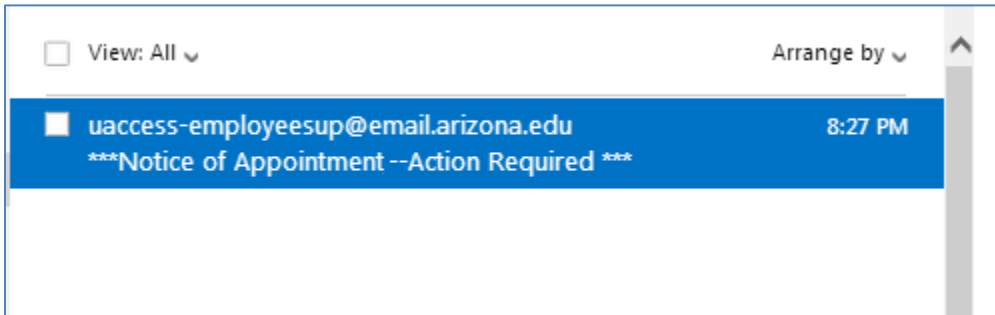


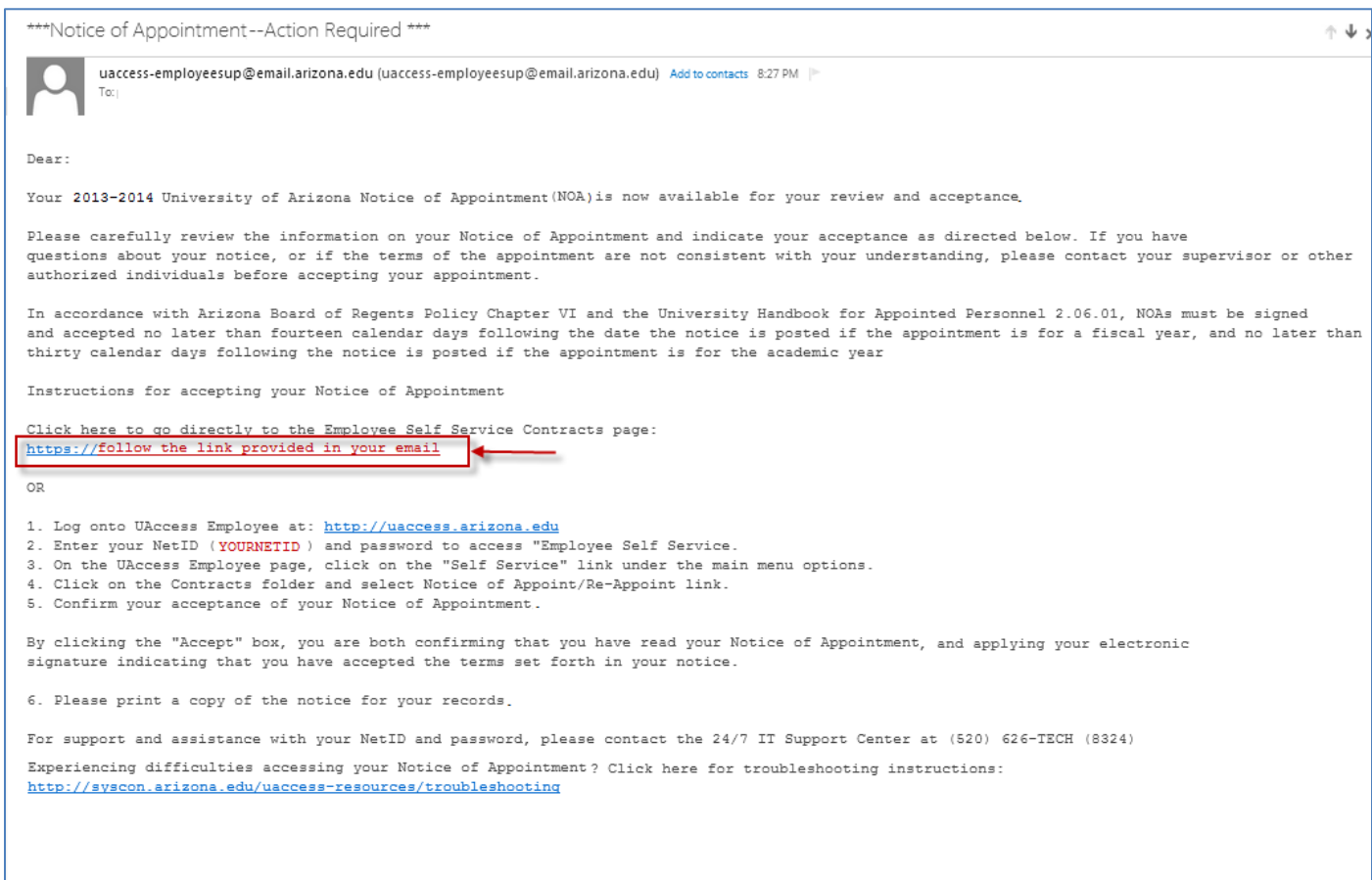
This is a step-by-step guide to assist Graduate Assistants and Associates with accessing and accepting Grad NOAs in Employee Self Service.

### Grad NOA Email

The Grad NOA process will deliver the following email to the Grad Assistant/Associate upon final approval by the department/college/division (the workflow routing is determined by provisioned roles).



A link provided within the text of the email message will navigate to the UAccess authentication window (WebAuth).



### UAccess Employee – Self Service Login

- The Grad Assistant/Associate will enter their NetID and Password



### Review Contracts Window

The “Review Contracts” window will appear and display a “Pending” status

- Clicking on the “View Contract” link will launch the Grad NOA in a pdf format.
- Notice that the “Accept” and “Decline” buttons are greyed out and not available for selection.

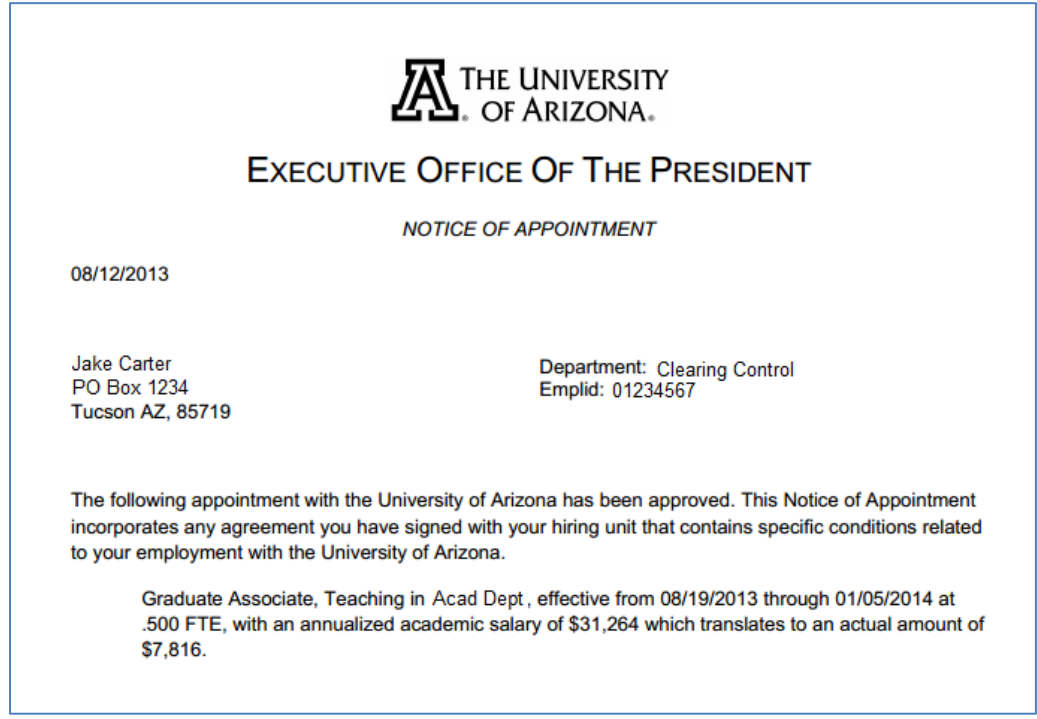



Note: The web browser pop-up blocker may have to be turned off to activate the Grad NOA from the “View Contract” link.

- If the Grad NOA is not activated when the link is clicked, a “help” search may have to be performed to access information about turning off “pop-ups” within specific browsers.

### Grad Notice of Appointment

The Grad Assistant/Associate should carefully review the Grad Notice of Appointment (pages 1 -5) and close the window upon completion.



 THE UNIVERSITY OF ARIZONA

**EXECUTIVE OFFICE OF THE PRESIDENT**

*NOTICE OF APPOINTMENT*

08/12/2013

Jake Carter  
PO Box 1234  
Tucson AZ, 85719

Department: Clearing Control  
Emplid: 01234567

The following appointment with the University of Arizona has been approved. This Notice of Appointment incorporates any agreement you have signed with your hiring unit that contains specific conditions related to your employment with the University of Arizona.

Graduate Associate, Teaching in Acad Dept , effective from 08/19/2013 through 01/05/2014 at .500 FTE, with an annualized academic salary of \$31,264 which translates to an actual amount of \$7,816.

### Accept/Decline Agreement

The “Accept” and “Decline” buttons on the “Review Contracts” page are available for selection once the Grad NOA is reviewed.



**UAccess EMPLOYEE**

Favorites | Main Menu > Self Service > Contracts > Notice of Appoint/ReappointGRD

 **Review Contracts**

**JAKE CARTER**

Your University of Arizona Notice of Appointment (NOA) is available to view and accept below. Please carefully review the information on your Notice of Appointment.

If you have any questions about your NOA, or if the terms of the appointment are not consistent with your understanding, contact your home department’s business office before accepting the appointment.

By checking the "accept" box below, I acknowledge that I have read my Notice of Appointment and I intend to apply my signature indicating acceptance of the terms set forth therein.

View Contract	Trans Nbr	UA Title	Dept	Status	Status Date	Accept	Decline
1 <a href="#">View Contract</a>	519544	Graduate Associate, Teaching	0020	Pending	08/12/2013	<a href="#">Accept</a>	<a href="#">Decline</a>

The contract "Status" changes from "Pending" to "Approved" upon acceptance or "Declined" if not accepted.

**UAccess EMPLOYEE**

Favorites | Main Menu > Self Service > Contracts > Notice of Appoint/ReappointGRD

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 **Review Contracts**


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**JAKE CARTER**

Your University of Arizona Notice of Appointment (NOA) is available to view and accept below. Please carefully review the information on your Notice of Appointment.

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By checking the "accept" box below, I acknowledge that I have read my Notice of Appointment and I intend to apply my signature indicating acceptance of the terms set forth therein.

Personalize   Find   First 1 of 1 Last					
<a href="#">View Contract</a>	<a href="#">Trans Nbr</a>	<a href="#">UA Title</a>	<a href="#">Dept</a>	<a href="#">Status</a>	<a href="#">Status Date</a>
1 <a href="#">View Contract</a>	519544	Graduate Associate, Teaching	0020	Approved	08/12/2013

### Electronic Signature

The Grad Assistant's/Associate's electronic signature is captured on Page 5 of the NOA.

- The signature may be reviewed through the "View Contract" link after the Grad NOA contract is accepted.

**GA Confirmation of Assent**

I have read this document in its entirety and agree to abide by the terms therein. I agree to fulfill my assigned duties to the best of my abilities.

Signed Jake Carter

Date 08/12/2013