

Appoint, Change, Terminate (ACT) Documentation Rehire - Part One: Creating a Rehire Document

A **REHIRE** document is used when **rehiring** individuals who have worked for UAB in one of the following assignment categories: **Faculty, Employee, Intern/Resident, Trainee, Student** or **Volunteer**; and all active assignments have been terminated within the Administrative Systems prior to the effective reappointment date.

A **Rehire** document must be completed **IF** an individual terminated their assignment(s) **after** January, 2003.

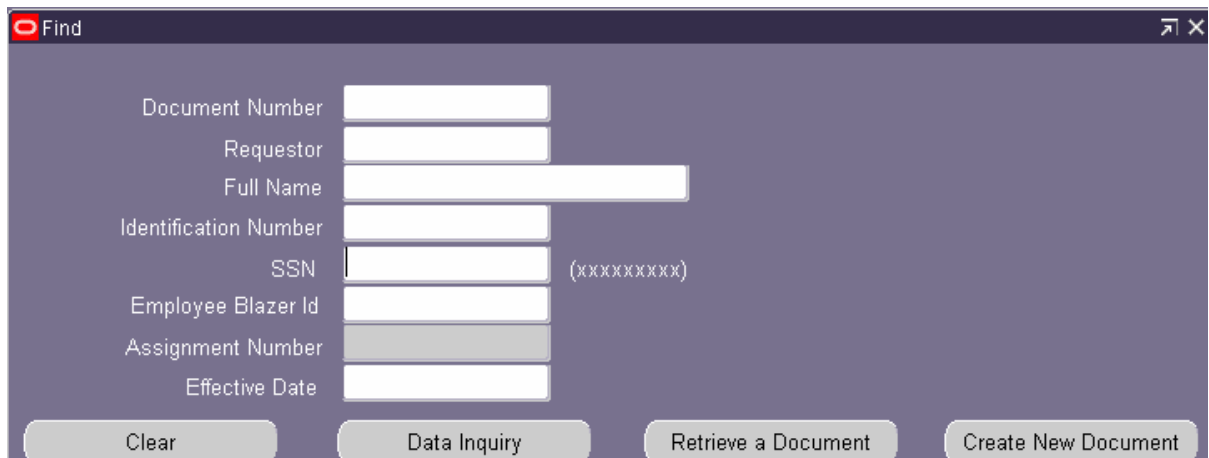
A **New Hire** document must be completed **IF** an individual terminated their assignment **before** January 2003. (For instructions on creating a New Hire document, [click here](#)).

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

The information entered on the Rehire document provides the data needed for the employee to be paid. It also reactivates the official personnel record of that employee. While it may seem to be a rather lengthy process, much of this data is used for reporting throughout the University and to external agencies. Therefore, providing as much data as possible and ensuring its accuracy is important. It is recommended that before starting this procedure you have all of the information on the employee in front of you and that you complete it in sequential order.

Creating a Rehire Document

1. Selecting **ACT** opens the **ACT FIND WINDOW**.

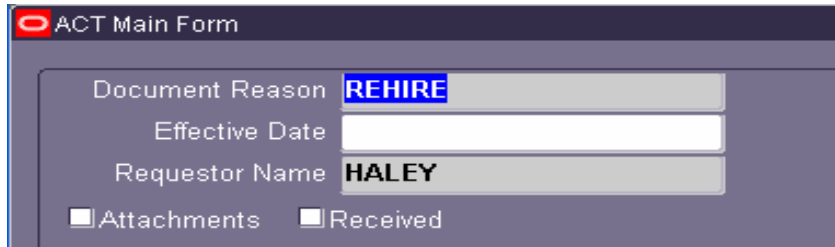


The screenshot shows a web form titled "Find" with a dark blue header. The form contains several input fields for employee information: Document Number, Requestor, Full Name, Identification Number, SSN (with a placeholder "(xxxxxxxxx)"), Employee Blazer Id, Assignment Number, and Effective Date. At the bottom of the form, there are four buttons: "Clear", "Data Inquiry", "Retrieve a Document", and "Create New Document".

2. Enter the **employee's Social Security Number** in the **SSN** field; **do not enter dashes**.
3. Click on **CREATE NEW DOCUMENT**.

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- The **ACT MAIN FORM** will open. The system will populate the **DOCUMENT REASON** field with **REHIRE**.



The screenshot shows the 'ACT Main Form' window. The 'Document Reason' field is populated with 'REHIRE'. The 'Effective Date' field is empty. The 'Requestor Name' field is populated with 'HALEY'. There are two checkboxes at the bottom: 'Attachments' (unchecked) and 'Received' (unchecked).

- Enter the **Effective Date** in the **EFFECTIVE DATE** field. **Note: This date cannot be changed once you have submitted the document, Verify you have entered the correct rehire date.** Use the calendar **LOV** or type in the desired date using the **DD-~~MMM~~-YY** Format.
- Click in the **ATTACHMENTS** checkbox indicating attachments **will be** accompanying the Rehire document. For list of Attachments to accompany a Rehire document, [click here](#).



The screenshot shows the 'ACT Main Form' window. The 'Document Reason' field is populated with 'REHIRE'. The 'Effective Date' field is populated with '06 JAN 2006'. The 'Requestor Name' field is populated with 'HALEY'. The 'Attachments' checkbox is checked, and the 'Received' checkbox is unchecked.

- Click **SAVE**. The system will assign a **DOCUMENT NUMBER** and the **DOCUMENT STATUS** is **OPEN**.
- The **PRIOR UAB SERVICE** box will now be checked.

Appoint, Change, Terminate (ACT) Documentation Rehire - Part One: Creating a Rehire Document

ACT Main Form

Document Reason	REHIRE	Document Number	125734
Effective Date	06-JAN-2006	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	HIRE
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

Person Data

Name	Belcher, Samantha	Gender	Female
Identification Number	1033577	Ethnic Origin	Black / Non Hispanic
SSN	424-50-0661	Total Active Assignments	
Latest Hire Date	01-OCT-2004	Total Annual Salary	
Date of Birth	17-MAR-1939	<input checked="" type="checkbox"/> Prior UAB Service	

Assignment Data

Assignment Number		Assignment Status	
Assignment Category		Organization	
Job		Position	
FTE		Primary	
Assignment Salary		Payroll	

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

Note: The effective date can be changed at this point. Once you proceed to the PERSON DATA form and press the SAVE button, you CAN NOT return to the ACT MAIN FORM and change the EFFECTIVE DATE. You will have to cancel the document and start over.

9. Click the **PERSON DATA** button located at the bottom of the **ACT MAIN FORM**.

Appoint, Change, Terminate (ACT) Documentation Rehire – Part Two: Entering Person Data Form

The **PERSON DATA FORM** contains the employee's demographic information as it appeared in the Administrative Systems at the time of termination. It is essential to verify and update the following sub forms before submitting the Rehire document: **PERSONAL**, **EMPLOYMENT** (I-9 will be a required entry field), **DIRECTORY** and **LICENSE**. You will also need to verify and update the **ADDRESS** button and the **SCHOOLS AND COLLEGES** button located at the bottom of the **PERSON DATA** form. Instructions for each sub form and button are listed separately.

Entering Person Data

1. The **PERSON DATA** form opens.

Person Data (Create New Document)

Full Name	Belcher, Samantha	Document Reason	REHIRE
Identification Number	1033577	Document Number	125734
Assignment Number		Document Status	OPEN
		Effective Date	06-JAN-2006

Latest Hire Date	06-JAN-2006	Service Date	06-JAN-2006
Person Type	Employee	Email Address	

Personal | Employment | Directory | License | Termination

	Current	Proposed
SSN	424-50-0661	
Last Name	Belcher	
First Name	Samantha	
Middle Names		
Suffix		
Title	Dr.	
Date Of Birth	17-MAR-1939	
Gender	FEMALE	

Comments

Address | Schools and Colleges | Return to Previous Form | Save

2. Verify each field, if changes are necessary; click in the appropriate **PROPOSED** field, enter the correction.
3. Click **SAVE** at the bottom of the FORM.
4. Click on the **EMPLOYMENT** tab.

Appoint, Change, Terminate (ACT) Documentation Rehire – Part Two: Entering Person Data Form

Entering Employment Information

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

1. Enter the **I-9 STATUS** or select the appropriate I-9 Status from the **LOV**. Click **OK**. For information regarding I-9's [click here](#).

I-9 Status

Find %

I-9 Status

- No
- Not Required - Trainee
- Yes

Find OK Cancel

NOTE: There are only three options listed here -- Yes, No, and Not Required - Trainee. You can submit the document with a No answer, but it will not be processed and completed until the I-9 has been received in Records Administration.

2. Click in the **VISA TYPE** field only if the employee has a Visa. If the employee was born in the United States and has maintained citizenship in the United States, leave the **VISA TYPE** field blank.
 - a. Select the appropriate **Visa Type** from the **LOV**, if applicable.
 - b. If a Visa Type has been chosen, you must enter a **date** in the **WORK VISA EXPIRATION DATE** field. This must be a future date.
3. Click the **SAVE** button at the bottom of the FORM.
4. Click on the **DIRECTORY** Tab.

Appoint, Change, Terminate (ACT) Documentation Rehire – Part Two: Entering Person Data Form

Entering Directory Information

The screenshot shows a web form with tabs for Personal, Employment, Directory, License, and Termination. The 'Directory' tab is active. The form is divided into two columns: 'Current' and 'Proposed'. On the left, there are four rows of labels: 'Alpha List', 'Online List', 'Directory Title', and 'Directory Name'. Each label has a corresponding input field in the 'Current' column. The 'Proposed' column has a dropdown menu for 'Alpha List' with 'Yes' selected, and empty input fields for 'Online List', 'Directory Title', and 'Directory Name'.

1. Click the **LOV** in the **ALPHA LIST** field. Choosing **Yes** will include the employee in the UAB paper phonebook listing, choosing **No** will exclude the employee. Click **OK**
2. **ONLINE LIST** field defaults to Yes. All employees will be listed in the UAB Electronic phonebook.
3. Click in the **DIRECTORY TITLE** field **only** if the employee's title to be listed in either the UAB paper phonebook or electronic phonebook is ***different*** than the assigned job title. Enter the ***desired job title***.
4. Click in the **DIRECTORY NAME** field **only** if the employee's name is to be listed in either the UAB paper phonebook or electronic phonebook ***differently*** than what was entered on the **PERSONAL** Tab. **The proper format for this field is: last name, first name.** **No space between the comma and first name.**

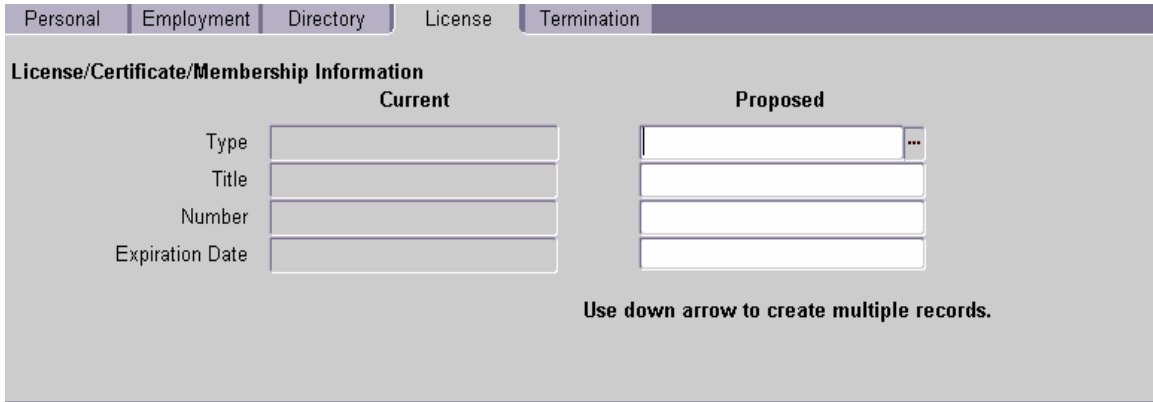
The screenshot shows the same web form as above, but with data entered. In the 'Current' column, the 'Alpha List' and 'Online List' fields contain the text 'Yes'. The 'Proposed' column has a dropdown menu for 'Alpha List' with 'Yes' selected, and empty input fields for 'Online List', 'Directory Title', and 'Directory Name'.

5. Click the **SAVE** button at the bottom of FORM.

Appoint, Change, Terminate (ACT) Documentation Rehire – Part Two: Entering Person Data Form

Entering License, Certification, Membership Information

1. Click on the **LICENSE** tab if applicable. **Note: Information entered on this tab is entered only when the employee holds a professional license, membership or certification.**



Personal | Employment | Directory | License | Termination

License/Certificate/Membership Information

	Current	Proposed
Type	<input type="text"/>	<input type="text"/>
Title	<input type="text"/>	<input type="text"/>
Number	<input type="text"/>	<input type="text"/>
Expiration Date	<input type="text"/>	<input type="text"/>

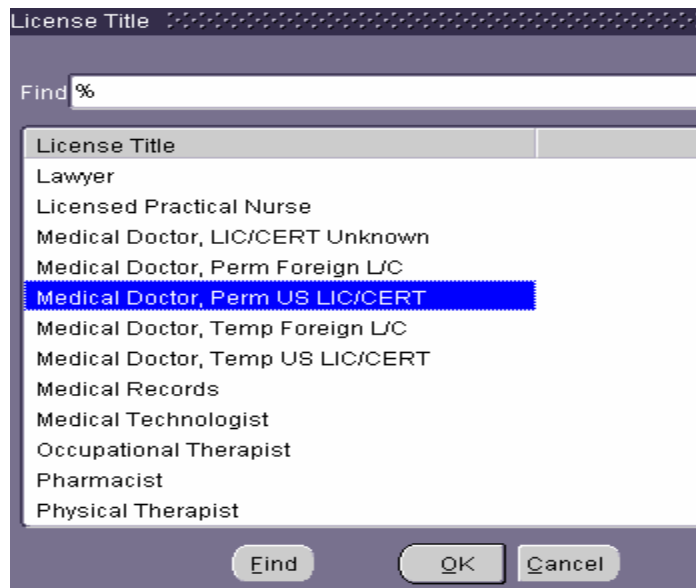
Use down arrow to create multiple records.

2. Using the LOV in the **TYPE** field; choose the **appropriate License type**. **Note: If you choose License, the Title, Number, and Expiration Date fields become required fields.**



Name
Certification
License
Membership
Professional Competency Certification

3. If **License** is selected, listing of **LICENSE TITLES** appears. Select the appropriate **License title**, Click **OK**.



License Title

Find %

License Title
Lawyer
Licensed Practical Nurse
Medical Doctor, LIC/CERT Unknown
Medical Doctor, Perm Foreign L/C
Medical Doctor, Perm US LIC/CERT
Medical Doctor, Temp Foreign L/C
Medical Doctor, Temp US LIC/CERT
Medical Records
Medical Technologist
Occupational Therapist
Pharmacist
Physical Therapist

Find OK Cancel

Appoint, Change, Terminate (ACT) Documentation Rehire – Part Two: Entering Person Data Form

4. If **Certification, Membership or Professional Competency**, type **the appropriate title** in the **TITLE** field.

The screenshot shows a web form with a navigation bar at the top containing tabs for Personal, Employment, Directory, License, and Termination. The 'License' tab is selected. Below the navigation bar is a section titled 'License/Certificate/Membership Information'. This section is divided into two columns: 'Current' and 'Proposed'. Under the 'Current' column, there are four input fields labeled 'Type', 'Title', 'Number', and 'Expiration Date'. Under the 'Proposed' column, there is a dropdown menu with 'License' selected, and two empty yellow input fields below it. A note at the bottom right of the form states: 'Use down arrow to create multiple records.'

5. Type the **License Number** in the **NUMBER** field, if applicable.
6. In the **EXPIRATION DATE** field, choose the **expiration date** from the Calendar LOV or type the **date** in the **EXPIRATION DATE** field using the **dd-mmm-yy** format. **Note: This date must be a future date.**
7. Click **SAVE** at the bottom of the form; click the **ADDRESS** button to update the employee's address information.

Appoint, Change, Terminate (ACT) Documentation Rehire – Part Two: Entering Person Data Form

Entering Address and Phone Information

All employees must have a current local (US) address and/or campus address in order to receive correspondence. Employee's can change their home address through the Self Service once their Rehire Document is in COMPLETE status. **Campus Addresses and **ALL phone numbers** must be corrected on the Rehire document. The employee's new assignment location and phone number will display in the UAB Electronic Phonebook.**

Note: If the employee has an international address and phone number, check the International Address checkbox. The Comments box will turn yellow indicating that it is now a required field. Enter the international address and phone number in the Comments box. The Campus Address should be entered as Home in the Address Type field. The Department name on Address Line 1, Street Address on Address Line 2 and the building and room number on Address Line 3.

1. To enter the **campus address**, click in the **ADDRESS TYPE** field and **press the down arrow**. The **ADDRESS TYPE** field switches to **CAMPUS PRIMARY**.

Appoint, Change, Terminate (ACT) Documentation Rehire – Part Two: Entering Person Data Form

- Enter the **two letter building code** in the **BUILDING** field. Click in the **ROOM NUMBER** field, the **ADDRESS LINE3** field will populate with the UAB building associated with the two letter code entered.

Address		Current	End Date	Current	Proposed
Address Type	<input type="text" value="Campus Primary"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="text" value="Campus Primary"/>
Building	<input type="text" value="EB"/>				<input type="text" value="EB"/>
Room	<input type="text" value="220"/>				<input type="text"/>
Address Line3	<input type="text" value="EDUCATION BUILDING"/>				<input type="text" value="EDUCATION BUILDING"/>
City	<input type="text" value="Birmingham"/>				<input type="text"/>
State	<input type="text" value="AL"/>				<input type="text"/>
Zip Code	<input type="text" value="35294"/> - <input type="text" value="1250"/>				<input type="text"/> - <input type="text"/>
Use the down arrow to view multiple records.				Use the down arrow to create multiple records.	

Note: Building field LOV provides a listing of all UAB Buildings and Building Codes. This is a rather long list so be as specific as possible when trying to locate a building. Using the percent (%) sign and the first letter of the building name will help to limit the list.

- Enter the **room or floor number** in the **ROOM** field.
- In the **CITY** field, type in the **name of the city** in which the UAB building is located. The **CITIES** LOV will open; select the **correct Zip Start-Zip End** range for the UAB building selected. Click **OK**.
- Enter the **four-digit zip code extension** for the department in which the employee will be working to ensure that the employee receives his or her campus mail. Click **SAVE**.
- Repeat the steps 6 - 10 if a **CAMPUS SECONDARY** address is necessary.

Address		Current	End Date	Current	Proposed
Address Type	<input type="text" value="Campus Primary"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="text" value="Campus Primary"/>
Building	<input type="text" value="EB"/>				<input type="text" value="EB"/>
Room	<input type="text" value="220"/>				<input type="text" value="478"/>
Address Line3	<input type="text" value="EDUCATION BUILDING"/>				<input type="text" value="EDUCATION BUILDING"/>
City	<input type="text" value="Birmingham"/>				<input type="text" value="Birmingham"/>
State	<input type="text" value="AL"/>				<input type="text" value="AL"/>
Zip Code	<input type="text" value="35294"/> - <input type="text" value="1250"/>				<input type="text" value="35294"/> - <input type="text" value="1250"/>
Use the down arrow to view multiple records.				Use the down arrow to create multiple records.	

Appoint, Change, Terminate (ACT) Documentation Rehire – Part Two: Entering Person Data Form

- If phone numbers are changing, click once in the **PHONE NUMBER** field for the **TYPE** to be changed.

Phones		Type	Phone Number (xxxxxxxxxx)
Delete	Current	Campus Primary	(205) 934-6221
<input type="checkbox"/>	<input type="checkbox"/>	Campus Secondary	(205) 934-5322
<input type="checkbox"/>	<input type="checkbox"/>	Home	(205) 853-6666

Use the down arrow to create multiple records.

- Enter the **employee's current ten digit phone number** in the **PHONE NUMBER** field without dashes.
- Type the **effective start date** in the **DATE FROM** field or use the calendar LOV. **This is the effective date of the Rehire document.**
- Repeat the above steps to change additional phone numbers for the employee. Use the down arrow on your keyboard to enter multiple records, if necessary.

Phones		Type	Phone Number (xxxxxxxxxx)	Date From
Delete	Current	Campus Primary	(205) 934-6658	06-JAN-2006
<input type="checkbox"/>	<input type="checkbox"/>	Campus Secondary	(205) 934-7856	06-JAN-2006
<input type="checkbox"/>	<input type="checkbox"/>	Home	(205) 853-6666	06-JAN-2006

Use the down arrow to create multiple records.

- Click **SAVE** at the bottom of the form.
- Click the **RETURN TO PREVIOUS** button at the bottom of the form.

Appoint, Change, Terminate (ACT) Documentation Rehire – Part Two: Entering Person Data Form

Entering Schools and Colleges Information

- To enter or update an employee's educational information, click the **SCHOOLS AND COLLEGES** button located on the bottom of the **PERSON DATA** form.

Schools and Colleges Attended (Retrieve a Document)

Full Name: **Belcher, Samantha** Document Reason: **REHIRE**
 Identification Number: **1033577** Document Number: **125734**
 Assignment Number: Document Status: **OPEN**
 Effective Date: **06-JAN-2006**

Schools and Colleges Attended						Faculty/Instructor Information	
Delete?	School or College	Degree Name	Degree Date	Type	Transcript/Official Documentation on File	Degree Discipline	
<input type="checkbox"/>	University of Alabama at Birmin...	420 Bachelor of Education	01-JAN-1984	OD	Yes	13.1210 - Early Childh	
<input type="checkbox"/>	University of Alabama at Birmin	521 Master of Education	25-AUG-1985	OD	Yes	13.1210 - Early Childh	
<input type="checkbox"/>	University of Alabama at Birmin	720 PH.D. in Education	01-JAN-1990	HD	Yes	13.1210 - Early Childh	
<input type="checkbox"/>							
<input type="checkbox"/>							

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

Comments:

Return to Previous Form Save

- Type in the **name of the school or college** or select it from the LOV.

Schools and Colleges Attended

Schools and Colleges Attended						Faculty/Instructor Information	
Delete?	School or College	Degree Name	Degree Date	Type	Transcript/Official Documentation on File	Degree Discipline	
<input type="checkbox"/>	University of Alabama at Birmin						
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

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

Note: The School and College LOV include listings of Institutions within the United States however; if the institution does not appear in the LOV listing, select Institution Not Available in Listing. For Institutions outside of the United States select Foreign University.

- Click in the **DEGREE NAME** field. Using the LOV, select the appropriate degree. **Enter the highest level of degree the employee has earned, (Examples: High School Graduate, GED, Post High School Coursework, Bachelors, Masters, or PhD etc.** Click OK.

Appoint, Change, Terminate (ACT) Documentation Rehire – Part Two: Entering Person Data Form

4. Click in the **DEGREE DATE** field. Enter the *degree date* using the *dd-mmm-yy* format or use the Calendar LOV.
5. Click in the **TYPE** field. Select *Other Degree (OD)* or *Highest Degree (HD)* from the LOV. A person can only have one highest degree. All others must be marked as Other Degree (OD).
6. Repeat the above steps, as necessary, until all degrees are entered. Use the down arrow on the keyboard to create multiple records if necessary.

Note: Faculty/Instructor Information fields must be completed on all Faculty and Credential Staff Course Instructors. The Transcript/Official Documentation on File field must be marked YES, indicating an official transcript is on file in the appropriate Dean's office, before the ACT document will be approved by the Provost office.

7. For Faculty and Credential Staff Course Instructors only. Type **Yes** in the **TRANSCRIPT/OFFICIAL DOCUMENTATION ON FILE** field or use the LOV.

<i>Faculty/Instructor Information</i>	
<i>Transcript/Official Documentation on File</i>	<i>Degree Discipline</i>
Yes	13.1210 - Early Childh
Yes	13.1210 - Early Childh
Yes	13.1210 - Early Childh

8. Type the *appropriate Degree Discipline* as indicated on the employee's official transcript or completed Faculty Data Form, or use the LOV, to select the appropriate degree discipline.
9. Click the **SAVE** button; click **RETURN PREVIOUS FORM** button.
10. Click **RETURN TO PREVIOUS FORM** button at the bottom of the **PERSON DATA** form to return to the **ACT MAIN FORM**.
11. Click the **ASSIGNMENT** button at the bottom of the **ACT MAIN FORM**.

Time Saving Tip: If you have successfully completed a New Hire document in the Administrative Systems, and feel comfortable entering information on the Assignment form, Salary form, and Labor Source form, you may want to skip Part: Three, Four, Five and Six of this documentation and complete the Rehire document on your own.

Appoint, Change, Terminate (ACT) Documentation Rehire – Part Three: Entering The Assignment Form

The information on the Assignment form identifies the employee's employment status, which determines eligibility for employee benefits, the organization and position number the employee is affiliated with, and the timekeeping method used in submitting an employee's worked time to payroll.

1. Click on the **ASSIGNMENT** button located on the **ACT MAIN FORM**. This will open the **ASSIGNMENT** form.

Assignment (Retrieve a Document)

Full Name: Belcher, Samantha
Identification Number: 1033577
Assignment Number: [Empty]
Document Reason: REHIRE
Document Number: 125734
Document Status: OPEN
Effective Date: 06-JAN-2006

Effective Date From: [Empty]
Effective Date To: [Empty]
Primary: [Empty]
Shift Differential Code: [Empty]
Grandparented: [Empty]
Effort Report Eligible: [Empty]

General Assignment Information

	Current	Proposed
Assignment Category	[Empty]	[Dropdown Menu]
Status	[Empty]	Active Assignment
Expected Return Date	[Empty]	[Empty]
Organization	[Empty]	[Empty]
Location	[Empty]	[Empty]
Position	[Empty]	[Empty]
Job	[Empty]	[Empty]
Grade	[Empty]	[Empty]
Payroll Group	[Empty]	[Empty]
Timecard Dist Number	[Empty]	[Empty]
Timekeeping Method	[Empty]	[Empty]
Timekeeping Organization	[Empty]	[Empty]
Comments	[Text Area]	

Salary Labor Sources Element Entries Return to Previous Form Save

2. Select the **appropriate assignment category** from the **ASSIGNMENT CATEGORY LOV**. For a listing of UAB Assignment categories [click here](#). (You and UAB Section 2.1) Click **OK**.

Assignment Categories

Find %

Employment Category

- 01 Regular FT
- 02 Temporary FT
- 03 Regular PT
- 04 Irregular
- 06 Student
- 07 Resident
- 11 Eastern/Western Student

Find OK Cancel

Appoint, Change, Terminate (ACT) Documentation Rehire – Part Three: Entering The Assignment Form

- Click in the **ORGANIZATION** field; type the *appropriate organization* in which the employee will be affiliated. Press **ENTER**. The **LOCATION** field will automatically populate, or use the Location LOV to select location.

General Assignment Information		Current	Proposed
Assignment Category			01 Regular FT
Status			Active Assignment
Expected Return Date			
Organization			430000000 School of Education De
Location			Bham Main Campus

- Click in the **POSITION** field, select the *position code* from the position LOV. A listing of both vacant and filled positions within the selected organization will be displayed. Click on the position number the employee is to be assigned. The **JOB** field and **GRADE** field will auto populate.

General Assignment Information		Current	Proposed
Assignment Category			01 Regular FT
Status			Active Assignment
Expected Return Date			
Organization			430000000 School of Education De
Location			Bham Main Campus
Position			430000000.01202.031001
Job			0298.Asst Prof/Assoc Dean
Grade			F.999

- Select the *appropriate payroll group* from the **PAYROLL GROUP** LOV. Click **OK**

Payroll Group X

Find %

Name
Faculty 12
Faculty 9
Staff 12
Staff 9
Student Employee

Note: Faculty 12 = Faculty who work 12 months of the year. Faculty 9 = Faculty who work 9 months of the year. Staff 12 = Staff who work 12 months of the year. Staff 9 = Staff who work 9 months of the year.

Appoint, Change, Terminate (ACT) Documentation Rehire – Part Three: Entering The Assignment Form

6. If this is a biweekly assignment, enter the employee's timekeeping information.
 - a. If the organization has designated several timekeeper approvers, the Workflow Officer for your organization may have assigned Timecard Distribution Numbers to each timekeeper. If your timekeepers have these numbers, enter the **timecard distribution number** of the person to whom this employee's timesheet should be distributed to in the **TIMECARD DIST NUMBER** field.
 - b. Enter **TAMS** (Hospital employees), **DB** (Design Build employees) or **TEL** (Time Entry, and Labor for the rest of the campus) in the **TIMEKEEPING METHOD FIELD** or use the LOV to enter the information.
 - c. If the timekeeping organization is different from the appointing organization, enter the **organization** in the **TIMEKEEPING ORGANIZATION** field or select it from the LOV.
7. If this is a monthly assignment, leave the above three fields blank.
8. Click the **SAVE** button at the bottom of the form.

Assignment (Retrieve a Document)

Full Name	Belcher, Samantha	Document Reason	REHIRE
Identification Number	1033577	Document Number	125734
Assignment Number		Document Status	OPEN
		Effective Date	06-JAN-2006

Effective Date From		Shift Differential Code	NA
Effective Date To		Grandparented	
Primary		Effort Report Eligible	

General Assignment Information	
Current	Proposed
Assignment Category	01 Regular FT
Status	Active Assignment
Expected Return Date	
Organization	430000000 School of Education De
Location	Bham Main Campus
Position	430000000.01202.031001
Job	0298.Asst Prof/Assoc Dean
Grade	F.999
Payroll Group	Faculty 12
Timecard Dist Number	
Timekeeping Method	
Timekeeping Organization	
Comments	

Salary Labor Sources Element Entries Return to Previous Form Save

9. Click the **SALARY** button at the bottom of the form.

Appoint, Change, Terminate (ACT) Documentation Rehire – Part Four: Entering Salary Information

The Salary information should be completed before entering the Labor Sources data.

1. Click the **SALARY** button at the bottom of the **ASSIGNMENT** form or the **ACT MAIN FORM**. This will open the **SALARY** form.

Note: The yellow required fields will be different according to the organization and the Payroll Group selected on the Assignment form. The yellow required fields must be completed first.

Salary (Retrieve a Document)

Full Name: Belcher, Samantha
Document Reason: REHIRE
Identification Number:
Document Number: 125734
Assignment Number:
Document Status: OPEN
Effective Date: 06-JAN-2006

Component Reasons	Reason	Change Value	Change %

Change value = Full monthly rate of pay.

Use the down arrow to create multiple records.

	Current	Proposed
Assignment Salary	<input type="text"/>	<input type="text"/>
Assignment Rate Pay	<input type="text"/>	<input type="text"/>
FTE	<input type="text"/>	<input type="text"/>
Hosp Calc Code	<input type="text"/>	<input type="text"/>
Premium Plan	<input type="text"/>	NA
Salary Basis	<input type="text"/>	12 IN 12
Payroll	<input type="text"/>	12/12 Monthly Faculty
Outside Income Source	<input type="text"/>	<input type="text"/>
Outside Income	<input type="text"/>	<input type="text"/> (Annual)
CFB Code	<input type="text"/>	<input type="text"/>
Comments	<input type="text"/>	

Return to Previous Form Save

HOSP CALC CODE field is a required field for **Hospital Employees only**. Use the Hosp Calc Code LOV to select the **appropriate calc code**. To view a listing of Hospital Calc Codes, [click here](#).

Note: For Hospital Organizations the Premium Plan, Salary Basis and Payroll fields will auto populate based on the position code entered on the Assignment form.

Appoint, Change, Terminate (ACT) Documentation Rehire – Part Four: Entering Salary Information

	Current	Proposed
Assignment Salary	<input type="text"/>	<input type="text"/>
Assignment Rate Pay	<input type="text"/>	<input type="text"/>
FTE	<input type="text"/>	<input type="text"/>
Hosp Calc Code	<input type="text"/>	<input type="text"/>
Premium Plan	<input type="text"/>	<input type="text"/>
Salary Basis	<input type="text"/>	<input type="text"/>
Payroll	<input type="text"/>	<input type="text"/>
Outside Income Source	<input type="text"/>	<input type="text"/>
Outside Income	<input type="text"/>	<input type="text"/>
CFB Code	<input type="text"/>	<input type="text"/>
Comments	<input style="width: 100%;" type="text"/>	

- A. **SALARY BASIS** field is a required field for University Employees only. Using the LOV select the appropriate **SALARY BASIS** type; click **OK**.

Select Salary Basis X

Find

Salary Basis
Hourly
Salary

2. In the **COMPONENT REASONS** section, click in the **REASON** Field, both the **REASON** and **CHANGE VALUE** field now become yellow required fields. Using the LOV in the **REASON** field, select **Rehire**; click **OK**.

Salary (Retrieve a Document)

Full Name <input style="width: 150px;" type="text" value="Belcher, Samantha"/> Identification Number <input style="width: 100px;" type="text"/> Assignment Number <input style="width: 100px;" type="text"/>	Document Reason <input style="width: 150px;" type="text" value="REHIRE"/> Document Number <input style="width: 100px;" type="text" value="125734"/> Document Status <input style="width: 100px;" type="text" value="OPEN"/> Effective Date <input style="width: 100px;" type="text" value="06-JAN-2006"/>
--	--

Reason	Change Value	Change %

Use the down arrow to create multiple records.

	Current	
Assignment Salary	<input type="text"/>	
Assignment Rate Pay	<input type="text"/>	
FTE	<input type="text"/>	
Hosp Calc Code	<input type="text"/>	
Premium Plan	<input type="text"/>	
Salary Basis	<input type="text"/>	
Payroll	<input type="text"/>	
Outside Income Source	<input type="text"/>	
Outside Income	<input type="text"/>	
CFB Code	<input type="text"/>	
Comments	<input style="width: 100%;" type="text"/>	

Component Reason X

Change value = bill monthly rate of pay.

Find

Component Reason
Rehire

Appoint, Change, Terminate (ACT) Documentation Rehire – Part Four: Entering Salary Information

- Click in the **CHANGE VALUE** field; enter either the **hourly rate** (for a bi-weekly paid employee) or the **monthly rate** (for a salaried employee). When you enter this information, the **PROPOSED ASSIGNMENT SALARY** and the **ASSIGNMENT RATE OF PAY** fields will automatically be entered.

Component Reasons		Reason	Change Value	Change %	
		Rehire	7,500.00		
Use the down arrow to create multiple records.					
		Current		Proposed	
Assignment Salary				90,000.00	
Assignment Rate Pay				7,500.00	
FTE					
Hosp Calc Code					
Premium Plan				NA	
Salary Basis				12 IN 12	
Payroll				12/12 Monthly Faculty	
Outside Income Source					
Outside Income					(Annual)
CFB Code					
Comments					

- Enter the **full-time equivalency** for the employee in the **FTE** field. This number should be between 0.01 and 1.0. Even though this is not a required field, it is **strongly recommended** that you enter this information for Records. For explanation of FTE values **FOR HOSPITAL ONLY** [click here](#).
- If the employee is receiving funds from either the **VA** or **Eye Foundation**, use the LOV in the **OUTSIDE INCOME SOURCE** field; select the appropriate, if applicable. Click **OK**.

Note: There are only two outside income sources -- VA and Eye Foundation.

- Enter the **amount of income provided by this source** in the **OUTSIDE INCOME** field, if applicable. **This should be an annual amount.**
- Enter **comments**, if applicable, in the **COMMENTS** field at the bottom of this form. Comments entered here will appear on the **ACT MAIN FORM**.

Appoint, Change, Terminate (ACT) Documentation Rehire – Part Four: Entering Salary Information

Salary (Retrieve a Document)

Full Name	Belcher, Samantha	Document Reason	REHIRE
Identification Number		Document Number	125734
Assignment Number		Document Status	OPEN
		Effective Date	06-JAN-2006

Component Reasons	Reason	Change Value	Change %	
	Rehire	7,500.00		Change value = Full monthly rate of pay.

Use the down arrow to create multiple records.

	Current	Proposed	
Assignment Salary		90,000.00	
Assignment Rate Pay		7,500.00	
FTE		1.00	
Hosp Calc Code			
Premium Plan		NA	
Salary Basis		12 IN 12	
Payroll		12/12 Monthly Faculty	
Outside Income Source			
Outside Income			(Annual)
CFB Code		GROUP A	
Comments			

Return to Previous Form
Save

8. Click the **SAVE** button; click **RETURN TO PREVIOUS FORM** button. The **ASSIGNMENT** form displays.
9. Click the **LABOR SOURCE** button at the bottom of the **ASSIGNMENT** form.

Appoint, Change, Terminate (ACT) Documentation Rehire – Part Five: Entering Labor Sources

The Labor Sources indicate what account strings the employee's salary and associated fringe benefits will be costed (charged) to. Because the GL and GA account structures are different, there are differences in entering the account string data.

Entering General Ledger (GL) Information

Full Name: Belcher, Samantha
Identification Number: 1033577
Assignment Number: [Empty]
Document Reason: REHIRE
Document Number: 125734
Document Status: OPEN
Effective Date: 06-JAN-2006

Assignment Salary: 90,000.00
Element Name: [Empty]

Costing

Assignment | Element

Current	Stop	Effective Date		GL Code	Project	Task	Award	Exp Or	%
		From Date	To Date						
<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: [Empty] Total LD %: .00

1. Click on the **GL CODE** LOV. This opens the **UAB_AKF FIND** window.

UAB_AKF

ALIAS: [Empty]

OK Cancel Clear Help

2. 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.

Appoint, Change, Terminate (ACT) Documentation Rehire – Part Five: Entering Labor Sources

3. Click in the **OBJECT** field and enter **Zero (0)**; Click **OK**. You will be taken back to the **LABOR SOURCE** FORM.
4. 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.*

5. 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.

Current	Stop	Effective Date		GL Code	Project	Task	Award	Exp Or	%
		From Date	To Date						
<input type="checkbox"/>	<input type="checkbox"/>	06-JAN-2006		2100766.000.124300000.430000000					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"/>								

Comments:

Total LD % **100.00**

6. Once the **TOTAL LD%** field equals 100%, click **SAVE**.

Appoint, Change, Terminate (ACT) Documentation Rehire – Part Five: Entering Labor Sources

Entering Grant (GA) Funding Sources

1. Click one time in the **PROJECT** field of the next available row.

The screenshot shows the 'Costing' form with 'Assignment Salary' at 43,729.92 and 'Element Name' as a dropdown. The table below has columns for Current ID, Stop, Effective Date (From Date, To Date), GL Code, Project, Task, Award, Exp Or, and %. The first row is highlighted, and an arrow points to the Project field.

Current ID	Stop	Effective Date	GL Code	Project	Task	Award	Exp Or	%
<input type="checkbox"/>	<input type="checkbox"/>	12-SEP-2005	7110340.000.130000000.702500000					50.00
<input type="checkbox"/>	<input type="checkbox"/>			...				
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							

Total LD % 50.00

2. 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.
3. 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.
4. Type the **award number** in the **AWARD** field or choose the **Award number** from the LOV. **TAB** to or click in the next field.
5. 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.

7. Type in the **percent of the employee's effort** to be charged to the project number in the **%** field.
8. Enter **comments**, if applicable, in the **COMMENTS** field at the bottom of this form. Comments here will appear on the **ACT MAIN FORM**.

The screenshot shows the 'Costing' form with 'Assignment Salary' at 43,729.92 and 'Element Name' as a dropdown. The table below has columns for Current ID, Stop, Effective Date (From Date, To Date), GL Code, Project, Task, Award, Exp Or, and %. The second row is highlighted, and the 'Total LD %' field at the bottom right is circled in red.

Current ID	Stop	Effective Date	GL Code	Project	Task	Award	Exp Or	%
<input type="checkbox"/>	<input type="checkbox"/>	12-SEP-2005	7110340.000.130000000.702500000					50.00
<input type="checkbox"/>	<input type="checkbox"/>	12-SEP-2005	30-SEP-2005	225820	01.01	1525820	10	50.00
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							

Total LD % 100.00

Comments:

**Appoint, Change, Terminate (ACT) Documentation
Rehire – Part Five: Entering Labor Sources**

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

9. 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.

Appoint, Change, Terminate (ACT) Documentation Rehire -- Part Six: Submitting a Rehire Document

The HR Officer verifies that all information is provided and all attachments are ready to be submitted. The HR Officer submits the Rehire document for approval. At that point, the document status changes from **Open** to **Ready** and enters the approval path.

The screenshot shows the 'ACT Main Form' window. It is divided into several sections: Document Information, Person Data, Assignment Data, and a bottom section with checkboxes and buttons. A red circle highlights the 'Attachments' checkbox, which is checked. Another red circle highlights the checkboxes for 'Person', 'Address', 'Assignment', 'Salary', and 'Labor Sources', all of which are checked. The 'Element Entries' checkbox is unchecked. Below the checkboxes are buttons for 'Person Data', 'Address', 'Assignment', 'Salary', 'Element Entries', and 'Labor Sources'. At the bottom of the form are buttons for 'Save', 'Submit', 'Cancel this document', 'Log', and 'Reassign'.

Document Reason	REHIRE	Document Number	125734
Effective Date	06-JAN-2006	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	HIRE
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

Person Data

Name	Belcher, Samantha	Gender	Female
Identification Number	1033577	Ethnic Origin	Black / Non Hispanic
SSN		Total Active Assignments	1
Latest Hire Date	06-JAN-2006	Total Annual Salary	90,000.00
Date of Birth	17-MAR-1939	<input checked="" type="checkbox"/> Prior UAB Service	

Assignment Data

Assignment Number		Assignment Status	Active Assignment
Assignment Category	01 Regular FT	Organization	430000000 School of Educa
Job	0298.Asst Prof/Assoc Dean	Position	430000000.01202.031001
FTE	1	Primary	
Assignment Salary	90,000.00	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

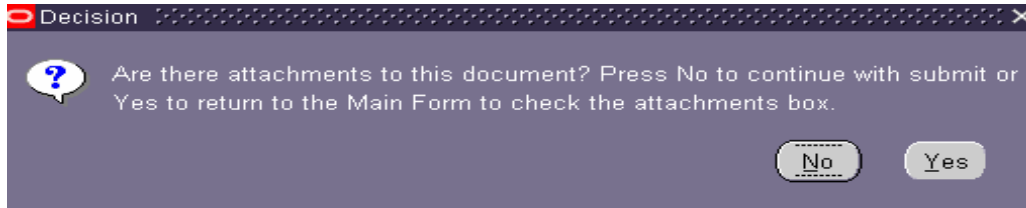
1. On the **ACT MAIN FORM**, verify checks have been inserted in the checkbox next to **PERSON, ADDRESS, ASSIGNMENT, SALARY** and **LABOR SOURCES**.

Note: A check will be inserted when REQUIRED FIELDS on all screens and tabs have been completed. All check boxes must be checked (excluding Element Entries, except on Status 99 New Hire Document) before you submit the document.

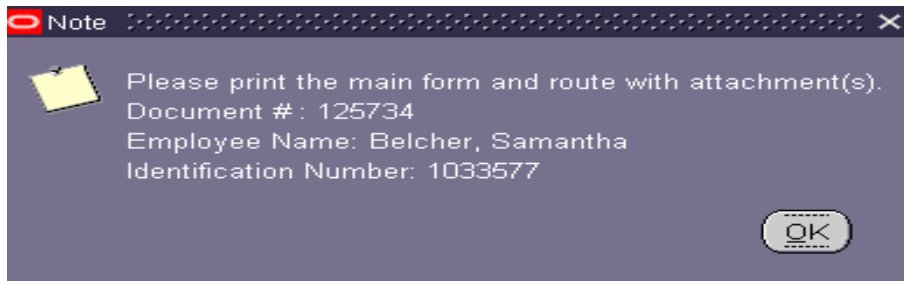
2. On the **ACT MAIN FORM** window, verify a checkmark appears in the **ATTACHMENTS** box; assemble all attachments to be submitted with Rehire document.
3. Before submitting the document make certain all information is correct. **Changes cannot be made once the Rehire document has been submitted.**
4. Click the **SUBMIT** button.

Appoint, Change, Terminate (ACT) Documentation Rehire – Part Six: Submitting a Rehire Document

5. If the document was submitted without a checkmark in the **ATTACHMENTS** box on the **ACT MAIN FORM**, the following **DECISION** window displays.



6. Click **YES** to return to the **ACT MAIN FORM** and check the **ATTACHMENTS** box and resubmit.
7. Click **YES** to return to the **ACT MAIN FORM**; click in the **ATTACHMENTS** checkbox and resubmit the document.



8. Click **OK**; print the **ACT MAIN FORM** and attach to the front of the required attachments being sent to Central HR.
9. The **DOCUMENT STATUS** on the **ACT MAIN FORM** changes to **READY**.

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

Appoint, Change, Terminate (ACT) Documentation Rehire – Part Six: Submitting a Rehire Document

ACT Main Form

Document Reason	REHIRE	Document Number	125734
Effective Date	06-JAN-2006	Document Status	READY
Requestor Name	HALEY	Workflow Type	HIRE
<input checked="" type="checkbox"/> Attachments <input type="checkbox"/> Received		Submit Date	13-OCT-2005 08:52:39

Person Data

Name	Belcher, Samantha	Gender	Female
Identification Number	1033577	Ethnic Origin	Black / Non Hispanic
SSN	424-50-0661	Total Active Assignments	1
Latest Hire Date	06-JAN-2006	Total Annual Salary	90,000.00
Date of Birth	17-MAR-1939	<input checked="" type="checkbox"/> Prior UAB Service	

Assignment Data

Assignment Number		Assignment Status	Active Assignment
Assignment Category	01 Regular FT	Organization	430000000 School of Educa
Job	0298.Asst Prof/Assoc Dean	Position	430000000.01202.031001
FTE	1	Primary	
Assignment Salary	90,000.00	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

****** BE SURE TO RECORD YOUR DOCUMENT NUMBER BEFORE EXITING THE REHIRE DOCUMENT.** You will not be able to locate the new employee by name, social security number, or employee ID number until the document has reached **COMPLETE** status.

- Once the **REHIRE DOCUMENT** is submitted and the document status changes to **READY**, the document has entered the Approval Path. The **DOCUMENT STATUS** will change throughout the levels of Approval. When the document has been approved by all levels of Administration, the **DOCUMENT STATUS** will change to **COMPLETE**.

ACT Main Form

Document Reason	REHIRE	Document Number	125734
Effective Date	06-JAN-2006	Document Status	COMPLETE
Requestor Name	HALEY	Workflow Type	HIRE
<input checked="" type="checkbox"/> Attachments <input type="checkbox"/> Received		Submit Date	13-OCT-2005 08:52:39

- The requestor of the **REHIRE DOCUMENT** will receive an email notification when the employee's **REHIRE DOCUMENT** has reached **COMPLETE** status.

The Employee can now create a **Blazer ID**. For information on creating a **Blazer ID** [click here](#).

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