

## Appoint, Change and Terminate (ACT Documentation) Promotion Same Department

The **PROMOTION SAME DEPARTMENT** Document Reason is used when an employee changes to a job classification that is a **higher pay grade** than their current job classification **within the same department**. The **position number, job title and job grade must** change using this document reason. If the position number is not changing, use the **RECLASSIFICATION** document reason. For instructions on creating a **RECLASSIFICATION** document, [click here](#).

Used when a Faculty member is promoted in faculty rank in the same organization or when Staff is promoted to Full-time Faculty.

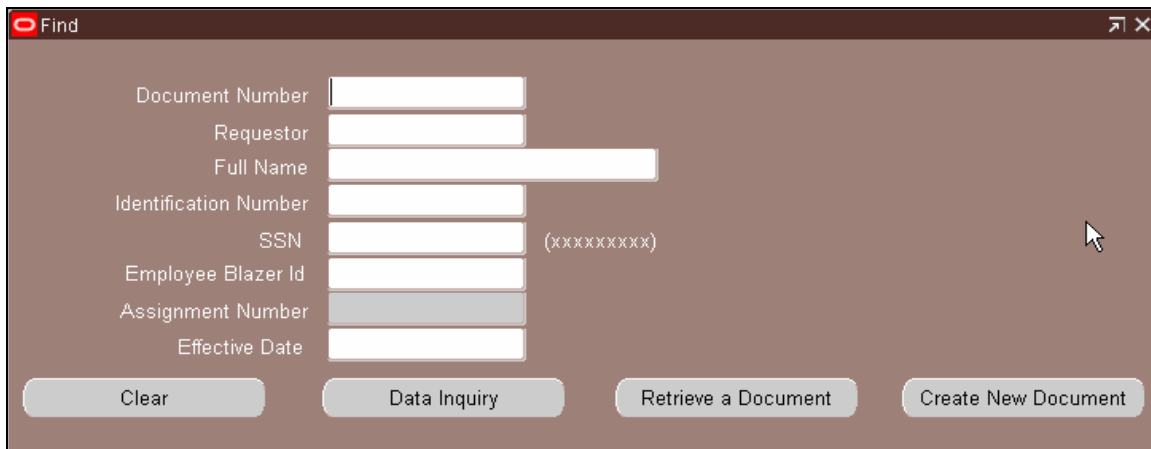
The **ASSIGNMENT, SALARY, ELEMENT ENTRIES** and **LABOR SOURCE** forms are available for change when using this document reason. If the employee's personal information is changing, the **PERSON DATA FORM** is available for update or change on selected fields only.

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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.



The screenshot shows a 'Find' window with the following fields and buttons:

- Document Number
- Requestor
- Full Name
- Identification Number
- SSN (xxxxxxxx)
- Employee Blazer Id
- Assignment Number
- Effective Date
- Buttons: Clear, Data Inquiry, Retrieve a Document, Create New Document

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.

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ACT Main Form

Document Reason [ ] ... Document Number [ ]

Effective Date [ ] Document Status [ ]

Requestor Name **HALEY** Workflow Type [ ]

Attachments  Received Submit Date [ ]

4. Use the **DOCUMENT REASON** LOV to choose or type the words **Promotion Same Department** in the **DOCUMENT REASON** field.

Document Reason

Find %

Doc_Reason	Doc_Type
NONRECURRING ELEMENT	ELEMENTS
OJI LEAVE WITH PAY	LEAVES
OJI LEAVE WITHOUT PAY	LEAVES
OJIFAMILY MEDICAL LEAVE	LEAVES
PERSONAL LEAVE WITH PAY	LEAVES
PERSONAL LEAVE WITHOUT PAY	LEAVES
PROBATIONARY INCREASE	CHANGE
<b>PROMOTION SAME DEPARTMENT</b>	<b>CHANGE</b>
RECLASSIFICATION	CHANGE
RECURRING	ELEMENTS
REFUND	ELEMENTS
REHIRE	HIRE
RETURN FROM LEAVE	LEAVES

Find OK Cancel

5. Once inside the **EFFECTIVE DATE** field, choose an effective date from the Calendar LOV or type in the desired date.

**Note:** *The Document Effective Date for all bi-weekly paid employees receiving a promotion same department must be a Sunday. If the Labor Source(s) are changing, the Document Effective Date must be a future date that is beyond the current pay period for biweekly paid employees. Verify payroll schedules before submitting the document. [Click here](#) to view biweekly and monthly payroll schedules.*

6. Click on the **SAVE** button at the bottom of the **ACT MAIN FORM**.
7. If the employee's personal information **will not** be changing, [click here](#). To make changes in the employee's personal information, proceed onto **Step #8**.

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### Changing Personal Data

8. If **personal information** pertaining to the employee is changing, click on the **PERSON DATA** button. All fields and tabs will be view only (gray) except for **VISA**, **DIRECTORY**, **LICENSE** and **TERMINATION** tabs; as well as the **ADDRESS** and **SCHOOLS AND COLLEGES** buttons.

**ACT Main Form**

Document Reason: PROMOTION SAME DEPAR  
 Effective Date: 01-JUN-2006  
 Requestor Name: HALEY  
 Attachments  Received

Document Number: 197054  
 Document Status: OPEN  
 Workflow Type: CHANGE  
 Submit Date:

**Person Data**

Name: Alexander, JoAnne  
 Identification Number: 1023456  
 SSN: xxx-xx-xxxx  
 Latest Hire Date: 06-OCT-2003  
 Date of Birth: 30-JAN-1956

Gender: Female  
 Ethnic Origin: White / Non Hispanic  
 Total Active Assignments: 1  
 Total Annual Salary: xx,xxx.xx  
 Prior UAB Service

**Assignment Data**

Assignment Number: 1000918-2  
 Assignment Category: 01 Regular FT  
 Job: OHE5.Asst Prof Nursing (Wit  
 FTE: 1  
 Assignment Salary: xx,xxx.xx

Assignment Status: Active Assignment  
 Organization: 349100000 Nursing Undergr  
 Position: 349100000.03704.050401  
 Primary: Y  
 Payroll: 12/12 Monthly Faculty

Person  Address  Assignment  Salary  Element Entries  Labor Sources

Comments

Person Data | Address | Assignment | Salary | Element Entries | Labor Sources

Save | Submit | Cancel this document | Log | Reassign | << | < | > | >> | \*

- a. If **VISA** information needs to be changed, click on the **EMPLOYMENT** tab. Select the correct Visa type from the **VISA TYPE LOV**; enter the correct **WORK VISA EXPIRATION DATE**. Click on the **SAVE** button at the bottom of the form.

Personal | **Employment** | Directory | License | Termination

	Current	Proposed
Ethnic Origin	White / Non Hispanic	
Veteran Status		
I-9 Status	Yes	
Visa Type		
Work Visa Expiration Date		

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- b. If **DIRECTORY** information needs to be added or changed, click on the **DIRECTORY** tab. Click on the **SAVE** button after entering the information.

Personal	Employment	Directory	License	Termination
<b>Current</b>				
Alpha List		<input type="text" value="Yes"/>		<input type="text"/>
Online List		<input type="text" value="Yes"/>		<input type="text"/>
Directory Title		<input type="text"/>		<input type="text"/>
Directory Name		<input type="text"/>		<input type="text"/>
<b>Proposed</b>				
				<input type="text"/>
				<input type="text"/>
				<input type="text"/>
				<input type="text"/>

- c. If **LICENSE** information needs to be added or changed, click on the **LICENSE** tab; choose the appropriate entry from the **TYPE** field LOV. Click on the **SAVE** button after entering the information

Personal	Employment	Directory	License	Termination
<b>License/Certificate/Membership Information</b>				
<b>Current</b>				
Type		<input type="text" value="License"/>		<input type="text"/>
Title		<input type="text" value="REGISTERED NURSE"/>		<input type="text"/>
Number		<input type="text" value="185280"/>		<input type="text"/>
Expiration Date		<input type="text" value="31-DEC-2004"/>		<input type="text"/>
<b>Proposed</b>				
				<input type="text"/>
				<input type="text"/>
				<input type="text"/>
				<input type="text"/>
Use down arrow to create multiple records.				

- d. If the assignment has a known termination or end date, click on the **TERMINATION** tab; enter the termination or end date in the **PROJECTED LAST DAY OF WORK** field. Click on the **SAVE** button after entering the information.

Personal	Employment	Directory	License	Termination
<b>Current</b>				
Actual Date		<input type="text"/>		<input type="text"/>
Projected Last Day of Work		<input type="text"/>		<input type="text"/>
Leaving Reason		<input type="text"/>		<input type="text"/>
Rehire Recommendation		<input type="text"/>		<input type="text"/>
Recommendation Reason		<input type="text"/>		<input type="text"/>
<b>Proposed</b>				
				<input type="text"/>
				<input type="text"/>
				<input type="text"/>
				<input type="text"/>

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9. If the employee's **address and/or phone information** is changing, click on the **ADDRESS** button. The **ADDRESS** button is located on the **ACT MAIN FORM** and at the bottom of the **PERSON DATA** form.

The screenshot shows the 'ACT MAIN FORM' with tabs for Personal, Employment, Directory, License, and Termination. The 'Current' and 'Proposed' sections contain fields for Actual Date, Projected Last Day of Work, Leaving Reason, Rehire Recommendation, and Recommendation Reason. At the bottom, the 'Address' button is circled in red, along with 'Schools and Colleges', 'Return to Previous Form', and 'Save' buttons.

- a. For Instructions on entering or changing address and phone information, [click here.](#)

The screenshot shows the 'Address' and 'Phones' sections. The 'Address' section has 'Current' and 'Proposed' columns with fields for Address Type (Home), Address Line1 (2011 Skyline Drive), Address Line2, Address Line3, City (Duncanville), State (AL), and Zip Code (35456). The 'End Date Current' checkbox is unchecked. The 'Phones' section has a table with columns for Delete, Current, Type, Phone Number, and Date From. Two records are shown: Home (205) 758-6655 (17-JUN-2002) and Campus Primary (205) 934-3679 (17-JUN-2002). The 'International Address' checkbox is unchecked. The 'Comments' field is empty. 'Return to Previous Form' and 'Save' buttons are at the bottom.

Delete	Current	Type	Phone Number (xxxxxxxxxx)	Date From
<input type="checkbox"/>		Home	(205) 758-6655	17-JUN-2002
<input type="checkbox"/>		Campus Primary	(205) 934-3679	17-JUN-2002
<input type="checkbox"/>				

- b. Once **ADDRESS AND PHONE** information has been updated, click on the **SAVE** button, then click on the **RETURN TO PREVIOUS FORM**.

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10. If the employee's **educational information** is changing, click on the **SCHOOLS AND COLLEGES** button located on the bottom of the **PERSON DATA** form.

The screenshot shows the 'PERSON DATA' form with tabs for Personal, Employment, Directory, License, and Termination. The 'Current' and 'Proposed' sections contain fields for Actual Date, Projected Last Day of Work, Leaving Reason, Rehire Recommendation, and Recommendation Reason. At the bottom, a 'Comments' field is present above a row of buttons: 'Address', 'Schools and Colleges' (circled in red), 'Return to Previous Form', and 'Save'.

- c. For detailed instructions on entering **SCHOOLS AND COLLEGES** information, [click here](#). Click on the **SAVE** button after entering the information.

The screenshot shows the 'Schools and Colleges Attended' table with the following data:

Delete?	School or College	Degree Name	Degree Date	Type	Transcript/Official Documentation on File	Degree Discipline
<input type="checkbox"/>	Boston College	700 Doctor of Philosophy	30-DEC-1999	HD	Yes	51.16 - Nursing.
<input type="checkbox"/>	Northeastern University	543 Master of Nursing	01-SEP-1991	OD	Yes	51.16 - Nursing.
<input type="checkbox"/>	University of New Hampshire	460 Bachelor of Science or Mathe	18-DEC-1982	OD	Yes	51.00 - Health Service
<input type="checkbox"/>						
<input type="checkbox"/>						

Faculty/Instructor Information

Use down arrow to create multiple records      Use scroll bar to view/add discipline information

- d. Click on the **RETURN TO PREVIOUS** button to the **PERSON DATA** form. From the **PERSON DATA** form click on the **RETURN TO PREVIOUS** button to return to the **ACT MAIN FORM**.

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### Changing Assignment Information

- To change the employee's **assignment information**, click on the **ASSIGNMENT** button located on the **ACT MAIN FORM**.

The screenshot shows the 'ACT Main Form' interface. At the top, there are fields for Document Reason (PROMOTION SAME DEPAR), Effective Date (01-JUN-2006), Requestor Name (HALEY), Document Number (197054), Document Status (OPEN), Workflow Type (CHANGE), and Submit Date. Below this is the 'Person Data' section with fields for Name (Alexander, JoAnne), Gender (Female), Identification Number (1023456), Ethnic Origin (White / Non Hispanic), SSN (xxx-xx-xxxx), Total Active Assignments (1), Latest Hire Date (06-OCT-2003), Total Annual Salary (xx,xxx.xx), and Date of Birth (30-JAN-1956). The 'Assignment Data' section includes Assignment Number (1000918-2), Assignment Status (Active Assignment), Assignment Category (01 Regular FT), Organization (349100000 Nursing Undergr), Job (OHE5.Asst Prof Nursing (Wit), Position (349100000.03704.050401), FTE (1), Primary (Y), Assignment Salary (xx,xxx.xx), and Payroll (12/12 Monthly Faculty). A navigation bar at the bottom contains buttons for Person, Address, Assignment (circled in red), Salary, Element Entries, and Labor Sources. At the very bottom are buttons for Save, Submit, Cancel this document, Log, Reassign, and navigation arrows.

- If the employee's **ASSIGNMENT CATEGORY** will be changing, select the appropriate **ASSIGNMENT CATEGORY** from the LOV or type it in the field. This is not a required field when using the **PROMOTION SAME DEPARTMENT** document reason.

The screenshot shows the 'General Assignment Information' form, which is split into two columns: 'Current' and 'Proposed'. The 'Current' column contains the following data: Assignment Category (01 Regular FT), Status (Active Assignment), Expected Return Date, Organization (349100000 Nursing Undergraduate), Location (Bham Main Campus), Position (349100000.03704.050401), Job (OHE5.Asst Prof Nursing (With Doct), Grade (F.365), Payroll Group (Faculty 12), Timecard Dist Number, Timekeeping Method, Timekeeping Organization, and Comments. The 'Proposed' column has a dropdown menu for Assignment Category and several empty fields for the other attributes.

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3. The **POSITION** and **JOB** fields are required fields when using the **PROMOTION SAME DEPARTMENT** document reason.
4. Click in the **POSITION** field and select the *appropriate position code* from the LOV. This LOV will contain only the position codes affiliated with the organization you have chosen. The selection of position code populates the **ORGANIZATION, LOCATION, JOB** and **GRADE** fields.

General Assignment Information		Current	Proposed
Assignment Category		01 Regular FT	
Status		Active Assignment	
Expected Return Date			
Organization		349100000 Nursing Undergraduate	349100000 Nursing Undergraduate
Location		Bham Main Campus	Bham Main Campus
Position		349100000.03704.050401	349100000.02004.050401
Job		OHE5.Asst Prof Nursing (With Doct	OHE4.Assoc Prof Nursing (With Do
Grade		F.365	F.490
Payroll Group		Faculty 12	
Timecard Dist Number			
Timekeeping Method			
Timekeeping Organization			
Comments			

5. The **PAYROLL GROUP** and all three **TIMEKEEPING** fields are available for change or update if necessary.
6. Enter comments, if applicable, in the **COMMENTS** field at the bottom of this form.
7. Click on the **SAVE** button.
8. Click on the **RETURN TO PREVIOUS FORM** button.

### Changing Salary Information

1. To change the Salary information, click on the **SALARY** button, located on either the **ACT MAIN FORM** or on the **ASSIGNMENT** form.

Comments									
Person Data	Address	Assignment	<b>Salary</b>	Element Entries	Labor Sources				
Save	Submit	Cancel this document	Log	Reassign	<<	<	>	>>	*

2. Click in the **PROPOSED SALARY BASIS** field.

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Premium Plan	NA	
Salary Basis	Salary	...
Payroll	Monthly	

- Use the LOV to enter the correct **SALARY BASIS** information or type it in. This field will vary based on other field information such as **Organization** and **Position**.

Select Salary Basis

Find %

Salary Basis

- 12 in 12
- 9 in 12
- 9 in 9
- Hourly
- Salary
- Trainee

Find OK Cancel

- Click **OK**. The **PROPOSED SALARY BASIS** and **PAYROLL** fields will populate.

Premium Plan	NA	
Salary Basis	Salary	Salary ...
Payroll	Monthly	MONTHLY

- Click in the **REASONS** field located at the top of the form, select **PROMOTION** from the LOV.

## Appoint, Change and Terminate (ACT Documentation) Promotion Same Department

The screenshot shows the 'Component Reasons' section of the ACT system. A dropdown menu is open, displaying a list of reasons: 'Award of Tenure', 'Merit Increase', and 'Promotion'. The 'Promotion' option is currently selected and highlighted in blue. The background interface includes a table with columns for 'Reason', 'Change Value', and 'Change %'. To the right of this table is a 'Proposed' section with several input fields. At the bottom of the form, there are buttons for 'Find', 'OK', 'Cancel', 'Return to Previous Form', and 'Save'. A note on the right side of the table states 'Change value = Difference in rate of pay.'

6. Enter the amount of increase or decrease in the **hourly rate** (for a bi-weekly paid employee) or the amount of increase or decrease in the **monthly rate** (for a salaried employee) in the **CHANGE VALUE** field. When you enter this information, the **PROPOSED ASSIGNMENT SALARY** and the **ASSIGNMENT RATE OF PAY** will automatically populate.

This screenshot shows the 'Component Reasons' section after data entry. The 'Reason' field now contains 'Promotion', the 'Change Value' field contains '250.00', and the 'Change %' field contains '4.07'. The 'Proposed' section and buttons remain visible. A note at the bottom of the table area says 'Use the down arrow to create multiple records.'

7. If the **FTE** is changing, enter the **full-time equivalency** for the employee in the **FTE** field. This number should be between 0.0 and 1.0.
8. Enter comments, if applicable, in the **COMMENTS** field at the bottom of this form; click on the **SAVE** button.
9. Click on the **RETURN TO PREVIOUS FORM** button.

### Changing Labor Source Information (General Ledger)

1. If the labor sources are changing for the employee, click on the **LABOR SOURCES** button located at the bottom of the **ASSIGNMENT FORM** or from the **ACT MAIN FORM**.

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The screenshot shows the 'Labor Sources' tab in the ACT system. The 'Costing' section is active, displaying a table with the following data:

LD	Stop	Effective Date	GL Code	Project	Task	Award	Exp Or	%
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-MAR-2006	2101046.000.123400000.349100000					100.00
<input type="checkbox"/>	<input type="checkbox"/>	01-JUN-2006	3100127.000.213100127.311250000					100.00
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							

The 'Total LD %' field at the bottom right of the table is set to 100.00.

**Note:** If you are entering new GL or GA information for the employee, you must stop the other labor sources by clicking in the **STOP** checkbox located to the left of each funding sources before entering new ones.

2. If the employee has a GL funding source, click in the GL Code field.
    - a. Click on the **GL CODE** LOV. This opens the **UAB\_AKF FIND** window.
    - b. Enter the **ten-digit GL Account number** in the **ALIAS** field; click **OK**. This opens the window below. All but the **OBJECT** field has been auto populated.
    - c. Click in the **OBJECT** field and enter **Zero (0)**; Click **OK**. You will be taken back to the **LABOR SOURCE** form.
    - d. Type in the **percent of the employee's funding** to be paid from the GL account string entered. **Only one funding source is allowed for each record/row.**
- Note:** an employee can have multiple funding sources; each funding source will need to be entered individually. Use the down arrow key to move the cursor to the next available row.
- e. Repeat the above steps to enter all **GL account** funding sources. The **TOTAL LD %** field has to total **100%** before you can save the document.
3. If the employee is funded from a **grant** and this information is changing, click once in the **PROJECT** field of the next available row.
    - f. Type the **project number** in the **PROJECT** field or choose the **Project number** from the LOV. Press the **TAB** key or click in the next **TASK** field.
    - g. Type the **task number** in the **TASK** field or choose the **Task number** from the LOV. **TAB** to the **AWARD** field or click in the **AWARD** field.

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- c. Type the **award number** in the **AWARD** field or choose the **Award number** from the LOV. **TAB** to or click in the next field.
- d. Type in the **organization number** or choose the **Expenditure Organization number** from the LOV.

**Note: For the hospital, this will be 70. For the university, this will be 10.**

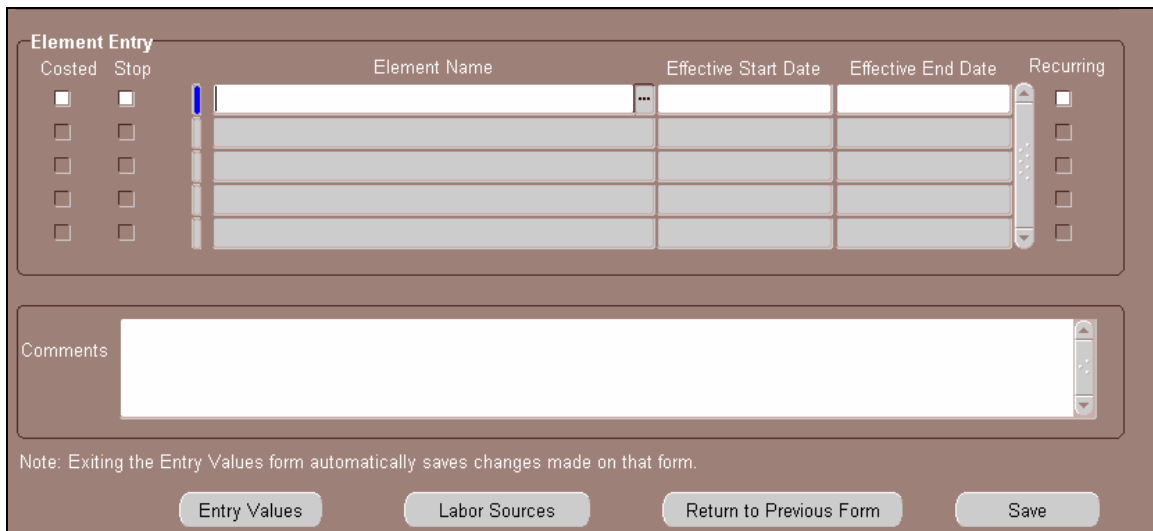
- e. Type in the **percent of the employee's effort** to be charged to the project number in the % field.

**Note: TOTAL LD% must equal 100% before you can save the document.**

- f. Enter **comments**, if applicable, in the **COMMENTS** field at the bottom of this form. Comments here will appear on the **ACT MAIN FORM**.
- g. Click the **SAVE** button, then click on the **RETURN TO PREVIOUS FORM** button. This will return you to back to the **ACT MAIN FORM** window.

### Changing Element Entries

1. If you are adding or changing elements for the employee, click on the **ELEMENT ENTRIES** button located on the **ACT MAIN FORM** and the **ASSIGNMENT FORM**.



Costed	Stop	Element Name	Effective Start Date	Effective End Date	Recurring
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>

Comments

Note: Exiting the Entry Values form automatically saves changes made on that form.

Entry Values   Labor Sources   Return to Previous Form   Save

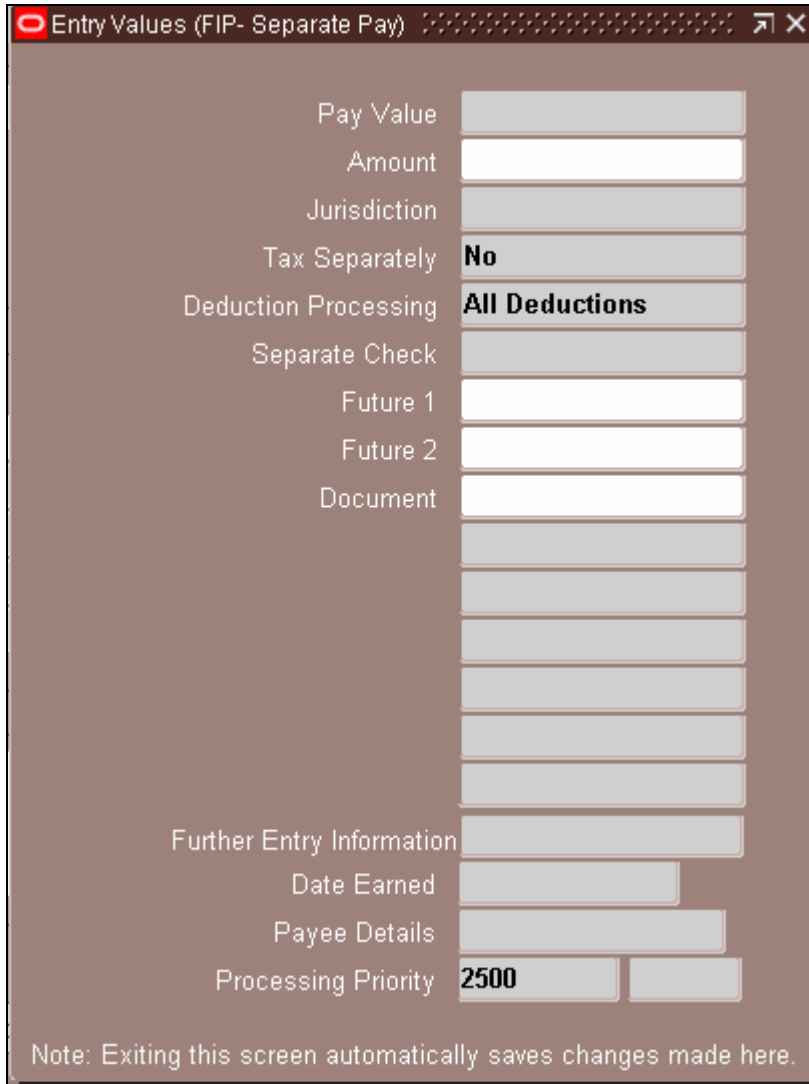
2. Click inside the **ELEMENT NAME** field; select the element name from the LOV or **type in the appropriate element name** in the field.

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Element Entry		Element Name	Effective Start Date	Effective End Date	Recurring
<input type="checkbox"/>	<input type="checkbox"/>	Summer Faculty	01-JUN-2006	30-JUN-2006	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>

3. The **EFFECTIVE START DATE** will automatically be entered. It is pulled from the Document Effective Date.
4. The **EFFECTIVE END DATE** will be the end of the pay period. This will be automatically entered.
5. To enter the amount, click on the **SAVE** button first. ***Remember you must save your changes before you will be allowed to open the Entry Values.***
6. Click on the **ENTRY VALUES** button.

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Entry Values (FIP- Separate Pay)

Pay Value

Amount

Jurisdiction

Tax Separately **No**

Deduction Processing **All Deductions**

Separate Check

Future 1

Future 2

Document

Further Entry Information

Date Earned

Payee Details

Processing Priority **2500**

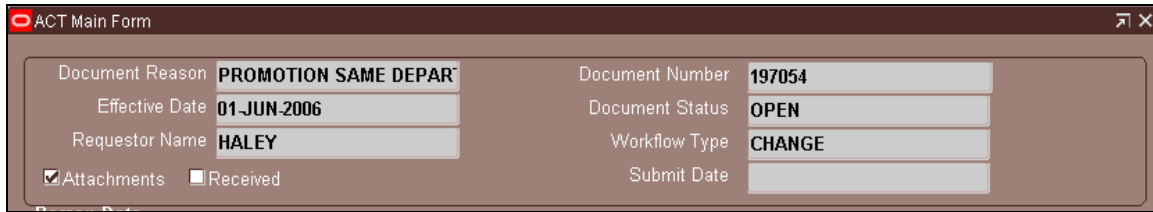
Note: Exiting this screen automatically saves changes made here.

- a. Enter the information in the applicable fields. The element will determine the fields that open on this form.
  - b. Click on the **X** at the top of **ENTRY VALUES** window to close and save.
7. Continue these steps, as needed, to enter other elements.
  8. Click on the **SAVE** button.
  9. Click on the **RETURN TO PREVIOUS FORM** button to return to the **ACT MAIN FORM**.

### **Submitting the Document**

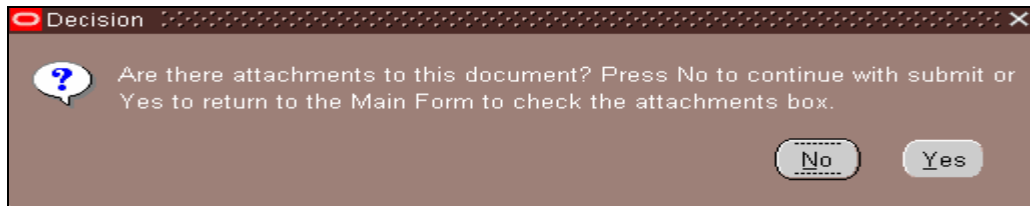
1. Click the **ATTACHMENTS** checkbox if documentation is being forwarded to Records Administration. [Click here](#) for a listing of attachments required by Records Administration.

## Appoint, Change and Terminate (ACT Documentation) Promotion Same Department



Document Reason	PROMOTION SAME DEPAR	Document Number	197054
Effective Date	01-JUN-2006	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	CHANGE
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

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



Decision

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.

No Yes

4. Click **YES** or **NO**, depending on whether **ATTACHMENTS** are required.
5. The **DOCUMENT STATUS** changes to **READY**.

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

6. 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**.

[RETURN TO TOP](#)