

1. Navigation Path: Manager Self Service > Utilities > NOA Grads > Administer NOAs
2. Click “Generate Grad NOA List” radio button
3. Click “HR Dept or College” radio button
4. Set Contract Length
 - a. The drop down lists fiscal, academic and blank contract lengths as selection options.
If left blank, all contract lengths appear in the results
5. Make sure the “Include Pending Contracts” check box is unchecked
 - a. The “Include Pending Contracts” should be unchecked by default.
 - i. Contracts “*pending*” with HR Department/College Approvers and the Employee will only be displayed if the “Include Pending Contracts” box is checked.
 - ii. Cannot submit a new NOA if pending with the same department generating the list—only one Grad NOA can be pending for a employee/department combination at a time. If an employee has multiple jobs, Grad NOAs can be submitted/pending for the two departments at a time.
6. Enter Department number
 - a. Multiple departments can be selected by clicking on the “+” sign
7. Click the “Search” button
8. Click the “Select” check box next to desired employee(s)
 - a. Employees can be selected individually or the entire list can be picked by clicking on the “Select All” option.
9. Click the “Continue” button
 - a. The “Termination Pending” column will display a date if MSS Termination request is pending and Grad NOA generation will not be allowed.
10. Click “Generate Grad NOAs” button
 - a. A list of the individual(s) selected in the previous page is displayed to allow the user to confirm the results.
11. Click “View Contract” link to view each contract (or use “View All Contracts”)
12. Select “Send” or “Withdraw” check boxes for each employee listed
 - a. The “Submit” button is visible until **All** rows have a “Send” or “Withdraw” box checked (“Withdraw All” button appears when all Withdraw boxes are checked)
 - b. The difference between the “Withdraw List” check box and “Withdraw All” button is that the “Withdraw All” button allows the user to mark all records and deselect a few in order to send partial list to a limited number of individuals from a long list—the “Withdraw List” cancels all contracts generated.
 - c. The System time out will act as a “Save for Later” transaction.
 - d. The “Save for Later” button will appear after the Grad NOA is generated. The saved list can be accessed using the “Return to Work in Progress” radio button on the Administer Grad NOA page.
13. Click “Submit”
 - a. The “Email Sent to Grad” values will only populate upon “Submit” if the College/VP approver generated the list. Otherwise, the transaction routes for approval.
 - b. An email will be sent to the Grad automatically upon final approval step—by either HR dept or College depending on roles provisioned.