This document contains detailed instructions for the New Hire WorkCenter. The New Hire WorkCenter includes online forms new employees must complete and/or acknowledge on or before their first day of employment.
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Welcome to the University of Arizona! The following instructions provide a step-by-step guide to help you navigate through New Hire activities that require your attention on or before your first day of employment.

**New Hire Emails**
You will receive 2 messages from Human Resources that include:
- Your Emplid (message 1 of 2)
- Your PIN and a link for creating a NetID (message 2 of 2)

You will receive a third email from UAccess-employee that includes:
- A link to the New Employee Work Center

**The NetId steps should be completed before advancing to the third email.**

**Emplid Email**
The Emplid is included in the “Important University of Arizona Account Information (1 of 2)"
- The Emplid in this email will be used to establish a NetID

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**Pin Email and NetId Link**
A Pin number and instructions for creating a NetId and email account are included in the “Important University of Arizona Account Information (2 of 2)” message.
- Copy and paste [https://netid.arizona.edu](https://netid.arizona.edu) into an internet browser
  - This link will provide direct access to the “UA NetID” page on the UITS website

**Note:** Keep your Emplid and Pin number handy—you will be entering them in the next step of the process.
NetID Instructions

- Click on the “Create UA NetID” link on the left side of the page
  - You may create a University of Arizona email account from this page once you have established a NetID
- Select the “UA Employee (Faculty, Staff, Appointed)” radio button
- Click on the “Next” button and follow the instructions provided on the screen
Return to Personal Email

Once a NetId is established, return to your personal email and complete the final steps below.

The last email includes a link to a “New Employee Work Center” which contains electronic documents requiring your attention on or before your first day of employment.

- Click on the link provided in the “University of Arizona New Hire **Time Sensitive Information**” email (section outlined below)

UAccess Employee – Login

The email link will activate the UAccess Employee authentication window (see below)

- Enter NetID and Password

New Employee Work Center Window

The “New Employee Work Center” window will open and display a list of Pending Hire Activities

- The tasks listed with a check mark in the “Required” box must be completed, submitted and/or accepted in order for your New Hire relationship with the University to be officially recorded in the UAccess Employee system.

Note: if the New Employee Work Center does not expand as displayed below—click on the “More” button on the bottom right side of the Activity box and select the “New Employee Work Center” option.
Note: The web browser pop-up blocker may have to be turned off to access the “View Agreement” and “Enter Personal Info”

- Perform an internet “help” search to learn how to turn off “pop-ups” within your specific browser if documents are not activated when the links are clicked.

Background Consent

The “Background Consent” link appears on the New Hire Work Center, and is omitted for Graduate Assistant/Associate and Student employees whose jobs are not considered security sensitive.

1. Click on the “Background Consent” link
2. Click on the “View Consent Form” link

The “Background Screening Consent Form” will open in a separate window

Note: The “Accept” button is not activated until the consent form is viewed

- Carefully review the form
- Close the window after you have read the information
The view will return to the main Consent Form page

3. Click the “Accept” button
**Background Disclosure**

The “Background Disclosure” link appears on the “Pending Hire Activities” menu, and is omitted for Graduate Assistant/Associate and Student employees whose jobs are not considered security sensitive.

1. Click on the “Background Disclosure” link
2. Click on the “Complete Disclosure” link

**Please do not click on the “View Disclosure Form” link until after you have completed and saved the Disclosure form (next step).**

The “Background Screening Form” will appear on the Work Center frame.

- Complete the Home Address, Driver’s License and Additional Information sections
  - Click on the “Edit Address” links to add your address information
  - Click on the “Save” button

**Note: Clicking on the “Exit” button will not save updated information**
The right side of the Work Center will return to the main “Background Screening Disclosure Form” page

3. Click on the “View Disclosure Form” link

The Disclosure form will appear in a separate window

- Review the completed form
- Close the window
The main page of the Disclosure form will appear

4. Click on the “Submit” button

Once submitted, you will have the ability to view and print the signed disclosure form by clicking on the “View Signed Disclosure Form” link

Finger Print Notice

The “Finger Print Notice” link will appear if you are hired into a security sensitive position

- Carefully review the information
- Click on the “Acknowledge” button
The “Personal Information” form is required before proceeding to the “Loyalty Oath” step.

- Click on the “Update Personal Information” Link in the “Pending Hire Activities” menu

The “New Hire Personal Information” form will appear on the right side of the Work Center page.

- Carefully review and update the “Personal Data”, “Contact Information” and “Additional Information” sections

- Click on the “Edit Address” link to add your home/mailing address information

- Carefully read and respond to all of the questions in the “Additional Information” section
- Read the “Acknowledgement”
- Click on the “Save” button
Note: Completed information will not be retained if you exit the form without clicking the “Save” button.

The “Personal Information” form will continue to appear on the right side of the screen.

- The refresh button on the upper right hand corner of the “New Employee Work Center” frame may be clicked to update the “Done” flags to reflect activities that have been completed.

Important!!! If you receive the “Save Warning” message after you have clicked on the “Save” button, click on “Cancel” to continue to the next selection.

Loyalty Oath
The “Loyalty Oath” link appears on the “Pending Hire Activities” menu, and is omitted for Non-Citizens
1. Click on the “Loyalty Oath” link
2. Click on the “View Loyalty Oath” link
The “Loyalty Oath” will open in a separate window

- Carefully review the form
- Close the window after you have read the information

The view will return to the main Loyalty Oath page

3. Click the “Accept” button
**Ethnicity (Optional)**

The “Ethnicity” link appears on the “Pending Hire Activities” menu. To voluntarily respond to the Ethnicity questions:

- Click on the “Ethnicity” link
- Enter your responses to the questions on the right side of the Work Center page
- Click on the “Save” button

A “Save” confirmation will appear on the right side of the Work Center page

- Click “OK”
The saved form will re-appear on the right side of the Work Center page

- The refresh button on the upper right hand corner of the "New Employee Work Center" frame may be clicked to update the "Done" flags to reflect activities that have been completed.

**Emergency Contacts**

Completing the “Emergency Contacts” is the final step of the “Pending Hire Activities”

- Click on the “Update Emergency Contacts” link
- Click” on the “Add an Emergency Contact” button on the right side of the Work Center page
The “Emergency Contact Detail” form will appear on the right side of the Work Center page

- Complete the form
- Click on the “Save” button

A “Save” confirmation will appear on the right side of the Work Center page

- Click “OK”
- Click the refresh button on the upper right hand corner of the “New Employee Work Center” frame to update the “Done” flags to verify all required activities have been completed.