

UAccess EMPLOYEE

Hiring Request: Faculty/Appointed

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THE UNIVERSITY OF ARIZONA

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 <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>

Training Guide
Hiring Request: Hiring Faculty/Appointed



University Information
Technology Services

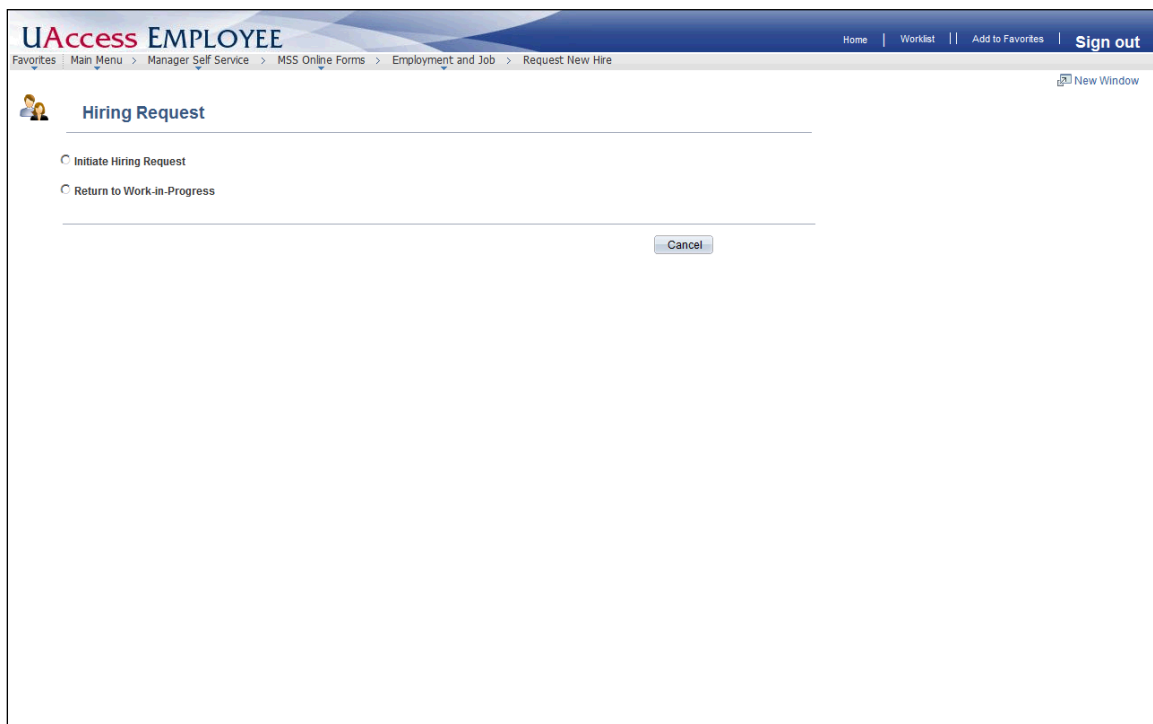
Hiring Faculty/Appointed Personnel

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.




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 (http://policy.arizona.edu) website.

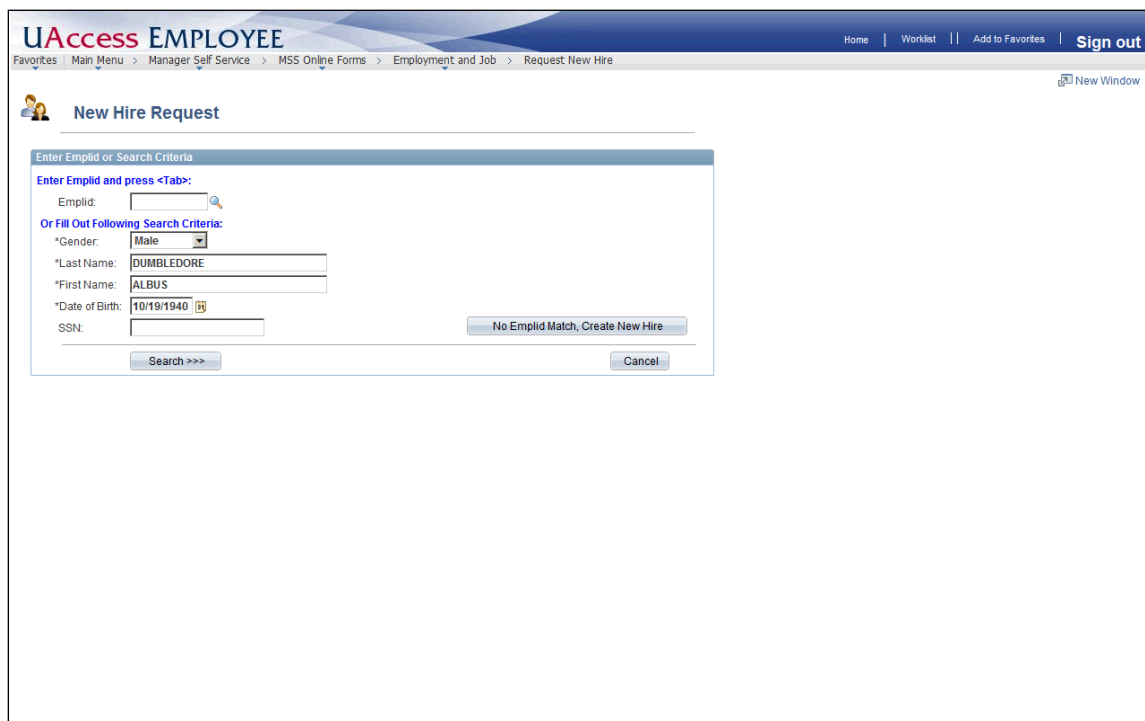
Training Guide

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

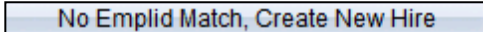
*First Name:


*Date of Birth:

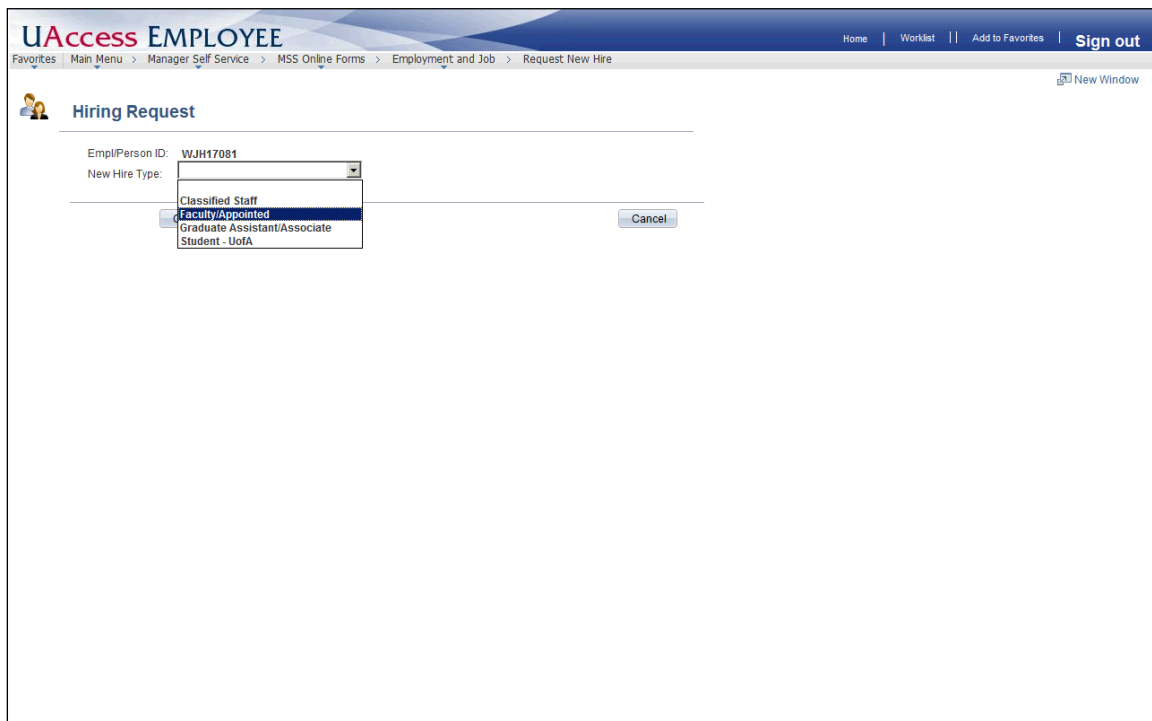
SSN:

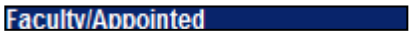
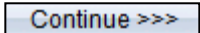
No Emplid Match, Create New Hire

Search >>> Cancel

Step	Action
3.	<p>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.</p> <p>There was no match found so a new record must be created.</p> <p>Click the No Emplid Match, Create New Hire button.</p> 

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



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

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

New Hire Request

Hire Type: Faculty/Appointed Transaction Status: Not Submitted

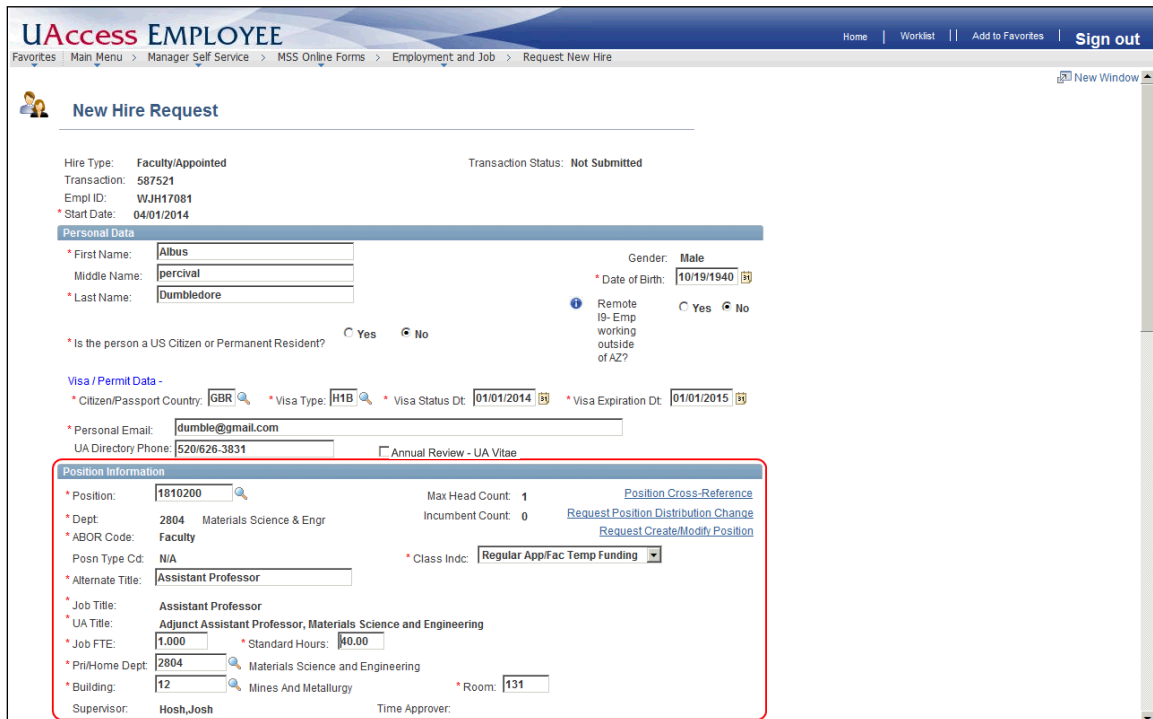
Transaction: 587521

Empl ID: WJH17081

* Start Date: 4.1.14

Step	Action
7.	<p>In this example, a start date has been entered for you. Remember, the Start Date 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.</p> <p>Note: 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 (http://community.uaccess.arizona.edu/uaccess-employee-resources).</p> <p>Click the Continue button.</p> <p><input type="button" value="Continue >>>"/></p>
8.	<p>The form appears and is populated with the data you have already entered. Now you have to fill in the rest of the fields.</p> <p>Even though the middle name is not required, it is a good idea to enter it if it's available.</p> <p>Enter "percival" in the Middle Name field, or hit [enter] on your keyboard to continue.</p>

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



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

New Hire Request

Hire Type: Faculty/Appointed Transaction Status: Not Submitted

Transaction: 587521
Empl ID: WJH17081
* Start Date: 04/01/2014

Personal Data

* First Name: Albus Gender: Male
* Middle Name: percival
* Last Name: Dumbledore
* Date of Birth: 10/19/1940
Remote (9- Emp working outside of AZ? Yes No

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

Visa / Permit Data -

* Citizen/Passport Country: GBR * Visa Type: H1B * Visa Status Dt: 01/01/2014 * Visa Expiration Dt: 01/01/2015

* Personal Email: dumble@gmail.com
UA Directory Phone: 520/626-3831 ☐ Annual Review - UA Vitae

Position Information

* Position: 1810200 Max Head Count: 1 Position Cross-Reference
* Dept: 2804 Materials Science & Engr Incumbent Count: 0 Request Position Distribution Change
* ABOR Code: Faculty Request Create/Modify Position
Posn Type Cd: N/A * Class Indc: Regular App/Fac Temp Funding
* Alternate Title: Assistant Professor
* Job Title: Assistant Professor
* UA Title: Adjunct Assistant Professor, Materials Science and Engineering
* Job FTE: 1.000 * Standard Hours: 40.00
* Pri/Home Dept: 2804 Materials Science and Engineering
* Building: 12 Mines And Metallurgy * Room: 131
Supervisor: Hosh, Josh Time Approver:



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

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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 Academic or Fiscal . Click the Academic 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. Note: Guidelines on voting eligibility can be found on the Faculty Affairs website (http://facultyaffairs.arizona.edu/faculty-voting). Click the Voting Code 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

Print Home Dept: 2804 Materials 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
 Act for Background Check: 12345678

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

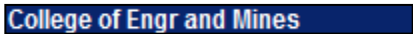

Additional Employment Information
 * Contract Type ☒ Academic ☐ Fiscal Voting Code: Non-Voting/NA
 Does this New Hire require a contract rate adjustment? ☐ Yes ☒ No
 * Contract Status:
 * Career Track Posting #:
 * Competitive Hire:

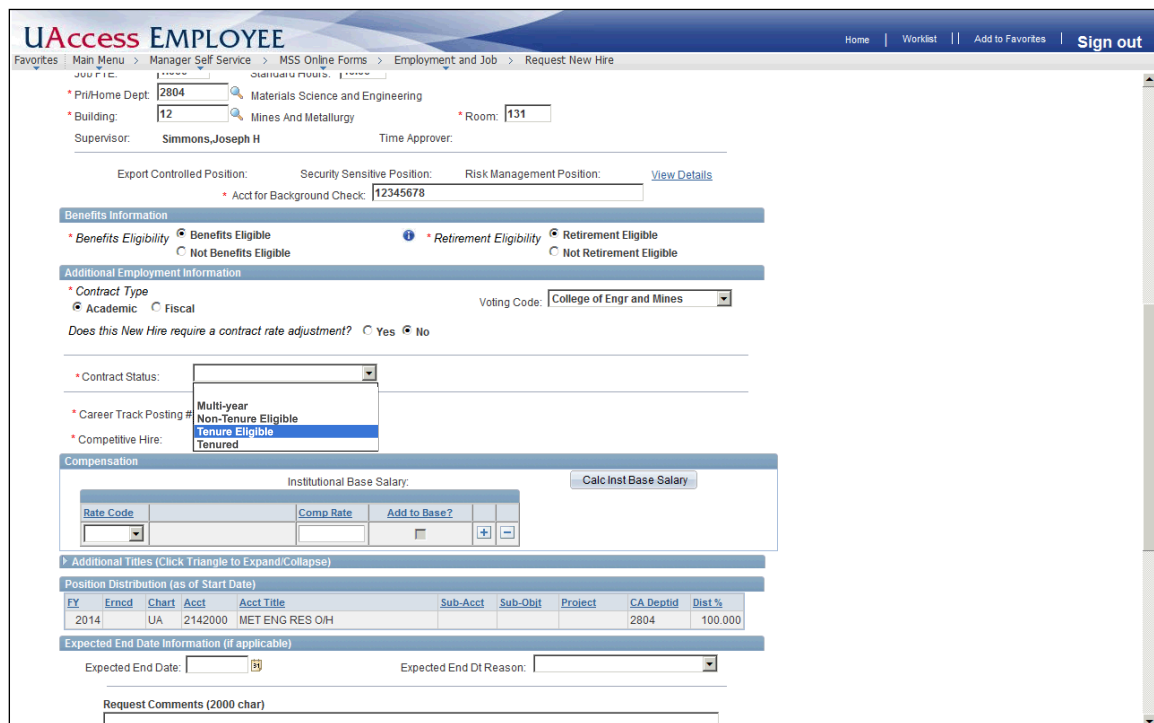
Compensation
 Institutional Base Salary:
 Rate Code: Comp Rate: Add to Base? ☐

Additional Titles (Click Triangle to Expand/Collapse)
 Position Distribution (as of Start Date)

EY	Emcd	Start	Acct	Acct Title	Sub-Acct	Sub-Obit	Project	CA Deptid	Dist %
2014		UA	2142000	MET ENG RES OIH				2804	100.000

 Expected End Date Information (if applicable)
 Expected End Date: Expected End Dt Reason:
 Request Comments (2000 char)

Step	Action
15.	Click the College of Engr and Mines list item. 
16.	The contract rate adjustment option can be used to compensate academic faculty who start late. This option defaults to No .
17.	You must indicate a Contract Status for the new hire. Click the Contract Status drop-down list. 

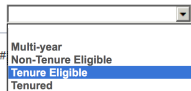


UAccess EMPLOYEE Home | Worklist | Add to Favorites | Sign out

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

* Pri/Home Dept: 2804 Materials Science and Engineering
 * Building: 12 Mines And Metallurgy
 Supervisor: Simmons, Joseph H Time Approver:
 Export Controlled Position: Security Sensitive Position: Risk Management Position: [View Details](#)
 * Act for Background Check: 12345678

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

Additional Employment Information
 * Contract Type ☒ Academic ☐ Fiscal Voting Code: College of Engr and Mines
 Does this New Hire require a contract rate adjustment? ☐ Yes ☒ No
 * Contract Status: 
 * Career Track Posting #: Multi-year, Non-Tenure Eligible, **Tenure Eligible**, Tenured
 * Competitive Hire:


Compensation
 Institutional Base Salary: [Calc Inst Base Salary](#)

Rate Code	Comp Rate	Add to Base?
		<input type="checkbox"/>

Additional Titles (Click Triangle to Expand/Collapse)
Position Distribution (as of Start Date)

FY	Emnd	Chart	Acct	Acct Title	Sub-Acct	Sub-Objt	Project	CA Deptid	Dist %
2014	UA	2142000	MET ENG RES O/H					2804	100.000

Expected End Date Information (if applicable)
 Expected End Date: Expected End Dt Reason:
 Request Comments (2000 char)


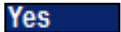
Step	Action
18.	Note: The options in this list are driven by the ABOR Code associated with the Job Title. Definitions for these options can be found in the University Handbook for Appointed Personnel (http://policy.arizona.edu/university-handbook-appointed-personnel). Click the Tenure Eligible list item. 

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Step	Action
19.	<p>Additional fields may appear once you select a Contract Status. The specific fields that appear will depend on which status you select.</p> <p>Note: See Appendix C for details on additional fields that appear for each Contract Status selection.</p> <p>Enter "2804" in the Academic Home Dept field, or hit [enter] on your keyboard to continue.</p>
20.	<p>You are required to enter the UACareers Posting #.</p> <p>Note: All job openings for staff, faculty, or appointed positions must be posted in UACareers. This includes non-competitive and Talent Pool hires.</p> <p>Enter "52544" in the UACareers Posting # field, or hit [enter] on your keyboard to continue.</p>
21.	<p>You must identify the hire as competitive or non-competitive.</p> <p>Click the Competitive Hire drop-down list.</p> 
22.	<p>In most cases your hires are competitive hires, meaning a competitive search was conducted to find eligible applicants.</p> <p>Click the Yes list item.</p> 
23.	<p>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.</p> <p>Note: For details on acceptable circumstances for non-competitive hires, please refer to the <i>Noncompetitive Selection policy</i> (http://policy.arizona.edu/human-resources/noncompetitive-selection). This policy is applicable to all Classified Staff, Faculty and Appointed hires.</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

* Pri/Home Dept: Materials Science and Engineering
 * Building: Mines And Metallurgy * Room:
 Supervisor: Simmons, Joseph H Time Approver:

Export Controlled Position: Security Sensitive Position: Risk Management Position: [View Details](#)
 * Acct for Background Check:

Benefits Information

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

Additional Employment Information

* Contract Type ☒ Academic ☐ Fiscal Voting Code:
 Does this New Hire require a contract rate adjustment? ☐ Yes ☒ No

* Contract Status:
 Academic Home Dept: Materials Science and Engineering

* Career Track Posting #:
 * Competitive Hire: ☒ Yes

Compensation

Institutional Base Salary: [Calc Inst Base Salary](#)

Rate Code	Comp Rate	Add to Base?
<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Titles (Click Triangle to Expand/Collapse)


Position Distribution (as of Start Date)

FY	Emnd	Chart	Acct	Acct Title	Sub-Acct	Sub-Objt	Project	CA Deptid	Dist %
2014		UA	2142000	MET ENG RES O/H				2804	100.000

Expected End Date Information (if applicable)

Expected End Date: Expected End Dt Reason:

Request Comments (2000 char)

Step	Action
24.	Next, scroll down to get to the Compensation area. Click the scrollbar.
25.	To complete the Compensation area, you start by choosing a Rate Code . Click the Rate Code drop-down list. 

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

Compensation

Institutional Base Salary:

Rate Code	Comp Rate	Add to Base?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Position (as of Start Date)

Chart	Acct	Acct Title	Sub-Acct	Sub-Objct	Project	CA Deptid	Dist %
2	UA	2142000 MET ENG RES OIH				2804	100.000

Rate Information (if applicable)

Date: Expected End Dt Reason:

Request Comments (2000 char)

Submitted By: Last Updated By:

Submitted Dt: Last Updated:

The following documents are required attachments:

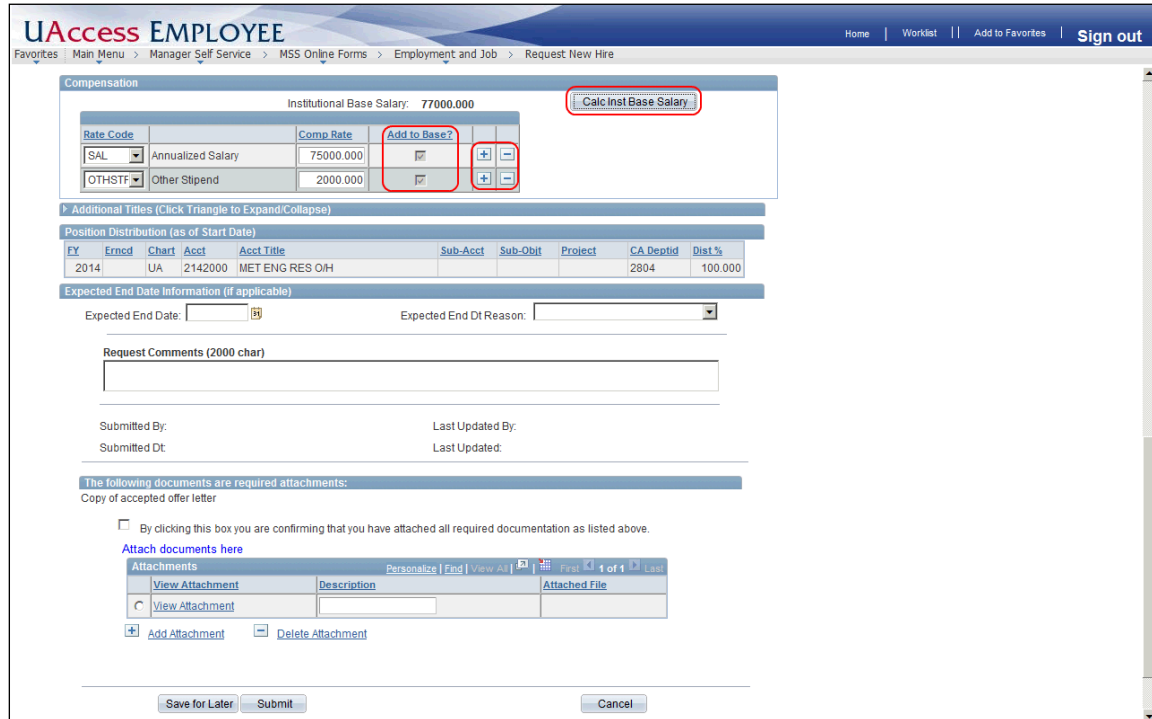
Copy of accepted offer letter

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

[Attach documents here](#)

View Attachment	Description	Attached File
<input type="button" value="View Attachment"/>	<input type="text"/>	<input type="text"/>

Step	Action
26.	<p>Choose the appropriate Rate Code from the list.</p> <p>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.</p> <p>Note: Component of Pay and Pay Component descriptions are available in the Glossary (http://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/uaccess-resources/glossary.pdf) located on the Systems Control Website.</p> <p>Click the SAL list item.</p> <p>SAL</p>
27.	<p>The Comp Rate you enter must be appropriate to the Rate Code. In this case, you will enter the annualized salary for this position.</p> <p>Enter "75000" in the Comp Rate 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

Compensation

Institutional Base Salary: 77000.000 **Calc Inst Base Salary**

Rate Code	Comp Rate	Add to Base?
SAL	Annualized Salary 75000.000	<input checked="" type="checkbox"/>
OTHSTF	Other Stipend 2000.000	<input type="checkbox"/>

Additional Titles (Click Triangle to Expand/Collapse)

Position Distribution (as of Start Date)

FY	Encl	Chart	Acct	Acct Title	Sub-Acct	Sub-Obit	Project	CA Deptid	Dist %
2014		UA	2142000	MET ENG RES O/H				2804	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	Description	Attached File
View Attachment		
View Attachment		

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

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

Step	Action
28.	<p>In this example compensation data has been added for you.</p> <p>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.</p> <p>You can use the Calc Inst Base Salary button to get a total for any compensation rows that have the Add to Base checkbox checked.</p>
29.	<p>In this example, the Calc Inst Base Salary button has been clicked for you and you can see the total Institutional Base Salary is displayed.</p>
30.	<p>The Additional Titles window may be expanded by clicking on the arrow/triangle on the left side of the Additional Titles header within the blue banner.</p> <p>Click the Expand Additional Titles drop-down list.</p> <p></p>

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Compensation

Institutional Base Salary: 77000.000 [Calc Inst Base Salary](#)

Rate Code	Comp Rate	Add to Base?
SAL Annualized Salary	75000.000	<input type="checkbox"/>
OTHSTF Other Stipend	2000.000	<input type="checkbox"/>

Additional Titles (Click Triangle to Expand/Collapse)

UA Title Cd: [Look up UA Title Cd](#)

Acad Rank: ABOR Code:

DeptId:

Position Distribution (as of Start Date)

FY	Emrod	Chart	Acct	Acct Title	Sub-Acct	Sub-Obit	Project	CA Deptid	Dist %
2014	UA	2142000	MET ENG RES O/H					2804	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:

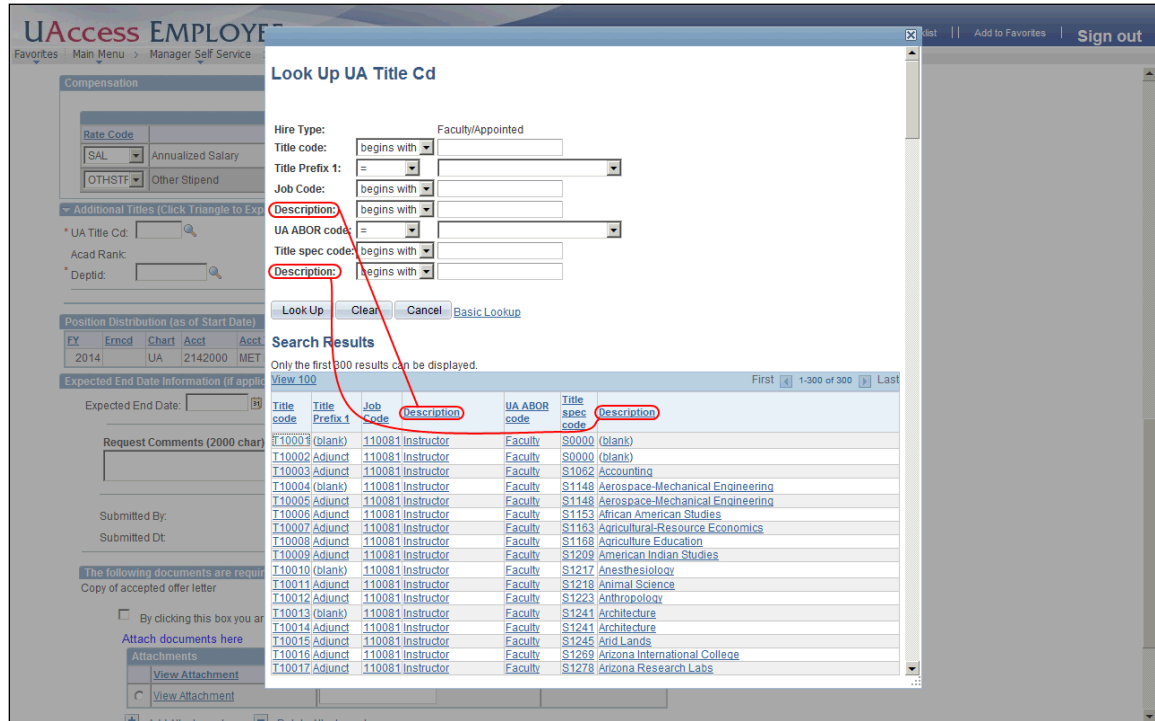
Copy of accepted offer letter

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

[Attach documents here](#)

Attachments	Description	Attached File
<input type="checkbox"/> View Attachment		
<input type="checkbox"/> View Attachment		

Step	Action
31.	<p>You can search for the UA Title Code using a variety of search options.</p> <p>Note: <i>Additional Titles are those not associated with an employee's position(s).</i></p> <p>Click the Look up UA Title Cd button.</p> 
32.	<p>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 Description. Using the wrong one prevents you from getting good search results.</p>



Look Up UA Title Cd

Hire Type: Faculty/Appointed

Title code: begins with

Title Prefix 1: =

Job Code: begins with

Description: begins with

UA ABOR code: =

Title spec code: begins with

Description: begins with

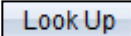
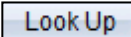
Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Title code	Title Prefix 1	Job Code	Description	UA ABOR code	Title spec code	Description
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
T10006 Adjunct		110081	Instructor	Faculty	S1153	African American Studies
T10007 Adjunct		110081	Instructor	Faculty	S1163	Agricultural-Resource Economics
T10008 Adjunct		110081	Instructor	Faculty	S1168	Agriculture Education
T10008 Adjunct		110081	Instructor	Faculty	S1209	American Indian Studies
T10010 (blank)		110081	Instructor	Faculty	S1217	Anesthesiology
T10011 Adjunct		110081	Instructor	Faculty	S1218	Animal Science
T10012 Adjunct		110081	Instructor	Faculty	S1223	Anthropology
T10013 (blank)		110081	Instructor	Faculty	S1241	Architecture
T10014 Adjunct		110081	Instructor	Faculty	S1241	Architecture
T10015 Adjunct		110081	Instructor	Faculty	S1245	Arid Lands
T10016 Adjunct		110081	Instructor	Faculty	S1269	Arizona International College
T10017 Adjunct		110081	Instructor	Faculty	S1278	Arizona Research Labs


Step	Action
33.	<p>UA titles are composed of three parts.</p> <p>For example: Title: Instructor, Aerospace-Mechanical Engineering</p> <ul style="list-style-type: none"> • Prefix: (no prefix in this title) • Job Code Description: Instructor • Specifier: Aerospace-Mechanical Engineering <p>The first Description field corresponds to the job code description and the second corresponds to the specifier.</p>
34.	<p>In this example, the wrong Description field is being used to search for the code for Instructor, Aerospace-Mechanical Engineering.</p> <p>Click the Look Up button.</p> <p></p>
35.	<p>Consequently, there are no search results.</p>
36.	<p>In this example, the correct Description field is being used.</p> <p>Click the Look Up button.</p> <p></p>

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Technology Services

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

UAccess

EMPLOYEE

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Compensation

Institutional Base Salary: 77000.000

Calc Inst Base Salary

Rate Code		Comp Rate	Add to Base?
SAL	Annualized Salary	75000.000	<input type="checkbox"/>
OTHSTF	Other Stipend	2000.000	<input type="checkbox"/>

Additional Titles (Click Triangle to Expand/Collapse)

UA Title Cd: T10004

Instructor, Aerospace-Mechanical Engineering

Acad Rank: 004

Instructor

ABOR Code: FAC

Deptid: 2305

Aerospace & Mechanical Engr

Title Contract Status:

Position Distribution

TY	Emcd	Chart	Sub-Acct	Sub-Obit	Project	CA Deptid	Dist %
2014		UA				2804	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:

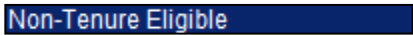
The following documents are required attachments:

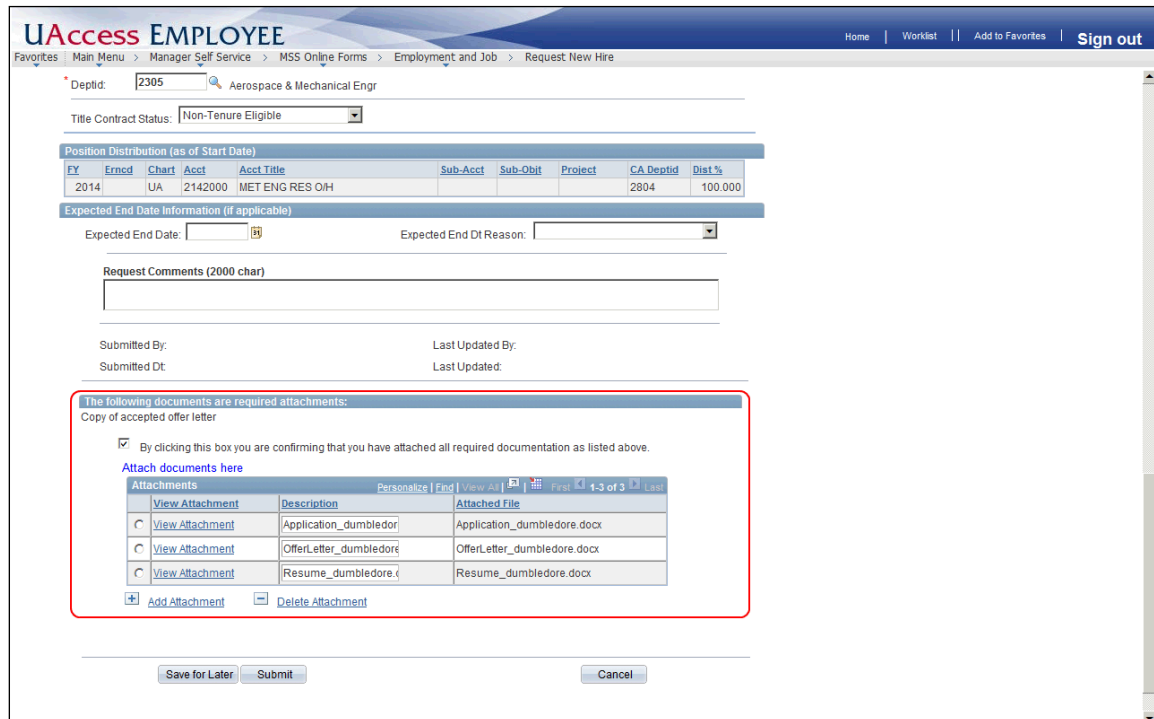
Copy of accepted offer letter

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

Attach documents here

View Attachment	Description	Attached File
		

Step	Action
42.	Click the Non-Tenure Eligible list item. 
43.	Click the scrollbar.



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Deptid: 2305 Aerospace & Mechanical Engr

Title Contract Status: Non-Tenure Eligible

Position Distribution (as of Start Date)

EY	Emcd	Chart	Acct	Acct Title	Sub-Acct	Sub-Objt	Project	CA Deptid	Dist %
2014	UA	2142000		MET ENG RES O/H				2804	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

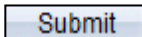
☒ By clicking this box you are confirming that you have attached all required documentation as listed above.

[Attach documents here](#)

Attachments	Description	Attached File
View Attachment	Application_dumbledore	Application_dumbledore.docx
View Attachment	OfferLetter_dumbledore	OfferLetter_dumbledore.docx
View Attachment	Resume_dumbledore	Resume_dumbledore.docx

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

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

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. Note: 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 Submit button. 

Training Guide

Hiring Request: Hiring Faculty/Appointed



University Information
Technology Services

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.

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Expected End Date: Expected End Dt Reason:

Request Comments (2000 char)

Submitted By: Alicia Angel Last Updated By: Alicia Angel
Submitted Dt: 03/03/2014 2:05PM Last Updated: 03/03/2014 2:05:58.000000PM

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
<input type="checkbox"/> View Attachment	Application_dumbledore	Application_dumbledore.docx
<input type="checkbox"/> View Attachment	OfferLetter_dumbledore	OfferLetter_dumbledore.docx
<input type="checkbox"/> View Attachment	Resume_dumbledore	Resume_dumbledore.docx

Stage 1

Transaction 587521: Pending

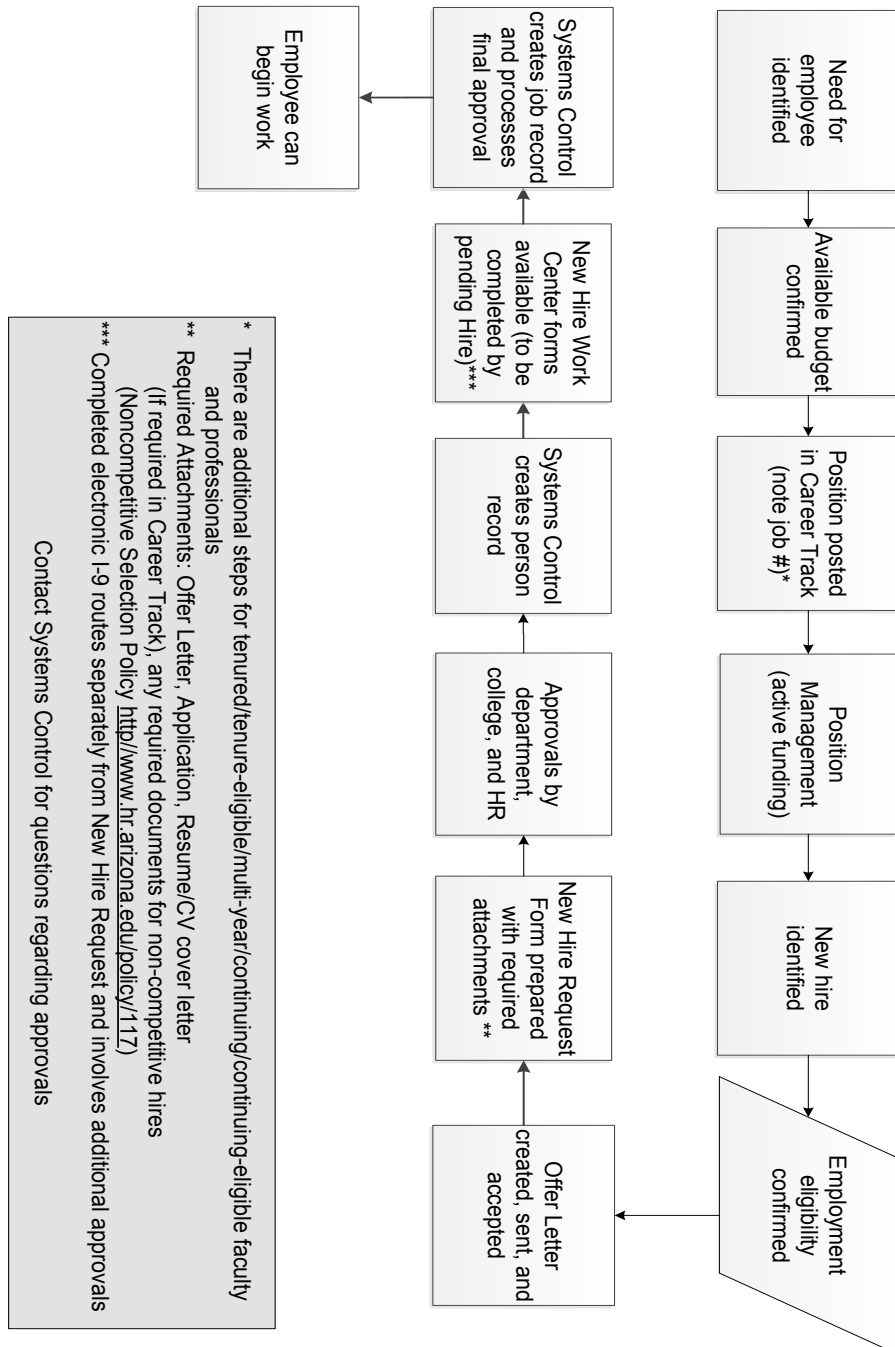
Path 4 - Faculty/Appointed

```

graph LR
    A["Pending  
Multiple Approvers  
NH HR Dept Approver"] --> B["Not Routed  
Multiple Approvers  
NH College Approver"]
    B --> C["Not Routed  
Multiple Approvers  
NH Central HR"]
    C --> D["Not Routed  
Multiple Approvers  
NH Systems Control Approver"]
  
```

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 > Employment and Jobs > Hiring Non-Students > Hiring Classified Staff</i> tutorial for details not covered in this tutorial. End of Procedure.

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
 - 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 non-competitive hire, then attach all required documents stated in the Noncompetitive Selection Policy (<http://policy.arizona.edu/human-resources/noncompetitive-selection>)
 - 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 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: * TE/CE Track Start Dt: 
 Academic Home Dept: 
 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: * T/C Granted Dt: 
 T/C Home Dept:  Materials Science and Engineering
 Offer Number:  [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
<http://security.arizona.edu/data-management-faculty-and-staff>

Appendix E: New Employee Work Center




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New Hire Workcenter

New Employee Work Center

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



Welcome to the University of Arizona

We hope you find your employment at the University of Arizona enriching and rewarding. To facilitate your transition, 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 information, please click on the "New Employee Work Center" link in the left navigation pane.

