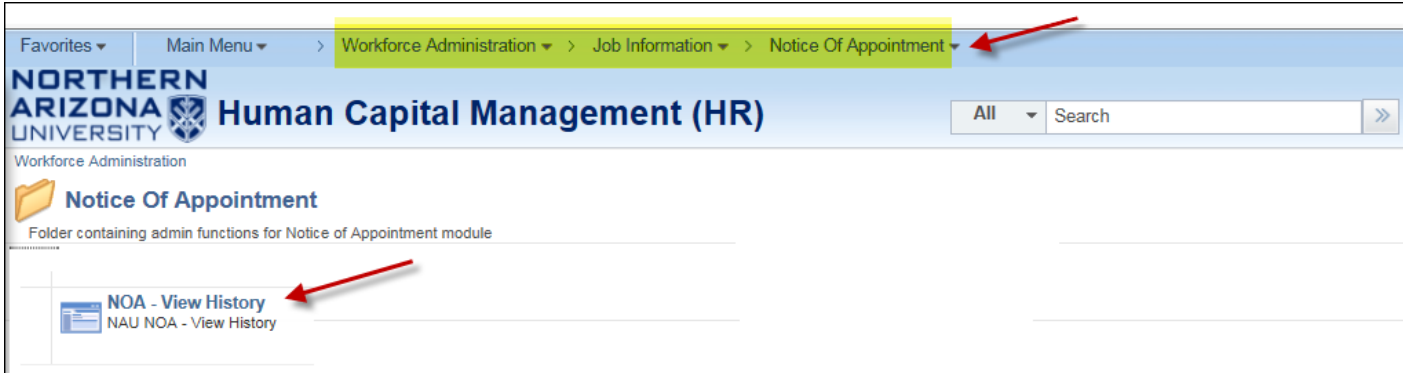


NOA View History

The NAU_HR Business Manager View and NAU_HR NOA View security roles provide access to view released and accepted Notices of Appointment based on your department security. From the Main Menu in Peoplesoft HCM, navigate to Workforce Administration>Job Information>Notice of Appointment>NOA-View History.

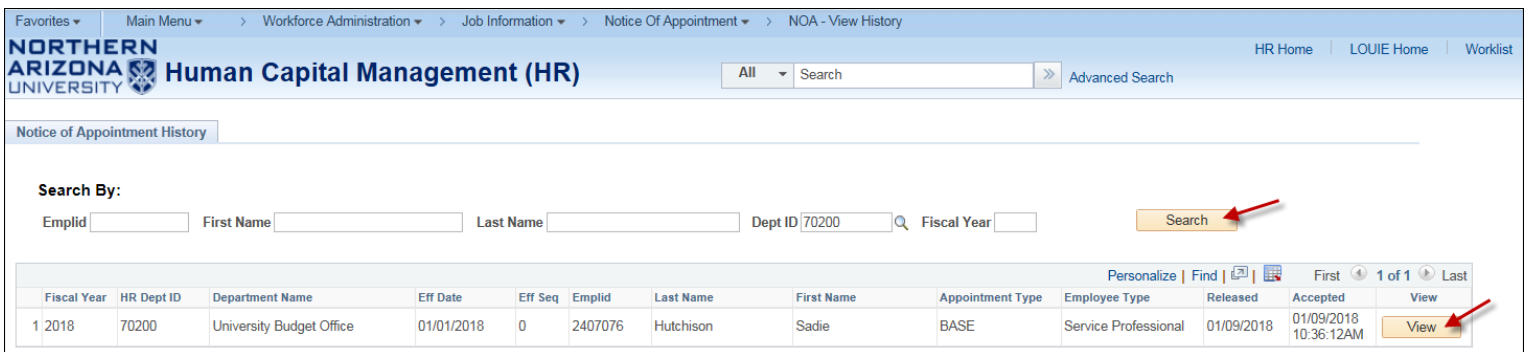


Search Criteria

You can search for NOAs by Employee ID, Employee Name, HR Department ID and/or Fiscal Year. You must select at least one search criterion. Click on column headers to re-sort results. The results can also be exported to Excel. If searching on First and Last Names, enter the full name. Partial names will not return results. **History is only available for NOAs that have been issued beginning in January 2018.**

Vary the sort criteria to:

- View all NOAs for a given employee.
- View NOAs for all employees in your area for a given fiscal year. (All employees can be viewed beginning FY2019).
- Track which employees in your area have not yet accepted their NOA after the May renewals are released.



NOAs that have been released but not yet accepted by the employee will include PENDING EMPLOYEE ACCEPTANCE in the footer. NOAs that have been accepted by the employee will have the electronic signature timestamp in the footer.

NORTHERN ARIZONA UNIVERSITY

NOTICE OF APPOINTMENT – SERVICE PROFESSIONAL

Release Date:

Employee ID:
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 \$ ~~69,340.00~~ 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.

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 

NOTICE OF APPOINTMENT – SERVICE PROFESSIONAL

Release Date:

Employee ID:
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 \$ ~~49,300.00~~ 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.


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THIS APPOINTMENT IS SUBJECT TO THE FOLLOWING ADDITIONAL CONDITIONS:

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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  

Troubleshooting

If nothing displays when you try to View an NOA, make sure that your browser is not blocking popups. You can also try clearing cache/history in your browser.

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