UAccess Employee
Graduate Assistant-Associate Contracts (NOA)
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Graduate Assistant-Associate Contracts (NOA)

Generating GRAD NOAs (By HR Dept or College list)

Procedure

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

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

**Note**: You can also use the MSS WorkCenter Pagelet.

<table>
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<tr>
<th>Step</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>As with all MSS transactions, there is a path for initiating NOA transactions and a separate path for managing NOA transactions that have been submitted. Click the <strong>Administer NOAs</strong> link.</td>
</tr>
</tbody>
</table>

[Image of UAccess Employee interface for NOA Grads]
2. The Administer Grad NOAs page displays two radio buttons for users who do not have an approval role. (If you are an HR Department/College Division Approvers you will see a third radio button for managing holds.)

The **Return to Work in Progress** radio button is always visible (unlike some other MSS transactions where it only visible if there is a transaction waiting to be submitted) and is used to access NOAs you have generated but have not submitted for approval.

Click the **Generate Grad NOA List** option.

3. Grad NOAs can be generated one employee at a time or as a list of employees in your department or college.

This tutorial focuses on generating contracts by list. It is best to use this process during Year End/Rollover periods when you are dealing with multiple contracts all at once.

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

<table>
<thead>
<tr>
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</tr>
</thead>
</table>
| 6.   | The drop-down lists Fiscal, Academic and blank contract lengths as selection options.  

*Note: If left blank, all contract lengths appear in the results.*  
Click the **Fiscal** list item. |
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Options available for Employee Status are active, short work break and blank (which displays both).</td>
</tr>
</tbody>
</table>
| 8.   | The **Include Pending Contracts** checkbox is checked by default. You cannot generate contracts for individuals who already have a pending contract (for the same department) so you may want to uncheck the box to limit your results.  

*Note:* Grad NOAs can be submitted/pending for more than one department at a time.  

Click the **Include Pending Contracts** checkbox. |
| 9.   | Enter your department number in the **Department** field.  

Multiple departments can be entered by clicking on the + sign to add another row.  

Enter "0429" in the **Department** field. |
| 10.  | Click the **Search** button. |
### Step 11

Scan the list to identify those individuals for whom you wish to generate a contract.

You'll need to scroll to see all the data displayed.

Click the scrollbar.

### Step 12

The system will prevent you from generating a Grad NOA if there is a termination request pending. The termination date will appear in the Termination Pending column. And, as you already know, if a contract is pending, you will not be able to generate a new contract.

**Note:** To use this page to see which employees have pending contracts, simply make sure the Include Pending Contracts checkbox is checked.

### Step 13

If the GA's contract has been placed on hold, the word Yes is displayed in the Hold Status column and you will not be able to generate a contract for that individual.

The Held By column will display the NetID of the person who placed the hold. There are no comments in the system to indicate why someone's contract has been placed on hold so you'll need to contact the person indicated in this column directly if you need to know the reason.

**Note:** For details on placing and removing holds, please review the Manager Self Service > Employment and Jobs > Graduate Assistant-Associate Contracts > Managing Holds tutorial.

### Step 14

Now that you have reviewed your list, scroll back to the left and make your selections.

Click the scrollbar.

### Step 15

You can select individual employees from this list or use the Select All option at the top.

Click the Select All checkbox.

□
Step | Action
--- | ---
16. | Once any single record is selected, the **Continue** button becomes active.

Click the **Continue** button.
Step | Action
--- | ---
17. | The **Confirm Employees Selected** page offers you one last chance to make sure your list is correct.

*Note: If you notice someone is missing or is on the list by mistake, click the **Return to Search** button to make your selections again.*

Click the **Generate Grad NOA** button.

18. | The **Grad NOA View/Submit** screen shows you a list of the contracts you just generated. You now have the ability to select each transaction to either move it forward (by selecting Send) or withdraw it.

19. | Be sure to view the contract before you move it forward. If you click on the **View All Contracts** link, you will be able to scroll through all contracts in one window.
Step | Action
--- | ---
20. | Use the **View Contract** link associated with each employee to view each contract individually.

Click the **View Contract** link.
## Step 21.

The contract opens as a PDF in a new window. The front page of the contract contains the specific information for this employee. The rest of the contract is generic information about employment eligibility requirements and expectations.

*Note: If this information is incorrect, you must check the Position Cross Reference data to determine if the information needs to be updated by the department (currently these updates are initiated using a PAF). If the information is correct in position cross reference, but is incorrect on the contract you must contact Systems Control.*

## Step 22.

The bottom of the contract displays a signature line that will be stamped with the employee's electronic signature once they accept the contract.

You opened a new page when you clicked on the link to view the contract. So to get back to the Grad NOA View/Submit screen you need to close this window. This step has been done for you in the next step.
23. You can use the **Send All** checkbox at the top or the select checkbox associated with each employee.

In this scenario, you have reviewed the contract for Jake Carter and are ready to send it forward for approval.

Click the **Send** checkbox.

24. All transactions must have either a **Send** or **Withdraw** selection checked before the **Submit** button is visible.

Since you have not viewed the contracts for Stella or Buddy, you are not ready to submit them, so you will withdraw them.

Click the **Withdraw** checkbox for Stella.

25. Click the **Withdraw** checkbox for Buddy.
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>26.</td>
<td>The <strong>Submit</strong> button is visible now that all three records have been selected in some way. Once you click <strong>Submit</strong>, each contract will route for approval. If you are not ready to submit them, you can save these selections and use the Return to Work in Progress path to submit them later. Click the <strong>Submit</strong> button.</td>
</tr>
<tr>
<td>27.</td>
<td>Click the scrollbar.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>28.</td>
<td>You can view the transaction if you wish to see the approval path. Click the <strong>View Transaction</strong> link.</td>
</tr>
</tbody>
</table>
29. The contract you just submitted will route to the HR Department Approver, then the College Approver, and finally an email is generated by the system to prompt the employee to log into UAccess Employee Self Service and accept their contract.

**Note:** The HR Department and/or College approvers are provisioned for the specific needs of the college and therefore one or the other role may not exist for your college.
### Step 30
This is an example of what the email looks like.

### Step 31
That's it. You have successfully completed this tutorial on generating Grad NOAs (contracts) using UAccess Employee.

**End of Procedure.**
Approving GRAD NOAs

Procedure

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

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

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

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

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

![Image of UAccess Employee dashboard with MSS Approval Summary pagelet]
Step | Action
--- | ---
2. | The newest transactions will be listed at the bottom of the Pending Grad NOA Approval list.

   Click the **10163** link.

3. | This list only has one contract, but it is possible to see multiple contracts
listed for approval as initiators have the ability to generate contracts using a
department/college list.

   **Note:** For details on how these lists are generated, please refer to the
Manager Self Service > Employment and Jobs > Graduate Assistant-
Associate Contracts > Generating GRAD NOAs (By HR Dept or College list)
tutorial.
4. **Approvers must review the contract prior to approving.**

   Click the **View Contract** link.
5. The contract opens as a PDF in a new window. The first page of the contract contains the specific job information including contract dates, FTE, and compensation rate.

   **Note:** If this information is incorrect, you must check the Position Cross Reference data to determine if the information needs to be updated by the department (currently these updates are initiated using a PAF). If the information is correct in position cross reference, but is incorrect on the contract you must contact Systems Control.

6. Close the contract to get back to the contract list.

Now you are ready to approve the contract.

Click the **Approve** checkbox.
### Step 7
Click the **Submit** button.

### Step 8
You can view the transaction if you wish to see where the routing path goes next.

Scroll to the right to access the transaction link.

Click the scrollbar.
9. Click the **View Transaction** link.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 10.  | Once this transaction has been approved at the college level, an email will be sent to the Graduate to prompt them to accept their contract through the Self Service area of UAccess Employee.  

*Note: If there is no college level approver, the email is sent immediately after the department approval.* |
| 11.  | You have successfully completed the tutorial on approving Grad NOAs.  

*End of Procedure.* |
Accepting a GRAD NOA (Contract)

Procedure

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

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

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

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

[View Contract link]
Step | Action
--- | ---
2. | The contract opens as a PDF in a new window.
   
   The first page of the contract contains the specific job information including contract dates, FTE, and compensation rate. Review this carefully to make sure the terms of the appointment are consistent with your understanding. If they are not, please contact your supervisor or other authorized individuals before accepting this contract.

   **Note:** Close the contract to get back to the Review Contracts page.

3. | Now you are ready to accept the contract. Of course, you have the option to decline the contract as well, which you may wish to do if it is incorrect or you have changed your mind about taking this job.

   Click the Accept button.

4. | The Status updates to show you have approved (or denied) the contract.

5. | You will always have the ability to view the contract, and once you have accepted it, your electronic signature is stamped at the bottom.

   Click the View Contract link.

6. | Click the scrollbar.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>That's it. You have successfully completed this tutorial.</td>
</tr>
<tr>
<td></td>
<td><strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>
Managing Holds on GRAD NOAs

Procedure

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | To navigate to the Administer Grad NOA page, go to Main Menu > Manager Self Service > Utilities > NOA Grads > Administer NOAs.  

**Note:** You will not have access to this radio button if you are not an HR Department/ College Division Approver.  

Click the Manage Grad NOA Holds option. |

![Image of Administer Grad NOA page]
<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Whether you are placing a hold or removing a hold, your first task is to search for the employee(s) for whom you wish to manage the hold. You can search by employee or department.  &lt;br&gt;  In this scenario, you are searching by department.  &lt;br&gt; <strong>Note:</strong> Users can only search for employees within departments for which they are provisioned; therefore, the list returned using the magnifying glass is limited to those departments.  &lt;br&gt; Enter &quot;0429&quot; in the DeptID field.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the Search button.</td>
</tr>
<tr>
<td>4.</td>
<td>This is a list of all Graduate Associate/Assistants in this department. Notice Stella's NOA currently has a hold in place as indicated by the Hold Status Column. Just to the right of the status column is the Held By column, which lists the NetID of the person who placed the hold. And to the right of that is the Hold Date column (not shown in this image), which displays the date the hold was placed.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>5.</td>
<td>In this tutorial, you will remove the hold from Stella's record and place a hold on Buddy and Jack's record.</td>
</tr>
</tbody>
</table>
| 6.   | You can select an individual employee to place a hold or remove a hold by using the appropriate checkbox in their row. Select Stella's record to remove the hold already in place.  

*Note:* There is no mechanism for the person who placed the hold to comment as to why the hold was placed. You may want to check with them prior to taking this action.  

Click the **Remove Hold** checkbox. |
| 7.   | Now use the **Select All** checkbox just above the list to place a hold on Buddy and Jack.  

Click the **Select All** checkbox. |
Step | Action
--- | ---
8. | The **Apply Hold** column updates with a checkmark for both Buddy and Jack. Click the **Continue** button.

![](image1.png)

9. | The act of placing or removing holds does not route for approval. Once you click **Submit** the records update immediately. Click the **Submit** button.

10. | Now you can see that Stella's record shows her **Hold Status** is No and Buddy and Jack show a hold has been placed by you.

11. | You can use the **Display Holds Only** checkbox to see a list of employees with current holds. Click the **Display Holds Only** checkbox.

12. | Click the **Search** button.
<table>
<thead>
<tr>
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<th>Action</th>
</tr>
</thead>
</table>
| 13.  | Notice that Stella's record has disappeared and only Jack and Buddy remain.  
Use the **Clear** button to clear your search options and try another kind of search.  
Click the **Clear** button. |
| 14.  | Notice the **Display Holds Only** checkbox is still checked. No matter. The next search you will do is by employee. This type of search is not governed by the **Display Holds Only** checkbox. |
| 15.  | You can search for employees by entering their EmplID into the **Empl ID** field or you can use the look-up icon if you don't know their EmplID.  
*Note: Users can only search for employees within departments for which they are provisioned; therefore, the list returned using the magnifying glass will be limited to those employees*  
Enter "23145714" in the **Empl ID** field. |
| 16.  | The screen refreshes when you click the Tab button on your keyboard.  
Press [Tab]. |
### Step 17
You can search for more than one employee at a time by adding another row.

Click the **Add a new row at row 1** button.

![Add a new row at row 1](image1)

### Step 18
Enter "02194562" in the **Empl ID** field.

### Step 19
Press **[Tab]**.

### Step 20
Click the **Search** button.

![Search button](image2)

### Step 21
That's it. Now you are ready to place a hold on Stella's record and/or remove the hold from Buddy's record if desired.

### Step 22
You have successfully completed the tutorial on managing holds for Grad NOAs.

**End of Procedure.**
Generating GRAD NOA (By Employee list)

Procedure

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

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Administer NOAs</strong> link.</td>
</tr>
<tr>
<td></td>
<td><a href="#">Administer NOAs</a></td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Generate Grad NOA List</strong> option.</td>
</tr>
<tr>
<td></td>
<td><a href="#">Generate Grad NOA List</a></td>
</tr>
<tr>
<td>3.</td>
<td>Grad NOAs can be generated one employee at a time or as a list of employees in your department or college.</td>
</tr>
<tr>
<td></td>
<td>This tutorial focuses on generating contracts by Employee list. Campus departments will use this method throughout the year to generate new or updated contracts as needed.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Employee</strong> option.</td>
</tr>
<tr>
<td></td>
<td><a href="#">Employee</a></td>
</tr>
</tbody>
</table>
4. Enter "23060010" in the Empl ID field.

5. The screen refreshes when you click the Tab key on your keyboard.
   Press [Tab].

6. Typically, you will leave the As Of Date field blank. However, you need to enter a date if the contract rate adjustment checkbox was checked on the new hire request form.

   **Note:** It is recommended that you work with Systems Control if you are using this date for the first time.

7. The employees name is displayed so you can verify this is the correct employee.
   You can add another employee to this list by using the "+" sign.

8. Click the Search button.
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>Remember, the Select Checkbox will be grayed out if the employee already has a pending contract or if a hold has been placed on their contract. The Select Employees page displays information about these two statuses but you will have to scroll to the right to see the information. &lt;br&gt;&lt;br&gt;Note: Scrolling to see this information is skipped in this tutorial.</td>
</tr>
<tr>
<td>10.</td>
<td>Click the Select checkbox.</td>
</tr>
<tr>
<td>11.</td>
<td>Click the Continue button.</td>
</tr>
<tr>
<td>12.</td>
<td>Click the Generate Grad NOA button.</td>
</tr>
<tr>
<td>13.</td>
<td>Be sure to view the contract before you take further action. &lt;br&gt;For details on viewing the contract please refer to the Manager Self Service &gt; Employment and Jobs &gt; Graduate Assistant-Associate Contracts &gt; Generating GRAD NOAs (By HR Dept or College list) tutorial.</td>
</tr>
</tbody>
</table>
### Step 14
Click the **Send** checkbox.

### Step 15
The **Submit** button appears once you click the **Send** or **Withdraw** checkbox.

*Note: If you have multiple employees on this list, you must select the **Send** or **Withdraw** checkbox for each of them before the **Submit** button will appear.*

Click the **Submit** button.

### Step 16
And you are done. You have successfully completed this tutorial on generating Grad NOAs (contracts) using UAccess Employee.

**End of Procedure.**