



## Financial Services Office

### Employee Link

**Attention:** On September 28, 2009 UAccess Employee replaced Employee Link.

**Effective Monday, September 21,** 2009, Employee link is no longer available for updates to:

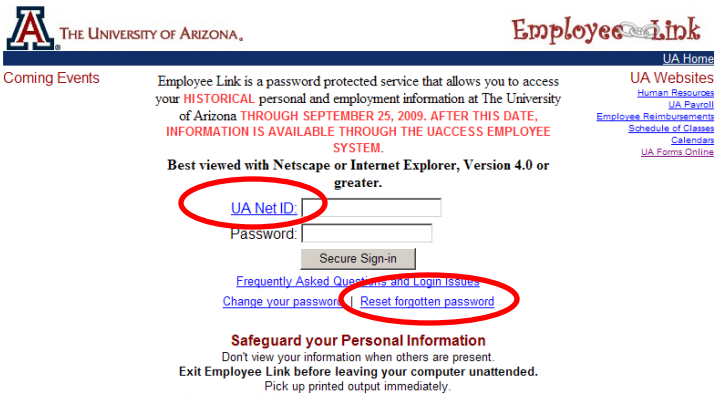
- New Hire Benefits Enrollment
- Direct Deposit Banking Information
- Personal Information
- Tax Form Changes

These types of updates can be made in the new UAccess Employee system. Personal information updates can only be made when the UAccess Employee.

Employee Link will still be available after September 28th for the UA Cares campaign and Faculty voting. All other aspects of Employee Link will continue in view only. Previous paystubs, Form W-2s, and Form 1042s will continue to be available for print.

**Always exit Employee Link before leaving your computer unattended.**

Visit Employee Link at: <https://emplink.arizona.edu>



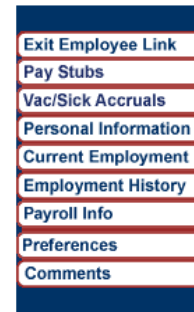
To create a UA NetID or to change your existing NetID login or password, there will be a series of steps to follow.

1. **Affiliation** - Identify how you are affiliated with the U of A
2. **Identification** - Verify your affiliation using:
  - Your nine-digit employee ID
  - Last 6 digits of your Cat Card ID
  - Your birth date
3. **Secret Hint** - For new users, create a secret hint for future logins
  - For existing NetIDs, answer the question that you previously set as your secret hint.

*Note: If you cannot remember the answer to your question, you must visit UITS Account Admin to reset your account.*

*Contact UITS Account Admin at 621-2985*

4. **Create or Reset Password** – This will be the password you will use to log into Employee Link in the future
5. **Confirmation** – This will confirm a new NetID and/or password.



Using [Employee Link](#)

•To locate services on Employee Link, select any of the buttons on the menu bar.

**Under “Payroll Info” the following services are available:**

- Pay Stubs/Advices:
  - Past pay information can be viewed, saved or printed.
- Forms W-2 and 1042S Wage and Tax Information
  - From 2001 to 2008 information is available
  - The forms provided are official Form W-2 and Form 1042S that can be mailed when filing taxes

**Tips to Remember:**

- Only an employee can view their own information via Employee Link.
- Safeguard your Personal Information – **Do NOT share your UA NetID**
- Don't view your information when others are present.
- Always Log Off Employee Link before leaving your computer unattended.**