

## Appoint, Change and Terminate (ACT) Documentation End Assignment Document

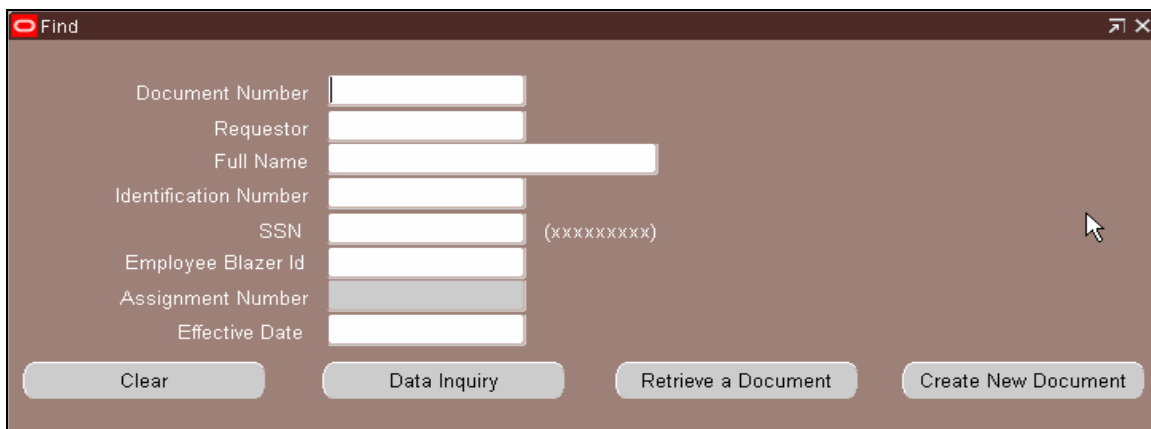
When an employee has an additional assignment within an organization and the additional assignment is ending, the **END ASSIGNMENT** document reason is used to end the additional assignment only. **Some employees may have more than one assignment; the END ASSIGNMENT document reason may not be used to end the employee's primary assignment.** To end an employee's primary assignment, use the **TERMINATE EMPLOYEE** document reason. [Click here](#) for instructions on how to terminate an employee's primary assignment.

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**UAB HR Officer → HR Transactions → ACT → Find Window**

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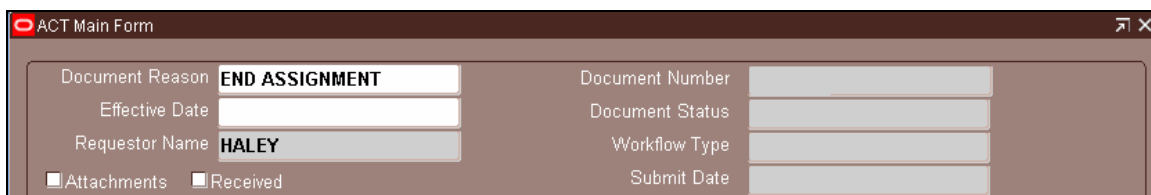
1. Use the **FIND WINDOW** to locate the employee.



2. Click on the **CREATE NEW DOCUMENT** button.

**Note:** After you click on the **Create New Document** button you might see another window pop up. Some employees may have more than one assignment and could be listed several times. Make sure you choose the correct assignment.

3. The **ACT MAIN FORM** opens, click once in the **DOCUMENT REASON** field.
4. Use the **DOCUMENT REASON LOV** to choose **END ASSIGNMENT** or type the words **End Assignment** in the Document Reason field.



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- Once inside the **EFFECTIVE DATE** field, choose an effective date from the Calendar LOV or *type in the desired date*. Remember to use the **DD-MMM-YYYY** format.
- Click on the **SAVE** button at the bottom of the form. The system populates the **DOCUMENT NUMBER**, **DOCUMENT STATUS** and **WORKFLOW TYPE** fields.

The screenshot shows the 'ACT Main Form' window. The form is divided into several sections:

- Document Information:** Document Reason: END ASSIGNMENT; Effective Date: 10-MAY-2006; Requestor Name: HALEY; Document Number: 190981; Document Status: OPEN; Workflow Type: CHANGE; Attachments: ; Received: ; Submit Date: (empty).
- Person Data:** Name: Jackson, Janet; Gender: Female; Identification Number: 1012345; Ethnic Origin: White / Non Hispanic; SSN: (empty); Total Active Assignments: 2; Latest Hire Date: 01-NOV-1996; Total Annual Salary: 11,201.40; Date of Birth: 10-SEP-1967; Prior UAB Service: .
- Assignment Data:** Assignment Number: 1012345-3; Assignment Status: Active Assignment; Assignment Category: 04 Irregular; Organization: 465000000 Psychology; Job: 0A03.Credentialed Course I; Position: 465000000.77701.050101; FTE: .1; Primary: N; Assignment Salary: .00; Payroll: Monthly.
- Navigation and Comments:** Checkboxes for Person, Address, Assignment, Salary, Element Entries, and Labor Sources. A Comments field is present. Below are buttons for Person Data, Address, Assignment, Salary, Element Entries, and Labor Sources.
- Bottom Bar:** Buttons for Save, Submit, Cancel this document, Log, Reassign, and navigation arrows.

- Before submitting the document make certain all information is correct. Click the **SUBMIT** button.
- Once the document is submitted the following window appears.

The screenshot shows a 'Decision' dialog box with a question mark icon. The text inside reads: 'Are there attachments to this document? Press No to continue with submit or Yes to return to the Main Form to check the attachments box.' At the bottom right, there are two buttons: 'No' and 'Yes'.

- Click **No**. The **END ASSIGNMENT** document reason does not require attachments be sent to Records Administration.
- The **DOCUMENT STATUS** changes to **READY**.

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**Note:** *Once the Document Status changes to READY, all fields on all the forms will turn gray (inquiry or ready only).*

11. Once the document is submitted, and the **DOCUMENT STATUS** changes to **READY**, the document enters the Approval Path. The **DOCUMENT STATUS** will change throughout the levels of Approval. Once the document has been approved by all approval levels and Central Administration, the **DOCUMENT STATUS** will change to **COMPLETE**.

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