Appoint, Change and Terminate
Education with Pay Document

The **Education With Pay** document reason is used when an employee has sufficient accrued vacation and personal holiday time to continue in a "pay status" for the duration of the Educational leave of absence.

When using the **Education WITH PAY** document reason, the **ACT MAIN FORM** and the **ASSIGNMENT FORMS** are the only forms you will be able to access.

UAB HR Officer → HR Transactions → ACT → Find Window

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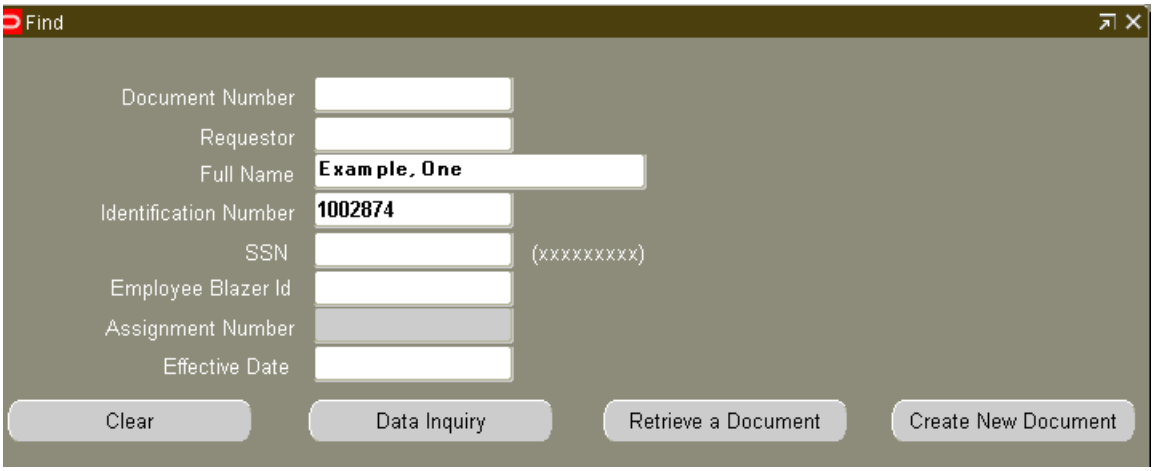
1. Use the **FIND WINDOW** to locate the employee.



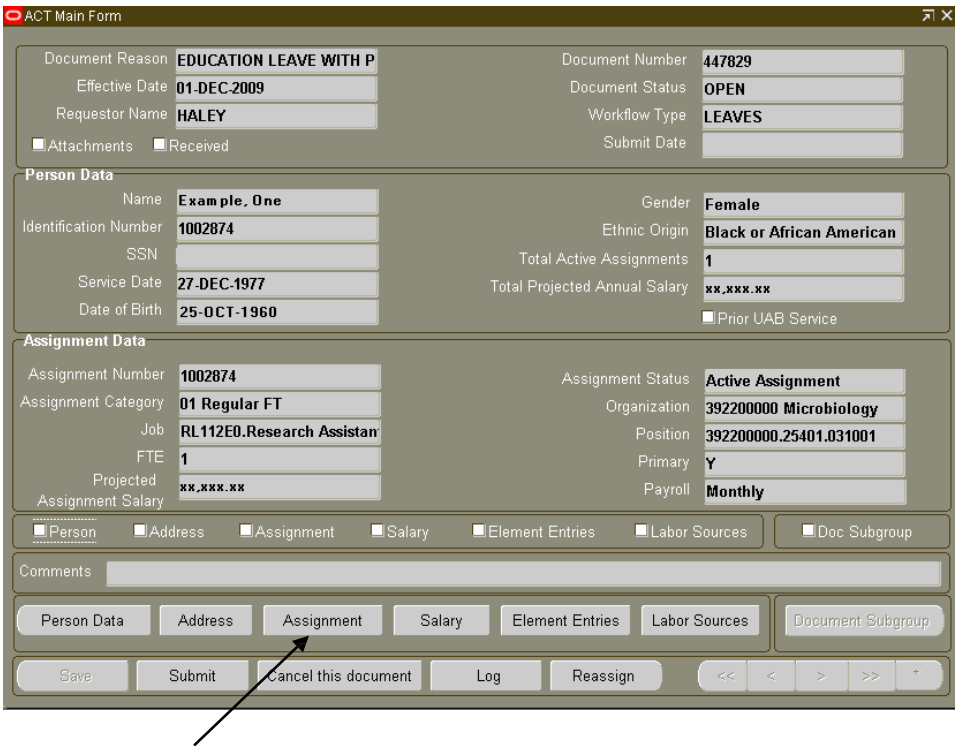
2. Click on the **CREATE NEW DOCUMENT** button.

3. The **ACT MAIN FORM** will open. Click once in the **DOCUMENT REASON** field

4. Use the **DOCUMENT REASON** LOV to choose **EDUCATION WITH PAY** or type the words ***Education with Pay*** in the **DOCUMENT REASON** field.

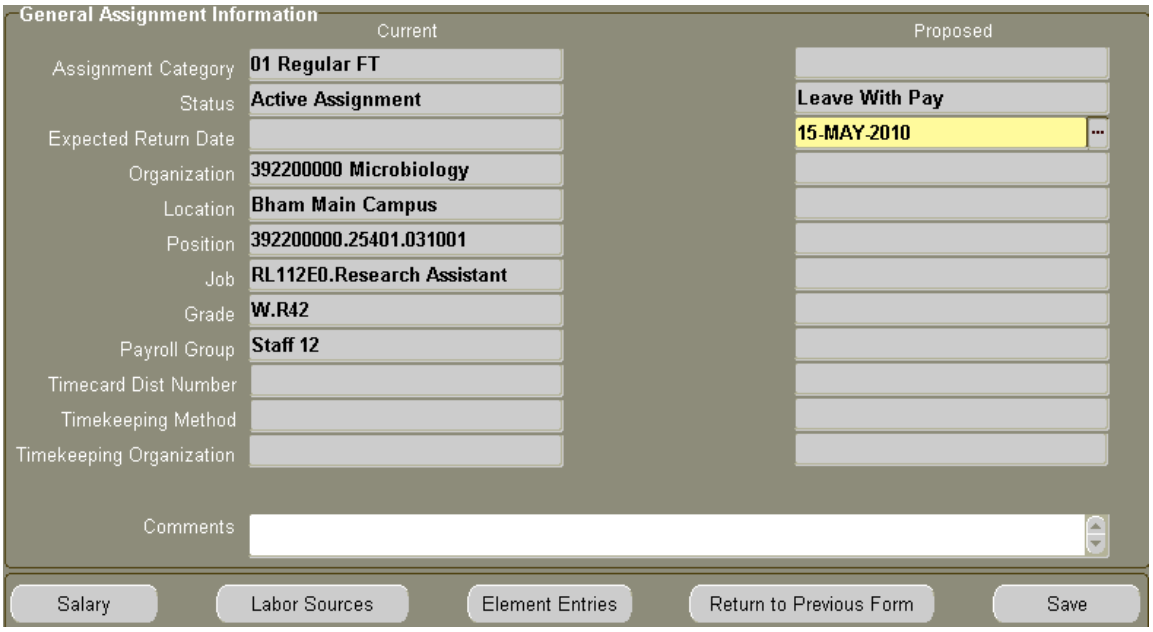
5. Click inside the **EFFECTIVE DATE** field, choose and effective date from the Calendar LOV or type in the ***desired date***. Remember to use the ***DD-MM-YYYY*** format.

6. 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** field will be **OPEN.**



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

8. Click in the **EXPECTED RETURN DATE** field. Enter the expected return date for the employee using the calendar LOV.



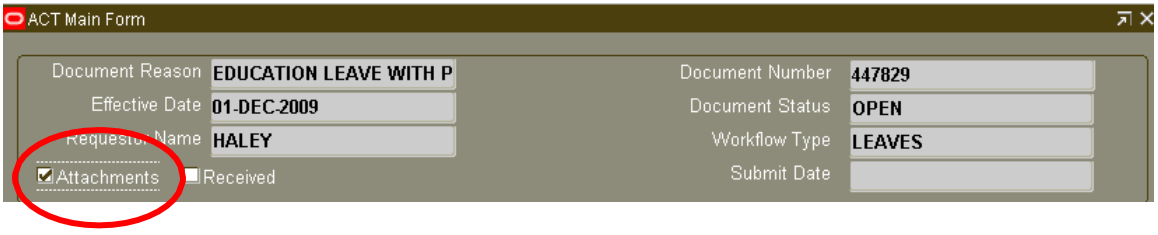
Note: ***Entering the Expected Return Date does not automatically return the employee from leave. A RETURN FROM LEAVE DOCUMENT MUST BE PROCESSED BEFORE THE EMPLOYEE WILL BE RETURNED TO AN ACTIVE STATUS.***

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**.

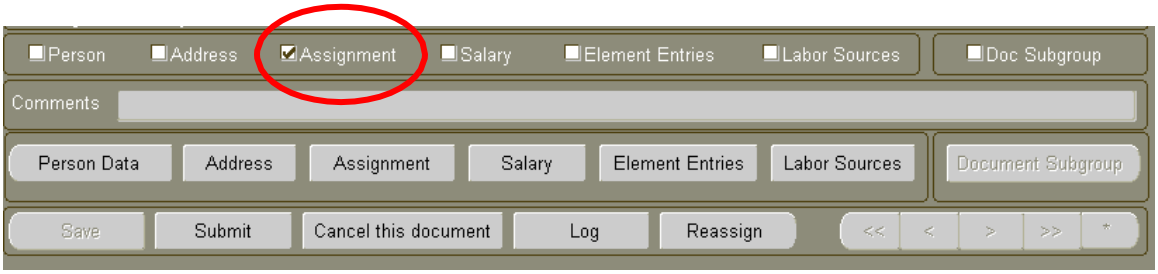
10. Click on the **SAVE** button at the bottom of the **ASSIGNMENT** form.

11. Click on the **RETURN TO PREVIOUS FORM** button to return to the **ACT MAIN FORM**.

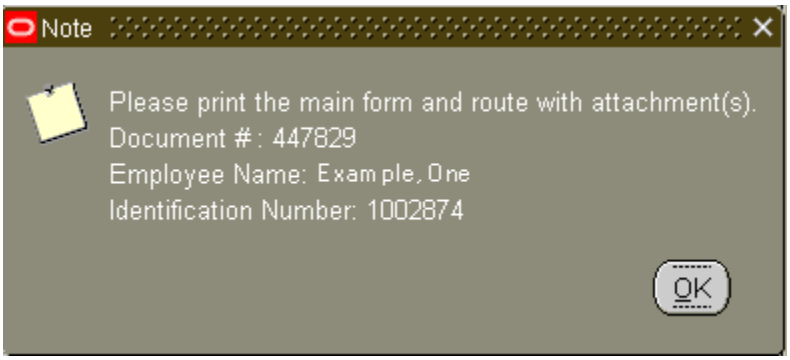
12. Click in the **ATTACHMENT** box; a ***check mark*** will appear. ***Attachments are required for Education Leave of Absence documents. For a list of attachments required by HRM Records Administration, click here.***



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

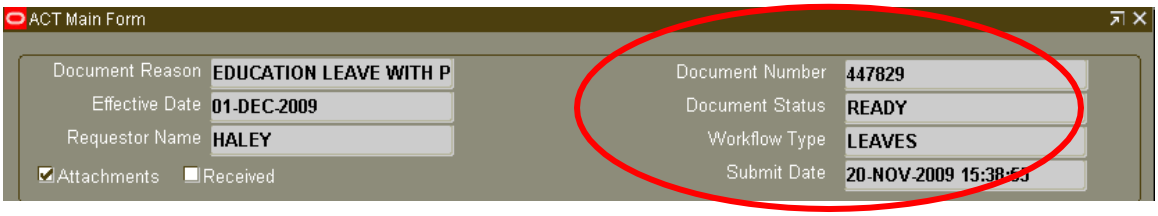


14. Click on the **SUBMIT** button at the bottom of the **ACT MAIN FORM.** The following **NOTE** appears. Click **OK**.



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.



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