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**

First, log into My ASU.

If you have the Faculty view, click on the Employment tab. You will see a task under My Tasks in your To DOs list. (You can also click on Notice of Appointment and go directly to the NOA screen—see the instructions on the last page of this document.)
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If you have the Staff view, you will see a task under My Tasks in your To DOs list. (You can also click on Notice of Appointment and go directly to the NOA screen—see the instructions on the last page of this document.)

NOTE: If you have been informed that your NOA is ready to accept and you cannot navigate to it through either the TO DO or through the Notice of Employment link, contact your Business Operations Manager or supervisor as soon as possible.

Once you click on the Notice of Appointment link in your TO DOs, you will see one of the followings messages, depending on your position:
How to view and accept your Notice of Appointment (NOA)

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 NOA record for the upcoming Fiscal Year. If this is your first NOA letter, the NOA letter will automatically display.

**NOA Selection**

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

<table>
<thead>
<tr>
<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>2015</td>
<td>School Of Social Work</td>
<td>Assec Admin Professional FSC</td>
<td>N</td>
</tr>
<tr>
<td>View NOA</td>
<td>2014</td>
<td>School Of Social Work</td>
<td>Assec Admin Professional FSC</td>
<td>Y</td>
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<tr>
<td>View NOA</td>
<td>2013</td>
<td>School Of Social Work</td>
<td>Assec Admin Professional FSC</td>
<td>Y</td>
</tr>
<tr>
<td>View NOA</td>
<td>2012</td>
<td>School Of Social Work</td>
<td>Assec Admin Professional FSC</td>
<td>Y</td>
</tr>
<tr>
<td>View NOA</td>
<td>2011</td>
<td>School Of Social Work</td>
<td>Assec Admin Professional FSC</td>
<td>Y</td>
</tr>
<tr>
<td>View NOA</td>
<td>2010</td>
<td>School Of Social Work</td>
<td>Assec Admin Professional FSC</td>
<td>Y</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.
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The Notice of Appointment Letter

This NOA letter is presented as an example. The actual text of the NOA letter may vary based on the NOA appointment type.
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 2016 NOA
If No matching values were found or you only see NOA letters from previous years, your 2016 NOA has not been released by your supervisor. Contact your supervisor as soon as possible and retry the Notice of Appointment link after your 2016 NOA has been released by your supervisor/BOM.

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 Business Operations Manager. They can work with the Provost’s Office to fix the data.

For further information, please see the frequently asked questions.
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View Your Accepted Current Year NOA or NOA from Previous Years

First, log into My ASU.

If you have the Faculty view, click on the Employment tab. Next, click on the Notice of Appointment link in the My Employment section to view your accepted NOA for the upcoming year, or NOA’s from previous years. The link will take you to the NOA Selection page (see page 3) within PeopleSoft where your NOA letters will be available.

If you have the Staff view, click on the Notice of Appointment link in the My Employment section to view your accepted NOA for the upcoming year, or NOA’s from previous years. The link will take you to the NOA Selection page (see page 3) within PeopleSoft where your NOA letters will be available.