



# GETTING TO KNOW U

News and Information for New Employees

OCTOBER 2009



**Success Stories**

Employee Spotlight: Chris Kovitz



**Did You Know?**

Microsoft software now available free to qualified UA employees



**New to the Neighborhood**

The Tour de Tucson is around the corner!



**HR Update**

Introducing the UA Talent Network – a UA internal, temporary employment service



**Tech Security Tip**

Security Concerns Regarding Peer to Peer (P2P) File Sharing

**HR Events/Training**

« October 2009 »

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**The Mosaic Project and How It Affects You**

*Kay Stevens Beasock*

*Manager, Organizational Communications*

*University Information Technology Services*



On September 28th, 2009 The University of Arizona implemented a new Human Resources system, UAccess Employee, that includes payroll, time recording, benefit administration, employee and position information and self service components. This system replaces the legacy systems including PSOS (a payroll system), Employee Link (a self service system) and some automated time recording systems (ARL and ETS). Employees received their first pay check from the new system on the regular payday of Friday October 9, 2009. So how does this affect you?

**Time Reporting**

With the introduction of the UAccess Employee system, many employees began using a new automated time reporting system. There are two categories of employees: nonexempt and exempt. Nonexempt employees are eligible to earn overtime and are considered "positive time reporters" (e.g., students, part-time employees, full-time nonexempt employees) and enter their daily hours on-line. Exempt

Pay day schedules have not changed as a result of this new system but the paycheck format has changed.

**Changes in the Paystub**

Pay stubs have a new format. See a view with explanations about the various sections at "[view paystub](#)".

If you have questions about the new UAccess Employee system, your pay or information on your paystub, please call the 24/7 IT Support Center at 520-626-8324 or via email at [The247@arizona.edu](mailto:The247@arizona.edu).

**Centrally Printed Paycheck Advices for Direct Deposit Paychecks Discontinued**

Beginning with the October 9, 2009, paycheck, employees using direct deposit for their paychecks received their paycheck information using the new UAccess Employee Self Service. In alignment with the campus sustainability initiative, paper deposit advices will no longer be printed or distributed. The new electronic advices include many enhanced features, such as reporting all employer contributions to voluntary and mandatory benefits. Employees may print paycheck advices at any time, and will be able to refer to paycheck history beginning with the October 9, 2009 paycheck using

employees are not eligible for overtime and are considered "exception time reporters" (e.g., graduate students, full-time and part-time faculty, full-time appointed personnel, full-time exempt classified staff) and report only non-work time such as vacation or sick leave hours used. Exempt employees who do not have exception time to report in a pay period will not need to enter the timekeeping system unless a "presence at work" confirmation is required by their department.

One major difference with this new system, besides being automated, is that nonexempt employees (positive time reporters) must enter their time to be paid. If time is not entered for the pay period, pay will not be processed.

Some areas such as Residential Life, Facilities Management, Student Union, Rec Center, Library and Facilities Design and Construction will continue using existing automated timekeeping systems that will interface with the UAccess Employee system.

Employee Self-Service in the UAccess Employee system.

Employees using direct deposit will receive an email each payday reminding them to check UAccess Employee to review the most recent paycheck advice online.

Signing up for direct deposit is fast and simple. You can sign up for Direct Deposit on [UAccess Employee](#).

1. Log in to UAccess Employee with your UA NetID and password
2. Select "Self Service"
3. Select "Payroll & Compensation"
4. Select "Direct Deposit"
5. Call 520-621-9097 if you require assistance.

*You will need your financial institution account number and routing number*

### **More Information to help you prepare for UAccess Employee!**

#### [UAccess Employee Go Live Information](#)

#### [Register Now for Mosaic UAccess Employee \(Human Resources\) End-User Training!](#)

#### [Support During Go Live and Beyond: Learn how you can get support during and after Go Live!](#)

#### [Internet Browser Use with UAccess Employee: Will your browser work with UAccess Employee?](#)

**Employee ID (PSOS EID) and Student ID (SIS SID) Being Replaced:** The Employee ID (PSOS EID) and Student ID (SIS SID) are being replaced by a new common identifier, the PeopleSoft EmplID.

### **One Last Thing**

If you're looking for a good scare this Halloween season, be sure to check out [Nightfall](#) at Old Tucson



Studios. The show runs the entire month of October.

Call 520-883-0100 for more information.

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