# Record of Changes

<table>
<thead>
<tr>
<th>Date</th>
<th>Version #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/19/2013</td>
<td>1.00</td>
<td>DRAFT</td>
</tr>
<tr>
<td>08/15/2013</td>
<td>1.01</td>
<td>Updated to reflect policy changes. Added agenda, objectives and resources</td>
</tr>
<tr>
<td>09/09/2013</td>
<td>1.02</td>
<td>Added application, resume, non competitive hire documentation to required attachments list in Appendix B. Plus added information worksheet for classified staff as Appendix A</td>
</tr>
<tr>
<td>09/23/2013</td>
<td>1.03</td>
<td>Updated checklist to show application does not need to be signed</td>
</tr>
<tr>
<td>10/02/2013</td>
<td>1.04</td>
<td>Updated wording in checklist that refers to Resume'/CV requirement</td>
</tr>
<tr>
<td>02/02/2014</td>
<td>1.05</td>
<td>Updated appendices (Information worksheet and flowchart) to reflect electronic I-9</td>
</tr>
<tr>
<td>05/20/2014</td>
<td>2.00</td>
<td>Updated to include security sensitive information and remove information worksheet from appendix</td>
</tr>
<tr>
<td>07/11/2014</td>
<td>2.01</td>
<td>Added faculty/appt content for in-class workbook, also added reference to I-9 resources, updated title page to reflect this</td>
</tr>
<tr>
<td>07/15/2014</td>
<td>2.02</td>
<td>Updated checklist</td>
</tr>
<tr>
<td>02/15/2016</td>
<td>2.03</td>
<td>Edited text for selecting a voting code, updated branding to remove jolly dancing figures-no cheer practice, updated link to New Hire Worksheet plus links to I-9 training, updated information about using Annual Review – UA Vitae checkbox, updated links to HR website</td>
</tr>
<tr>
<td>02/16/2016</td>
<td>2.04</td>
<td>Changed example contract status from Non-Tenured Eligible to Tenure Eligible to make scenario more realistic</td>
</tr>
<tr>
<td>02/17/2016</td>
<td>2.05</td>
<td>Added link to faculty affairs for voting eligibility</td>
</tr>
<tr>
<td>11/17/2016</td>
<td>2.06</td>
<td>Updated links to reflect merger of Systems Control with HR.</td>
</tr>
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Agenda

- Overview of new hire process
- Complete a hiring request form for Classified Staff
- Complete a hiring request form for Faculty/Appointed
- Review additional support documents (flow chart, checklist, employee information sheet)

Objectives

- Complete New Hire/Rehire request form for non-students
- Discuss Position Management tasks and employment eligibility requirements
- Discuss email notification process
- Review required attachments
- View New Employee Work Center

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) 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.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>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. All three hiring requests are initiated by clicking the same radio button. Click the <strong>Initiate Hiring Request</strong> option.</td>
</tr>
<tr>
<td>2.</td>
<td>Use the <strong>New Hire Request</strong> 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.</td>
</tr>
</tbody>
</table>

![Image of UAccess Employee interface](image-url)
### Step Action

3. 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 (*).

   **Note:** 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 (http://uits.arizona.edu/sites/default/files/workshops/watt/UAccess_Employee_New_Hire_Process_Checklist.pdf) (Appendix B).

   Click the Gender drop-down list.

4. Click the Female list item.

5. Enter "dickinson" in the Last Name field, or hit [enter] on your keyboard to continue.

6. Enter "emily" in the First Name field, or hit [enter] on your keyboard to continue.

7. Enter "10.10.1930" in the Date of Birth field, or hit [enter] on your keyboard to continue.
Step 8. You are now ready to submit your search.

There are three possible results:
1. An exact match
2. A list of names meeting the search criteria
3. No results

Click the **Search** button.
<table>
<thead>
<tr>
<th>Step</th>
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</thead>
<tbody>
<tr>
<td>9.</td>
<td>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.</td>
</tr>
</tbody>
</table>

Click the **OK** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Click the <strong>No Emplid Match, Create New Hire</strong> button.</td>
</tr>
<tr>
<td>11.</td>
<td>A temporary <strong>Empl/Person ID</strong> is assigned to the candidate. Once all approvals are complete, this candidate is assigned a permanent EmplID. Click the <strong>New Hire Type</strong> drop-down list.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
12. | Next, select the appropriate **New Hire Type**.

Click the **Classified Staff** list item.

13. | 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 ([http://policy.arizona.edu](http://policy.arizona.edu)) website.

*Note: 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 **Continue** button.

14. | Your transaction number is displayed above the EmplID. This number appears in Analytics’ reports and can be used to search for this transaction.
<table>
<thead>
<tr>
<th>Step</th>
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</thead>
</table>
| 15.  | The employment **Start Date** 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.  

   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.  

   **Note:** The **Start Date cannot be prior to the Visa Status Date**.  

   Enter "4.1.14" in the **Start Date** field, or hit [enter] on your keyboard to continue. |

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 16.  | **Note:** 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 ([http://community.uaccess.arizona.edu/uaccess-employee-resources](http://community.uaccess.arizona.edu/uaccess-employee-resources)).  

   Click the **Continue** button. |
Step 17. Information pulled from the person record will prepopulate many fields in the **Personal Data** section.

Remember required fields are marked with an asterisk (*).

Step 18. Although it is not required, go ahead and enter the middle name for this new hire.

Enter "elizabeth" in the **Middle Name** field, or hit [enter] on your keyboard to continue.

Step 19. 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.

- A **Yes** response will stop the electronic I-9 from being generated
- A **No** response will trigger the electronic I-9

**Note:** 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 ([http://community.uaccess.arizona.edu/uaccess-employee-resources](http://community.uaccess.arizona.edu/uaccess-employee-resources)).
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td><strong>Important!</strong> If the Yes 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. Click the No option.</td>
</tr>
<tr>
<td>21.</td>
<td>You must indicate the citizen/resident status of the new hire. Click the Yes option.</td>
</tr>
</tbody>
</table>

![Image of UAccess Employee](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.</td>
<td><strong>Note:</strong> You must provide current visa information for non-citizens. Click the Citizen option.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 23.  | The **Personal Email** is a required field.  
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.  
Enter "edickinson@gmail.com" in the **Personal Email** field, or hit [enter] on your keyboard to continue. |
| 24.  | 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.  
Enter "626-3831" in the **UA Directory Phone** field, or hit [enter] on your keyboard to continue. |
| 25.  | 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. |
| 26.  | Now that you are finished with the **Personal Data** area, you need to complete the required fields in the **Position Information** area.  
**Note:** Links to other areas of Manager Self Service, like **Position Cross-Reference** and **Request Position Distribution Change**, are available for your convenience. |
| 27.  | A position number is required before you can submit this form.  
There are a variety of ways to find a suitable position number. For example, you can use the **Position Cross-Reference** screen or the **Vacant Positions** report in UAccess Analytics. |
| 28.  | 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.  
**Note:** You will not be able to submit the Hiring Request until funding has been established. Refer to the Position Distribution Guide ([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)) for details on this process. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 29.  | You should also take care to make sure the correct Time Approver is associated with the position.  

*Note:* 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 ([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)).  

Enter "1802599" in the Position field, or hit [enter] on your keyboard to continue. |
| 30.  | The screen refreshes once you click the tab key on your keyboard. Press [Tab]. |
| 31.  | 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 **Position Information** section.  

Many of these attributes, are displayed for reference only and cannot be updated. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 32. | The **Alternate Title** is an updateable value. The description appears on timesheets and can be helpful in cases where an employee has multiple jobs.  

*Note:* The Job and UA titles are for reference only and cannot be updated. Title changes can be made with an Employment/Job Changes Request form. |
| 33. | 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.  

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.  

*Note:* Be sure you are aware of the FTE policies for Grad hires. These can be found in the Graduate Assistant/Associate Manual ([http://grad.arizona.edu/funding/ga/appointment-periods-and-fte-information](http://grad.arizona.edu/funding/ga/appointment-periods-and-fte-information)).  

Enter ".30" in the **Job FTE** field, or hit [enter] on your keyboard to continue. |
| 34. | The screen updates once you click the tab or the enter key on your keyboard.  

Press [Tab]. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>35.</td>
<td>Notice the Standard Hours has updated.</td>
</tr>
<tr>
<td>36.</td>
<td>The <strong>Pri/Home Dept</strong> (primary/home department) along with the <strong>Building</strong> and <strong>Room</strong> number are used for paycheck (if applicable) and for mail distribution. You can edit this information here as well as in the Personal Information and UA Title Management forms.</td>
</tr>
<tr>
<td>37.</td>
<td>Click the scrollbar.</td>
</tr>
<tr>
<td>38.</td>
<td>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 <strong>Position Information</strong> section. A <strong>Y</strong> or <strong>N</strong> flag is displayed to indicate how these questions were answered. The <strong>Y</strong> flag, along with other criteria is used to route New Hire transactions to Human Resources and Export Control for approval. <strong>Note:</strong> All <strong>Classified Staff, Faculty, and Appointed Personnel</strong> positions route to Human Resources regardless of these flags.</td>
</tr>
<tr>
<td>39.</td>
<td>A blank space to the right of one of these labels indicates questions remain unanswered.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 40.  | Details on how these questions were answered are available behind the **View Details** link.  
Click the **View Details** link. |
| 41.  | Click the scrollbar. |
| 42.  | Click the **Return** button. |
| 43.  | 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.  
Click the **Not Retirement Eligible** checkbox. |
### Step 44

**Action**

The **Comp Rate** 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.

*Note: 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.*

Enter "15" in the **Comp Rate** field, or hit [enter] on your keyboard to continue.

### Step 45

**Action**

A link to the pay grade range is provided as a resource.

Click the **Pay Range Link** link.

![Pay Range Link](image)

### Step 46

**Action**

The pay range minimum and maximum rates are shown by hour, month, and year.

Click the **OK** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>47.</strong></td>
<td>The <strong>UACareers Posting Number</strong> is required. Enter &quot;51552&quot; in the <strong>UACareers Posting #</strong> field, or hit [enter] on your keyboard to continue.</td>
</tr>
<tr>
<td><strong>48.</strong></td>
<td>You must indicate whether or not a competitive selection process was followed for this hire. Click the <strong>Competitive Hire</strong> drop-down list.</td>
</tr>
<tr>
<td><strong>49.</strong></td>
<td>In most cases your hires are competitive hires, meaning a competitive search was conducted to find eligible applicants. Click the <strong>Yes</strong> list item.</td>
</tr>
</tbody>
</table>
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.

*Note: For details on acceptable circumstances for non-competitive hires, please refer to the Noncompetitive Selection policy ([http://policy.arizona.edu/human-resources/noncompetitive-selection](http://policy.arizona.edu/human-resources/noncompetitive-selection)). This policy is applicable to all Classified Staff, Faculty and Appointed hires.*

51. The Position Distribution 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 Expected End Date is not required for Classified Staff Hires. However, if an end date is set an Expected End Dt Reason must be selected from the drop-down list.

*Note: The Expected End Dt Reason list will change based on the Expected End Date entered and where it falls in the fiscal calendar.*

Enter "6.30.16" in the Expected End Date field, or hit [enter] on your keyboard to continue.

53. Click the Expected End Dt Reason drop-down list.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 54. | **Note:** For detailed information on expected end date reasons, please refer to the Reasons Jobs End ([http://hr.arizona.edu/workforce-systems/uaccess-resources/expected-end-dates](http://hr.arizona.edu/workforce-systems/uaccess-resources/expected-end-dates)) document.  
Click the **Job Ending** list item. |
| 55. | Click the scrollbar. |
| 56. | 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.  
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. |
| 57. | 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.  
In addition to attaching any required documentation, you must also select the checkbox above the attachments links to indicate that you have done so.  
In this example, two sample documents have been attached for you. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>58.</td>
<td>DO NOT scan security sensitive documents in order to attach them to this document. See Appendix C for details.</td>
</tr>
<tr>
<td>59.</td>
<td>You may want to review the information one last time before you submit the request for approval. <strong>Click the Submit button.</strong></td>
</tr>
<tr>
<td>60.</td>
<td>Click the scrollbar.</td>
</tr>
<tr>
<td>61.</td>
<td>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. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>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 (<a href="http://policy.arizona.edu">http://policy.arizona.edu</a>) website.</td>
</tr>
</tbody>
</table>
### Step 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.**

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

Click the **Initiate Hiring Request** option.

### Step 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 **No Emplid Match, Create New Hire** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 4.   | Remember to check the employment eligibility policies on the Human Resources ([http://policy.arizona.edu](http://policy.arizona.edu)) website.  

**Note:** 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 **New Hire Type** drop-down list. |
| 5.   | Notice Faculty and Appointed Personnel are combined into one option in this list.  

Click the **Faculty/Appointed** list item. |
| 6.   | Click the **Continue** button. |
7. 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.

   **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](http://community.uaccess.arizona.edu/uaccess-employee-resources)).

   Click the **Continue** 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 "percival" in the **Middle Name** field, or hit [enter] on your keyboard to continue.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 9.   | 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.  

If you need to review the basics on completing the Personal Data area, please refer to the Manager Self Service > Employment and Jobs > Hiring Non-Students > Hiring Classified Staff tutorial.  

**Note:** 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. |
| 11.  | In this example, the **Position Information** and **Benefits Information** sections have been completed for you.  

Details of these sections, as well as the **Personal Data** section, are covered in the Manager Self Service > Employment and Jobs > Hiring Non-Students > Hiring Classified Staff tutorial. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>Note the ABOR Code and other position attributes indicate this Hiring Request is to fill a faculty position. Click the scrollbar.</td>
</tr>
<tr>
<td>13.</td>
<td>You must indicate if the contract type (also known as contract length) is <strong>Academic</strong> or <strong>Fiscal</strong>. Click the <strong>Academic</strong> option.</td>
</tr>
<tr>
<td>14.</td>
<td>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. <strong>Note:</strong> Guidelines on voting eligibility can be found on the Faculty Affairs website (<a href="http://facultyaffairs.arizona.edu/faculty-voting">http://facultyaffairs.arizona.edu/faculty-voting</a>). Click the <strong>Voting Code</strong> drop-down list.</td>
</tr>
</tbody>
</table>

![Image of UAccess Employee interface](image-url)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.</td>
<td>Click the <strong>College of Engr and Mines</strong> list item.</td>
</tr>
<tr>
<td>16.</td>
<td>The contract rate adjustment option can be used to compensate academic faculty who start late. This option defaults to <strong>No</strong>.</td>
</tr>
<tr>
<td>17.</td>
<td>You must indicate a Contract Status for the new hire. Click the <strong>Contract Status</strong> drop-down list.</td>
</tr>
</tbody>
</table>

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

*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](http://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/uaccess-resources/glossary.pdf)) located on the Systems Control Website.

Click the **SAL** list item.

27. The **Comp Rate** you enter must be appropriate to the **Rate Code**. In this case, you will enter the annualized salary for this position.

Enter "75000" in the **Comp Rate** field, or hit [enter] on your keyboard to continue.
<table>
<thead>
<tr>
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<th>Action</th>
</tr>
</thead>
</table>
| 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 **Calc Inst Base Salary** button to get a total for any compensation rows that have the **Add to Base** checkbox checked. |
| 29.  | 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. |
| 30.  | 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.  
Click the **Expand Additional Titles** drop-down list. |
Step | Action
--- | ---
31. | You can search for the **UA Title Code** using a variety of search options.

*Note:* Additional Titles are those not associated with an employee’s position(s).

Click the **Look up UA Title Cd** 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 **Description**. Using the wrong one prevents you from getting good search results.
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>33.</td>
<td>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 <strong>Description</strong> field corresponds to the job code description and the second corresponds to the specifier.</td>
</tr>
<tr>
<td>34.</td>
<td>In this example, the wrong <strong>Description</strong> field is being used to search for the code for Instructor, Aerospace-Mechanical Engineering. Click the <strong>Look Up</strong> button.</td>
</tr>
<tr>
<td>35.</td>
<td>Consequently, there are no search results.</td>
</tr>
<tr>
<td>36.</td>
<td>In this example, the correct <strong>Description</strong> field is being used. Click the <strong>Look Up</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>37.</td>
<td>And there are the expected results. Now you can choose the correct code from the list. Click the T10004 link.</td>
</tr>
<tr>
<td>38.</td>
<td>The Academic Rank and ABOR Code are populated based on the UA Title code you just chose.</td>
</tr>
<tr>
<td>39.</td>
<td>The <strong>Deptid</strong> 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 &quot;2305&quot; in the <strong>Deptid</strong> field, or hit [enter] on your keyboard to continue.</td>
</tr>
<tr>
<td>40.</td>
<td>Pressing the Tab key on your keyboard refreshes the screen. Press [Tab].</td>
</tr>
<tr>
<td>41.</td>
<td>The <strong>Title Contract Status</strong> is a required field when dealing with additional titles, even though there is no asterisk indicating so. Click the <strong>Title Contract Status</strong> drop-down list.</td>
</tr>
</tbody>
</table>

![Image of UAccess interface showing the Title Contract Status field.](image-url)
<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
<tbody>
<tr>
<td>42.</td>
<td>Click the <strong>Non-Tenure Eligible</strong> list item.</td>
</tr>
<tr>
<td>43.</td>
<td>Click the scrollbar.</td>
</tr>
</tbody>
</table>

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](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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>44.</td>
<td>Click the <strong>Submit</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 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. |

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 48.  | You have successfully completed the hiring request form for a Faculty/Appointed hire.  
      | Be sure to review the Manager Self Service > Employment and Jobs > Hiring Non-Students > Hiring Classified Staff tutorial for details not covered in this tutorial.  
      | **End of Procedure.** |
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 website (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
   - 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: Tenure Eligible
   - 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: Tenured
   - 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

Welcome to the University of Arizona’s New Employee Work Center.

We hope you find your employment at University of Arizona enriching and
helpful. The “New Employee Work Center” provides a list of ele-
ments which require your attention on or before your first day of
employment.

To begin completing your new hire:

1. Log into the “New Employee Work Center” from your University
   email or via the employee portal.

2. Follow the prompts to complete the necessary forms and infor-
mation.

3. Submit all required documents.

4. Attend any required training sessions.

5. Contact HR if you have any questions or concerns.

Thank you for choosing the University of Arizona as your employer.

Best regards,

[Signature]
[Name]
[Title]