

Appoint, Change and Terminate (ACT) Documentation Creating a OJI (On-The-Job Injury/Illness) Family Medical Leave Document

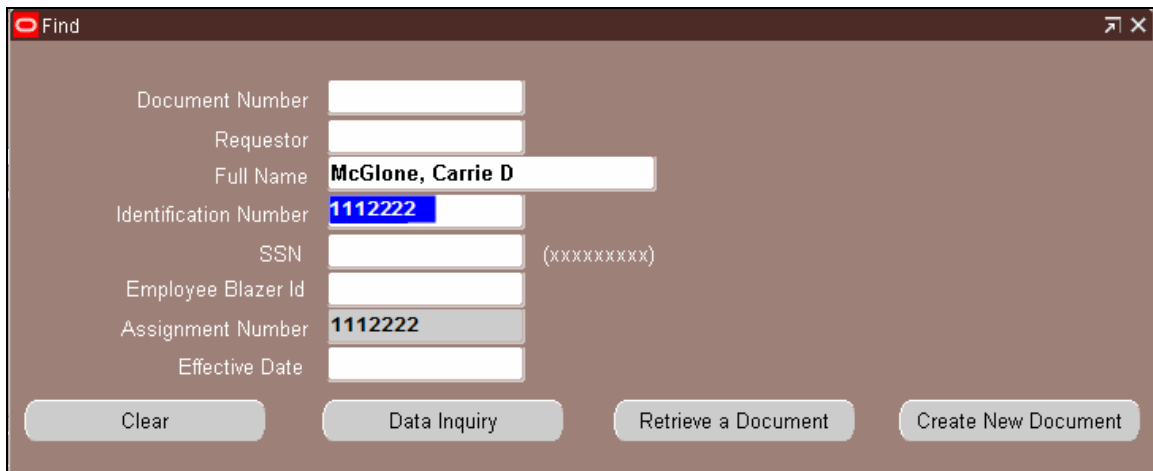
The **OJI FAMILY MEDICAL LEAVE** document reason is used when an employee has been absent from work for 2 weeks due to an on the job injury or illness. The employee **MUST** be placed in an OJI FMLA leave status retroactive to the first date of the absence. The leave period will count toward and run concurrent with the employee's FMLA entitlement.

[Click here](#) to review the official UAB On -The -Job Injury/Illness policy. For instructions and forms necessary to handle an OJI incident, [click here](#).

When using the **OJI FAMILY MEDICAL LEAVE** document reason, the **EXPECTED RETURN TO WORK** field located on the **ASSIGNMENT FORM** is the only field available for update.

UAB HR Officer → HR Transactions → ACT → Find Window

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



Document Number	<input type="text"/>
Requestor	<input type="text"/>
Full Name	<input type="text" value="McGlone, Carrie D"/>
Identification Number	<input type="text" value="1112222"/>
SSN	<input type="text" value="(xxxxxxxx)"/>
Employee Blazer Id	<input type="text"/>
Assignment Number	<input type="text" value="1112222"/>
Effective Date	<input type="text"/>

Clear Data Inquiry Retrieve a Document Create New Document

2. Click on the **CREATE NEW DOCUMENT** button.
3. The **ACT MAIN FORM** will open. Click once in the **DOCUMENT REASON** field.

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The screenshot shows the 'ACT Main Form' window. The 'Document Reason' field is empty with a dropdown arrow. The 'Requestor Name' field contains the text 'HALEY'. There are checkboxes for 'Attachments' and 'Received'. The 'Person Data' section includes fields for Name, Identification Number, SSN, Latest Hire Date, Date of Birth, Gender, Ethnic Origin, Total Active Assignments, Total Annual Salary, and a checkbox for 'Prior UAB Service'. The 'Assignment Data' section includes fields for Assignment Number, Assignment Category, Job, FTE, Assignment Salary, Assignment Status, Organization, Position, Primary, and Payroll. At the bottom, there are checkboxes for 'Person', 'Address', 'Assignment', 'Salary', 'Element Entries', and 'Labor Sources', a 'Comments' text area, and a row of buttons: 'Person Data', 'Address', 'Assignment', 'Salary', 'Element Entries', and 'Labor Sources'. The bottom-most row contains buttons for 'Save', 'Submit', 'Cancel this document', 'Log', and 'Reassign'.

- Use the **DOCUMENT REASON** LOV to choose **OJI FAMILY MEDICAL** or type the words **OJI Family Medical** in the **DOCUMENT REASON** field.

This screenshot shows the 'ACT Main Form' after the first step. The 'Document Reason' field now contains the text 'OJI/FAMILY MEDICAL LEAV'. All other fields and the layout remain the same as in the previous screenshot.

- Click 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.

This screenshot shows the 'ACT Main Form' after the second step. The 'Effective Date' field now contains the text '01-OCT-2006'. The 'Document Reason' field still contains 'OJI/FAMILY MEDICAL LEAV'. All other fields and the layout remain the same.

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- Click on the **SAVE** button at the bottom of the **ACT MAIN FORM**. The Administrative System will automatically generate a **DOCUMENT NUMBER** and the **DOCUMENT STATUS** will be **OPEN**.

The screenshot shows the 'ACT Main Form' interface. At the top, the 'Document Reason' is 'OJI/FAMILY MEDICAL LEAV' and the 'Effective Date' is '01-OCT-2006'. The 'Requestor Name' is 'HALEY'. On the right side, the 'Document Number' is '238227', 'Document Status' is 'OPEN', and 'Workflow Type' is 'LEAVES'. Below this, there are sections for 'Person Data' (Name: McGlone, Carrie D; Gender: Female; Ethnic Origin: White / Non Hispanic) and 'Assignment Data' (Assignment Number: 1112222; Assignment Status: Active Assignment; Organization: 114300000 HRM Organizational De; Position: 114300000.03301.050501). At the bottom, there are several buttons: 'Save', 'Submit', 'Cancel this document', 'Log', and 'Reassign'. An arrow points to the 'Assignment' button.

- Click on the **ASSIGNMENT** button from the **ACT MAIN FORM**. The **ASSIGNMENT FORM** will open.

The screenshot shows the 'General Assignment Information' form. It is divided into two columns: 'Current' and 'Proposed'. The 'Current' column contains the following information: Assignment Category: 01 Regular FT; Status: Active Assignment; Organization: 114300000 HRM Organizational De; Location: Bham Main Campus; Position: 114300000.03301.050501; Job: ET121E0.Administrative Systems I. The 'Proposed' column contains: Leave With Pay. The 'Expected Return Date' field is highlighted in yellow.

- Click in the **EXPECTED RETURN DATE** field. Enter the expected return to work date for the employee using the calendar LOV. The **EXPECTED RETURN DATE** is the **projected date** the employee anticipates returning to work.

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General Assignment Information		Current	Proposed
Assignment Category	01 Regular FT		
Status	Active Assignment		Leave With Pay
Expected Return Date			01-JAN-2007
Organization	114300000 HRM Organizational De		
Location	Bham Main Campus		

Note: *Entering the Expected Return Date does not automatically return the employee from leave. A RETURN FROM LEAVE DOCUMENT MUST BE PROCESSED BEFORE THE EMPLOYEE WILL BE RETURNED TO AN ACTIVE STATUS.*

9. Enter comments, if applicable, in the **COMMENTS** field at the bottom of the **ASSIGNMENT** form. Comments entered here will appear on the **ACT MAIN FORM**.
10. Click on the **SAVE** button at the bottom of the **ASSIGNMENT** form.
11. Click on the **RETURN TO PREVIOUS FORM** button to return to the **ACT MAIN FORM**.
12. Click in the **ATTACHMENT** box if attachments will be sent; a **check mark** will appear. *Attachments might be required. For a list of attachments required by HRM Records Administration, [click here](#).*

ACT Main Form

Document Reason	OJI/FAMILY MEDICAL LEAV	Document Number	238227
Effective Date	01-OCT-2006	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

13. A **check mark** now appears in the **ASSIGNMENT CHECKBOX**, indicating a change has been entered on the **ASSIGNMENT** form.

<input type="checkbox"/> Person	<input type="checkbox"/> Address	<input checked="" type="checkbox"/> Assignment	<input type="checkbox"/> Salary	<input type="checkbox"/> Element Entries	<input type="checkbox"/> Labor Sources
Comments					

14. Click on the **SUBMIT** button at the bottom of the **ACT MAIN FORM**. The following **NOTE** appears. Click **OK**.

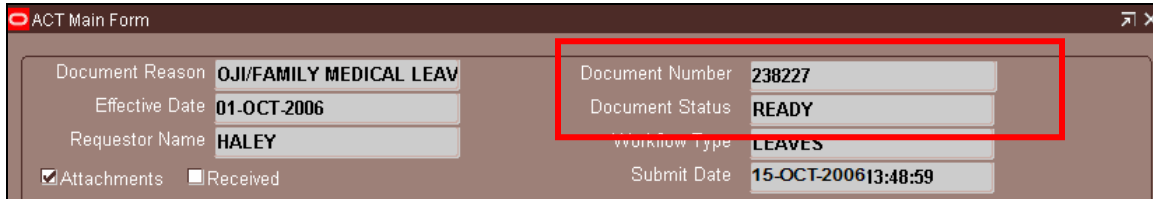
Note

Please print the main form and route with attachment(s).
 Document #: 238227
 Employee Name: McGlone, Carrie D
 Identification Number: 1112222

OK

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15. Print the **ACT MAIN FORM**; attach to the front of attachments to be forwarded to HRM Records Administration for approval.
16. The **DOCUMENT STATUS** field changes to **READY**; the document enters workflow for approval.



The screenshot shows a web application window titled "ACT Main Form". The form contains several fields for document information. A red rectangular box highlights the "Document Number" and "Document Status" fields. The "Document Number" is 238227 and the "Document Status" is READY. Other visible fields include "Document Reason" (OJI/FAMILY MEDICAL LEAV), "Effective Date" (01-OCT-2006), "Requestor Name" (HALEY), "Workflow Type" (LEAVES), and "Submit Date" (15-OCT-2006 13:48:59). There are also checkboxes for "Attachments" (checked) and "Received" (unchecked).

Document Reason	OJI/FAMILY MEDICAL LEAV	Document Number	238227
Effective Date	01-OCT-2006	Document Status	READY
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	15-OCT-2006 13:48:59

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