For online filing of a supervisor’s report of employee injury/illness, supervisors and business office employees can use the Incident/Injury Details pages found in UAccess Employee.

**Things to know before you get started**

- Security Access is automatically granted to all Time Approvers. Non Time Approvers must request access through the UAccess Provisioning Tool (Details on page 11)
- The Incident Details pages must be completed before you can start the Injury Details pages.
- This handout is formatted in two parts:
  1. Part One (page 1) covers common fields in the Incident Details pages
  2. Part Two (page 6) covers common fields in the Injury Details pages
- For more information contact Risk Management: Belen Aranda at 626-3626, email baa@email.arizona.edu or the front desk at 621-1790

**Getting Started**

**Log in to UAccess Employee:**

1. Navigate to [http://uaccess.arizona.edu](http://uaccess.arizona.edu).
2. Click the Employee / Manager Self Service link under the UAccess Employee heading.
3. Sign in with your NetID and Password.

**PART ONE**

**Access Incident Details:**

1. Click the Main Menu link.
2. Navigate to Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details.

*Note: You can use the Favorites menu to access the Incident Details component in the future by adding it to your Favorites.*

**Adding a New Incident**

![Incident Details](image_url)

1. Click the Add a New Value tab.
Quick Reference Guide
Entering Incident and Injury Details

For most Incident Details transactions you will only complete four tabs.

You must complete all applicable fields in these four tabs.

The travel tab must be completed if the injured employee was on Travel Status (Travel Authorization involved). If used, the Time Zone must be updated to MST.

The People tab must be completed if the injured employee is not your direct report. You will enter the supervisor’s EmplID in the Notification tab and your EmplID in the People tab.

Note: The system assigns a temporary incident number of all zeros. The permanent incident number is assigned once the transaction is saved.

2. Click the Add button to create the new Incident Entry.
Incident Page

*Note: The Incident Number updates when you save the page.*

3. Update these fields as needed

4. The Incident Type defaults to Incident. Change this to Injury if appropriate.

5. This box must be checked

*Note: DO NOT use these buttons*

Note: You cannot save the transaction until the following information is complete:
- Incident Time is entered or Time Undetermined box is checked
- Resulted in Injury or Illness box is checked
- Reported To EmplID and Reported By EmplID fields are populated
  (These ID fields are located on the Notification tab)

6. Click on the Notification tab to continue

Notification page

7. Update these three fields

* Supervisor EmplID*

* Injured Employee’s EmplID*

*Warning: If this ID is changed after the Injury Report is completed, the ID in the injury tab must also be changed.*

*Note: DO NOT use any remaining fields*

* Saving this transaction for the first time generates an email to Risk Management and the Supervisor identified in the Reported To field alerting them a new transaction exists. The email From field will show it coming from the person inputting the transaction data.
8. Click the Description tab to continue.

Description page

9. Enter a detailed description of the incident. This information is specific to the incident as opposed to information about the location or any injury that occurred because of the incident.

10. Click on the Location tab to continue.

Location page

11. Enter UAZBD in the Location Set ID.
12. Enter nearest building number in the Location field. If the incident occurred off UA property, enter the injured employee’s home department’s building number.
13. Choose apt. option in the Establishment ID field.
14. Record a detailed description of where the incident occurred.

15. Be sure to save your transaction before you move on to the next section.

In some cases you will also need to complete the Travel tab and/or the People tab. Information on those pages can be found on page five of this booklet.

Unless you need to complete one of the last two tabs, you have completed the tabs in the Incident Details Component (PART ONE) and should move on to Injury Details PART TWO (page 6).
Do not complete this tab unless the injured person was on travel status.

**Travel Page**

If the injured employee was on Travel status, you must complete all applicable fields on the Travel tab.

The time zone defaults to PST. You must update these fields to MST.

Do not complete this tab unless you are not the supervisor of the injured employee

**People Page**

You must complete one field in the People tab if you are reporting this incident for an employee who is not your direct report. The EmplID field is the only field you should populate on this tab.
PART TWO

Access Injury Details:

Navigate to Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details.

Prerequisites:

Before you enter injury and illness information, you must create an incident, assign an incident type, and select the **Resulted In An Injury Or Illness** check box on the Incident Details - Incident page. If you have not already done so, please stop and complete the steps listed in Part One (page 1) of this guide.

Entering Injury Details

For Injury Details transactions you will complete all tabs.

You must complete all applicable fields in all available tabs when submitting Injury Details

Injury Page

**Note:** This EmplID field auto populates with the injured employees EmplID. (This is pulled from the Reported By EmplID field in the Notification tab of the Incident Details section.)

**Note:** Job data for the injured employee is pulled into the rest of these fields.

If the employee has more than one job in your department, you may need to choose a different Empl Record number to see the correct job data.
1. Click the **Description** tab to continue

**Description Page**

2. Select appropriate **Primary Outcome**

3. If illness is chosen in step 2, use the magnifying glass to choose the appropriate illness

4. Select appropriate **Treatment Required**

5. Enter details of the injury/illness

6. Click **Statements** tab to continue

**Statements page**

7. If the supervisor has any objections to the employee’s statement, you must check this box and enter the objections in this field

8. Enter the supervisor’s statement

9. Enter the employee’s statement and check the **Witness Confirms the statement** checkbox if there is a witness that confirms the statement
10. Click **Details** tab to continue

11. You must complete each field for body part, nature of injury, source of injury, and accident type. Click the links to gain access to each attribute.

12. Click **1st Aid** tab to

13. Make the appropriate selections from the three outlined options.

**Note:** Do not use any of the remaining options on this page.
14. Click **Diagnosis** tab to continue.

**Note:** DO NOT use the **Diagnosis** tab if no Health Care was provided.

15. Choose appropriate option for these fields.

**Note:** DO NOT use these fields.

16. Click **AZ State - EE Info** tab to continue.

**Note:** This box must be checked when the injured party is an employee. If the injured party is not a UA employee do not fill out anything else.

17. Update these fields.
18. Click **AZ State - Details** tab to continue

AZ State – EE Info page

19. Complete all applicable fields

- What was the employee doing just before the incident?
- Accident Caused By Another Person
  - If another person not in the company employ caused the accident give the name and address.
  - First Name
  - Address
  - City
  - State
  - Postal Code
  - Incident occurred out of the country
Congratulations! You have completed entering Incident and Injury details using the Health and Safety pages in UAccess Employee.

Risk Management will review your transaction and will contact you if there is any need for clarification or further information.

For more information contact Risk Management:
Belen Aranda at 626-3626, email baa@email.arizona.edu or the front desk at 621-1790

Requesting Access

Log in to the UAccess Provisioning Tool:
1. Navigate to https://request.uaccess.arizona.edu/uaccess_appreq/ (Detailed training documentation for the UAccess Provisioning Tool is also found on this website)
2. Click the Request Access to or Removal from UAccess Systems Login link.
3. Sign in with your NetID and Password.

Request appropriate access:
2. Complete all required fields on main page
3. Click the Access/Roles button
4. Select UAccess Employee – Campus Users from the System drop down list
5. Select Health and Safety – from the Subject Area drop down list
6. Select the Health and Safety End User check box in the Make Selections area

Log out of UAccess Employee and quit the browser.