



NOA/NOR Contract Generation

MANAGER SELF SERVICE QUICK REFERENCE GUIDE



THE UNIVERSITY OF ARIZONA
Human Resources

QUESTIONS?
WORKFORCE SYSTEMS
520.621.3664

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CONTRACT GENERATION (NOA/NOR)

WHO CAN GENERATE CONTRACTS?

Users with the College Division Approver Contract Transactions (CT) role are able to generate Notice of Appointments/Notice of Reappointments for their College Node.

HR Department Approvers may be included in the review and generation process if the College Division Approver routes the contract list to them. The lists routed to HR Department Approvers will be limited to departments they are authorized to access.

NOA/NOR Contract Generation requires:

- Position Cross-Reference access
- **CT College Division Approver:** This role provides the user with the ability to Generate Contracts and route them directly to employees or to the HR department for review.

If the college/division approver chooses to route contracts to their respective HR Department Approvers then users must have this role:

- **CT HR Department Approver:** This role allows users to review contract lists generated by College Division Approvers and route contracts to employees for acceptance.

College/Divisions determine the individuals authorized to manage NOAs/NORs at both the College/Division and HR department approval levels.

OTHER CONTRACT SECURITY ROLES

- **CT Contract Administrator Role**
Provisioning of this role is limited to personnel in the President's office, Provost Office and Human Resources. It provides users with campus wide access to generate and hold contracts and to view contract history.
- **CT View All Contract History Role**
This role is given to limited personnel in the following areas: Attorney's office, Auditing, Records, and Human Resources personnel. It allows users to have campus wide access to view contracts generated and stored in Contract History.
- **CT Systems Control Approver**
This role is given to Workforce Systems staff. It allows users to have campus wide access to view contracts generated and stored in Contract History.

COLLEGE DIVISION APPROVERS

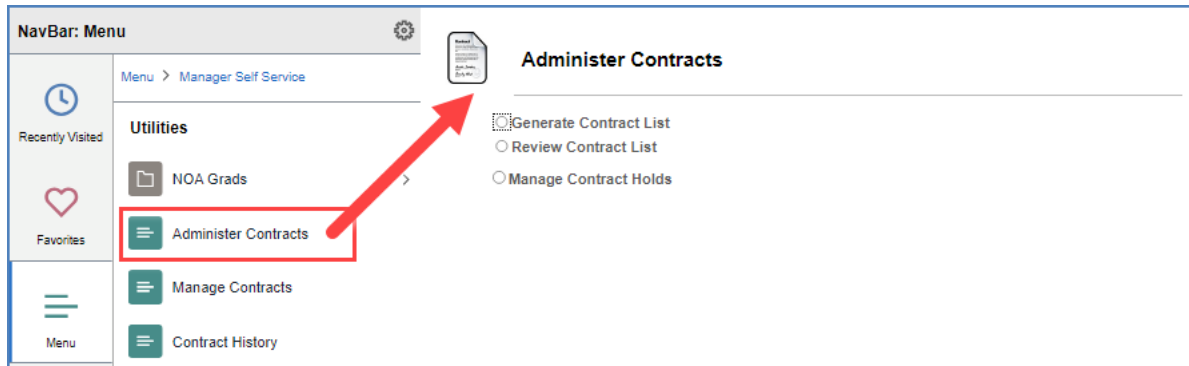
College Approvers should plan to generate contracts for all new hire faculty and appointed professionals and for those who experience a mid-year job change. Also, annual Fiscal and Academic contracts should be generated no earlier than the dates announced on the [Contract Generation Schedule](#).

NAVIGATING THE MANAGER SELF-SERVICE MENU

NOA's/NOR's are generated through UAccess Employee – www.uaccess.arizona.edu

To start the process of generating or placing holds on contracts:

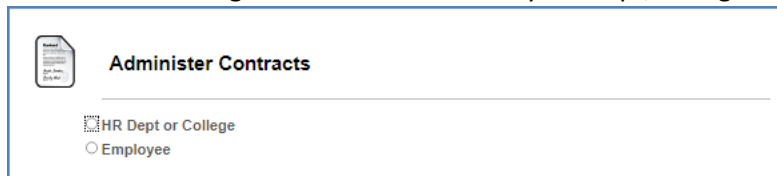
1. Click on the **'Manager Self-Service'** menu item
2. Click on **'Utilities'**
3. Click on **'Administer Contracts'**



The 'Administer Contracts' page provides multiple options for retrieving and/or generating contracts for employees. These options are only available to College/Division Approvers or Contract Administrators.

1. Generate Contract List

- a. Allows the user to generate a contract list by HR Dept, College or Employee ID.



2. Review Contract List

- a. The first section allows users to return to lists they have SAVED and have not submitted to HR Department Approvers or sent to employees.
- b. The second section displays a list of contracts that are pending with HR Department Approvers and available for "withdrawal".

Administer Contracts

Ready for Review (Click Link to Choose)

	Trans Nbr	Run By	Run Date/Time	View
1	1533991	Employee	01/20/2020 2:02:31PM	View
2	1533990	Employee	01/20/2020 2:02:07PM	View
3	669903	Employee	09/03/2014 7:44:12AM	View
4	2353608	Employee	06/05/2024 7:20:22AM	View
5	2369337	Employee	06/28/2024 12:12:31PM	View
6	2371427	Employee	07/02/2024 8:42:23AM	View
7	2191431	Employee	07/10/2023 7:31:39AM	View
8	2190189	Employee	07/07/2023 7:22:22AM	View

Submitted to HR Dept (Click to Choose)

	Trans Nbr	Run By	Run Date/Time	View
1				View

3. Manage Contract Holds

- a. Allows the user to place hold flags on contracts they are authorized to administer/approve. Users may also REMOVE holds they have placed on contracts, they cannot remove holds that an administrator has placed.

ADMINISTER CONTRACTS

The ‘Generate Contract List’ radio button opens the ‘Administer Contracts’ page and allows the user to create a list of employee(s) for contract generation. This list can be either submitted to HR Dept Approvers for further review or sent directly to the employee for acceptance.

HOW TO GENERATE BY HR DEPT OR COLLEGE

Click on the “HR Dept or College” radio button to create a list of employee(s) for contract generation.

Note: This action moves the transaction to ‘Select Employees’ on the next page

Administer Contracts

HR Dept or College

Employee

The 'Select Employees' page displays

Select Employees

College

Pay Group

Contract Length

Class Indicator Exclude Clinical Assistant

Employee Status Include Pending Contracts

1-1 of 1

Department	
1 <input type="text" value=""/>	<input type="button" value="+"/> <input type="button" value="-"/>

[Position Cross Reference](#)

Select All

Select	Emplid	Last Name	First Name	UA Title/Working Title
1 <input type="checkbox"/>				

FIELDS AVAILABLE TO GENERATE EMPLOYEE LIST

Users may generate lists using the following fields listed below. Only one field is required, however the user may select multiple options to narrow their list.

1. College
 - a. Enter the college node to pull back all employees by a specific college. Selecting the magnifying glass will show all colleges the user is authorized for.
2. Pay Group
 - a. Enter a pay group value or select the magnifying glass to select a pay group. Some examples of pay groups are: Faculty, Appointed 9 month, Appointed 12 month.
3. Contract Length
 - a. Select from the drop down list to choose which contract length you would like to appear in your list. The options are: Fiscal, Academic and N/A. College Approvers should review the annual [Contract Generation Schedule](#) and plan to begin generating Fiscal contracts separately from Academic contracts, as scheduled, using the Contract Length field to limit their lists.
4. Class Indicator
 - a. Select from the drop down list to choose a specific class to search by. Some examples of Class Indicators are: Regular Appointed Academic, Regular Appointed Fiscal, and Clinical Faculty.
 - b. The "Exclude Clinical Assistant" is checked by default. De-selecting this box would include all employees with Clinical Assistant as the class indicator in your results.
5. Employee Status
 - a. Select from the drop down list to choose a specific employee status to search by. Some examples of

employee status are: Active, LOA (Leave of Absence) and Sabbatical.

- b. The “Include Pending Contracts” is NOT checked by default. Checking this box would include all employees that have a contract pending submittal or acceptance. Only one contract for an employee can be pending at any time.
6. “Include Pending Contracts” checkbox
- a. When searching for employees, the system does NOT include employees who have a pending contract in either Manager Self-Service or Employee Self-Service. The system does not allow more than one contract to be pending review/acceptance. To see all employees regardless of whether they are available for contract generation select this checkbox prior to searching.
7. Department
- a. Enter the department number to pull back all employees by a department. Selecting the magnifying glass will show all departments the user is authorized for.
 - b. Selecting the + or – sign will allow the user to add additional dept numbers or remove a department number.

GENERATING A LIST OF EMPLOYEES FOR CONTRACT GENERATION

Note: If an employee is not available for selection please refer to the section ‘Columns Displayed When Generating List’ for an explanation and action to take to make the employee available.

1. **Search for Employees to Generate Contracts for** - Once the criterion has been selected to generate a list of employees for contracts click the **SEARCH** button to see the results. This search does take a minute or so to gather the information. See the example below.

The screenshot shows the 'Select Employees' search interface. It features several search filters: College (text input), Pay Group (text input), Contract Length (dropdown), Class Indicator (dropdown), Employee Status (dropdown), and a checkbox for 'Include Pending Contracts'. There is also a checked checkbox for 'Exclude Clinical Assistant'. Below the filters is a table with a search bar and a 'View All' link. The table has a header 'Department' and one row with '0430' in a searchable field and 'Mathematics' in another. To the right of the row are '+' and '-' buttons. At the bottom of the interface are 'Search' and 'Clear' buttons, with 'Search' highlighted by a red box. A 'Position Cross Reference' link is also visible.

2. **Select the Employees from your result** - Use the “**Select All**” button to select all employees in the list to generate contracts. Users may also select individual contracts by clicking the checkbox.
 - a. Click the “**Continue**” box when done selecting.

Select Employees

College

Pay Group

Contract Length

Class Indicator Exclude Clinical Assistant

Employee Status Include Pending Contracts

1-1 of 1 View All

Department	Empid	Last Name	First Name	UA Title/Working Title
0404				Associate Research Pro Observatory
				Postdoctoral Research

[Position Cross Reference](#)

Select All

Select	Empid	Last Name	First Name	UA Title/Working Title
<input type="checkbox"/>				Associate Research Pro Observatory
<input type="checkbox"/>				Postdoctoral Research

3. **Confirm the Employees Selected** – A read only page will display the employees you selected for contract generation. Review the list and click “Generate Contracts” to continue with process to generate PDF’s.

Note: This action moves the transaction to the ‘Manage Contracts page. Please see the next section “Review Generated PDF’s and Submit” for further instructions.

Confirm Employees Selected

Empid	Last Name	First Name	UA Title/Working Title	Payroll Status
1			Postdoctoral Research Associate I	Active

- a. Clicking the ‘Return to Search’ button takes the user back to the original search results.
- b. Clicking the ‘Cancel’ button will take the user the main menu for ‘AdministerContracts’.

REVIEW GENERATED PDF’S AND SUBMIT

After the user clicks the ‘Generate Contracts’ button, the ‘Manage Contracts’ page appears with a PDF version of the Notice of Appointment or Notice of Re-Appointment for review. A transaction number also displays for reference and the Contract Status is set to PENDING.

Manage Contracts

Trans Nbr 2380828 Contract Status Pending

Send All Withdraw All [View All Contracts](#)

	View Contract	Send	Withdraw	Empl ID	Last Name	First Name	UA Title/ Working Title	HR Dept	Expected Job End Date	Contract Status	View HR Dept Approvers
1	View Contract	<input type="checkbox"/>	<input type="checkbox"/>				Lecturer, Mathematics	0430		Not Sent	View HR Dept Approvers
2	View Contract	<input type="checkbox"/>	<input type="checkbox"/>				Senior Lecturer, Mathematics	0430		Not Sent	View HR Dept Approvers

Contract List Comments (2000 Char)

[Save for Later](#) [Exit](#) [Withdraw List](#) [Continue >>>](#)

1. Click **'View Contract'** to display an individual contract for the employee on the line selected. Verify the information is correct on the contract.

Note: Users may also click 'View All Contracts' to review one master PDF file with all contracts on the list.

2. Select Employees that are ready to be sent.
 - a. Users may select individual employees by selecting the **'Send'** check box or the entire list of employees by selecting the **'Send All'** checkbox. This activates the **'Continue'** button.
 - b. If an employee should **NOT** be sent a contract due to information incorrect or timing, select the **'Withdraw'** checkbox. This will stop the contract from moving forward in the process.
3. Enter optional comments.
Users may enter optional comments that will carry forward with the list to the HR Department Approver.
4. Click **"Continue"** button to move forward in the process.
 - a. Users must select either **'Send'** or **'Withdraw'** for all employees listed. A warning message will display and they will not be allowed to continue if a selection is not made for each employee on the list.

Manage Contracts

Trans Nbr 2380828 Contract Status Pending

Send All Withdraw All [View All Contracts](#)

	View Contract	Send	Withdraw	Empl ID	Last Name	First Name	UA Title/ Working Title	HR Dept	Expected Job End Date	Contract Status	View HR Dept Approvers
1	View Contract	<input checked="" type="checkbox"/>	<input type="checkbox"/>				Lecturer, Mathematics	0430		Not Sent	View HR Dept Approvers
2	View Contract	<input type="checkbox"/>	<input checked="" type="checkbox"/>				Senior Lecturer, Mathematics	0430		Not Sent	View HR Dept Approvers

Contract List Comments (2000 Char)

[Save for Later](#) [Exit](#) [Withdraw List](#) [Continue >>>](#)

- i. Select the **'Save for Later'** button if you wish to continue reviewing the list at another time. Please refer to the **'Reviewing Contract List'** section in this guide for details on how to return to work in progress.
- ii. Select the **'Exit'** button if you wish to leave the page without saving changes. The list will be available in your Review Contract List.
- iii. Select the **'Withdraw List'** button if you want to cancel the entire transaction. This changes the overall list status to **'Withdrawn'** and the employees are available for you to generate contracts when ready.

5. Confirmation Page – Generate Email to Employee or Submit to HR Department Approver
 - a. Click the **‘Generate Email to Employee’** button if you are ready to send the contract directly to the employee and bypass an HR Department Approver Review. Employees will receive an email with a link directing them to the contract to accept within UAccess Employee Self-Service.
 - i. The Contract Status will change to “Email(s) Sent to Employee”.
 - b. Click the **‘Submit to HR Department Approver’** if you would like to forward the list to authorized HR Department Approvers for an additional review. These users will receive the list in their pagelet and will have the ability to review the list and submit to the employee.
 - i. The Contract Status will change to ‘Submitted to HR Department Approver’

Manage Contracts

Trans Nbr 2380828 Contract Status Pending [View All Contracts](#)

	View Contract	Send	Withdraw	Empl ID	Last Name	First Name	UA Title/ Working Title	HR Dept
1	View Contract	<input type="checkbox"/>	<input type="checkbox"/>				Lecturer, Mathematics	0430
2		<input type="checkbox"/>	<input checked="" type="checkbox"/>				Senior Lecturer, Mathematics	0430

Contract List Comments (2000 Char)

- ii. Click the **‘Go Back’** button to return to the list to make changes.
- iii. Click the **‘Exit’** button to return to the Manage Contracts page.

*NOTE: Upon clicking the **‘Submit to HR Department Approver’** button, the system will validate each dept to see if a user is authorized to review the list. If no users are found for one or more departments, the College/Division Approver is not allowed to send the list to HR Department. Please refer to “Error/Warning Message” section for additional details.*

HOW TO GENERATE CONTRACTS BY EMPLOYEE

Click on the **‘Employee’** radio button to create a list of employee(s) which will be used to generate contracts.

Note: This action moves the transaction to the ‘Select Employees’ page

Administer Contracts

HR Dept or College
 Employee

The “Select Employees” Page displays

1. Enter the ‘**Emplid**’ of employee you wish to generate a contract for. Use the magnifying glass to search by name. You may add additional employees one-by-one by clicking the plus symbol ‘+’.
2. UAccess will automatically default the contract start date to the newest (highest) job action date in the employee’s job data. To override the default start date to generate a contract based on an employee’s job data record as of a specific date, enter an ‘**As of Date**’.
3. Click ‘**Continue**’.

The screenshot shows the 'Select Employees' interface. It features a search bar at the top with a magnifying glass icon. Below the search bar is a table with three columns: 'Empl ID', 'Name', and 'As Of Date'. The 'Empl ID' column has a search icon and a red box around it. The 'As Of Date' column has a calendar icon and a red box around it. At the bottom of the page, there are two buttons: 'Cancel' and 'Continue >>>', with the latter highlighted by a red box.

FIELDS AVAILABLE TO GENERATE EMPLOYEE LIST

Users may generate lists using the following fields:

1. Emplid
 - a. Enter the employees EmplID. Users may use the magnifying glass to search for an employee by Name.
 - b. Click the plus sign ‘+’ to add additional employees or click the minus sign ‘-’ to remove employees.
 - c. Click the ‘**Continue**’ button

GENERATING A LIST OF EMPLOYEES FOR CONTRACT GENERATION:

Note: If an employee’s name does not appear in the selection list, please refer to the ‘Columns Displayed When Generating List’ section for an explanation and recommended action.

1. **Search for Employees to Generate Contracts for** - Once the values have been entered to generate a contract list consisting of a single or multiple employees, click the ‘**Continue**’ button to see the results. This search takes a minute to gather the information. See the example below.

Confirm Employees Selected

Trans Nbr 2374952

Employees

1-1 of 1 | View All

Empl ID	Name	As Of Date		
1				

Select	Emplid	Last Name	First Name	UA Title/Working Title	Payroll Status
1 <input type="checkbox"/>				Associate Research Professor, Steward Observatory	Active

Return to Search Cancel Generate Contracts

2. **Select Multiple Employees from your Results** or select individual contracts by clicking the 'Select' check box. Click the '**Generate Contracts**' button when all selections are made.

Confirm Employees Selected

Trans Nbr 2374952

Employees

1-1 of 1 | View All

Empl ID	Name	As Of Date		
1				

Select	Emplid	Last Name	First Name	UA Title/Working Title	Payroll Status
1 <input checked="" type="checkbox"/>				Associate Research Professor, Steward Observatory	Active

Return to Search Cancel **Generate Contracts**

- a. Click the '**Return to Search**' button to return to the original search results.
- b. Click the '**Cancel**' button to return to the 'AdministerContracts' menu.

REVIEW GENERATED PDF'S AND SUBMIT

After the user clicks the 'Generate Contracts' button, the 'Manage Contracts' page appears and displays a link with a PDF version of the Notice of Appointment or Notice of Re-Appointment. A transaction number also displays, and the Contract Status is set to 'Pending'.

Manage Contracts

Trans Nbr 2380828 Contract Status Pending

Send All Withdraw All [View All Contracts](#)

View Contract	Send	Withdraw	Empl ID	Last Name	First Name	UA Title/ Working Title	HR Dept	Expected Job End Date	Contract Status	View HR Dept Approvers
View Contract	<input type="checkbox"/>	<input type="checkbox"/>				Lecturer, Mathematics	0430		Not Sent	View HR Dept Approvers
View Contract	<input type="checkbox"/>	<input type="checkbox"/>				Senior Lecturer, Mathematics	0430		Not Sent	View HR Dept Approvers

Contract List Comments (2000 Char)

3. Click the **'View Contract'** link to display an individual contract for the employee on the line selected. Verify the information is correct on the contract.

Note: Users may also click to 'View All Contracts' link to have one master file of PDFs available to view and/or print.

4. Select the contracts that are ready to be sent to employees.
 - a. Click the **'Send All'** button to select the entire list or select individuals by clicking the box in the **'Send'** column next to each employee. This activates the **'Continue'** button.
 - b. If an employee should **NOT** be sent a contract due to incorrect information or timing, select the **'Withdraw'** box. This will stop the contract from moving forward in the process.

5. Enter Optional Comments.
Users may enter optional comments that will carry forward with the list to the HR Department Approver.

6. Click **'Continue'** button to move forward with the process.
 - a. Users must select either **'Send'** or **'Withdraw'** for all employees listed. If a selection is not made for each employee, a warning message will display and they will not be allowed to continue.

Manage Contracts

Trans Nbr 2380828 Contract Status Pending

Send All Withdraw All [View All Contracts](#)

View Contract	Send	Withdraw	Empl ID	Last Name	First Name	UA Title/ Working Title	HR Dept	Expected Job End Date	Contract Status	View HR Dept Approvers
View Contract	<input checked="" type="checkbox"/>	<input type="checkbox"/>				Lecturer, Mathematics	0430		Not Sent	View HR Dept Approvers
View Contract	<input type="checkbox"/>	<input checked="" type="checkbox"/>				Senior Lecturer, Mathematics	0430		Not Sent	View HR Dept Approvers

Contract List Comments (2000 Char)

- i. Select the **'Save for Later'** button to continue reviewing the list at another time. Please refer to 'Reviewing Contract List' section of this guide for details on how to return to work in progress.
- ii. Select the **'Exit'** button to leave the page without saving changes. The list is automatically available in your Review Contract List.
- iii. Select the **'Withdraw List'** button to cancel the entire transaction. This changes the overall list status to 'Withdrawn' and the employee records become available to

regenerate contracts.

7. Confirmation Page – Generate Email to Employee or Submit to HR Department Approver
 - a. Click the **'Generate Email to Employee'** button to send the contract directly to the employee and bypass an HR Department Approver Review. Employees will receive an email which includes both a link directing them UAccess Employee Self-Service contract page and instructions for accepting the contract.
 - i. The Contract Status will change to 'Email(s) Sent to Employee'.
 - b. Click the **'Submit to HR Department Approver'** to forward the list to authorized HR Department Approvers for an additional review. The list will appear in their pagelet and will allow them to review the list and to release contracts by generating emails to the employees.
 - i. The Contract Status will change to 'Submitted to HR Department Approver'.

	View Contract	Send	Withdraw	Empl ID	Last Name	First Name	UA Title/ Working Title	HR Dept
1	View Contract	<input checked="" type="checkbox"/>	<input type="checkbox"/>				Lecturer, Mathematics	0430
2		<input type="checkbox"/>	<input checked="" type="checkbox"/>				Senior Lecturer, Mathematics	0430

Contract List Comments (2000 Char)

Go Back Generate Email to Employee Submit to HR Department Approver Exit

- ii. Click the **'Go Back'** button to return to the list to make changes.
- iii. Click the **'Exit'** button to return to the Manage Contracts page.

*NOTE: Upon clicking the **'Submit to HR Department Approver'** button, the system will validate each dept to see if a user is authorized to review the list. If no users are found for one or more departments, the user is not allowed to send the list to HR Department. Please refer to 'Error/Warning Message' section for additional details.*

COLUMNS DISPLAYED WHEN GENERATING A LIST

The following columns are displayed when a user enters search criteria or an EMPLID to generate a list of employees which will be used to generate contracts. There are times when an employee will be in 'Read Only' format and cannot be selected for contract generation. The columns below will explain exceptions and what the user can do to release employee records for contract generation.

The screenshot shows a search interface with a 'Department' field containing 'Mathematics'. Below the search bar, there is a table with columns: 'Select', 'Emplid', 'Last Name', 'First Name', 'UA Title/Working Title', and 'Payroll Status'. The first row of the table has a red box around the 'Select' checkbox and a red arrow pointing to it from the search bar area.

Select	Emplid	Last Name	First Name	UA Title/Working Title	Payroll Status
<input type="checkbox"/>					Active
<input type="checkbox"/>					Active

Column Name	Description	Action to Take if Read Only
Emplid	Displays the Employee ID	
Last Name	Displays the employee's Last Name	
First Name	Displays the employee's First Name	
UA Title/Working Title	Displays the employee's Primary UA Title	
Payroll Status	Displays the employee's Payroll status. Values include: Active, Leave with Pay, Leave without Pay, Work Break	An employee may display as 'Ready Only' if they have the status of 'Work Break'. User must follow the business process to change this status with Workforce Systems to Active.
HR Dept	Displays the employee's Primary Home Department	
Pay Group	Displays the employee's Pay Group. Values include: AG – Farm Workers AP9 – Appointed 9 Month APP – Appointed 12 Month FA9 – Faculty 9 Month FAC – Faculty 12 Month FED – Federal Employee PPP – Appointed Positive Report PTE – Part Time Employee Exception PTP – Part Time Employee Positive Report	
Expected Job End Date	Displays the Expected End Date, if one exists for the employee.	
Last Action Date	Displays the Last Action Date that occurred on the employees Job Record. This may aid in selecting an employee if an update has been made.	
Last Acceptance Date	Displays the last date an employee accepted a contract. This may aid in whether or not a new contract should be submitted to the employee.	

Column Name	Description	Action to Take if Read Only
Termination Pending	Determines whether or not an employee has a MSS Termination Report pending. Values include: Yes or No.	An employee may display as 'Read Only' if they have the status of 'Yes'. User must perform a 'Manage Termination/Retirement' search to either have the initiator 'withdraw' the request. If they are an authorized approver for this termination request, they may also deny. An employee may not have a contract generated if a termination request is pending.
Pending Contract	Displays whether or not a contract is pending in another list. By default, pending contracts do not display when searching. Users must select the 'include pending contracts' checkbox to include them in the view. Values include: 'Yes' or 'No'.	An employee may display as 'Read Only' if they have a status of 'Yes'. This means the employee already has a contract generated that is on a list that is pending with the College, HR Department, or the employee's Self-Service. Only one contract can be generated at a time for an employee. To generate another contract, the user must withdraw the list where the employee is included or select the 'Remove' button if it is in the employee's Self-Service.
Hold Status	Displays whether or not an employee's contract is being held from contract generation. Values include: 'Yes' or 'No'.	An employee may display as 'Read Only' if they have the status of 'Yes'. This means the employee has a 'Hold' on their contract. The column 'Held By' will include who placed the hold. User must contact this employee to release the hold if it is not someone within their College. If the hold was placed by another College user, please refer to the section on removing holds.

HOW TO WITHDRAW A CONTRACT LIST

College users are able to withdraw an entire contract list by accessing the specific transaction in the 'Review Contract List' area under Administer Contracts or by navigating to and searching the 'Manage Contracts' page.

Users may only withdraw contract lists if the overall contract status is 'Submitted/Submitted to HR Department Approvers'.

Withdrawing the request removes the list, makes it unavailable to HR Department Approvers, and cancels the overall transaction. College users may withdraw a request up until a contract has been sent to the employee.

If the employee contract status is 'Waiting', users must 'Remove' the contract from the self-service area. Please refer the section 'Removing from Employee Self-Service' for details.

There are two ways to withdraw a list. Please see section below.

1. Navigate to **Manager Self-Service > Utilities > Administer Contracts**
 - a. Select **'Review Contract List'**.
 - b. Select a list in the **'Submitted to HR Dept'** section.
 - c. Select **'View'** next to the list to withdraw. The list will open the Manage Contracts page and the **'Withdrawal'** button will be available.
2. Navigate to **Manager Self-Service > Utilities > Manage Contracts**
 - a. Search for the list through **'Manage Contracts'**.
 - b. Once the transaction is selected and opened, click the **'Withdraw'** button.

The screenshot shows the 'Manage Contracts' interface. At the top, there's a header 'Manage Contracts' and a sub-header 'Contract Status Submitted to HR Dept Approver'. Below this, there are options for 'Send All' and 'Withdraw All', and a 'View All Contracts' link. A table with two rows is visible, each with a 'View Contract' link and checkboxes for 'Send' and 'Withdraw'. At the bottom, there are buttons for 'Save for Later', 'Exit', and 'Withdraw List' (which is highlighted with a red box). A text area for 'Contract List Comments (2000 Char)' is also present.

HR DEPARTMENT APPROVERS

Contracts lists which are pending review can either be accessed through the MSS WorkCenter pagelet or the 'Manage Contracts' page. The option to review and send a contract list will only appear if the user has both the appropriate approval role and the authorized depts.

College Division Approvers will generate lists and route them to HR Department Approvers for review. The college has the option to bypass the HR Department Approvers and instead release the contract directly to the employee. If this occurs an email will be sent to existing HR Department Approvers notifying them that a contract has been sent.

VIEWING PENDING CONTRACT LISTS

Pending approval requests are available for viewing in two formats:

- Pagelets
- Manage Contracts

HOW HR DEPT APPROVERS KNOW CONTRACTS ARE PENDING ACTION

The 'MSS WorkCenter & Approvals' tile on the main 'UA Manager Self-Service' homepage, displays a count of all transactions pending approval for the user. Clicking on the 'MSS WorkCenter & Approvals' tile displays a 'pagelet' summary which lists transactions by pending by type, the count, and the employees.


- The 'pagelet' provides a list of each transaction type with pending transactions and the number of transactions pending the user's approval.

MSS Workcenter

MSS Tasks | MSS Inquiry/Reports | Resources | MSS Year End

MSS Approval Summary

Transaction Type	Count
Contracts	63
DCC Modify	1
DCC Y/E Rollover	1
Form I9	2
MSS Exceptions	1
Position Management	7
Terminations	1

Note: if a transaction type is not listed, this means no requests are available for approval at this time. Please click the Refresh icon  to confirm.

- Once a user selects 'Contracts' from the MSS Approval Summary they are directed to their Contracts pagelet.
- Each Contract list has a transaction number and the pagelet shows the date and time it was generated.

Contracts

Trans Nbr	Initiator	Date	Time	Run By
2235558		09-07-2023	10:19:52 AM	Employee
2360838		06-17-2024	08:46:22 AM	Employee
2360839		06-17-2024	08:46:46 AM	Employee
2367666		06-27-2024	08:24:36 AM	Employee
2367672		06-27-2024	08:27:54 AM	Employee

REVIEW GENERATED PDF'S AND SUBMIT

After the user selects a transaction on the Contracts pagelet, the 'Manage Contracts' page appears where a PDF version of the Notice of Appointment or Notice of Re-Appointment is available for review. The transaction number and the Contract Status of 'Submitted to HR Dept Approver' displayed at the top of the page are important for future reference.

Manage Contracts

Trans Nbr 2374955 Contract Status Submitted to HR Dept Approver

Send All Withdraw All [View All Contracts](#)

	View Contract	Send	Withdraw	Empl ID	Last Name	First Name
1	View Contract	<input type="checkbox"/>	<input type="checkbox"/>			

Contract List Comments (2000 Char)

1. Click the link 'View Contract' to display an individual contract for the employee listed on the line selected. Verify the contract information is correct.

Note: Users may also click the 'View All Contracts' link to have one master file of PDFs available to view and/or print.

2. Select Employees that are ready to be sent.
 - a. Click the **'Send All'** button to select the entire list or select individuals by clicking the box in the **'Send'** column next to each employee. This activates the **'Continue'** button.
 - b. The HR Dept Approver can send contracts to one or more employees at a time and continue working the list. If all employees on the list are not selected, the status automatically changes to **'Emails in Progress'**.
 - c. If an employee should **NOT** be sent a contract due to incorrect information or timing, select the **'Withdraw'** box. This will stop the contract from moving forward in the process.

Example: The continue button is available to send contracts to the two employees selected.

Manage Contracts

Trans Nbr 2374956 Contract Status Submitted to HR Dept Approver

Send All Withdraw All [View All Contracts](#)

	View Contract	Send	Withdraw	Empl ID	Last Name	First Name
1	View Contract	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
2	View Contract	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
3	View Contract	<input type="checkbox"/>	<input type="checkbox"/>			

Contract List Comments (2000 Char)

[Save for Later](#) [Exit](#) [Continue >>>](#)

When the user returns to list, the two previously selected rows are greyed out and cannot be accessed; however, the last remaining row is available and can be clicked on to send the email forward or withdraw the contract.

Manage Contracts

Trans Nbr 2374956 Contract Status Emails in Progress

Send All Withdraw All [View All Contracts](#)

	View Contract	Send	Withdraw	Empl ID	Last Name	First Name
1	View Contract	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
2	View Contract	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
3	View Contract	<input type="checkbox"/>	<input type="checkbox"/>			

Contract List Comments (2000 Char)

[Save for Later](#) [Exit](#) [Continue >>>](#)

If user selects **'Withdraw'** on the last user in the list, the **'Complete Transaction'** button appears and allows the user to finish closing the list. This button only appears in this situation.

Manage Contracts

Trans Nbr 2374956 Contract Status Emails in Progress

Send All Withdraw All [View All Contracts](#)

	View Contract	Send	Withdraw	Empl ID	Last Name	First Name
1	View Contract	<input type="checkbox"/>	<input type="checkbox"/>			
2		<input type="checkbox"/>	<input type="checkbox"/>			
3	View Contract	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

Contract List Comments (2000 Char)

- d. Select the **'Save for Later'** button if you wish to continue reviewing the list at another time. All selections are saved and the list stays in the user's pagelet.
 - e. Select the **'Exit'** button if you wish to leave the page without saving changes. The list remains in the user's pagelet.
3. Click **'Continue'** button to move forward in the process and select the 'Generate Email to Employee' button.
 4. Confirmation Page – Generate Email to Employee or Submit to HR Department Approver
 - a. Click the **'Generate Email to Employee'** button if you are ready to send the contract to the employee. Employees will receive an email which includes both a link directing them UAccess Employee Self-Service contract page and instructions for accepting the contract.

Note: If the user has not selected 'Send' or 'Withdraw' for every employee on the contract list, the list remains on their pagelet to continue working.

MANAGE CONTRACTS

Selecting 'Manage Contracts' allows users with a College Division Approver or HR Department Approver role to view contract lists that are pending, submitted or sent.

This search also allows the College Division Approver to open and withdraw a transaction list or remove a contract from an Employee Self-Service page as a College Division or HR Department Approver. Please see the following sections for additional details: 'How to Withdraw a Contract List' and 'Removing from Employee Self-Service'.

The Search dialog box provides multiple options for accessing contract lists.

1. Enter criteria listed in the Search dialog box.
2. Users may also click on the 'Search' button to display all lists they are authorized to view. A list of values that meet the search criteria will be returned.
3. Click on any of the values listed to access the contract list.

Manage Contracts

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Transaction Number: =

Run Date: =

Initiator ID: begins with

Run By: =

Contract Status: =

Search **Clear** Basic Search **Save Search Criteria**

REMOVING A CONTRACT FROM EMPLOYEE SELF-SERVICE

College users have the ability to 'REMOVE' a contract from the employees self-service area if the contract has **NOT** been accepted by the employee. The employee contract status must read 'Waiting' to be able to remove the contract from the self-service area. If the contract has been accepted, a new contract must be generated if changes are needed.

To remove a contract, navigate to the 'Manage Contracts' page and search for the contract list that includes the employee. If the employee contract status is 'New' and the Contract list status is 'Submitted to HR Department Approver' users must 'withdraw' the list. Please refer the section 'How to withdraw a contract list' for details.

How to remove a contract from an Employee's Self-Service page:

1. Navigate to the Contract History Page: **Manager Self-Service > Utilities > Contract History**
 - a. Use any of the search fields to access the employee's record (see screen shot below).
 - b. Locate the employee's name on the list.
 - c. Verify the contract status is still 'pending'.
 - d. Copy the 'Trans Nbr'.

Contract History

Search

Employee ID

First Name

Last Name

Contract Status

Class Indicator

Generated Between and

Fiscal Year

1-1 of 1

Department

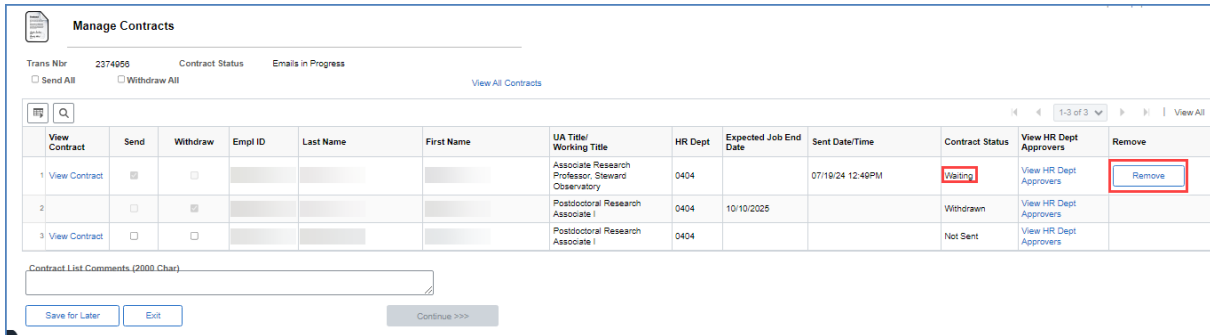
Search **Clear**

Trans Nbr	Empl ID	Name	HR Dept	Contract Group Status	Contract Status
1 2374956			0404	Emails Prg	Waiting For Acceptance
2 2374956			0404	Emails Prg	Withdrawn

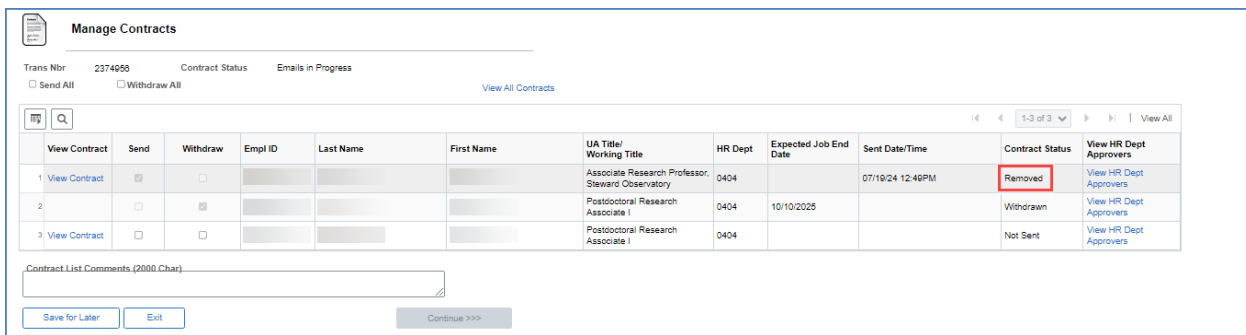
2. Navigate to **Manager Self-Service > Utilities > Manage Contracts**

- a. Search for the list by entering the Transaction Number from the contract history search.
- b. Once the transaction list is opened, click the **'Remove'** button on the employee's row.
- c. The contract will be removed from the employee's Self-Service page and the individual contract status will change to 'Removed'.

The screen shot below shows the screen when selecting an employee's contract to 'Remove'.



After you have removed the employee's contract, the status will change to 'Removed' and the button is no longer available.



CONTRACT HISTORY

The Contract History page allows users to search for an employee within a contract list and view the following:

- Contract generated
- Contract list status
- Individual contract status
 - o This will indicate if the employee has accepted
- Name of employee that originally sent the contract
- Last date and time contract was viewed by the employee

In order to have access to this page a user must be provisioned with one of the Contract roles within Manager Self-Service. The following list shows what a user can view based on their role.

Role Description	Technical Name	Access
CT Administrator	UA_HR_WA_MSS_WCT_Admin	ALL contracts for ALL depts
CT View ALL Contract History	UA_HR_WA_MSS_WCT_View	View ALL contracts for ALL depts
CT College Division Approver	UA_HR_WA_MSS_WCT_Col_Apr	View contracts for all depts that roll up to their college node.
CT HR Department Approver	UA_HR_WA_MSS_WCT_HR_Dpt_Apr	View contracts for all depts they are authorized for. This includes positions for which their college is not primary.

How to view a contract for an employee in Contract History:

1. Navigate to **Manager Self-Service > Utilities > Contract History**
 - a. Enter criteria to search for an individual employee’s contract.
 - i. Users may also click the ‘Search’ button to display all contracts they are authorized to view. This is not recommended for Contract Administrators, as they have full access and will return too many results.
 - b. The search returns a page which displays the overall status and a .PDF link to the contract sent to the employee.

Below is list of possible statuses for a contract ‘group’ and their descriptions:

Contract Group Status	Description
Completed	All employees have accepted. The list is complete.
Emails Prg	Emails are in progress. The list may have multiple depts reviewing the contracts or only part of the emails have been sent to the employees.
Pending	Indicates the contract is pending with the College Division Approver. The college has generated this employee in a list but has not sent to the employee yet or the HR Dept approver.
Sent	Indicates a selection was made to all of the employees in the list and contracts were sent to one or more individuals.
Submitted	Indicates the contract is pending with the HR Department Approver(s). Select the "View HR Dept Approvers" link to see who the list is pending with.
Withdrawn	Indicates the College Division Approver has WITHDRAWN the contract list. The entire list was cancelled.

Below is a list of possible statuses for individual employee contracts and their descriptions:

Contract Status	Description
Accepted	Indicates the Employee has Accepted their contract.
Error	Indicates an error has occurred with generating the contract. This typically happens if employee does not have an UA Official Email on file or have not activated their profile for Uaccess Employee. The MSS Administrator is also notified and will contact dept or college.
Not Sent	The contract is pending with either the College or HR Dept Approver. Contract has not been sent to the employee.
Removed	Indicates the College or HR Department Approver sent the contract to the employee but REMOVED it from Self Service after being sent.
Waiting	Indicates the contract has been sent to the employee and is awaiting acceptance.
Withdrawn	Indicates the College or HR Dept user has removed the contract from moving forward in the process. The contract was cancelled from the individual list and would need to be re-generated once changes made or when college is ready to send.

EMPLOYEE ACCEPTANCE OF CONTRACT

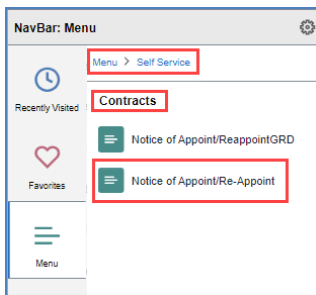
Employees will receive an email which will alert them when a contract is available for review and acceptance. A link will be included in the email which will take them to the contract page within Employee Self-Service. Employees may also navigate to the page directly should they misplace the email. Please see an example of this email at the end of this section.

How to view/accept a contract as an employee:

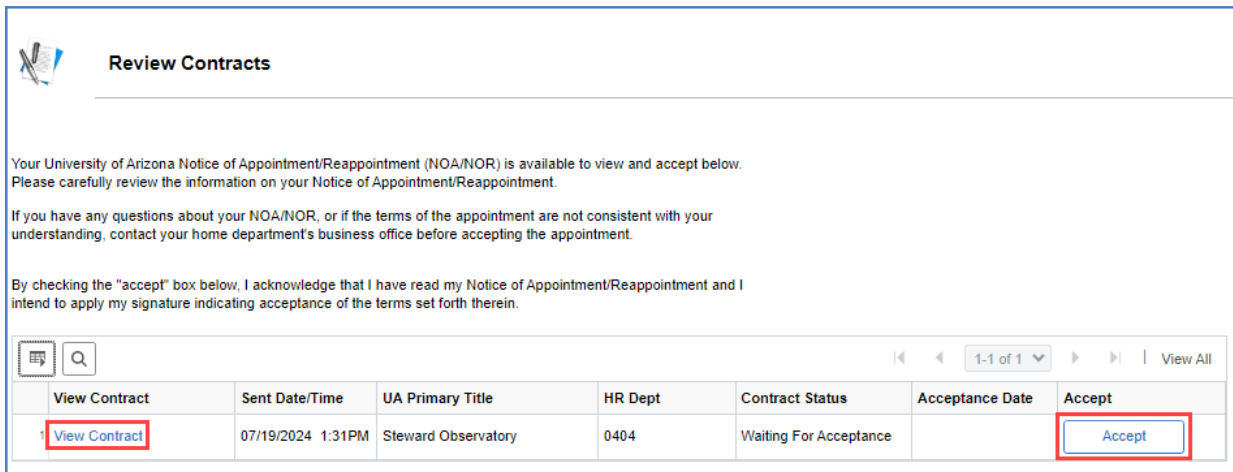
1. Navigate to **Self-Service > Contracts> Notice of Appoint/Re-Appoint.**

- Click on the **'Notice of Appoint/Re-Appoint'** link. This will direct the employee to the **'View/Accept'** contract page.

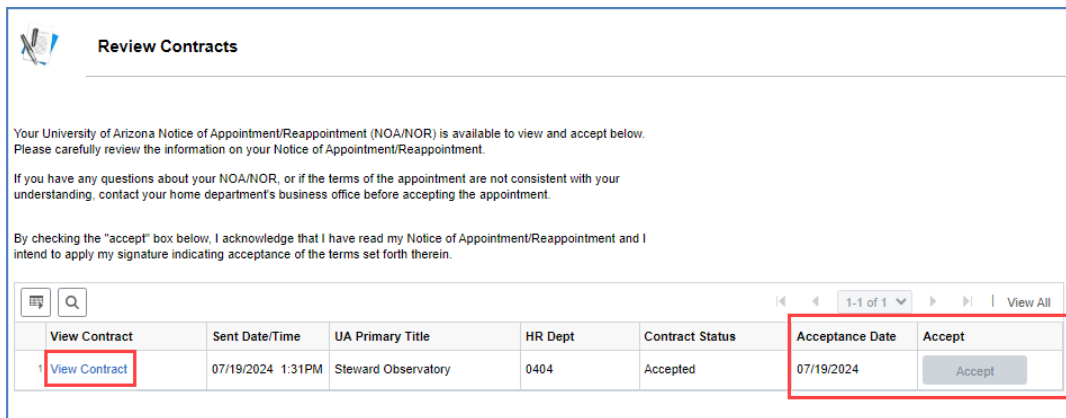
Below is an example of this navigation:



Employees are presented with the following page. Clicking on the **'View Contract'** link will open the contract in separate PDF for viewing. Once the contract has been reviewed, the employee simply clicks the **'Accept'** button to indicate the contract has been reviewed.



Once the contract has been accepted, the button is no longer available and the link changes to **'View Contract'**. Employees may return here at any point to view the contract they have accepted.



When an employee initially opens up the PDF and has **NOT** accepted, the signature area indicates an **'Electronic Signature is Needed'**. Once the employee accepts, their name and date is added to the PDF. See example below.

I agree to comply with the rules, regulations, and policies of the University of Arizona and the Arizona Board of Regents related to my appointment, including, but not limited to, the intellectual property policies as from time to time amended and the standards of professional conduct referenced in policies of the University.

I hereby assign to the Arizona Board of Regents all my right, title and interest to intellectual property created or invented by me in which the Arizona Board of Regents has an ownership interest under its Intellectual Property Policy (the "ABOR IP Policy"). I agree to promptly disclose such intellectual property as required by the ABOR IP Policy, and to sign all documents and do all things necessary and proper to effect this assignment of rights. I have not agreed (and will not agree) in consulting or other agreements to grant intellectual property rights to any other person or entity that would conflict with this assignment or with the Arizona Board of Regents' ownership interests under the ABOR IP Policy.



Signed ELECTRONIC SIGNATURE NEEDED







Please accept this appointment within 14 days (for fiscal appointees) or 30 days (for academic appointees).

SAMPLE EMAIL - EMPLOYEE NOTICE OF APPOINTMENT/REAPPOINTMENT

The following is an example of the email notification the employee receives to notify them that the NOA/NOR is available for review and acceptance.

***Notice of Appointment/Reappointment --Action Required ***

 hcm-testmail-request@list.arizona.edu on behalf
To  hcm-testmail@list.arizona.edu

  Reply  Reply All  Forward  

Fri 7/19/2024 12:36 PM

Dear:

Your University of Arizona Notice of Appointment/Reappointment (NOA/NOR) is now available for your review and acceptance. Please carefully review the information on your Notice of Appointment/Reappointment and indicate your acceptance as directed below. If you have questions about your notice, or if the terms of the appointment are not consistent with your understanding, please contact your supervisor or other authorized individuals before accepting your appointment.

In accordance with Arizona Board of Regents Policy Chapter VI and the University Handbook for Appointed Personnel 2.06.01, **NOAs/NORs must be signed and accepted no later than fourteen calendar days following the date the notice is posted if the appointment is for a fiscal year, and no later than thirty calendar days following the notice is posted if the appointment is for the academic year.**

Instructions for accepting your Notice of Appointment/Reappointment:

Click on the [View Contract](#) link to go directly to the Employee Self Service Contracts page.

OR

1. Log onto UAccess Employee at <http://uaccess.arizona.edu>
2. Enter your NetID () and password to access "Employee Self Service"
3. On the UAccess Employee page, click on the "Self Service" link under the main menu options.
4. Click on the Contracts folder and select Notice of Appoint/Re-Appoint link.
5. **Confirm your acceptance of your Notice of Appointment/Reappointment**
By clicking the "Accept" box, you are both confirming that you have read your Notice of Appointment/Reappointment, and applying your electronic signature indicating that you have accepted the terms set forth in your notice.
6. Please print a copy of the notice for your records.

For support and assistance with your NetID and password, please contact the 24/7 IT Support Center at (520) 626-TECH (8324)

Click here to view an [online tutorial](#) that will guide you through the navigation and NOA/NOR review/acceptance process.

Experiencing difficulties accessing your Notice of Appointment/Reappointment? Click [here](#) for troubleshooting instructions.

PLACING A HOLD ON AN EMPLOYEE OR DEPT

Contract Administrators and College Division Approvers are able to place a 'Hold' on contracts for an individual employee or an entire department. This blocks contracts from being generated and shows as 'Read Only' if included in a list for contract generation.

Contract Administrators will have exclusive access to contacts the latter part of June to place hold flags on records for the new fiscal year. College Division Approvers will **NOT** be allowed to remove employee or department holds placed by Contract Administrators.

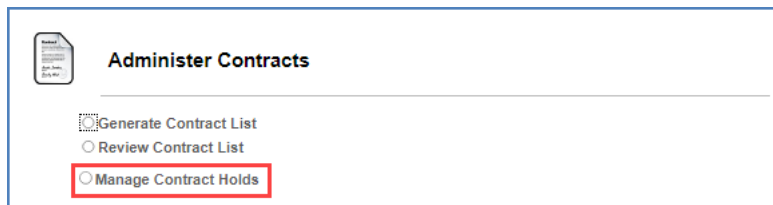
Once the contract process is available to Colleges for the new fiscal year, they will have the ability to place additional hold flags on records.

How to place a hold on an employee contract:

1. Navigate to **Manager Self-Service > Utilities > Administer Contracts**.
2. Click on **'Manage Contract Holds'**.

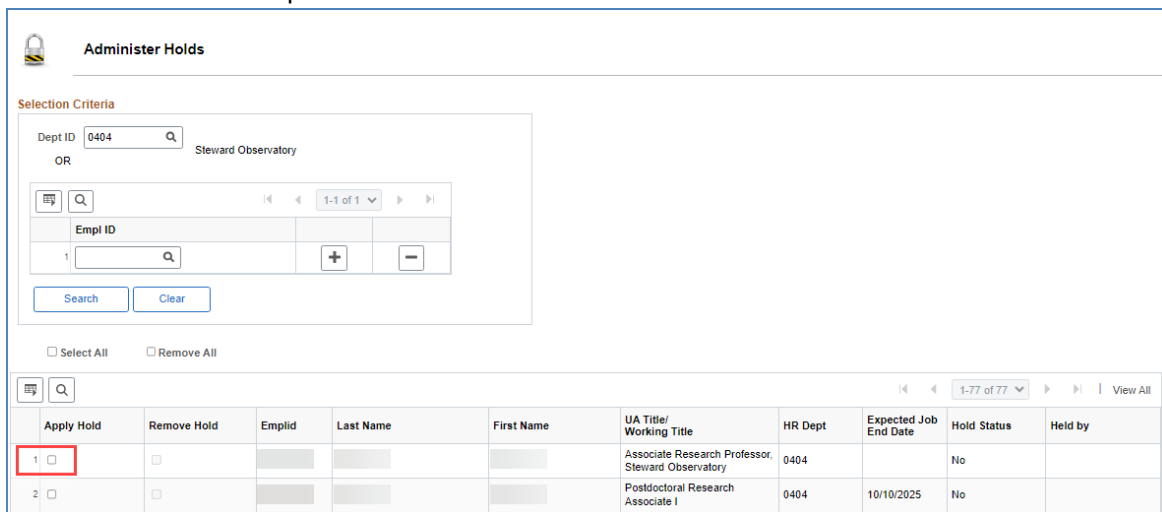
Note: Users with college roles may see more options. If a user sees only the radio button below this means they are only a Contract Administrator.

Below is an example of this navigation:



The screenshot shows the 'Administer Contracts' page. It has a title 'Administer Contracts' and a sub-header 'Generate Contract List'. Below this, there are three radio button options: 'Generate Contract List', 'Review Contract List', and 'Manage Contract Holds'. The 'Manage Contract Holds' option is selected and highlighted with a red box.

3. **Search for Employees to Place Hold-** Once the search values have been selected to generate contracts for a list of employees, click the **'Search'** button to view the results. This search takes a minute to gather the information. See the example below.



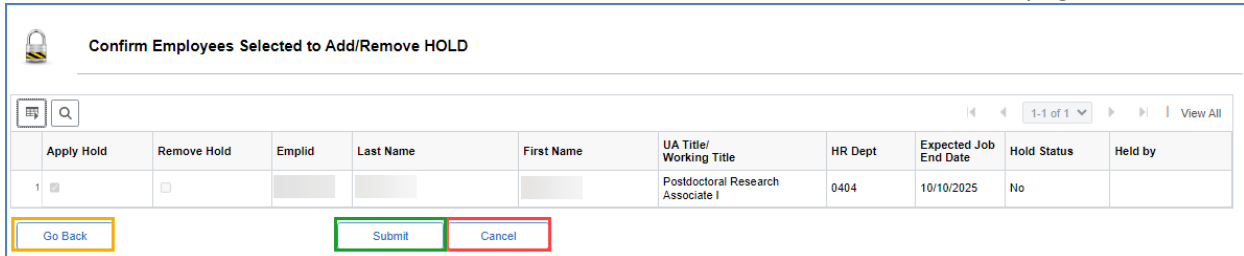
The screenshot shows the 'Administer Holds' page. It has a title 'Administer Holds' and a sub-header 'Selection Criteria'. Below this, there are search criteria fields for 'Dept ID' (0404) and 'Empl ID'. There are 'Search' and 'Clear' buttons. Below the search criteria, there are checkboxes for 'Select All' and 'Remove All'. At the bottom, there is a table with columns: 'Apply Hold', 'Remove Hold', 'Emplid', 'Last Name', 'First Name', 'UA Title/ Working Title', 'HR Dept', 'Expected Job End Date', 'Hold Status', and 'Held by'. The table contains two rows of data. The first row is highlighted with a red box.

Apply Hold	Remove Hold	Emplid	Last Name	First Name	UA Title/ Working Title	HR Dept	Expected Job End Date	Hold Status	Held by
<input checked="" type="checkbox"/>	<input type="checkbox"/>				Associate Research Professor, Steward Observatory	0404		No	
<input type="checkbox"/>	<input type="checkbox"/>				Postdoctoral Research Associate I	0404	10/10/2025	No	

4. **Select the Employees from your result** - Use the **'Select All'** button to hold contracts for all employees displayed on the list. Users may also select **'Apply Hold'** for individual employees on the list. Click the **'Continue'** box when done selecting.

5. **Confirm the Employees Selected** – A ‘Read Only’ page will display the list of employees selected for holds. Review the list and click **‘Submit’** to place the hold flag on the employee(s) contract record(s).

Note: Once ‘Submit’ is selected, the user is directed back to a blank ‘Administer Holds’ page.



- a. Clicking the **‘Go Back’** button takes the user back to the original search results.
- b. Clicking the **‘Cancel’** button will take the user the main menu for ‘Administer Contracts’.

DAILY CONTRACTS

College Division Approvers will receive a transaction type called ‘Daily Contracts’ in their pagelet. This alerts them to generate a new contract when Job/Title Data is changed for the employee. The employees will only appear in the pagelet for 10 calendar days.

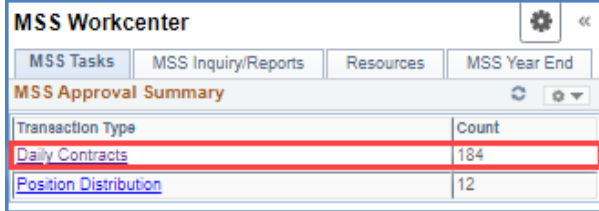
The following list of action reasons determines when an employee requires a new contract.

Action Reason	Description
Additional Job (Hire)	Start of an Additional Job and related FTE is added to an employee’s record.
Additional Job (Rehire)	Rehire an Additional Job (addl employment instance/empl record)
Additional Title	Adding a title to the current position with a pay increase
Additional Title	Additional Title has been added
Administrative Stipend	Increase/decrease paid to Faculty for administrative duties
Change Department	Changing/moving a position to a different department number (same pcn)
Contract Rate Adjustment	An adjustment to a contract (increase/decrease) due to the I-9 form dates.
Contract Status (Tracking)	Change contract status of employee (Tenured, Tenure-Eligible, Continuing, Continuing-Eligible)
Correction – Department	Capture a correction to the department number
Correction – Job Code	Capture a correction to the Job Code number
End-Job	End-Additional Job instance only. Employee must have other active jobs.
Fac Annual Perform Base Compnt	Performance based increase paid as a component of pay
Fiscal Conversion	Component of Pay amount to pay the employee the difference between a contract length change. Example: Fiscal to Academic.
Fiscal Year Work Days	Change of fiscal work days from 260, 261, and 262
In Layoff Status (Rehire)	Rehire employee within 1yr layoff period to a non-benefits eligible position

Action Reason	Description
New Hire	Initial hire with the University
New Position	Movement from one department to another, one position to another, or one employment type to another
Other Stipend	Additional amount of compensation added to Appointed/Faculty
Position Change	Movement from one department to another, one position to another, or one employment type to another.
Position/Title Change (same/diff position#)	Increase in pay due to a change of title; may or may not include change of position number.
Pri/Home Dept Number	Primary/Home department number has changed.
Promotion New Dept	A change in job title to a new or established position/department following a competitive or approved non-competitive process resulting in an increase of one or more pay grades.
Promotion P&T/P&C	Pay increase; Upwards movement in rank in one of the ladder series for employees designated as Tenured, Tenure-Eligible, Continuing, Continuing-Eligible.
Promotion P&T/P&C	Upwards movement in rank in one of the ladder series for employees designated as Tenured, Tenure-Eligible, Continuing, Continuing-Eligible.
Promotion within Dept	Upwards movement into a new or established position with additional/higher responsibilities following a competitive or approved non-competitive process.
Reappoint/Extend	Re-appointment/Extension of Appointment
Rehire	Re-employment with the University
Remove Additional Title	Remove an Additional Title
Remove Title	Pay change due to Removal of an Additional/Secondary job title.
Return from Retirement	Rehire employee who had previous Official UA Retirement status.
Temp Assign with Addl Title	Temporary Assignment of Duties with a title change. For non-Faculty Appointed Professionals or Faculty with temporary increase in pay.
Temp Assign with Title Chg	Temporary Assignment of Duties with a title change; for non-faculty Appointed Professionals or Faculty with temporary increase in pay.
Title Change	Title has been changed for employee.
Title Change (within same position)	Change of Title within the same position number.

How to take action on an item listed in your 'Daily Contracts' pagelet:

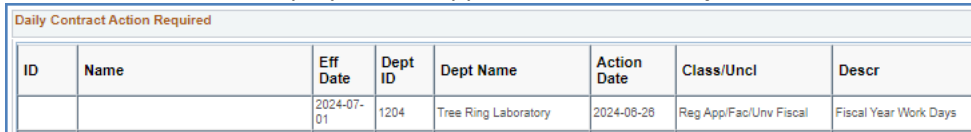
1. Click the link 'Daily Contracts' transaction type



The screenshot shows the MSS Workcenter interface. At the top, there are navigation tabs: 'MSS Tasks', 'MSS Inquiry/Reports', 'Resources', and 'MSS Year End'. Below these is the 'MSS Approval Summary' section, which contains a table with two columns: 'Transaction Type' and 'Count'. The 'Daily Contracts' row is highlighted with a red border, showing a count of 184. Below it, 'Position Distribution' is listed with a count of 12.

Transaction Type	Count
Daily Contracts	184
Position Distribution	12

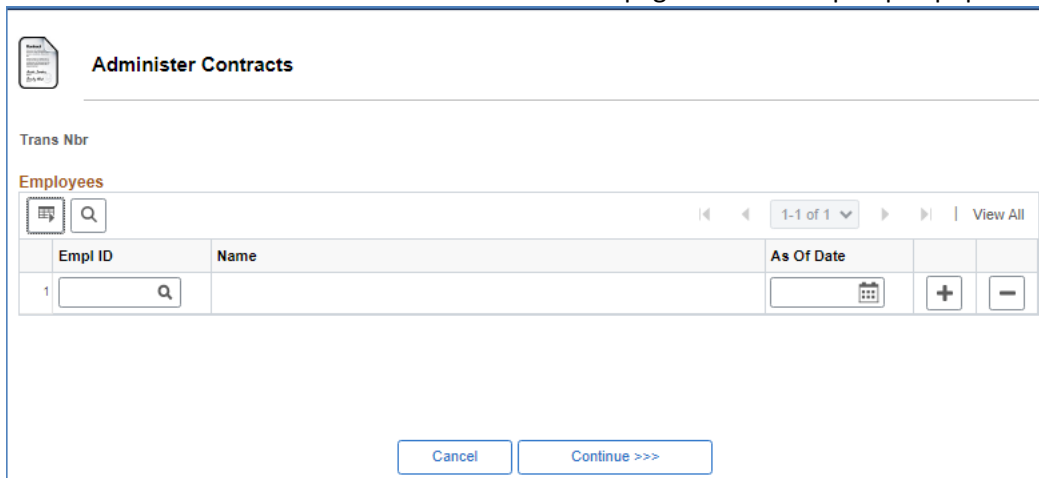
2. A list of one or more employees will appear. Select the 'EmplID' to take action.



The screenshot shows a table titled 'Daily Contract Action Required'. The table has the following columns: ID, Name, Eff Date, Dept ID, Dept Name, Action Date, Class/Uncl, and Descr. The first row of data shows an employee with Eff Date 2024-07-01, Dept ID 1204, Dept Name Tree Ring Laboratory, Action Date 2024-08-26, Class/Uncl Reg Appl/Fac/Unv Fiscal, and Descr Fiscal Year Work Days.

ID	Name	Eff Date	Dept ID	Dept Name	Action Date	Class/Uncl	Descr
		2024-07-01	1204	Tree Ring Laboratory	2024-08-26	Reg Appl/Fac/Unv Fiscal	Fiscal Year Work Days

3. This will direct the user to the Administer Contracts page with the Emplid pre-populated.



The screenshot shows the 'Administer Contracts' page. At the top, there is a 'Trans Nbr' field. Below it is the 'Employees' section, which contains a table with columns: Empl ID, Name, and As Of Date. The first row of the table shows an employee with Empl ID 1. There are search and navigation icons above the table, and 'Cancel' and 'Continue >>>' buttons at the bottom.

Empl ID	Name	As Of Date
1		

4. Once the user clicks 'Continue', they will follow the normal process for generating the contract. Please see section College Division Approvers – 'How to Generate Contracts By Employee' for further details.

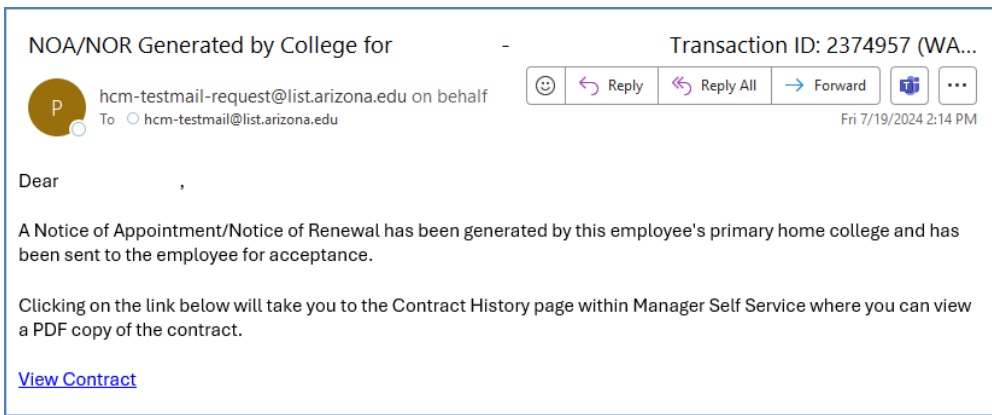
EMAILS SENT TO HR DEPT APPROVERS

HR Department Approvers will receive emails from UAccess in the following situations:

1. The College submits a contract directly to an employee, bypassing existing HR Dept Approvers.
2. The employee has more than one position. The positions that are not primary will receive notices that the contract was sent to the employee.

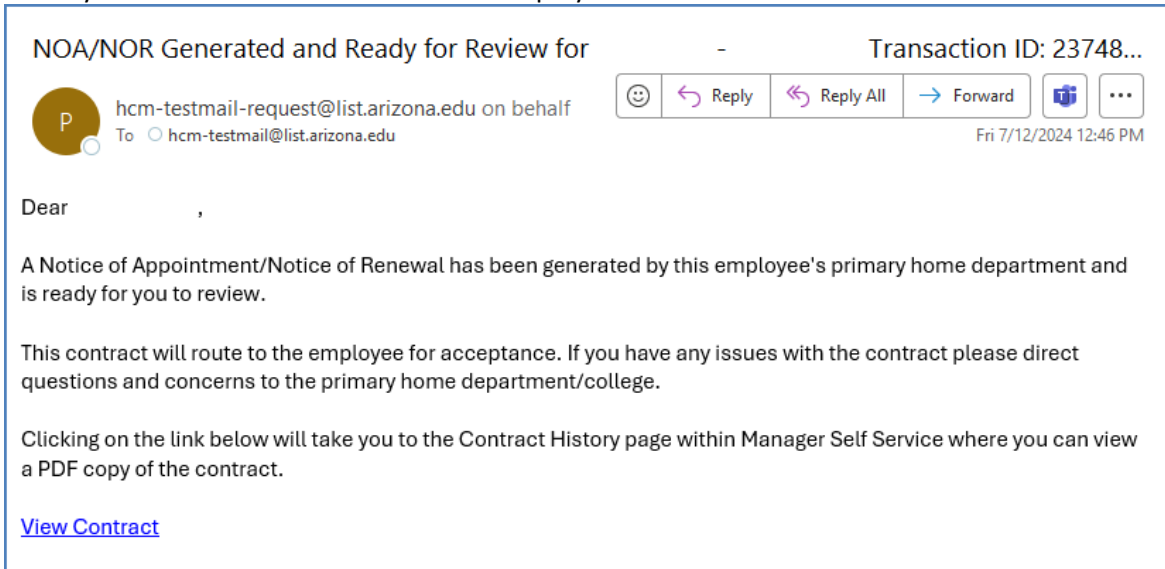
Situation #1 - If the college has sent the contract directly to employee the following email will be sent to the HR Department Approvers.

- The employee's Name and EMPLID will appear in the subject line.
- Clicking on 'View Contract' will take the HR Department Approver directly to the 'Contract History' page where they can view the contract sent to the employee.



Situation # 2 - If the primary college has sent a contract to an employee who holds another position, the secondary department will receive the following email:

- The employee's Name and EmplID will appear in the subject line.
- Clicking on '**View Contract**' will take the HR Department Approver directly to the 'Contract History' page where they can view the contract sent to the employee.



ERROR/WARNING MESSAGES

The following examples describe error or warning messages a user may encounter when generating or reviewing contract lists.

DEPT DOES NOT HAVE ANY APPROVERS AUTHORIZED (20028,5)

This error displays when a college attempts to send generated to contracts to a department that does not have any HR Department Approvers provisioned for the applicable department. This prevents a list of contracts from moving to the HR Department Approver step. The college may 'Withdraw' the list to allow time for a HR Department Approver to be provisioned and then generate a new list, or the college may select 'Generate Email to Employee' to release the contract to the employee.

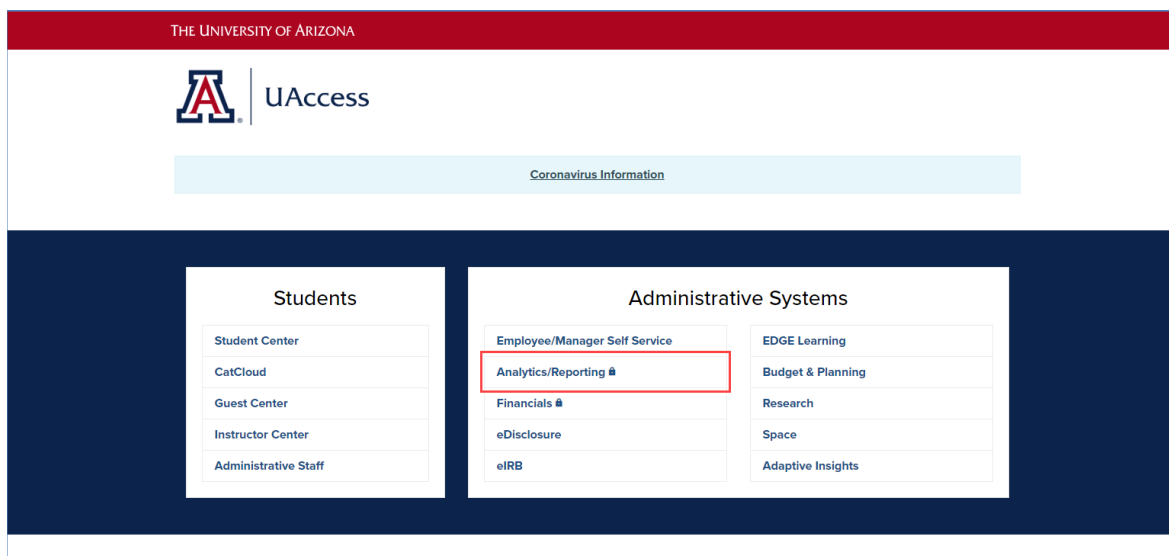


Regardless of which option is selected, the college should follow-up to ensure the department has at least one user provisioned for the HR Department Approver role for contracts.

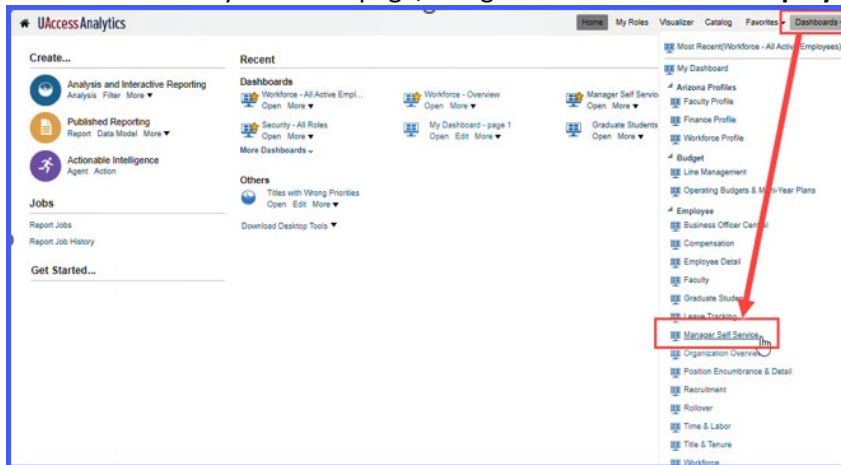
ANALYTICS REPORTS

Additional contract information is available online in UAccess Analytics/Reporting. Please navigate as follows:

1. Go to uaccess.arizona.edu, select 'Analytics/Reporting', and login using your NetID and password.



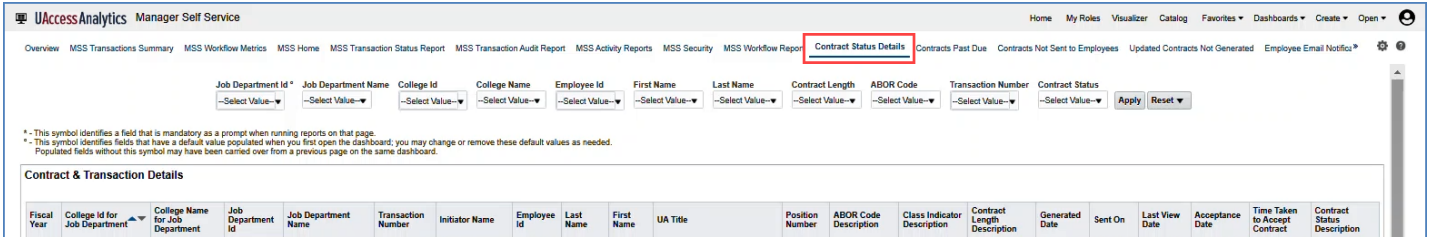
2. From the Analytics home page, navigate to **Dashboards > Employee> Manager Self-Service**



3. Once the 'Manager Self-Service' dashboard, several reports are related to Contracts.

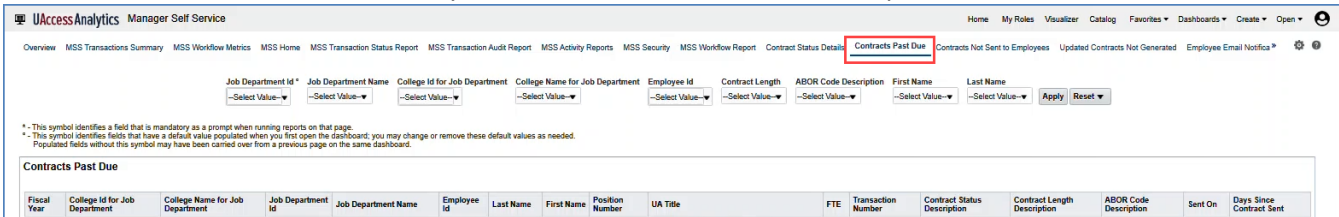
a. Contract Status Details

- i. This report displays the same data as Contract History in UAccess Manager Self-Service.
- ii. Information on the acceptance status and dates are displayed.
- iii. This report is useful to review all contract statuses of contracts already generated.



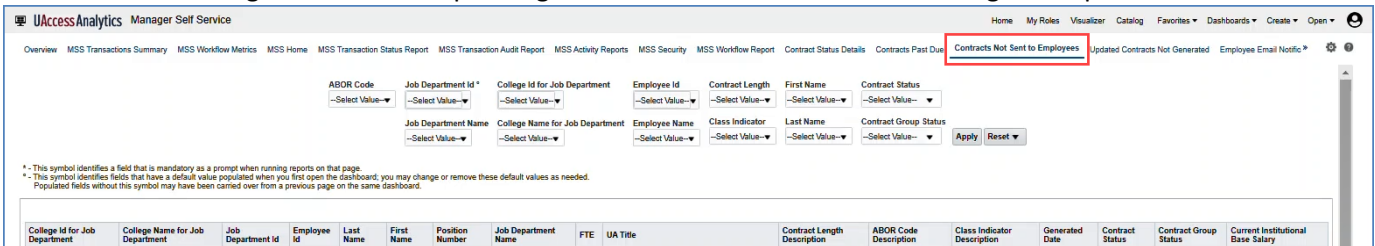
b. Contracts Past Due

- i. Employees will appear on this report if they have received a contract in Employee Self-Service and the contract is 'Waiting for Acceptance.'
- ii. Users will be able to view when the contract was sent to the employee, if the contract was viewed, and how long it has been pending with the employee.
- iii. Employees do not appear on this list until after the 13th day for Fiscal and 29th day for Academic Contract Lengths.
- iv. This report is useful to review periodically to determine if any employees need to be contacted directly to remind them to review and accept their contract.



c. Contracts Not Sent to Employees

- i. Employees on this report have not received a contract in Employee Self-Service for the current fiscal year.
- ii. This report is useful to review periodically to determine which contracts need to be generated or are pending review and action at either the college or department levels.



d. Updated Contracts Not Generated

- i. Employees on this report require a new contract to be generated by their College, either for the new fiscal or academic year or because of a job change requiring a new contract.

The screenshot shows the UAccess Analytics Manager Self Service interface. The top navigation bar includes links for Home, My Roles, Visualizer, Catalog, Favorites, Dashboards, Create, and Open. A red box highlights the 'Updated Contracts Not Generated' filter in the top right corner. Below the navigation bar, there are several search filters: Job Department Id*, College Id for Job, Employee Id, Contract Length Description, Fiscal Year*, Job Department Name, College Name for Job, Employee Name, and ABOR Code Description. The Fiscal Year* dropdown is set to 2025. There are 'Apply' and 'Reset' buttons at the bottom right of the filter section. Below the filters, there is a message: 'No Results' and 'The specified criteria didn't result in any data.' with a 'Refresh' button.

CONTACT INFORMATION

If you are experiencing problems or have questions about the Manager Self-Service Contract Administration, please contact Workforce Systems at employeeselfservice@arizona.edu or 520-621-3664.