The following documents are required attachments:' with a checkbox for 'Copy of accepted offer letter' and a link to 'Attach documents here'.


Step	Action
49.	In most cases your hires are competitive hires, meaning a competitive search was conducted to find eligible applicants.  Click the <b>Yes</b> list item. 

# Training Guide

## Hiring Classified Staff



University Information  
Technology Services

Step	Action
50.	In cases where compelling justification exists to make a non-competitive selection, you must indicate said justification by choosing the appropriate option from a drop down list.  <b>Note:</b> For details on acceptable circumstances for non-competitive hires, please refer to the Noncompetitive Selection policy ( <a href="http://policy.arizona.edu/human-resources/noncompetitive-selection">http://policy.arizona.edu/human-resources/noncompetitive-selection</a> ). This policy is applicable to all Classified Staff, Faculty and Appointed hires.
51.	The <b>Position Distribution</b> area displays the funding for this position for your convenience. You must submit a Position Distribution request form if you wish to make any changes to this information.
52.	An <b>Expected End Date</b> is not required for Classified Staff Hires. However, if an end date is set an <b>Expected End Dt Reason</b> must be selected from the drop-down list.  <b>Note:</b> The <b>Expected End Dt Reason</b> list will change based on the <b>Expected End Date</b> entered and where it falls in the fiscal calendar.  Enter "6.30.16" in the <b>Expected End Date</b> field, or hit [enter] on your keyboard to continue.
53.	Click the <b>Expected End Dt Reason</b> drop-down list. 

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

Favorites | Main Menu | Manager Self Service | MSS Online Forms | Employment and Job | Request New Hire

Favorite Dept:  College or nursing

\* Building:  Nursing \* Room:

Supervisor: Kan, Mary S Time Approver: Kan, Mary S

Export Controlled Position: Security Sensitive Position: Risk Management Position: [View Details](#)

\* Acct for Background Check:

**Benefits Information**

\* Benefits Eligibility ☒ Benefits Eligible ☐ Retirement Eligible ☐ Retirement Eligible  
☒ Not Benefits Eligible ☒ Not Retirement Eligible

**Compensation**

\* Comp Rate  \* Rate Code: HRLY [Pay Range Link](#)

\* Career Track Posting #:

\* Competitive Hire: ☒ Yes

**Position Distribution (as of Start Date)**

FY	Emrod	Chart	Acct	Acct Title	Sub-Acct	Sub-Objt	Project	CA Deptid	Dist %
2014	UA	2148700	NURSING DEPT ALLOCAT					3301	100.000

**Expected End Date Information (if applicable)**

Expected End Date:  Expected End Dt Reason:

Request Comments (2000 char):

Submitted By: Last Updated By:  
Submitted Dt: Last Updated:

The following documents are required attachments:  
Copy of accepted offer letter

☐ By clicking this box you are confirming that you have attached all required documentation as listed above.

[Attach documents here](#)

Attachments [Personalize](#) | [End](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)



Step	Action
54.	<p><b>Note:</b> For detailed information on expected end date reasons, please refer to the Reasons Jobs End (<a href="http://hr.arizona.edu/workforce-systems/uaccess-resources/expected-end-dates">http://hr.arizona.edu/workforce-systems/uaccess-resources/expected-end-dates</a>) document.</p> <p>Click the <b>Job Ending</b> list item.</p> <p><b>Job Ending</b></p>
55.	Click the scrollbar.
56.	<p>The ability to enter comments and upload attachments is available in all Manager Self Service requests. Business rules for specific field values within the Hiring Request form determine if comments or attachments are required.</p> <p>Initiators and Approvers may upload and remove attachments to and from the request while the transaction is pending. Only the initiator or approvers for the transaction can view attachments.</p>
57.	<p>You are required to attach a variety of extra documents to all hiring requests for Classified Staff. Attachments include any document required when applying through UACareers, such as the application and a resume'/CV cover letter.</p> <p>In addition to attaching any required documentation, you must also select the checkbox above the attachments links to indicate that you have done so.</p> <p>In this example, two sample documents have been attached for you.</p>

# Training Guide

## Hiring Classified Staff



University Information  
Technology Services

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

Favorites | Main Menu | Manager Self Service | MSS Online Forms | Employment and Job | Request New Hire

\* Career Track Posting #: 51552

\* Competitive Hire: Yes

**Position Distribution (as of Start Date)**

FY	Emnd	Chart	Acct	Acct Title	Sub-Acct	Sub-Objt	Project	CA Deptid	Dist %
2014		UA	2148700	NURSING DEPT ALLOCAT				3301	100.000

**Expected End Date information (if applicable)**

Expected End Date: 06/30/2016 Expected End Dt Reason: Job Ending

Request Comments (2000 char)

Submitted By: Last Updated By:

Submitted Dt: Last Updated:

**The following documents are required attachments:**

Copy of accepted offer letter

☒ By clicking this box you are confirming that you have attached all required documentation as listed above.

[Attach documents here](#)

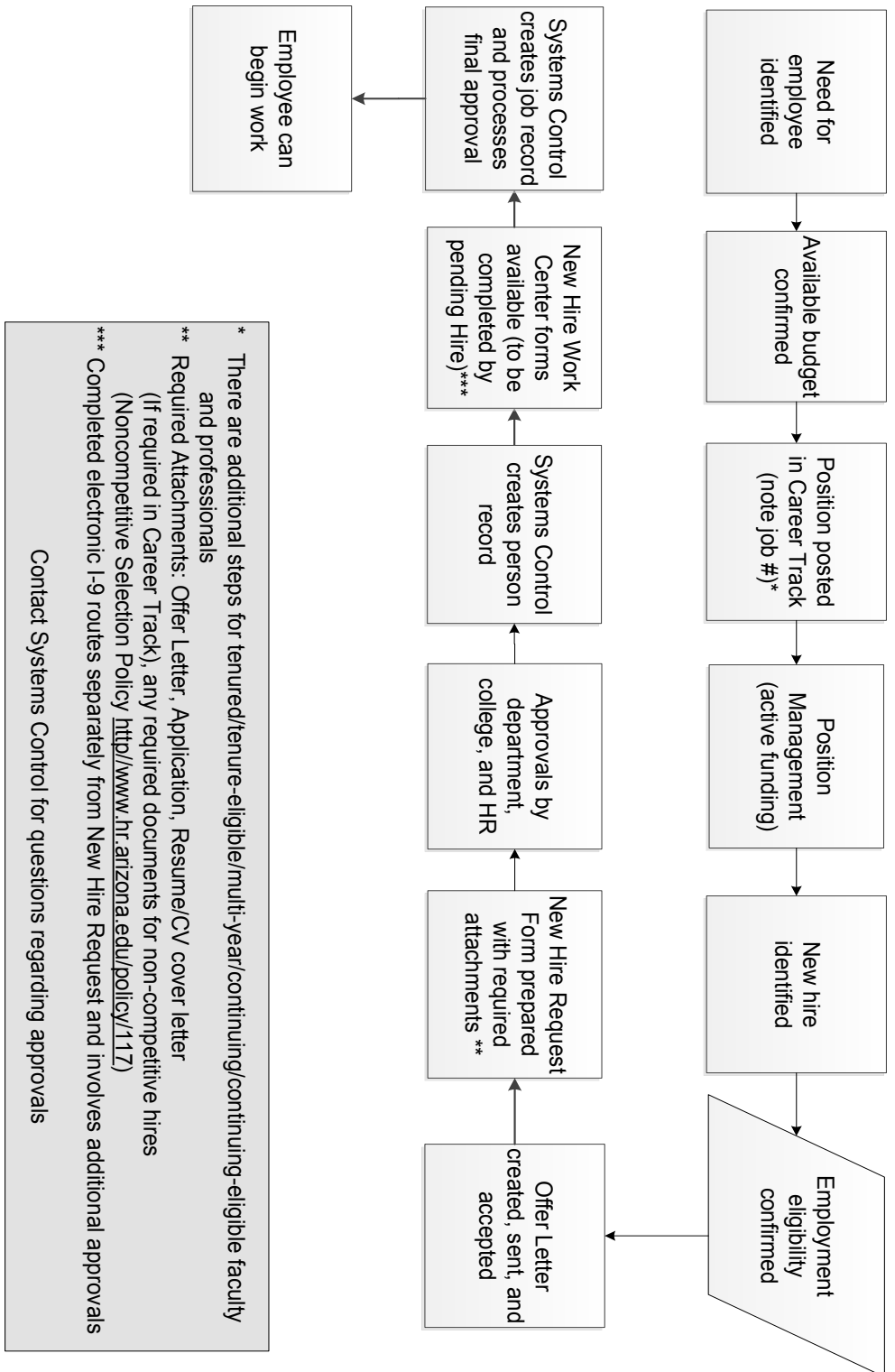
Attachments	Description	Attached File
<a href="#">View Attachment</a>	Resume_edickinson.d	Resume_edickinson.docx
<a href="#">View Attachment</a>	Application_edickinson	Application_edickinson.docx

[Add Attachment](#) [Delete Attachment](#)

[Save for Later](#) [Submit](#) [Cancel](#)

Step	Action
58.	DO NOT scan security sensitive documents in order to attach them to this document. See Appendix C for details.
59.	You may want to review the information one last time before you submit the request for approval.  Click the <b>Submit</b> button. <a href="#">Submit</a>
60.	Click the scrollbar.
61.	Congratulations. You have completed the Hiring Request form to fill a Classified Staff position. Be sure to review the other tutorials for details on initiating other types of hiring requests.  <b>End of Procedure.</b>

## Appendix A: New Hire Process Flowchart



Updated 07.10.2014 v.3.00



## Appendix B: New Hire Process Checklist – All Classifications

- ☐ Business Office informed of the need for a new or replacement position
- ☐ Available budget confirmed
  - Use Budget Office web site (account # needed)
- ☐ Identify PCN
  - Use Position Cross Reference in UAccess Employee or Vacant Position report in UAccess Analytics (Business Manager Home Page)
- ☐ Make sure PCN is actively funded
  - Use Position Distribution Request form
- ☐ Time Approver assigned to PCN
  - Use Modify/Create Position Request form
- ☐ Position Management questions answered
  - Use Modify/Create Position Request form
- ☐ PCN Set-up for Work Study (undergrad student hires only)
  - Use Modify/Create Position Request form
- ☐ Publicize employment opportunity in appropriate locations
  - Career Track – faculty, appointed, and classified
    - Make note of Career Track job number for future use
  - Wildcat Job Link – grad assistant/associate
- ☐ Verify employment eligibility (FTE, DCC status, visa status, class enrollment for grad/undergrad student hires)
- ☐ Offer letter created
  - Use RPO for offer letters to applicable faculty/appt
  - Template on HR website for all others
- ☐ Offer letter approvals
  - ☐ Department approval(s)
  - ☐ College approval (if applicable)
  - ☐ Provost (if applicable)
  - ☐ Other position specific approvals
- ☐ Offer letter accepted
  - Signed offer letter returned from pending hire (includes grads)
- ☐ Initiator completes and submits New Hire Request Form
  - Required attachments: Signed offer letter (includes grads), application (excludes grads and undergrad students), resume'/CV (if required in Career Track), if a non- competitive hire, then attach all required documents stated in the Noncompetitive Selection Policy (<http://policy.arizona.edu/human-resources/noncompetitive-selection>)
  - Requires Career Track job number (excludes grads and undergrad students)
  - Submitted request triggers electronic I-9 unless Remote I-9 box is checked on form
- ☐ Pending hire completes hiring forms in UAccess Employee (New Employee Work Center)
  - Completed forms trigger final approval by Systems Control
  - Completed Electronic I-9 routes separately for approval and E-Verification  
**Note:** *Systems Control must have the original I-9 and copies of the supporting documentation for this final approval.*
- ☐ New hire accepts contract in UAccess Employee (Does not include undergrad students or classified staff)



## **Appendix C: Handling Security Sensitive Information**

If you are dealing with an I-9 you will be handling security sensitive documents. You may be tempted to scan these documents so you can attach them to the Hiring Request or the Electronic I-9. DO NOT DO THIS.

The act of scanning a document makes an electronic copy that you must destroy and in most cases you do not have control over where that copy is stored. Instead, please send hard copies to Systems Control and they will be scanned using a secure process and attached to the forms for you.

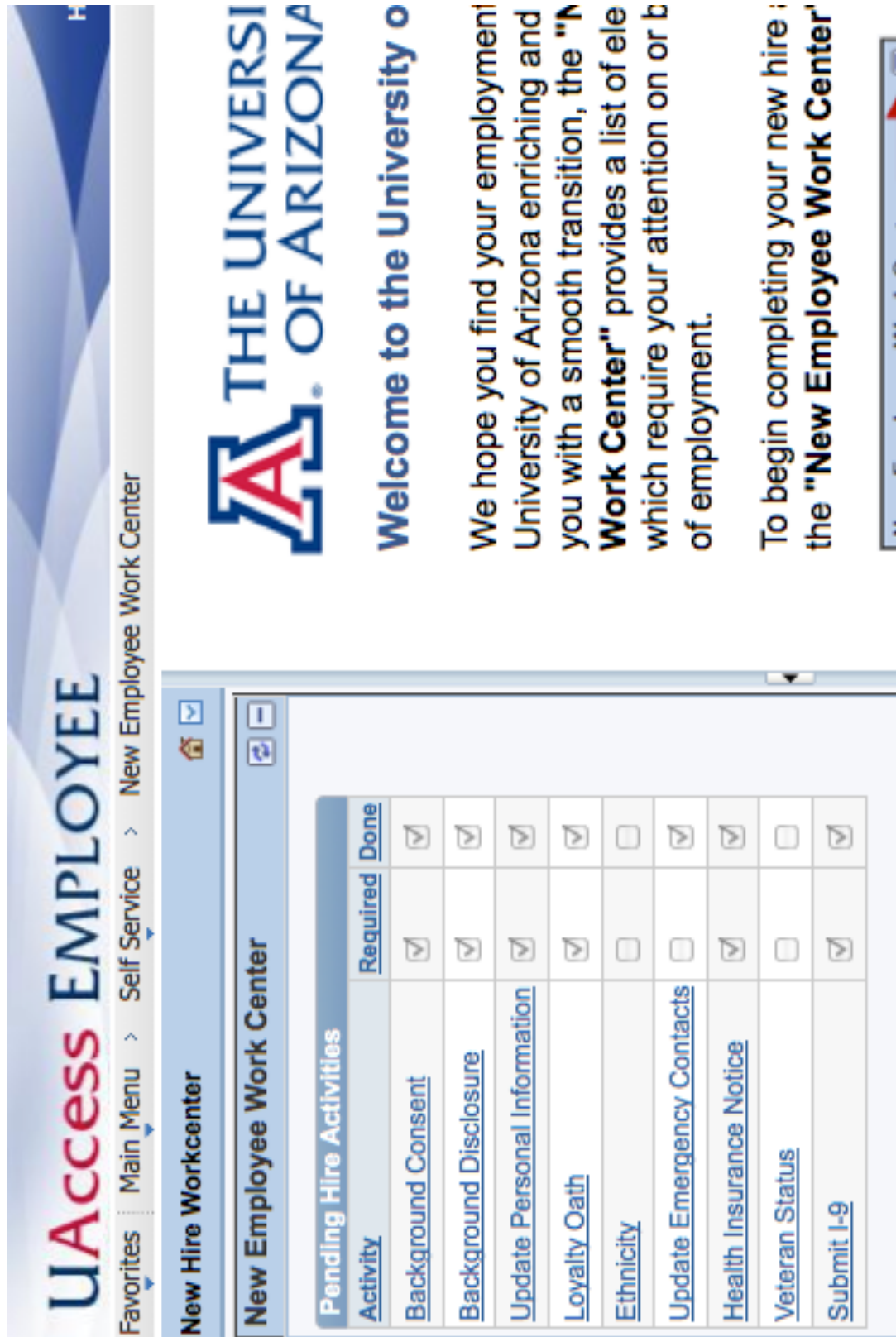
Sensitive Data is data whose unauthorized disclosure may have serious adverse effects on the university's reputation, resources, services, or individuals. Sensitive Data includes social security numbers, credit card information, and anything else that can be used to facilitate identity theft. It also includes federally protected data such as student information and medical information, as well as passwords, account information, restricted data, and any other unique identification. A primary source of risk in higher educational institutions is the retention of old data, particularly class rosters.

Follow this link for information from the Information Security team  
<http://security.arizona.edu/data-management-faculty-and-staff>





## Appendix D: New Employee Work Center




**UAccess EMPLOYEE**

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [New Employee Work Center](#)

**New Hire Workcenter**

**New Employee Work Center**

Pending Hire Activities	Required	Done
<a href="#">Background Consent</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Background Disclosure</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Update Personal Information</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Loyalty Oath</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Ethnicity</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Update Emergency Contacts</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Health Insurance Notice</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Veteran Status</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Submit I-9</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


**THE UNIVERSITY OF ARIZONA**

**Welcome to the University of Arizona**

We hope you find your employment at the University of Arizona enriching and rewarding. As you complete the "New Employee Work Center" you will be able to track the progress of your new hire process. The "New Employee Work Center" provides a list of activities which require your attention on or before your start date of employment.

To begin completing your new hire process, please click on the "New Employee Work Center" link in the left navigation menu.

