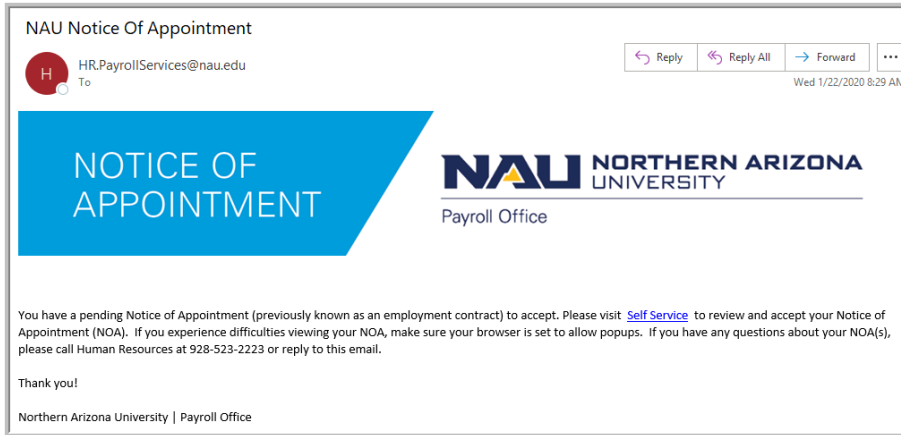


# Notice of Appointment (NOA) Employee Instructions

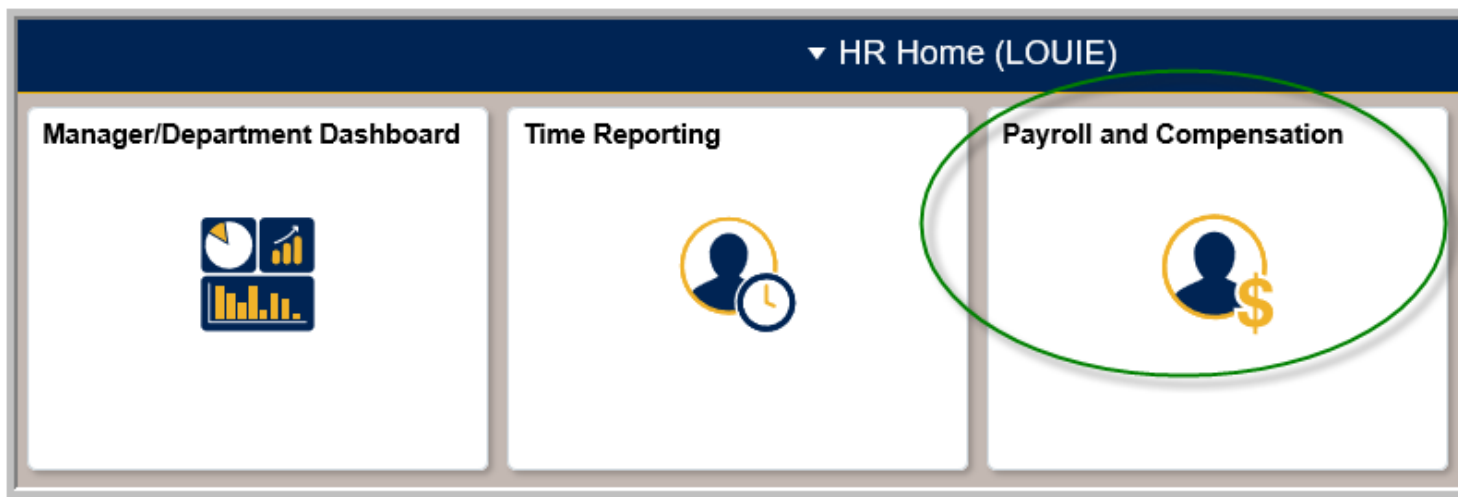
Updated 3/17/2022

Employees will receive an email when the Payroll Office releases an NOA. Click on the Self Service link in the email or navigate to Self Service > Payroll and Compensation > NOA Review & Accept to Review and Accept your NOA. Follow the clicks in the screenshots below to complete the process.

## NOA Email



## HR Home (LOUIE) – Payroll and Compensation




# NOA Review & Accept

- Pay
- View Leave Balances
- Direct Deposit
- NOA Review & Accept
- NOA View History
- A-4 Tax Information

Notice of Appointment Accept
New Window

Displaying current NOAs for Employee ID 2656539

Dept ID	Department	Effective Date	Sequence	Empl ID	Last Name	First Name	Appointment Type	Employee Type	Release Date	Review	Accept
1 30600	VP Human Resources	07/01/2022	0				BASE	SPF	03/17/2022	Review	Accept



## NORTHERN ARIZONA UNIVERSITY

**NOTICE OF APPOINTMENT – SERVICE PROFESSIONAL**

**Release Date:**  
[Redacted]

**Employee ID:** [Redacted]  
**Department:** 70200 - University Budget Office

You are hereby offered an appointment as  
**BUDGET ADMINISTRATOR**  
 for **Initial Appointment Period:** July 1, 2018 through December 31, 2018  
 for **Second Appointment Period:** January 1, 2019 through June 30, 2019  
 at the rate of \$ **45,300.00** Per Fiscal Year


By accepting this appointment, you agree that you are subject to and shall comply with any and all federal, state, or local laws and any and all policies and procedures of this University and the Arizona Board of Regents ("ABOR") related to your employment, including but not limited to the Conditions of Service for Service Professionals (ABOR 6-303 et seq.) and the Code of Conduct (ABOR 5-301). ABOR Policy 6-303 is incorporated by this reference as though fully set forth herein, and acceptance of this appointment constitutes recognition by you that that Policy and those Conditions constitute conditions of your employment.

If you have also received and executed a letter of offer for this position, that document and this notice of appointment together constitute your full and complete contract. The terms of your letter of offer are incorporated by this reference as though fully set forth herein. In the event of a conflict between your letter of offer and this notice of appointment, the terms of this notice of appointment shall control.


**THIS APPOINTMENT IS SUBJECT TO THE FOLLOWING ADDITIONAL CONDITIONS:**

IF YOU ARE PROVIDED A NOTICE OF NON-RENEWAL UNDER THE APPLICABLE ABOR POLICY DURING YOUR INITIAL APPOINTMENT PERIOD, THEN SUCH NOTICE WILL SERVE TO NULLIFY YOUR SECONDARY APPOINTMENT PERIOD. IF, ALTERNATIVELY, YOU DO NOT RECEIVE NOTICE OF NON-RENEWAL UNTIL YOUR SECONDARY APPOINTMENT PERIOD HAS BEGUN, THE SECONDARY APPOINTMENT PERIOD WILL TAKE EFFECT, WILL CONTINUE THROUGH THE ENDING DATE INDICATED ON YOUR SECONDARY APPOINTMENT PERIOD, AND NO NEW NOTICE OF APPOINTMENT WILL BE ISSUED. YOU ARE ALSO ENTITLED TO RECEIVE NOTIFICATION OF NON-RENEWAL (BY THE PRESIDENT OR THE PRESIDENT'S DESIGNEE) AT LEAST NINETY (90) DAYS PRIOR TO THE END OF THE THEN-OCCURRING APPOINTMENT PERIOD (I.E., INITIAL OR SECONDARY). IF YOU ARE PROVIDED WITH FEWER THAN NINETY (90) DAYS NOTICE, YOU WILL BE ENTITLED TO CONTINUE RECEIVING SALARY FOR ONLY NINETY (90) DAYS FROM THE DATE YOU ARE ACTUALLY NOTIFIED, SHOULD NAU FAIL TO PROVIDE NINETY (90) DAYS NOTICE, YOUR APPOINTMENT IS NOT AUTOMATICALLY RENEWED.

Please accept this notice no later than 14 days after the release date above.

Sincerely,  
  
 Rita Cheng, President

As a result of your electronic acceptance of this Notice of Appointment you agree to comply with all of the terms set forth herein.

Accepted: PENDING EMPLOYEE ACCEPTANCE 

Pay

View Leave Balances

Direct Deposit

**NOA Review & Accept**

NOA View History

A-4 Tax Information

W-4 Tax Information

Tax Forms W-2

Out of State Tax

Annual Fund Contributions

Notice of Appointment Accept

Displaying current NOAs for Employee ID 2656539

Dept ID	Department	Effective Date	Sequence	Empl ID	Last Name	First Name	Appointment Type	Employee Type	Release Date	Review	Accept
1.30600	VP Human Resources	07/01/2022	0				BASE	SPF	03/17/2022	Review	Accept

Personalize | Find | First 1 of 1 Last

Notice of Appointment Signature

By clicking the "OK" button, you hereby acknowledge that you have reviewed the Notice of Appointment and hereby electronically sign and accept the Notice of Appointment and agree to all of the terms set forth therein. (0,0)

OK Cancel

Pay

View Leave Balances

Direct Deposit

**NOA Review & Accept**

NOA View History

A-4 Tax Information

W-4 Tax Information

Tax Forms W-2/1095c

Out of State Tax Information

Annual Fund Contributions

Notice of Appointment Accept

There are no NOAs waiting to be accepted by Employee ID . Please visit NOA View History to view NOAs that have been accepted.

Your NOA has been accepted. Please visit NOA View History to view (and if you wish, print) your NOA. (0,0)

OK

# HR Home (LOUIE) – Payroll and Compensation – NOA View History



NAU Payroll and Compensation

Notice of Appointment History

Displaying all accepted NOAs for Employee ID 2656539

Dept ID	Department	Effective Date	Sequence	Empl ID	Last Name	First Name	Appointment Type	Employee Type	Released	Accepted	View
1 30600	Human Resources	07/01/2021	0				BASE	SPF	09/16/2021	09/16/2021 3:54:27PM	View

Navigation: Personalize | Find | 1 of 1 | First | Last

Buttons: Pay, View Leave Balances, Direct Deposit, NOA Review & Accept, **NOA View History**, A-4 Tax Information, W-4 Tax Information

**NOTICE OF APPOINTMENT – SERVICE PROFESSIONAL**

Release Date:

Employee ID: [REDACTED]  
Department: 70200 - University Budget Office

You are hereby offered an appointment as  
**BUDGET ADMINISTRATOR**  
for Initial Appointment Period: July 1, 2018 through December 31, 2018  
Second Appointment Period: January 1, 2019 through June 30, 2019  
at the rate of \$ 45,340.00 Per Fiscal Year

By accepting this appointment, you agree that you are subject to and shall comply with any and all federal, state, or local laws and any and all policies and procedures of this University and the Arizona Board of Regents ("ABOR") related to your employment, including but not limited to the Conditions of Service for Service Professionals (ABOR 6-303 et seq.) and the Code of Conduct (ABOR 5-301). ABOR Policy 6-303 is incorporated by this reference as though fully set forth herein, and acceptance of this appointment constitutes recognition by you that that Policy and those Conditions constitute conditions of your employment.


If you have also received and executed a letter of offer for this position, that document and this notice of appointment together constitute your full and complete contract. The terms of your letter of offer are incorporated by this reference as though fully set forth herein. In the event of a conflict between your letter of offer and this notice of appointment, the terms of this notice of appointment shall control.

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Please accept this notice no later than 14 days after the release date above.

Sincerely,

  
Rita Cheng, President

As a result of your electronic acceptance of this Notice of Appointment you agree to comply with all of the terms set forth herein.

Accepted: January 9, 2018 10:36:12 by [REDACTED] 

## Troubleshooting

If nothing displays when you try to Review your NOA, make sure that your browser is not blocking popups. You can also try clearing cache/cookies in your browser or trying a different browser.

If you have any questions, please contact the Payroll Office at 928-523-2223 or email us at [HR.PayrollServices@nau.edu](mailto:HR.PayrollServices@nau.edu) or contact Katherine Kurpierz, Payroll Coordinator at 928-523-6129 or [Katherine.Kurpierz@nau.edu](mailto:Katherine.Kurpierz@nau.edu).