This guide was created to help you use the UAccess suite of applications to find information required for the Hiring/Appointment Form (HAF) when applicable.

Prior to filling out the HAF, you should have verified the eligibility of the applicant by working through the General Hiring Flow Chart.

The HAF is broken up into many parts. Information that is not found in the UAccess suite of applications will not be covered in this guide.

Section C: Employee Information: The Employee Information is specific to the person being hired and should be given to you or available on the employee application.

1. EmplID (If available)
   a. UAccess Analytics; Employee Detail
      Navigation: UAccess Analytics > Dashboards > Employee > Employee Detail > Employee Profile tab (Search by name formatted: “last name, first”)
   b. UAccess Employee; Employee/DCC Search
      Navigation: UAccess Employee > Manager Self Service > Job and Personal Information > Employee/DCC Search (Search by name formatted: “last name, first name”)

Section F: Position/Budget Information: The Position Information is specific to the position being filled and should be given to you or available on the employee application.

2. Position #:
   a. Reuse previous (only if job duties are the same as previous job duties)
      i. UAccess Analytics; Employee Detail
      Navigation: UAccess Analytics > Dashboards > Employee > Employee Detail > Employee Position tab (Search by name of incumbent.)
      ii. UAccess Analytics; PAF
          Navigation: UAccess Analytics > Employee > Dashboards > Business Manager Home Page > Home > Forms > Personnel Action Form (link)
      iii. UAccess Employee; Position Cross Reference
           Navigation: UAccess Employee > Manager Self Service > Job and Personal Information > Position Cross Reference (Search by incumbent EmplID)
   b. Use Vacant PCN:
      i. UAccess Employee; Position Cross Reference
         Navigation: UAccess Employee > Manager Self Service > Job and Personal Information > Position Cross Reference (Search by Department number and enter “V” (for vacant) in EmplID field)
c. Have one assigned by Systems Control
   i. To have Systems Control assign a new PCN, leave this field on HAF blank.

3. **Budget Dept. #:** Department number that owns the account (#5) which funds the position.
   a. UAccess Analytics; Budget
      Navigation: **UAccess Analytics > Dashboards > Budget > Budget – Current > Balance Available Detail tab** (Search by Fiscal Year, Position Number)
   b. UAccess Analytics; PCF
      Navigation: **UAccess Analytics > Dashboards > Employee > Business Manager Home Page > Home tab > Position Control Form** (link) (Search by Position Number)
   c. UAccess Employee; Position Cross Reference (PCR)
      Navigation: **UAccess Employee > Manager Self Service > Job and Personal Information > Position Cross Reference (PCR) > Commitment Acctg tab** (Search by Position Number)

4. **Line #:** (Required) Line number associated with the position number in field #2.
   a. Budget Office Website (http://www.budgetoffice.arizona.edu/);
      Navigation: **Budget Office Website > Budget/RBC System > Account Department tab** (Select department number)
   b. UAccess Analytics; Budget
      Navigation: **UAccess Analytics > Dashboards >Budget > Budget – Current > Balance Available Detail** (Search by Fiscal Year and Position Number)
   c. UAccess Analytics; PCF
      Navigation: **UAccess Analytics > Dashboards >Employee > Business Manager Home Page > Home > Position Control Form** (link) (Search by Position Number)
5. **Account #:** Account number which funds the position
   a. UAccess Analytics; Position Budgeting
      Navigation: **UAccess Analytics> Dashboards > Budget > Budget – Current > Balance Available Detail** (Search by Fiscal Year and Position Number)
   b. UAccess Analytics; PCF
      Navigation: **UAccess Analytics> Dashboards > Employee > Business Manager Home Page > Home > Position Control Form (link)** (Search by Position Number)
   c. UAccess Employee; Commitment Accounting
      Navigation: **UAccess Employee > Manager Self Service > Job and Personal Information > Position Cross Reference (Search by Position Number) > Commitment Acctg tab**

6. **Actual to be Paid:**
   a. UAccess Employee; Salary Calculator (must know Annualized Salary)
      Navigation: **UAccess Employee > Manager Self Service > Utilities > Salary Calculation Utility** (Some departments may require use of a rate sheet)

7. **Distr. %:** Always 100% unless there are multiple funding sources.
   a. UAccess Analytics; PCF
      Navigation: **UAccess Analytics> Dashboards >Employee > Business Manager Home Page > Home > Position Control Form (link)** (Search by Position Number)
   b. UAccess Employee; Commitment Accounting
      Navigation: **UAccess Employee > Manager Self Service > Job and Personal Information > Position Cross Reference (Search by Position Number) > Commitment Acctg tab**

8. **Obj Code:** Use Object code associated with Position Number from field #2
   a. UAccess Analytics; Position Budgeting
      Navigation: **UAccess Analytics> Dashboards >Budget > Budget – Current > Balance Available Detail** (Search by Fiscal Year and Position Number)
b. UAccess Analytics; PCF  
   Navigation: **UAccess Analytics> Dashboards > Business Manager Home Page > Home > Position Control Form** (link) (Search by Position Number)

9. **Supervisor’s Position Number:** Indicate the PCN of the desired supervisor  
   a. UAccess Analytics; PCF  
      Navigation: **UAccess Analytics> Dashboards > Employee > Business Manager Home Page > Home > Position Control Form** (link) (Search by employee’s Position Number)
   b. UAccess Employee; Position Cross Reference (PCR)  
      Navigation: **UAccess Employee > Manager Self Service > Job and Personal Information > Position Cross Reference (PCR) > Position (Link) > Supvr/time Appv tab** (Search by employee’s position or Emplid)

10. **Time Approver Position Number:** Indicate the PCN of the desired Time Approver  
    a. UAccess Analytics; PCF  
       Navigation: **UAccess Analytics > Dashboards > Employee > Business Manager Home Page > Home > Position Control Form** (link) (Search by Position Number)
    b. UAccess Employee; Position Cross Reference (PCR)  
       Navigation: **UAccess Employee > Manager Self Service > Job and Personal Information > Position Cross Reference (PCR) Position (Link) > Time Appv Name** (Search by employee’s position or Emplid)