

MEMORANDUM

January 24, 2012

TO: Coordinators for Service Awards

FROM: Human Resources and Office of University Events

RE: Annual Service Awards Luncheon and Retiree Dinner Reception

The University of Arizona will be recognizing employees who have served our institution for 10, 15, 20, 25, 30, 35, 40, or more years. They will be honored at the Annual Service Awards Luncheon and presented with a gift on Thursday, **April 19, 2012**. New retirees will be honored at a private Retiree Dinner Reception, on Thursday, **April 12, 2012**. Both events will be hosted by Eugene G. Sander.

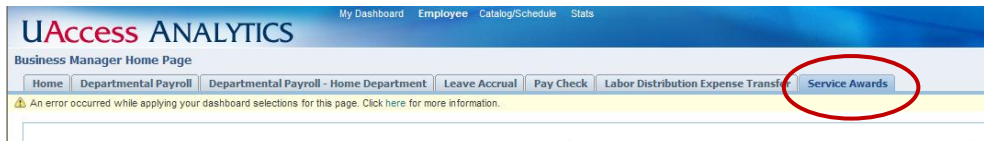
Representatives from the Office of University Events, Human Resources and University Information Technology Services will coordinate the two events. In order to compile the most accurate invitation lists possible, we need current information from your department. Please support the University's efforts by following these instructions to complete the information needed.

NEW INSTRUCTIONS TO ACCESS YOUR REPORTS

- 1) Go to: <http://uaccess.arizona.edu/>
- 2) Click on Analytics/Reporting found under UAccess/Analytics
- 3) Log in using your UA NetID
 - a. There have been problems accessing the report through Internet Explorer, depending on your version, you can also access the reports by using Mozilla Firefox.
- 4) Click on **Employee** and select **Business Manager Home Page**



- 5) Select the **Service Awards** tab.

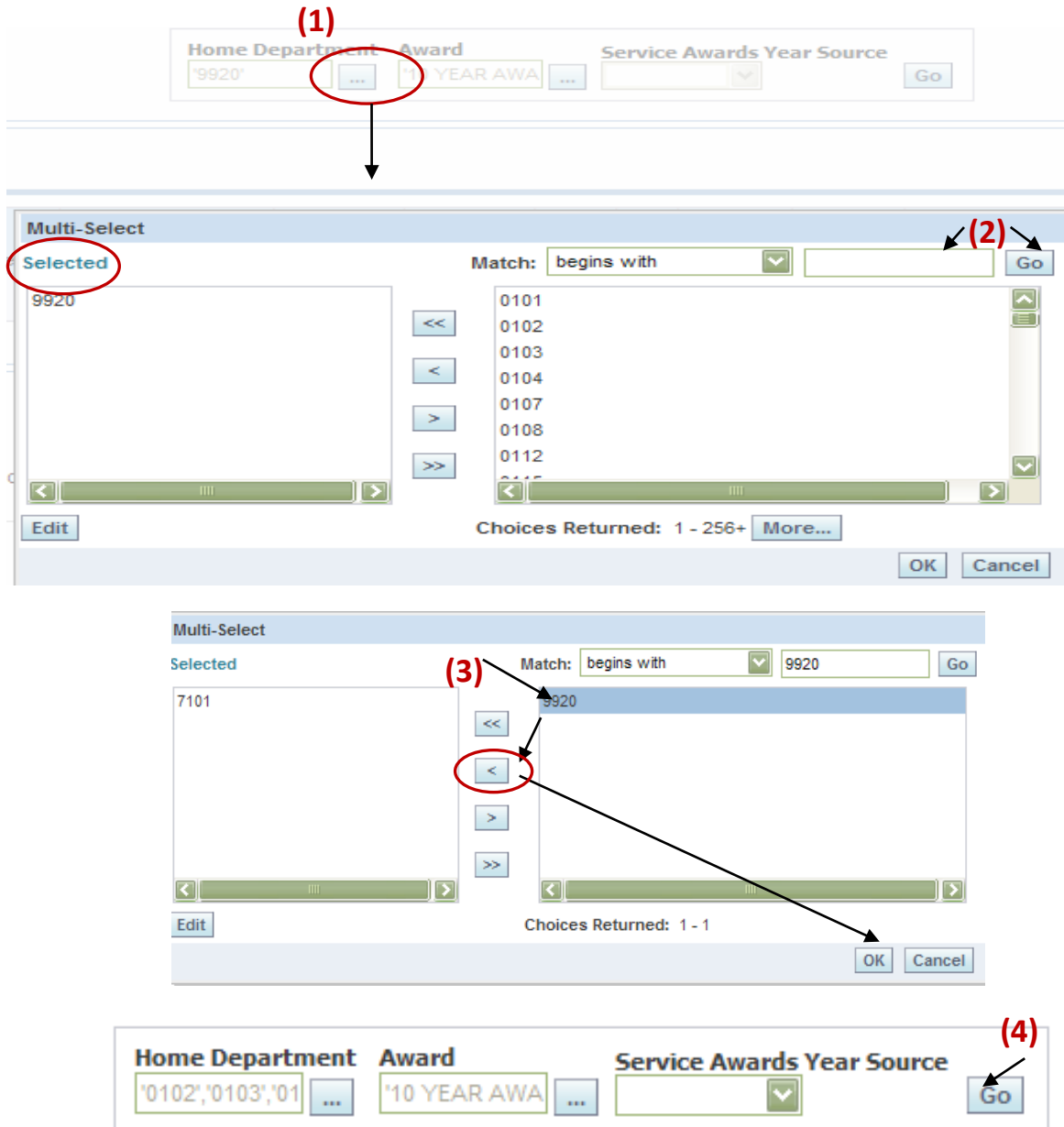


Your department's Service Award information will appear. The information is divided into two sections:

- Service Year Award report
- Service Year Award Retired report

(Please note that the Worksheet for Awards with Break in Service will be emailed to you ONLY if there is an employee in your department who falls under this grouping, otherwise, you will not see it.)

6) If you manage multiple departments, you will need to bring the department numbers into the current reports and worksheet. (1) Click on the Home Department option. (2) Type your department number in the text box and press GO. (3) Select the department number and press the Move “<” button to move the number to the Selected window. Press OK. (4) Once you are in the Service Awards page, remember to press GO so that your added departments are shown in the two reports. If no data is found for that section, a “No Results” prompt will appear.



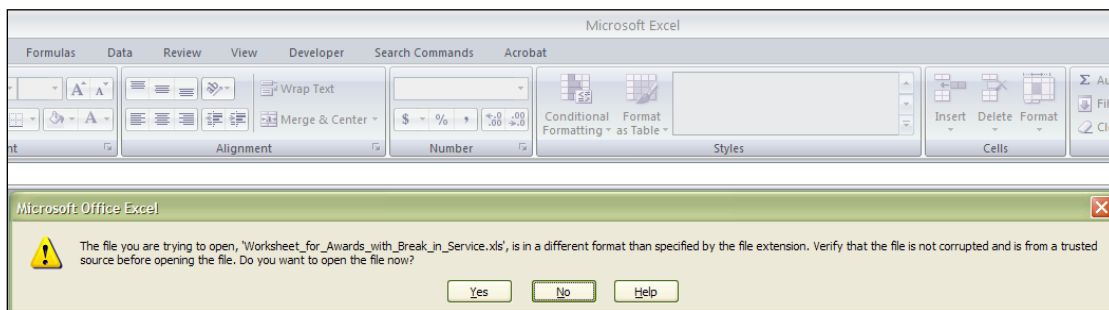
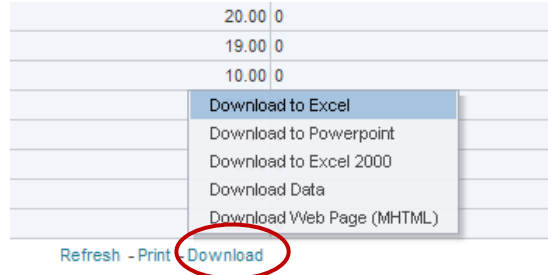
7) The first report, “Service Year Award,” lists employees celebrating their years of service to be invited to the luncheon on Thursday, April 19, 2012.

8) The second report, “Service Year Award Retired,” lists employees who have retired as of January 1, 2011, to be invited to the dinner on Thursday, April 12, 2012.

9) The “Worksheet for Awards with Break in Service” will only be emailed to you if there are employees in your department that have had a break in service and have returned. Please check your records and meet with

employees to establish years for these employees so that we can establish their cumulative years of service. The date will then be recorded by HR Employee Records for future reference.

10) **To make changes to the reports you must download the data.** Each report has the option below it. Download to Excel and either Open or Save. Once in Excel, you may be prompted that the file is in a different format. Click on **Yes**. You will have to download each report individually. Once in Excel, you can combine the reports by moving the selected sheets to one workbook.



- Please type in names of benefits-eligible employees celebrating years of service before **December 31, 2012**, that are not on the list.
- For individuals retiring by **June 30, 2012**, and not appearing on this list, please add his/her name and retirement date.
- Verify the information on the reports.
- If the **Worksheet for Awards with Break in Service** was emailed to you, please make any corrections by adding a separate column with the correct number of years.
- Approve by adding your name, department and telephone number in a row at the bottom of your worksheet. Re-save your Excel file. Please remember to keep copies of your completed work for your records.

11) **Email the spreadsheet to serviceawards@email.arizona.edu. The reports must be emailed to Human Resources by Friday, February 17, 2012.**

For questions regarding eligibility go to http://www.hr.arizona.edu/ua_service_and_retirement_awards or contact Employee Records at serviceawards@email.arizona.edu or 621-5970 or 621-9329.

For questions related to the Service Award Luncheon or the Retiree Dinner, contact the Office for University Events at presrsvp@email.arizona.edu or 621-1438.

Your prompt response qualifies you to win UA Football Tickets!!