RISK MANAGEMENT SERVICES

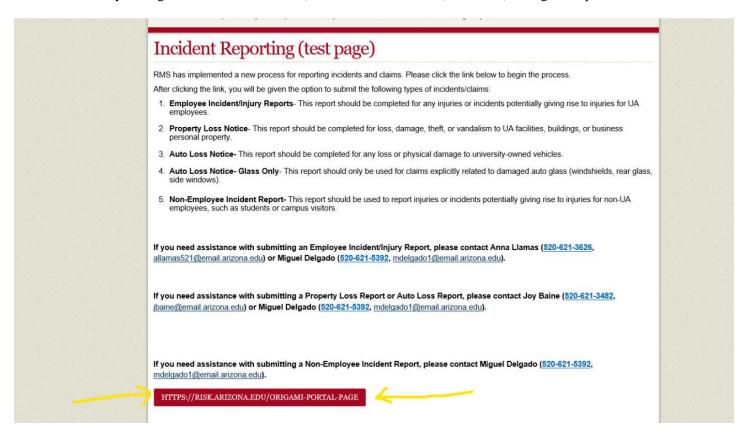
University Services Annex 300B 220 W Sixth St., East Building 2nd Floor PO Box 210300

Tucson, Arizona 85721-0300

Ofc: (520) 621-1790 Fax: (520) 621-3706 http://risk.arizona.edu/

QUICK REFERENCE GUIDE- EMPLOYEE INCIDENT/INJURY REPORT¹

1- From the Incident Reporting Page (can be accessed through UAccess Manager Self Service Page for supervisors or directly through the UA-RMS Website), select the red button (see below) to begin the process.



2- Once arriving at the incident report landing page, select the "Submit an Employee Incident/Injury Report" tile.

	Log Out and B
the reporting process, please select t	the applicable tile below and the appropriate form will load. After
bmit a New Auto Loss Report	Submit a New Auto Loss Report - Glass Only

¹ Version 1: January 2019



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- **3-** Complete the form using all information currently available. Mandatory fields are marked with an *. Please complete non-mandatory fields when information is known and applicable.
 - Data fields that contain a magnifying glass to the right of the box allow the user to look-up and select UA employees and UA Locations.
 - In the *Summary* section of the form, users have the option to provide additional details regarding the incident or to express concerns related to the injury or incident.
- **4-** After completing the incident report, users will be given the option to attach relevant documents such as pictures or other reports.
- 5- An email notification will be sent to Risk Management and the injured employee's supervisor.

