Grad NOA Contract Generation

THE UNIVERSITY OF ARIZONA
Human Resources

QUESTIONS?
WORKFORCE SYSTEMS
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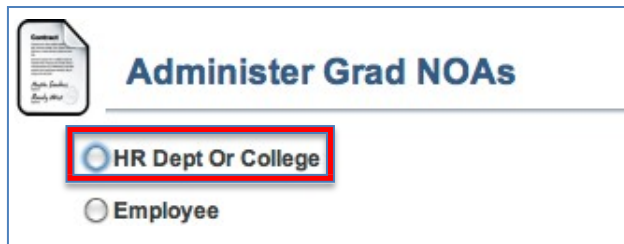## 1.0 GENERATING GRAD NOA LIST

1.1 Administer Grad NOAs

Navigation Path: Manager Self Service > Utilities > NOA Grads > Administer NOAs

- Click **Generate Grad NOA List** radio button

1.2 Select Dept/College or Employee List Option

- Click **HR Dept or College** radio button

1.3 Department/College Search

1. Set Contract Length
   - The drop down lists Fiscal, Academic and blank contract lengths as selection options. If left blank, all contract lengths appear in the results
2. The **Include Pending Contracts** is unchecked by default.
   - Contracts "*pending*" with HR Department/College Approvers and the Employee will be displayed if the "Include Pending Contracts" box is checked.
3. A new NOA cannot be submitted if one is already pending with the same department generating the list—only one Grad NOA can be pending for an employee/department combination at a time. If an employee has multiple jobs, Grad NOAs can be submitted/pending for the two departments at a time.

4. Enter Department number
   - Multiple departments can be selected by clicking on the "+" sign
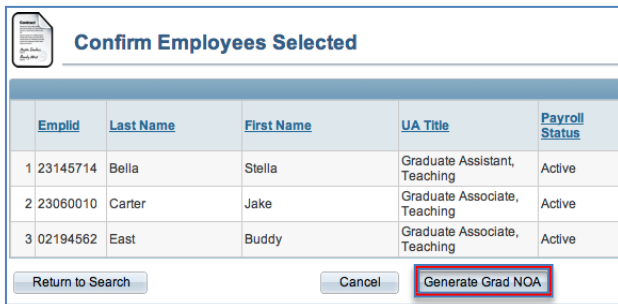5. Click the **Search** button

1.4 Select Employees

1. Click the **Select** check box next to employee(s) name

   Employees can be selected individually or the entire list can be picked by clicking on the **Select All** option.

2. Click the **Continue** button

   The "Termination Pending" column will display a date if a MSS Termination request is pending and a Grad NOA generation will not be allowed.

1.5 Generate Grad NOAs

1. Click **Generate Grad NOA** button
   - A list of the individual(s) selected in the previous page is displayed to allow the user to confirm the results.
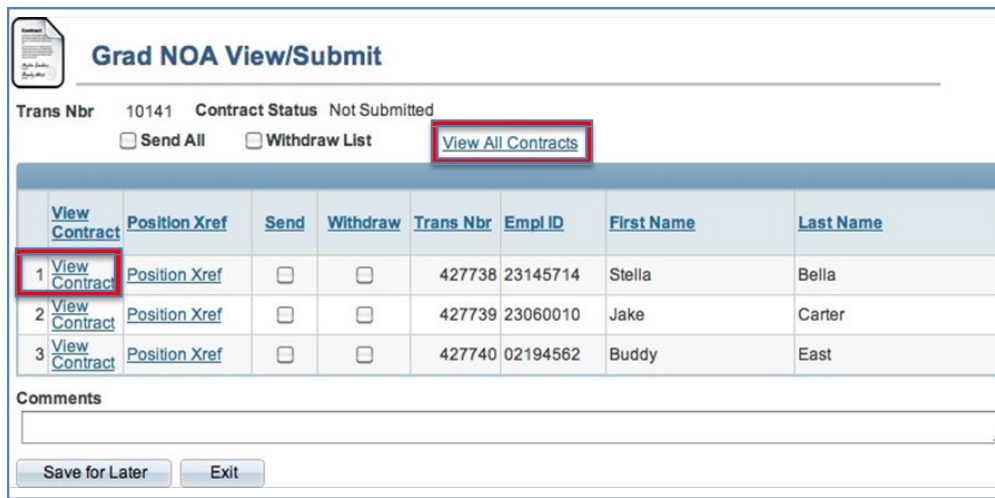
1.6 Grad NOA Contract View/Submit

1. Click **View Contract** link to view each contract generated individually.
   - Click on the **View All Contracts** link to display all contracts generated in the same file.

2. Select **Send** or **Withdraw** check boxes for each employee listed.
   - The **"Submit"** button is invisible until All rows have a "Send" or "Withdraw" box checked ("Withdraw All" button appears when all Withdraw boxes are checked)
   - The difference between the "Withdraw List" check box and "Withdraw All" button is that the "Withdraw All" button allows the user to mark all records and deselect a few in order to send partial list to a limited number of individuals from a long list—the "Withdraw List" cancels all contracts generated.
   - You may select "Save for Later". The saved list can be accessed using the "Return to Work in Progress" radio button in the Administer Grad NOA page. The System time out will act as a "Save for Later" transaction—this feature is only available after the Grad NOAs are generated.

3. Click **Submit**
   - The "Email Sent to Grad" values will only populate upon "Submit" if the last approver generated the list. Otherwise, the transaction routes for approval.
   - An email will be sent to the Grad automatically upon final approval step—by either HR Dept or College depending on roles provisioned.

2.0 GENERATE INDIVIDUAL GRAD NOAs

2.1 Administer Grad NOAs
Navigation Path: Manager Self Service > Utilities > NOA Grads > Administer NOAs

1. Click **Generate Grad NOA List** radio button
2. Select **Employee** radio button
3. Enter EmplID
   - The initiator may select one or more employees by using the "+" sign
   - Emplid - The magnifying glass next to the Emplid allows the user to search for an employee by First Name, Last Name and Name (last name, first name)
4. Click the **Search** button
5. Click the **Select** check box next to desired employee(s)
   - The individual(s) selected in the previous page is displayed to allow the user to confirm the results of the search, and to select the appropriate row if the individual is employed for more than one department.
   - Employees can be selected individually or the entire list can be picked by clicking on the "Select All" option.
6. Click the **Continue** button
   - The "Termination Pending" column will display a date if MSS Termination request is pending and Grad NOA generation will not be allowed.
7. Click **Generate Grad NOA** button
   - A list of the individual(s) selected in the previous page is displayed to allow the user to confirm the results.
8. Click **View Contract** link to view each contract (or use "View All Contracts")
9. Select **Send** or **Withdraw** check boxes for each employee listed
   - The "Submit" button is visible until All rows have a "Send" or "Withdraw" box checked ("Withdraw All" button appears when all Withdraw boxes are checked)
10. Click **Submit**
    - The "Email Sent to Grad" and "Send Date/Time" values will only populate upon "Submit" if the last approver generated the list. Otherwise, the transaction routes for approval.
    - An email will be sent to the Grad automatically upon final approval step—by either HR dept or College depending on roles provisioned.

3.0 MSS APPROVAL PAGELET

Approvals can be managed through the MSS approval pagelet or by navigating directly to the Manage Grad NOA page. (Manager Self Service > Utilities > NOA Grads > Manage NOAs)

4.0 MANAGE GRAD HOLDS

HR Department/ College Division Approvers will be able to place an administrative hold on either individual Grad NOAs or NOAs for entire departments. Once on hold, this will exclude grads from ALL NOA Generation Processes.

Navigation: Manager Self Service > Utilities > NOA Grads > Administer NOAs

1. Select the **Manage Grad NOA Holds** radio button

2. Enter Department number (or GA EmplID)
   - Users can only search for employees within departments for which they are provisioned; therefore, the list returned using the magnifying glass will be limited to those departments.
3. Click **Display Holds Only** check box to manage records previously placed on hold or leave the box unchecked to display the entire department list.
4. Click **Search** button

5. Click the **Apply Hold** or **Remove Hold** check box next to desired employee(s)
6. Click the **Continue** button
   - The "Continue" button is not visible unless at least one employee row is marked as "Apply Hold" or "Remove Hold."

7. Click the **Submit** button
   - Applying a hold flag will update following values:
     - ○ Change "Hold Status" to Yes.
     - ○ Update "Held by" with name of the user who placed the hold.
     - ○ "Hold Date" will be updated in table. Removing a hold flag will update following values:
       - • Change "Hold Status" to No
       - • "Held By" field will be blank
       - • "Hold Date" field will be blank.

5.0 MANAGE GRAD NOAs

The "Manage Grad NOAs" page allows users with a College Division or HR Department Approver role to view Grad NOA lists or individual transactions that have been submitted. (NOAs that have been generated but not submitted cannot be viewed through this path.

Navigation Path: Manager Self Service > Utilities > NOA Grads > Manage NOAs

- • The Manage Grad NOA search allows the initiator to open and withdraw a transaction list or a Grad NOA from an Employee Self Service page.
- • Anyone with the Position Cross Reference role can access the "Manage Grad NOAs" page
- • "Search by List" or "Search by Employee" are the available options

5.1 Manage Grad NOA List

Approvers can navigate to the "Manage Grad NOA List" to approve or deny an individual GA or Grad NOA List

- The approver will either "Approve All," "Deny All," "Mark for Approval" or "Mark for Denial"
- Approvers have the ability to approve or deny partial lists—the remaining records that were not selected will remain on this list until one of the actions is taken.
- Only the approver will have the ability to approve the transactions for which they are provisioned.
- Note: Set the Grad NOA Status to "Submitted For Approval"
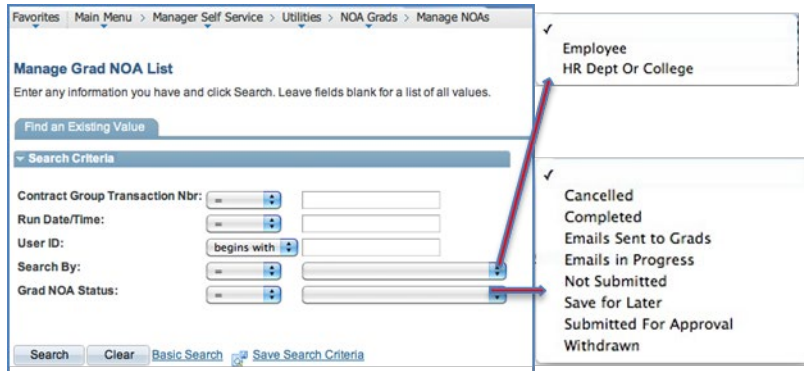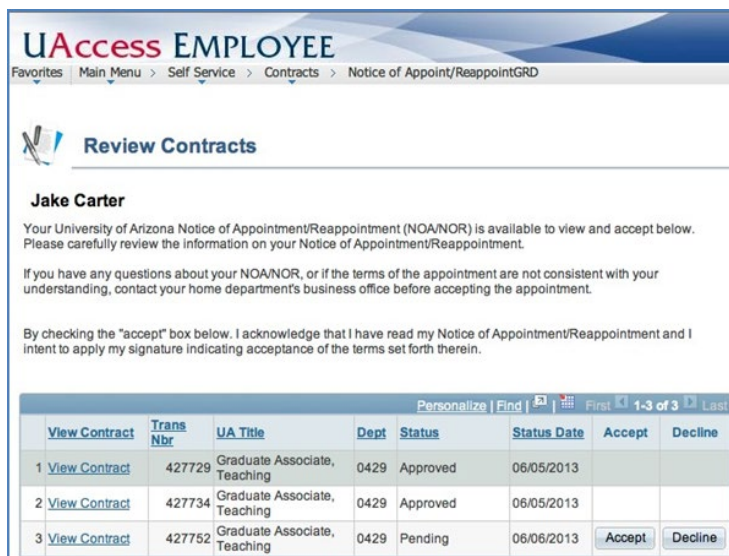

5.2 Manage Individual Grad NOA Transactions
Approvers can approve or deny single Grad NOA transactions using the "Manage Grad NOA Page"

6.0 SELF SERVICE

- The Grad Asst/Assoc (GA) will receive an email when the NOA is ready for their acceptance.
- The GA must click on the **View Contract** link in order to select the "Accept" or "Decline" button.

7.0 REVISION HISTORY

Document Contributors

Contributors	Department
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Change Control Log

Version	Date	Description of Change	Contributor
1.0.0	8/12/2013	Initial Publication	PRis Cantu, Abbie Montenegro
1.0.1	6/20/2018	Design updates	Shannon Hartsuck
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