

# **UACCESS EMPLOYEE**

## Hiring Request: Faculty/Appointed

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PDFs available at workshops.arizona.edu

## Hiring Request: Hiring Faculty/Appointed

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	Record of Changes						
Date	Version #	Description					
10/25/2013	1.00	DRAFT					
12/11/2013	2.00	Updated to add Appendix A and link to Non-competitive hires policy page 10					
05/20/2014	3.00	Updated to include all updates from combined workbook: Required attachments, flowchart, and updated checklist					
07/11/2014	3.01	Updated Flowchart and took out in class agenda					
11/21/2016	3.02	Updated links to reflect merger of systems control with HR					



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#### 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 <u>http://community.uaccess.arizona.edu</u>.

- UAccess Employee Resource page on UAccess Community: <u>http://community.uaccess.arizona.edu/uaccess-employee-resources</u> (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 Faculty/Appointed Personnel

#### Procedure

In this tutorial, you will initiate and submit a Hiring Request form to fill a Faculty/Appointed position.

Steps for submitting a hiring request for faculty are similar to those for submitting a hiring request for a classified staff; therefore, this tutorial focuses on the steps that differ.

If you need to review the basics on how to complete a hiring request, please review the *Manager Self Service* > *Employment and Jobs* > *Hiring Non-Students* > *Hiring Classified Staff* tutorial.

UA	CCESS 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
20	Hiring Request					
	C Initiate Hirring Request					
	C Return to Work-In-Progress					
l	Cancel					

Step	Action
1.	Departments are responsible for confirming I-9 employment eligibility and adhering to University of Arizona policies for all hires. Policy details can be found on the Human Resources ( <u>http://policy.arizona.edu</u> ) website.



Step	Action
2.	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.
	<b>Note:</b> You can also use the MSS WorkCenter & Approvals tile located on the UA Manager Self Service Home Page.
	Click the <b>Initiate Hiring Request</b> option.

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Step	Action
3.	You must search for the candidate by their ID number or by name. In this example, the steps for entering the name and searching for a match have been completed for you.
	There was no match found so a new record must be created.
	Click the <b>No Emplid Match, Create New Hire</b> button. No Emplid Match, Create New Hire



Step	Action
4.	Remember to check the employment eligibility policies on the Human Resources ( <u>http://policy.arizona.edu</u> ) website.
	<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.
	Click the <b>New Hire Type</b> drop-down list.

UA	CCESS 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
2	Hiring Request				
	Empl/Person ID: WJH17081				
	New Hire Type:				
	Classified Staff				
	Cancel Student-UofA				

Step	Action
5.	Notice Faculty and Appointed Personnel are combined into one option in this list.
	Click the Faculty/Appointed list item.
	Faculty/Appointed
6.	Click the <b>Continue</b> button.



UA	CCESS EMPLOYEE		Home	Worklist	Add to Favorites	Sign out
Favorites	Main Menu > Manager Şelf Service > MSS Online Forms > Employment	and Job > Request New Hire				🖉 New Window
2	New Hire Request					
	Hire Type: Faculty/Appointed Transaction: 587521 EmplD: WUH17081 Start Date: 4.1.14 B Continue >>>	Transaction Status: Not Submitted				
		Cancel				

Step	Action
7.	In this example, a start date has been entered for you. Remember, the <b>Start Date</b> must be greater than or equal to the date the candidate completes the I-9 form. Make sure you are familiar with the policies and procedures governing start dates.
	<b>Note</b> : If you need to review I-9 and Start Date policies, please refer to the Electronic I-9 training information on the UAccess Community Employee Resources page ( <u>http://community.uaccess.arizona.edu/uaccess-employee-resources</u> ).
	Click the <b>Continue</b> button.
8.	The form appears and is populated with the data you have already entered. Now you have to fill in the rest of the fields.
	Even though the middle name is not required, it is a good idea to enter it if it's available.
	Enter " <b>percival</b> " in the <b>Middle Name</b> field, or hit [enter] on your keyboard to continue.



Step	Action
9.	In this example, the rest of the <b>Personal Data</b> section has been completed for you. Remember to get a good email address for the new hire to avoid delays in the hiring process.
	If you need to review the basics on completing the Personal Data area, please refer to the <i>Manager Self Service &gt; Employment and Jobs &gt; Hiring Non-Students &gt; Hiring Classified Staff</i> tutorial.
	<b>Note:</b> The visa data entered in this example may not reflect real life case examples and is not intended to teach policy.
10.	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.

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Personal Data  First Name: Middle Name: Last Name:  Is the person a U	Albus Gender: Male percival * Date of Birth: 10/19/1940 [3] Dumbledore C Yes © No IS Citizen or Permanent Resident? C Yes © No US Citizen or Permanent Resident?	1
Visa / Permit Data * Citizen/Passpor * Personal Email: UA Directory Pho	- t Country: GBR & *Visa Type: H1B & *Visa Status Dt 01/01/2014 B *Visa Expiration Dt 01/01/2015 B dumble@gmail.com ne: 520/626-3331  Annual Review - UA Vitae	
Position Information	n	
* Position:	1810200 A Max Head Count: 1 Position Cross-Reference	
* Dept: * ABOR Code: Posn Type Cd: * Alternate Title:	2804         Materials Science & Engr         Incumbent Count         0         Results Science & Engr           Faculty         Regular App/Fac Temp Funding         Regular App/Fac Temp Funding         Regular App/Fac Temp Funding	
* Job Title: * UA Title: * Job FTE: * Pri/Home Dept:	Assistant Professor Adjunct Assistant Professor, Materials Science and Engineering 1.000 * Standard Hours: 140.00 2804 • Materials Science and Engineering	
* Building:	12 Nines And Metallurgy * Room: 131	
Supervisor:	Hosh,Josh IIme Approver:	

Step	Action
11.	In this example, the <b>Position Information</b> and <b>Benefits Information</b> sections have been completed for you. Details of these sections, as well as the <b>Personal Data</b> section, are covered in the <i>Manager Self Service</i> > <i>Employment and Jobs</i> > <i>Hiring Non-Students</i> > <i>Hiring Classified Staff</i> tutorial.



Step	Action
12.	Note the ABOR Code and other position attributes indicate this Hiring Request is to fill a faculty position.
	Click the scrollbar.
13.	You must indicate if the contract type (also known as contract length) is <b>Academic</b> or <b>Fiscal</b> .
	Click the <b>Academic</b> option.
14.	Select the appropriate College if the new employee is faculty who is eligible to vote. In all other cases leave the Voting Code at the default setting of Non-voting/NA.
	<b>Note</b> : Guidelines on voting eligibility can be found on the Faculty Affairs website ( <u>http://facultyaffairs.arizona.edu/faculty-voting</u> ).
	Click the Voting Code drop-down list.

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* Building: 12 🤍 Mines And Metallurgy	* Room: 131					
Supervisor: Simmons, Joseph H Time	Approver:					
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* Acct for Background Check: 12345	678					
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Additional Employment Information						
* Contract Type		Non-Voting/NA				
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Does this New Hire require a contract rate adjustment? Oyes (	No F	Business and Public Admin				
	0	College of Ag and Life Sciencs				
		College of Architecture				
* Contract Status:	č	College of Education				
		College of Engr and Mines				
* Career Track Posting #:		College of Fine Arts				
* Competitive Hire:	Ċ	College of Law				
Compensation	0	College of Medicine	Concernance of the local division of the loc			
Institutional Pace Salan		College of Opt Sciences				
Institutional base Salary		College of Pharmacy				
Rate Code Comp Rate Add	to Base?	College of Pub Health				
	<b>F F F</b>	College of Soc and Beh Sci				
		Health Professional				
Additional Titles (Click Triangle to Expand/Collapse)		Von Conege Von-Voting/NA				
Position Distribution (as of Start Date)						
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Step	Action
15.	Click the <b>College of Engr and Mines</b> list item. College of Engr and Mines
16.	The contract rate adjustment option can be used to compensate academic faculty who start late. This option defaults to <b>No</b> .
17.	You must indicate a Contract Status for the new hire. Click the <b>Contract Status</b> drop-down list.

CCESS EMPLOYEE	Home Wa	rklist    Add to Favorites	
Main Menu > Manager Self Service > MSS Online Forms > Employment and Job > Request New Hire	· · · ·		
* Pri/Home Dept. 12804 Science and Engineering			
Building: 12 Mines And Metallurgy Room: 131			
Supervisor. Simmons, Joseph H Time Approver.			
Export Controlled Position: Security Sensitive Position: Risk Management Position: View Details			
* Acct for Background Check: 12345678			
Benefits Information			
* Benefits Eligibility			
Additional Employment Information			
* Contract Type			
Academic C Fiscal     Voting Code:   Conege of Engl and Mines			
Does this New Hire require a contract rate adjustment? C Yes 🖲 No			
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Career Hack Posulty # Non-Tenure Eligible			
Competitive Hire: Tenured			
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2014 UA 2142000 MET ENG RES O/H 2804 100.000 Expected End Date Information (if applicable)  Financial End Detr.			

Step	Action
18.	<b>Note:</b> The options in this list are driven by the ABOR Code associated with the Job Title. Definitions for these options can be found in the University Handbook for Appointed Personnel ( <u>http://policy.arizona.edu/university-handbook-appointed-personnel</u> ).
	Click the <b>Tenure Eligible</b> list item.



Step	Action
19.	Additional fields may appear once you select a Contract Status. The specific fields that appear will depend on which status you select.
	<i>Note:</i> See Appendix C for details on additional fields that appear for each Contract Status selection.
	Enter " <b>2804</b> " in the <b>Academic Home Dept</b> field, or hit [enter] on your keyboard to continue.
20.	You are required to enter the <b>UACareers Posting #</b> .
	<i>Note:</i> All job openings for staff, faculty, or appointed positions must be posted in UACareers. This includes non-competitive and Talent Pool hires.
	Enter " <b>52544</b> " in the <b>UACareers Posting #</b> field, or hit [enter] on your keyboard to continue.
21.	You must identify the hire as competitive or non-competitive.
	Click the <b>Competitive Hire</b> drop-down list.
22.	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. <b>Yes</b>
23.	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 that appears when a <i>No</i> response is indicated.
	<b>Note:</b> For details on acceptable circumstances for non-competitive hires,
	http://policy.arizona.edu/human-resources/noncompetitive-selection) This
	policy is applicable to all Classified Staff, Faculty and Appointed hires.



UACCESS EMPLOYEE	Home	Worklist	Add to Favorites	Sign out
Favorites Main Menu > Manager Self Service > MSS Online Forms > Employment and Job > Request New Hire				
* Pri/Home Dept 2804  Materials Science and Engineering				-
* Building: 12 Shines and Metallurgy * Room: 131				
Supervisor: Simmons.Joseph H Time Approver:				
Export Controlled Position: Security Sensitive Position: Risk Management Position: <u>View Details</u>				
Acct for Background Check:  12345678				
Benefits Information				
* Benefits Eligibility <sup>©</sup> Benefits Eligible <sup>©</sup> Not Benefits Eligible <sup>©</sup> Not Retirement El				
Additional Employment Information				
Contract Type				
Academic O Fiscal				
Does this New Hire require a contract rate adjustment?  C Yes  € No				
Contract Status:     Non-Tenure Eligible				
Academic Home Dept: 12804 Materials Science and Engineering				
* Career Track Posting #: 52544				
Competitive Hire:				
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Step	Action
24.	Next, scroll down to get to the <b>Compensation</b> area.
	Click the scrollbar.
25.	To complete the Compensation area, you start by choosing a Rate Code.
	Click the <b>Rate Code</b> drop-down list.



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	Institutional Base S	alary:	Calc Inst Base Sala	ry		
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The following documents are re Copy of accepted offer letter By clicking this box yo	u are confirming that you ha	ve attached all required documen	tation as listed above.			
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Step	Action
26.	Choose the appropriate Rate Code from the list.
	Many of the codes are self-explanatory, but some may require more explanation. When you choose a code, the name of the code will appear to the right.
	<b>Note:</b> Component of Pay and Pay Component descriptions are available in the Glossary ( <u>http://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/uaccess-resources/glossary.pdf</u> ) located on the Systems Control Website.
	Click the <b>SAL</b> list item.
27.	The <b>Comp Rate</b> you enter must be appropriate to the <b>Rate Code</b> . In this case, you will enter the annualized salary for this position.
	Enter " <b>75000</b> " in the <b>Comp Rate</b> field, or hit [enter] on your keyboard to continue.



UACCESS EMPLOYEE Favorites Main Menu > Manager Self Service > MSS Online Forms > Employment and Job > Request New Hire	Home   Worklist	Add to Favorites Sign out
Compensation		<u> </u>
Institutional Base Salary: 77000.000 Calc Inst Base Salary		
Rate Code     Comp Rate     Add to Base?       SAL     Annualized Salary     75000.000     Im       OTHSTF     Other Stipend     2000.000     Im		
Additional Titles (Click Triangle to Expand/Collapse)		
Position Distribution (as of Start Date)		
FY Erned Chart Acet Acet Title Sub-Acet Sub-Objt Project CA Deptid Dist %		
2014 OA 214200 METERG NEGONA 2004 100.000		
Expected End Date: B Expected End Dt Reason:		
Request Comments (2000 char)		
Submitted 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   Find   View At   🖓   🎬 First 🚺 t of t 🖸 Last		
View Attachment Description Attached File		
Add Attachment Im Delete Attachment		
Save for Later Submit Cancel		

Step	Action
28.	In this example compensation data has been added for you.
	An employee can have multiple compensation rows within a single job. This allows you to list each type of compensation separately. Use the plus and minus signs to add and remove these rows.
	You can use the <b>Calc Inst Base Salary</b> button to get a total for any compensation rows that have the <b>Add to Base</b> checkbox checked.
29.	In this example, the <b>Calc Inst Base Salary</b> button has been clicked for you and you can see the total <b>Institutional Base Salary</b> is displayed.
30.	The <b>Additional Titles</b> window may be expanded by clicking on the arrow/triangle on the left side of the Additional Titles header within the blue banner.
	Click the Expand Additional Titles drop-down list.



Main Menu > Manager Self Service	> MSS Online Forms > Employ	ment and Job >	Request New Hire					
Compensation				10 01				
	Institutional Base Salary: 7	7000.000	Calc Ir	ist Base Salary				
Rate Code       SAL     Annualized Salary       OTHSTF     Other Stipend	Comp Rate         Add to E           75000.000         7           2000.000         7	ase? + -						
Additional Titles (Click Triangle to Exp	and/Collapse)		]					
*LIA Title Cd:	unaconapocy				+ -			
Acad Rank:		ABOR Code:						
* Deptid:								
Position Distribution (as of Start Date)						1		
FY         Erned         Chart         Acct         Acct           2014         UA         2142000         MET	Title ENG RES O/H	Sub-Acct Sub	-Obit Project	CA Deptid 2804	Dist% 100.000			
Expected End Date Information (if applic	cable)					1		
Expected End Date: 🔢	Expe	ted End Dt Reaso	n:		•			
Request Comments (2000 char)								
Submitted By:		Last Updated By						
Submitted Dt:		Last Updated:						
The following decuments are require	ad attachmenter							
Copy of accepted offer letter	eu attacimients.							
By clicking this box you ar	e confirming that you have attache	d all required doc	imentation as lister	above				
Attach documents here	e commining that you have attacht	a an required doct	amentation ds lister	above.				
Attachments	Personali	ze   Find   View All	🎜   🔭 First 🗹 1 o	1 🖸 Last				
Attacimento								

Step	Action
31.	You can search for the <b>UA Title Code</b> using a variety of search options.
	<b>Note:</b> Additional Titles are those not associated with an employee's position(s).
	Click the <b>Look up UA Title Cd</b> button.
32.	There is one issue to be aware of when searching for a UA Title code. Notice in this set of search fields there are two different fields labeled <b>Description</b> . Using the wrong one prevents you from getting good search results.



LIA COOSE EMPLOY	-	/				
UACCESS LIMPLOT				×	ist    Add to Pavonites	Sign out
vorites Main Menu > Manager Self Service				<b>^</b>		
Compensation	Look Up UA Title Cd					
Rate Code	Hire Type: Faculty/Ap	pointed				
	Title code: begins with 🔻					
Annualized Salary	Title Prefix 1:		*			
OTHSTF Other Stipend						
	Job Code: begins with 🖌					
<ul> <li>Additional Titles (Click Triangle to Exp</li> </ul>	(Description:) begins with -					
* UA Title Cd:	UA ABOR code; =		•			
Acad Pank:	Title spec code: begins with -					
*	Description:					
Deptid:	Description.					
Decition Distribution (as of Start Data)	Look Up Clear Cancel Basic L	ookup				
Position Distribution (as of start Date)						
	Search Results					
2014 OA 2142000 IMET	Only the first 300 results can be displayed.					
Expected End Date Information (if applic	View 100		First	🚺 1-300 of 300 🕟 Last		
Expected End Date:	Title Title Job	UA ABOR	Title			
	code Prefix 1 Code Description	code	spec Description			
Pequest Comments (2000 char)	T10001 (blank) 110081 Instructor	Faculty	S0000 (blank)			
	T10002 Adjunct 110081 Instructor	Faculty	S0000 (blank)			
	T10003 Adjunct 110081 Instructor	Faculty	S1062 Accounting			
	T10004 (blank) 110081 Instructor	Faculty	S1148 Aerospace-Mechanical Engineering			
	T10005 Adjunct 110081 Instructor	Faculty	S1148 Aerospace-Mechanical Engineering			
Submitted By:	T10006 Adjunct 110081 Instructor	Faculty	S1153 African American Studies S1162 Agricultural Pasource Economics			
Submitted Dt:	T10008 Adjunct 110081 Instructor	Faculty	S1168 Agriculture Education			
	T10009 Adjunct 110081 Instructor	Faculty	S1209 American Indian Studies			
The following documents are requir	T10010 (blank) 110081 Instructor	Faculty	S1217 Anesthesiology			
Copy of accepted offer letter	T10011 Adjunct 110081 Instructor	Faculty	S1218 Animal Science			
_	T10012 Adjunct 110081 Instructor	Faculty	S1223 Anthropology			
By clicking this box you ar	T10013 (diank) 110081 Instructor	Faculty	S1241 Architecture			
Attach documents here	T10015 Adjunct 110081 Instructor	Faculty	S1245 Arid Lands			
Attachments	T10016 Adjunct 110081 Instructor	Faculty	S1269 Arizona International College			
View Attachment	T10017 Adjunct 110081 Instructor	Faculty	S1278 Arizona Research Labs	-		
C View Attachment						

Step	Action
33.	UA titles are composed of three parts.
	For example: Title: Instructor, Aerospace-Mechanical Engineering • Prefix: (no prefix in this title) • Job Code Description: Instructor • Specifier: Aerospace-Mechanical Engineering
	The first <b>Description</b> field corresponds to the job code description and the second corresponds to the specifier.
34.	In this example, the wrong <b>Description</b> field is being used to search for the code for Instructor, Aerospace-Mechanical Engineering.
	Click the <b>Look Up</b> button.
35.	Consequently, there are no search results.
36.	In this example, the correct <b>Description</b> field is being used.
	Click the Look Up button.



Step	Action
37.	And there are the expected results.
	Now you can choose the correct code from the list.
	Click the <b>T10004</b> link.
	<u>[10004</u>
38.	The Academic Rank and ABOR Code are populated based on the UA Title code you just chose.
39.	The <b>Deptid</b> field is used to identify the department responsible for the additional title. The department you enter will then be included in the approval path for this hiring request.
	Enter "2305" in the <b>Deptid</b> field, or hit [enter] on your keyboard to continue.
40.	Pressing the Tab key on your keyboard refreshes the screen.
	Press <b>[Tab]</b> .
41.	The <b>Title Contract Status</b> is a required field when dealing with additional titles, even though there is no asterisk indicating so.
	Click the <b>Title Contract Status</b> drop-down list.

Access EMPLOY	FF			Home	Worklist    4	Add to Favorites	Sign
s Main Menu > Manager Self Service	> MSS Online Forms > Employment and Job > R	equest New Hire					Jigii
Compensation	* *						
compensation	Institutional Base Salary: 77000.000	Calc Inst Base Sa	lary				
Rate Code	Comp Rate Add to Base?						
Annualized Salary	75000.000						
OTHSTF Other Stipend	2000.000						
- Additional Titles (Click Triangle to Exp	and/Collapse)						
* UA Title Cd: T10004 🤍 Instructor, A	erospace-Mechanical Engineering		+ -				
Acad Rank: 004 Instructor	ABOR Code: FAC	:					
* Deptid: 2305 Aeros	ace & Mechanical Engr						
Title Contract Status:	•						
III. MI Marca							
Position Distribution (a Non-Tenure Elig	ible						
2014 UA Tenure Eligible	Sub-Acct Sub-Of	2804	100 000				
Expected End Date Information (if appli	cable)						
Expected End Date:	Expected End Dt Reason:		•				
Request Comments (2000 char	)						
1							
Submitted By:	Last Updated By:						
Submitted Dt:	Last Updated:						
The following documents are requi Copy of accepted offer letter	red attachments:						
By clicking this box you a	e confirming that you have attached all required docume	entation as listed above.					
Attach documents here	Dereonalize   Find   Mountain 12						
View Attachment	Description	Attached File					
C View Attachment							



Step	Action
42.	Click the <b>Non-Tenure Eligible</b> list item.
	Non-Tenure Eligible
43.	Click the scrollbar.

Deptid: 2305 Aerospace & Mechanical I	Engr						
Title Contract Status: Non-Tenure Eligible	1				_		
Position Distribution (as of Start Date)							
FY         Erncd         Chart         Acct         Acct Title           2014         UA         2142000         MET ENG RES O/H	Sub-Acct Sub-	-Objt Project	CA Deptid 2804	Dist % 100.000			
Expected End Date Information (if applicable)							
Expected End Date: 🗾 🛐	Expected End Dt Reasor	n:		•			
Boguest Commente (2000 shar)							
Request Comments (2000 Char)							
Output the d Dur	Lead the date of De-						
Submitted By:	Last Updated By:						
Submitted Dr.	Last Opualeu.						
The following documents are required attachments:							
Copy of accepted offer letter							
By clicking this box you are confirming that you	ou have attached all required docu	mentation as listed	above.				
Attach documents here	7						
View Attachment Description	Attached File	First 1-3 0	3 III Last				
C View Attachment Application_du	mbledor Application_c	dumbledore.docx					
C View Attachment OfferLetter_du	nbledore OfferLetter_d	umbledore.docx					
C View Attachment Resume_dum	bledore.d	mbledore.docx					
Add Attachment     Delete Attachment	ent .						

Step	Action
44.	There are a variety of required attachments for faculty hires. Please refer to the Hiring Process Checklist (http://uits.arizona.edu/sites/default/files/workshops/watt/UAccess_Employee New_Hire_Process_Checklist.pdf) for a complete list. Only the initiator and the individuals in the approval path can view attachments. In this example, several sample documents have been attached for you. <i>Note:</i> DO NOT scan security sensitive documents in order to attach them to this document. See Appendix D for details.
45.	You are now ready to submit the form. Click the <b>Submit</b> button.



Step	Action
46.	Scroll down to see the approval path.
	Click the scrollbar.
47.	Once all approvals are complete, the new hire will be notified via email (the one you entered at the top of this form) to log into UAccess Employee and fill out their New Hire forms.

lain Menu >	Manager Self Service >	MSS Online Forms > Employ	ment and Job > Request Ne	ew Hire				
Expected En	d Date:	Expec	ed End Dt Reason:					
Request	Comments (2000 char)				7			
Submitte	d By: Alicia Angel		Last Updated By: Alicia Ange					
Supmitte	u Dr. 03/03/2014 2:05F	M	Last Opdated: 03/03/2014	£ 2:05:58.000000PM				
The followin	g documents are require	d attachments:						
Copy of acce	pted offer letter							
M	ly clicking this box you are	confirming that you have attache	d all required documentation as	s listed above.				
Atta	ch documents here			nd mend				
At	achments	Personalize	Find   View Al   I First	1-3 of 3 🖸 Last				
-	View Attachment	Description	Attached File	da au				
	view Attachment	Application_dumbledor	Application_dumbledore.	docx				
0	View Attachment	OfferLetter_dumbledore	OfferLetter_dumbledore.d	locx				
C	View Attachment	Resume_dumbledore.	Resume_dumbledore.do	CX				
+	Add Attachment	Delete Attachment						
	Save for Later Su	bmit		Exit				
	Stage 1							
	- Transactio	on 587521:Pending						
	Path 4 - Faculty/A	ppointed						
	Pending	Not Route	i Not Ro	outed	Not Routed			
	C Multiple Ap	Approvers	Approvers	iple Approvers	Multiple Approvers	over -+		
	in the bept	approver introducy			the systems control Appr			

Step	Action
48.	You have successfully completed the hiring request form for a Faculty/Appointed hire.
	Be sure to review the <i>Manager Self Service</i> > <i>Employment and Jobs</i> > <i>Hiring Non-Students</i> > <i>Hiring Classified Staff</i> tutorial for details not covered in this tutorial.
	End of Procedure.







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
- D Publicize employment opportunity in appropriate locations
  - UACareers faculty, appointed, and classified
    - Make note of UACareers posting 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 UACareers), if a noncompetitive hire, then attach all required documents stated in the Noncompetitive Selection Policy (<u>http://policy.arizona.edu/human-resources/noncompetitiveselection</u>)
  - Requires UACareers posting 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: Additional Fields for Contract Status

1. Choosing Multi-Year requires the Multi Year From Year and Thru Year

* Contract Status:	Multi-Year	•	* Multi-Year From Year: 📃 * Thru Year:
Academic Home Dept:			

2. Choosing Tenure Eligible (or Continuing Eligible for Appointed) requires the TE/CE (tenure eligible/continuing eligible) start date.

* Contract Status: Academic Home Dept:	Tenure Eligible	•	* TE/CE Track Start Dt:	31
Offer Number:	Offer Link			

3. Choosing Tenured (or Continuing for Appointed) requires the T/C (tenured/continuing) granted date. The T/C Home Department number auto populates based on the position number identified in the Position Information section of the Hiring Request form.

* Contract Status:	Tenured	T/C Granted Dt:
T/C Home Dept:	2804 🔍	Materials Science and Engineering
Offer Number:	Q	Offer Link

When you select either **Tenured** or **Tenured Eligible**, an **Offer Number** field appears allowing you to reference the RPO offer number. The Offer Link gives direct access to the offer in the RPO system once an offer number is entered.

*Note: Non-Tenured Eligible* (or Academic Year, Fiscal Year, Limited Term, or Year-To-Year for Appointed) *does not have any additional fields.* 





### **Appendix D: 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 <a href="http://security.arizona.edu/data-management-faculty-and-staff">http://security.arizona.edu/data-management-faculty-and-staff</a>





### Appendix E: New Employee Work Center

UAccess F	MP	LOY	EE	
Favorites Main Menu > Se	elf Service	> New	v Emplo	yee Work Center
New Hire Workcenter		2	>	
New Employee Work Cen	ter		1	THE UNIVERSI
Pending Hire Activities				
Activity	Required	Done		<ul> <li>Alterative II and at a successful to the second seco</li></ul>
Background Consent	Þ	Þ		welcome to the University o
Background Disclosure	Þ	Þ		We hope vou find vour employment
Update Personal Information	Þ	Þ		University of Arizona enriching and
Loyalty Oath	Þ	Þ		you with a smooth transition, the "N
Ethnicity				Work Center" provides a list of ele
Update Emergency Contacts		Þ		which require your altention on or p of employment
Health Insurance Notice	Þ	Þ		
Veteran Status				To begin completing your new hire
Submit I-9	Þ	Þ	)	the "New Employee Work Center"
				Manufacture March Constant

