UAccess EMPLOYEE

The Hiring Process: Using UAccess to Complete Standard Hiring Forms
The Hiring Process

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<table>
<thead>
<tr>
<th>Date</th>
<th>Version #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>1.00</td>
<td>New Original</td>
</tr>
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<td>09/24/2012</td>
<td>2.00</td>
<td>Removed NOA Mail Merge Section, Updated Hiring Fundamentals Section, Added Appendix A, Updated Appendix B.</td>
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Hiring a New Employee

Hiring Fundamentals

Finding New Hire Information in UAccess Analytics

Procedure

This tutorial looks at UAccess Analytics and follows the navigation found on the General Hiring flow chart for finding specific employee information. All position control numbers and employee personal information in this tutorial is fake.

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<tr>
<td>1.</td>
<td>The General Hiring Flow Chart is designed to give you a road map and act as a reminder of where to find employee information that you need when making decisions in the hiring process or preparing hiring paperwork.</td>
</tr>
</tbody>
</table>
2. The process mapped by this flow chart indicates when a candidate can fill a job opening. The Employee Detail dashboard in UAccess Analytics can help you determine whether the candidate is eligible to be hired into the position.

3. Please pull out the General Hiring Flow Chart from the back of your booklet.

   Note: This flow chart and other resources can be downloaded from the UAccess Business Office Toolkit Resource page (http://www.uits.arizona.edu/workshops/workshop_detail?view=219).

4. Make sure you are logged into UAccess Analytics.

   To get started, navigate to the Dashboards > Employee > Employee Detail.

   Note: In this tutorial, navigation has been completed for you. If you do not have this link, you do not have medium level access to employee information in UAccess Analytics. For details on requesting access navigate to the Employee > Fundamentals > Understanding Security Access Provisioning section to determine the correct security access needed.

5. The Employee Detail dashboard will allow you to locate information needed to determine if a candidate is eligible for general employment at the UofA.

6. The Employee Detail dashboard has six tabs: Overview, Employee Profile, Employee Position, Employee Payroll, Employee Titles, and Employee Actions.

   Note: This tutorial does not cover all six tabs.
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<tr>
<td>7.</td>
<td>The dashboard opens to the <strong>Overview</strong> tab by default. This tab provides a means of monitoring announcements, notices and modifications to general employee detail information.</td>
</tr>
<tr>
<td>8.</td>
<td>Navigate to the <strong>Employee Profile</strong> tab to locate the employee's personal information. Click the <strong>Employee Profile</strong> tab.</td>
</tr>
</tbody>
</table>
9. The **Employee Profile** tab provides details regarding a person already employed by the UofA. By default your information is displayed.

10. To view your candidate's information you must remove the number in the **Employee ID** field.

If the Employee ID is unknown, use the **Name** to search for the employee.

11. Enter "00001122" in the **Employee ID** field.

12. Click the **Apply** button.
Step | Action
--- | ---
13. | Notice this person is still 1.00 FTE in their current department and can't be placed in an active position in your department until the current department terminates or reduces the FTE of the candidate.
14. | Move to the **Employee Payroll** tab to locate salary information.
   
   **Click the Employee Payroll tab.**
15. The Annual Base Benefits Rate is displayed in the Employee Payroll Information as of Last PPE section (PPE = Pay Period End Date).

The amount shown in the Annual Base Benefits Rate field is the total actual current salary from all jobs. The Annual Base Benefits Rate excludes supplemental compensation.

*Note:* Divide the Annual Base Benefit Rate by the employees FTE to calculate their annualized salary.

16. The Personnel Action Form provides an additional location to find employee information to determine employee eligibility once the employee is working for your department. To locate the Personnel Action Form (PCF), navigate to Dashboards > Employee > Business Manager Home Page. The Overview tab opens by default.

*Note:* Navigation to this page has been completed for you.

17. The Home tab will default to your department ID.

Click the Home tab.
18. Click the Personnel Action Form link.


   Note: You may have different behavior depending on the browser and platform you are using. The form loads at a zoom of 48.6%. The zoom setting is increased for you in the next set of images.

   Enter "00001122" in the Employee ID field.

20. Click the Apply button.
### Step 21
Find the **Home Department ID**, **Citizenship Status**, **Visa Type**, **Visa Expiration Date**, **Combined FTE**, and **Average Salary**, which is the total current salary.

### Step 22
You have successfully completed finding employee information within UAccess Analytics dashboards to determine if an employee is eligible for hire.

**End of Procedure.**
Finding Vacant Position Control Numbers (PCN)

Procedure

Before you are able to fill out hiring paperwork such as the Hiring/Appointment Form (HAF), Grad Notice of Appointment (NOA), or a Request for Budget Change (RBC), you need to know the Position Control Number (PCN) that will be assigned to the new employee.

<table>
<thead>
<tr>
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<th>Action</th>
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</table>
| 1.   | You may reuse a VACANT PCN which has been vacant greater than 18 months or in some cases you will request a new PCN.  

This tutorial looks at the process of finding your department's VACANT PCNs (and related information) in UAccess Analytics.  

*Note: This tutorial uses all fake PCNs and fake employee information. Information is also provided for finding a VACANT PCN in UAccess Employee at the end of this section.* |
| 2.   | Once you have logged into UAccess Analytics, open the Business Manager Home Page by navigating to Dashboards > Employee > Business Manager Home Page > Home > Additional Reports > Vacant Positions Report.  

*Note: Navigation has been completed for you to the report.* |
| 3.   | The Business Manager Home Page opens to the Overview tab by default. |
| 4.   | To see the Vacant Position Report you will need to open the Home tab.  

Click the Home tab. |
| 5.   | The Home tab defaults to your Department Id. |
### Step 6

Navigate to the **Additional Reports** section and locate the **Vacant Positions Report** and open the report.

*Note: This report includes all vacant positions which are older than 18 months.*

Click the **Vacant Positions Report** link.
7. The report opens with a list of all position numbers across campus. To narrow the search, enter your **Dept ID**.

Enter "0424" in the **Dept ID** field.

8. Click the **Apply** button.

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<tr>
<td>7.</td>
<td>The report opens with a list of all position numbers across campus. To narrow the search, enter your <strong>Dept ID</strong>. Enter &quot;0424&quot; in the <strong>Dept ID</strong> field.</td>
</tr>
<tr>
<td>8.</td>
<td>Click the <strong>Apply</strong> button.</td>
</tr>
</tbody>
</table>
```
9. The report now shows only vacant positions in your department. Locate the Position Number you will use for the current hire.

10. In addition, UA Position Cross-Reference can be used to locate VACANT PCNs for all positions.

   Login to UAccess Employee and locate the Position Cross-Reference information at Employee > Manager Self Service > Job and Personnel Information > Position Cross-Reference.

   Note: In this tutorial, navigation has been completed for you to the search page.

11. Enter "0424" in the Posn HR Deptid field.

12. Enter "v" in the Empl ID field.
<table>
<thead>
<tr>
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<th>Action</th>
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</thead>
<tbody>
<tr>
<td>13.</td>
<td>The results include all positions which are vacant within your department. <strong>Click the Search button.</strong></td>
</tr>
</tbody>
</table>
### Step 14

The search result provides a list of Vacant Positions which you can use to evaluate and determine the correct vacant PCN to use.

### Step 15

You have successfully completed the tutorial for **Finding VACANT Position Control Numbers**.

**End of Procedure.**
Finding Supervisor and Time Approver information tied to PCNs

Procedure

In the Employee > Business Manager Home Page > Home tab you located Finding Vacant Position Report, to locate a VACANT PCN and looked at information tied to that PCN.

You now wish to find the Supervisor and Time Approver associated with the vacant PCN.

<table>
<thead>
<tr>
<th>Step</th>
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<tbody>
<tr>
<td>1.</td>
<td>The information can be found on the Position Control Form (PCF) in UAccess Analytics. Once you have logged into UAccess Analytics, navigate to the Dashboards &gt; Employee &gt; Business Manager Home Page.</td>
</tr>
<tr>
<td></td>
<td>Note: In this tutorial, navigation has been completed for you.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the Home tab.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
3. | The **Forms section** includes forms necessary to find employee personal information, job titles, and job history.

   Click the **Position Control Form** link.

4. | A blank form will appear. You will need to enter the PCN number of the vacant position into the **Position Number** field at the top of the form.

   **Note:** You may have different behavior depending on the browser and platform you are using. The form loads at a zoom of 48.6%. The zoom setting is increased for you in the next set of images.

   Enter "0318031" in the **Position Number** field.

5. | The **Supvr Pos#** and **Time Appv Pos#** fields for this PCN are blank. No Supervisor or Time Approver has been assigned.

6. | The **FTE** field is the total FTE of this position.

7. | The **POSITION INCUMBENT(S)** section shows this PCN is VACANT.
8. The **Position Distribution** section displays the **Acct#** and **Distr %** (distribution percent) necessary for funding the position.

9. In addition, the **Position Distribution** section includes **Enc Amt**, **Start** date, **End** date, **Budget Dept**, and **Line #** for budgeting purposes of the position.

10. In this example, a new Position Control Form is open. The steps for changing the position number have been skipped in this tutorial.

    In the **Position Incumbent(s)** area, there is an **EmplID** and **Name** for the current employee.

11. A **Position Control Form** which contains an incumbent in the position will show the Supervisor and Time Approver fields completed with position numbers. In this case, the numbers are the same but there will be times when they are different.

    **Note:** You can find the supervisor’s or time approver’s name by copying and pasting their PCNs into the **Position Number** field of a blank PCF and clicking **Apply**.
12. When a PCN is tied to an employee, the **FTE** and **Comp Rate** are also listed in the **Position Incumbent(s)** area.

   *Note: On the PCF, the **Comp Rate** is the current annual salary.*

13. You have successfully used the PCF to view Supervisor and Time Approver information tied to a specific PCN.

   **End of Procedure.**
Appendix A: Helpful Websites for Hiring Employees

**Budget Office**
General Website - [http://www.budgetoffice.arizona.edu/](http://www.budgetoffice.arizona.edu/)

**Financial Services Office (FSO)**
General Website - [http://www.fso.arizona.edu/](http://www.fso.arizona.edu/)
Payroll - [http://www.fso.arizona.edu/payroll](http://www.fso.arizona.edu/payroll)
Payroll Department Resources - [http://www.fso.arizona.edu/payroll/departments](http://www.fso.arizona.edu/payroll/departments)

**Graduate College**
General Website
[http://grad.arizona.edu/financial-resources/ua-resources/employment](http://grad.arizona.edu/financial-resources/ua-resources/employment)
Graduate College Graduate Assistantships/Associateships Manual
[http://grad.arizona.edu/node/771](http://grad.arizona.edu/node/771)

**Human Resources**
General Website - [http://www.hr.arizona.edu/](http://www.hr.arizona.edu/)
Manager’s Toolkit - [http://www.hr.arizona.edu/managers_toolkit](http://www.hr.arizona.edu/managers_toolkit)
Departmental Resources - [http://www.hr.arizona.edu/departmental_resources](http://www.hr.arizona.edu/departmental_resources)
New Hire Guidelines - [http://www.hr.arizona.edu/new_hire_guidelines](http://www.hr.arizona.edu/new_hire_guidelines)

**Office of Scholarships and Financial Aid**
Student Employment Manual

**Systems Control**
General Website - [http://syscon.arizona.edu/](http://syscon.arizona.edu/)
Processing Calendars [http://syscon.arizona.edu/calendars](http://syscon.arizona.edu/calendars)
Other Compensation - [http://syscon.arizona.edu/other-compensation](http://syscon.arizona.edu/other-compensation)
Training Guides - [http://syscon.arizona.edu/training-guides](http://syscon.arizona.edu/training-guides)
UAcess Resources - [http://syscon.arizona.edu/uaccess-resources](http://syscon.arizona.edu/uaccess-resources)

**UI TS Training and Workshop Resources**
General Website – [http://uits.arizona.edu/workshops/current_workshops](http://uits.arizona.edu/workshops/current_workshops)
Tutorials – [Employee.tutorials.arizona.edu](http://Employee.tutorials.arizona.edu)
[Financials.tutorials.arizona.edu](http://Financials.tutorials.arizona.edu)
[Analytics.tutorials.arizona.edu](http://Analytics.tutorials.arizona.edu)
UAcess Business Office Tool Kit -- End User
[http://uits.arizona.edu/workshops/workshop_detail?view=219](http://uits.arizona.edu/workshops/workshop_detail?view=219)
UAcess Business Office Tool Kit – Employee Classification Hiring Paperwork Grid
[http://www.uits.arizona.edu/sites/default/files/workshops/watt/EmployeeClassificationHiringGridv2.pdf](http://www.uits.arizona.edu/sites/default/files/workshops/watt/EmployeeClassificationHiringGridv2.pdf)
UAcess Business Office Tool Kit – General Hiring Flow Chart
UAcess Employee -- End User
[http://uits.arizona.edu/workshops/workshop_detail?view=173](http://uits.arizona.edu/workshops/workshop_detail?view=173)
UAcess Analytics -- End User
[http://uits.arizona.edu/workshops/workshop_detail?view=222](http://uits.arizona.edu/workshops/workshop_detail?view=222)
Appendix B: General Hiring Flow Chart