How to view and accept your Notice of Appointment (NOA)

As an ASU administrator with a faculty appointment, faculty, or academic professional on a fiscal or academic year appointment, you receive a Notice of Appointment (NOA) every fiscal/academic year that describes the conditions of your employment. You will view your NOA via PeopleSoft and accept it within the database by logging into My ASU and using the Accept and Email button provided on the self-service page (see screen shots and more details below). The Date/Time Stamp along with your USERID will be your electronic signature of your acceptance.

NOTE: Your College/Department may ask you for a hard copy of this acceptance.

View your NOA

Log into My ASU. Click on the Employment tab. You will see a task under you My Tasks in your To DOs list. (You can also click on Notice of Appointment and go directly to the NOA screen.)

NOTE: If you do not see your NOA on My ASU, contact your supervisor as soon as possible.
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Once you click on the Notice of Appointment link, you will see one of the followings messages, depending on your position:

The link will take you to a page within PeopleSoft. If you have received previous NOA letters, a link will be displayed for each year. Select **View NOA** on the 2014 NOA record. If this is your first NOA letter, the 2014 NOA letter will automatically display.
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NOA Selection

Review your available Notice’s below. Select the department and job title you would like to review.

<table>
<thead>
<tr>
<th>NOA Selection</th>
<th>View NOA</th>
<th>Fiscal Year</th>
<th>Department</th>
<th>Job Title</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>View NOA</td>
<td>2014</td>
<td>Sch Elect Compr &amp; Energy Engr</td>
<td>Professor</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>View NOA</td>
<td>2013</td>
<td>Sch Elect Compr &amp; Energy Engr</td>
<td>Professor</td>
<td>Y</td>
<td></td>
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<tr>
<td>View NOA</td>
<td>2012</td>
<td>Sch Elect Compr &amp; Energy Engr</td>
<td>Professor</td>
<td>Y</td>
<td></td>
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<tr>
<td>View NOA</td>
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<td>Sch Elect Compr &amp; Energy Engr</td>
<td>Professor</td>
<td>Y</td>
<td></td>
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<tr>
<td>View NOA</td>
<td>2010</td>
<td>Sch Elect Compr &amp; Energy Engr</td>
<td>Professor</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

Your NOA will default according to your Employment Classification for your job information in PeopleSoft. The information comes from the data that is specified on your position. If you believe you received an incorrect NOA, do not accept the Notice of Appointment. Please work with your supervisor, college or department HR contact or the Dean’s Office to clarify and correct any incorrect information.
The Notice of Appointment Letter

2014 - Notice of Faculty Appointment

Professor

Academic Year Salary
B1735 - The Sanford School
Tenure
For the Academic Year 2013-14:

By accepting this appointment, you agree to comply with rules and regulations of this University and the Arizona Board of Regents relating to your Faculty appointment, including Conditions of Faculty Service, the provisions of the Standards of Conduct for Faculty Members, and the Arizona Board of Regents Intellectual Property Policy, copies of which will be made available upon request. Pursuant to the ABOR Intellectual Property Policy, you will hereby assign to the Arizona Board of Regents for and on behalf of Arizona State University, all rights in intellectual property in which the Arizona Board of Regents claims an ownership interest under its Intellectual Property Policy.

Elizabeth D. Phillips
Executive Vice President and University Provost

By clicking the "Accept and Email" button below, I hereby accept this Notice and agree to comply with the rules, regulations, and conditions of service as identified above.

This Notice will be sent to your ASU email

If you would like a copy of this notice sent to a separate email address, please enter that here:

(Note: The email address you enter here will only be used to provide an additional copy of this notice. The email address on file in your ASU records will not be updated.)

Accept and Email    Notice Accepted    Date
How to view and accept your Notice of Appointment (NOA)

Accept Your NOA
Accept your NOA by clicking on the **Accept and Email** button.

After you accept the NOA, the button will change to **Resend Accepted Notice** and the NOA Accepted Date/Time will be populated. There also will be a check in the **Notice Accepted** checkbox.

Unable to View Your 2014 NOA
If **no matching values were found** or you only see NOA letters from previous years, your 2014 NOA has not been released by your supervisor. Contact your supervisor as soon as possible and retry the Notice of Appointment link **after your 2014 NOA has been released by your supervisor**.

Important Note
To help streamline the process, all **Academic Administrators** will continue to receive **one NOA** that covers their Administrative Appointment and also references their Faculty or Academic Professional Appointment.

Multiple Distinct Jobs
If you are in a status that requires you to accept more than one Notice of Appointment (e.g., two or more distinct jobs), please follow the specific directions as you navigate the online process to ensure that you accept all of your Notices. You will select one Notice to accept the first and then will be directed as to how to accept the other(s).

Incorrect Data
If you believe you received an incorrect NOA, **do not accept the Notice of Appointment**. Instead, please contact your Department Manager. They can work with OHR to fix the data.

For further information, please see the FAQs: [http://cfo.asu.edu/hr-noa](http://cfo.asu.edu/hr-noa)
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View Your Accepted 2014 NOA or NOA from Previous Years

Log into My ASU. To view your accepted 2014 NOA, or NOA’s from previous years, click on the Notice of Appointment link under My Info > My Employment > Payroll. The link will take you to a page within PeopleSoft where your NOA letters will be available.