This guide was created to help you use the UAccess suite of applications to find information required for the Notice of Appointment for Graduate Assistants/Associates (NOA), when applicable.

Prior to filling out the NOA, you should have verified the eligibility of the applicant by working through the hiring flow chart for grad assistant/associate and reading through the details explained at the bottom (2nd page) of the NOA. More information concerning these requirements is available in the Graduate Assistant Hiring Manual.

The NOA is broken up into four parts: Employee Information, Position Information, Funding Information, and Preparer Information. This guide only covers what can be found in the UAccess suite of applications. Preparer Information will not be covered.

**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:** (The EmplID and the Student ID are the same 8 digit number)
   a. Access Student; Student Services Center (SSC)
      Navigation: UAccess Student > Administrative Staff > Campus Community > Student Services Center (Search by Last Name)
      (If there is no record of the student in this system, they cannot be hired for this position.)
   b. UAccess Analytics; Student Detail
      Enrollment - Navigation: UAccess Analytics > Dashboards > Student > Student Academic tab
      GPA - Navigation: UAccess Analytics > Dashboards > Student > Student Class tab

**Position Information:** The Position Information should be given to you, but you may have to decipher what is given to know which options to select.

2. **New Hire/Reappointment/Revision:**
   a. UAccess Employee; Employee/DCC Search (DCC)
      Navigation: UAccess Employee > Manager Self Service > Job and Personal Information > Employee/DCC Search
   b. UAccess Analytics; Employee Detail
      Navigation: UAccess Analytics > Dashboards > Employee > Employee Detail > Employee Profile tab

**Funding Information:** The Funding Information should be given to you, but you may have to decipher what is given to know which options to select.

3. **FTE:** (Full Time Equivalent (FTE) for this position)
   a. UAccess Employee; Position Cross Reference (PCR)
      Navigation: UAccess Employee > Manager Self Service > Job and Personal Information > Position Cross Reference (PCR) > Search (by Name or Emplid) > Payroll Tab > Job FTE column (The combined FTE for this position and any current FTE cannot exceed 1.0)
   b. UAccess Analytics; Employee Detail
      Navigation: UAccess Analytics > Employee > Dashboards > Employee Detail > Employee Profile tab
   c. UAccess Analytics; PAF – Combined FTE
      Navigation: UAccess Analytics > Dashboards > Employee > Business Manager Home Page > Home tab > Personnel Action Form (link)
4. **Actual Salary:**
   - **a.** UAcess Employee; Salary Calculator (must know Annualized Salary)
     Navigation: **UAcess Employee > Manager Self Service > Utilities > Salary Calculation Utility** (Some departments may require use of a rate sheet)

5. **PCN:**
   - **a.** Reuse previous (only if job duties are the same as previous job duties)
     1. **i.** UAcess Employee; Position Cross Reference (PCR)
        Navigation: **UAcess Employee > Manager Self Service > Job and Personal Information > Position Cross Reference (PCR) > Search (by Emplid) > Position**
     2. **ii.** UAcess Analytics; Employee Detail
        Navigation: **UAcess Analytics > Dashboards > Employee > Employee Detail > Employee Position tab**
     3. **iii.** UAcess Analytics; PAF
        Navigation: **UAcess Analytics > Dashboards > Employee > Business Manager Home Page > Home tab > Personnel Action Form (link)**
   - **b.** Use Vacant PCN:
     1. **i.** UAcess Analytics; Vacant Positions Report
     2. **ii.** UAcess Employee; Position Cross Reference (PCR)
        Navigation: **UAcess Employee > Manager Self Service > Job and Personal Information > Position Cross Reference (PCR) > Search (by Department Number and enter V (for vacant) in Emplid field)**
   - **c.** Have one assigned by Systems Control
     1. **i.** To have Systems Control assign a new PCN, leave this field blank.

6. **HR Dept. #:** Department number that owns the account (The position of the Supervisor is the funding source)
   - **a.** UAcess Employee; Position Cross Reference (PCR)
     Navigation: **UAcess Employee > Manager Self Service > Job and Personal Information > Position Cross Reference (PCR) > Commitment Accounting tab (Search by Position Number)**
   - **b.** UAcess Analytics; Budget
     Navigation: **UAcess Analytics> Dashboards > Budget > Budget – Current >Balance Available Detail > Search (by Department Number and Position Number)**
   - **c.** UAcess Analytics; PCF
     Navigation: **UAcess Analytics> Dashboards Business Manger Home Page > Home tab > Position Control Form (link) > Search (by Position Number)**

7. **Account #:** Account number that this position is funded from
   - **a.** UAcess Employee; Commitment Accounting
     Navigation: **UAcess Employee > Manager Self Service > Job and Personal Information > Position Cross Reference > Search (by PCN) > Commitment Acctg tab**
   - **b.** UAcess Analytics; Budget
     Navigation: **UAcess Analytics > Dashboards > Budget >Budget – Current > Balance Available Detail > Search (by Department Number and Position Number)**
   - **c.** UAcess Analytics; PCF

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PDFs available at www.uits.arizona.edu/workshops
8. **Distribution %:** Always 100% unless there are multiple funding sources
   a. UAccess Employee; Commitment Accounting
      Navigation: **UAccess Employee > Manager Self Service > Job and Personal Information > Position Cross Reference > Search (by PCN) > Commitment Acctg** tab
   b. UAccess Analytics; PCF
      Navigation: **UAccess Analytics> Dashboards > Business Manger Home Page > Home tab > Position Control Form (link) > Search (by Position Number)**

9. **Supervisor PCN:** Indicate the PCN of the desired supervisor
   a. 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
   b. UAccess Analytics; PCF
      Navigation: **UAccess Analytics > Dashboards > Business Manger Home Page > Home tab > Position Control Form (link) > Search (by Position Number)**

10. **Time Approver PCN:** Indicate the PCN of the desired Time Approver
    a. 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**
    b. UAccess Analytics; PCF
       Navigation: **UAccess Analytics > Dashboards > Business Manger Home Page > Home tab > Position Control Form (link) > Search (by Position Number)**