

Appoint, Change and Terminate (ACT) Documentation End Assignment

When an individual 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 individuals may have more than one assignment; the END ASSIGNMENT document reason may not be used to end the primary assignment.** To end an individual's primary assignment, use the **TERMINATE EMPLOYEE** document reason. [Click here](#) for instructions on how to terminate an employee's primary assignment.

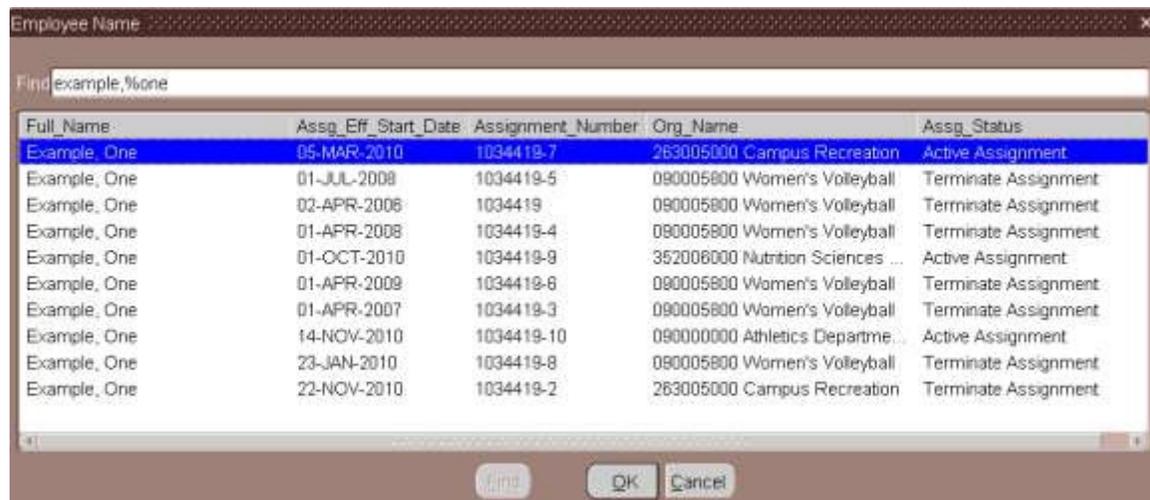
UAB HR Officer → HR Transactions → ACT → Find Window

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



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

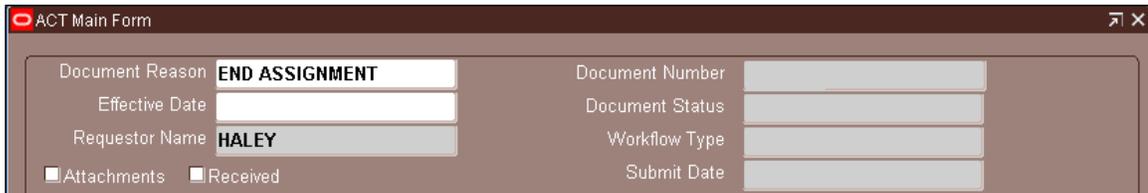
Note: After clicking on the **CREATE NEW DOCUMENT** button, if the employee or trainee has more than one **ACTIVE** assignment, a window similar to the one below will display. Make sure to choose the correct assignment.



Full Name	Assg_Eff_Start_Date	Assignment Number	Org Name	Assg_Status
Example, One	05-MAR-2010	1034419-7	263005000 Campus Recreation	Active Assignment
Example, One	01-JUL-2008	1034419-5	090005800 Women's Volleyball	Terminate Assignment
Example, One	02-APR-2006	1034419	090005800 Women's Volleyball	Terminate Assignment
Example, One	01-APR-2008	1034419-4	090005800 Women's Volleyball	Terminate Assignment
Example, One	01-OCT-2010	1034419-9	352008000 Nutrition Sciences ...	Active Assignment
Example, One	01-APR-2009	1034419-8	090005800 Women's Volleyball	Terminate Assignment
Example, One	01-APR-2007	1034419-3	090005800 Women's Volleyball	Terminate Assignment
Example, One	14-NOV-2010	1034419-10	090000000 Athletics Departme...	Active Assignment
Example, One	23-JAN-2010	1034419-8	090005800 Women's Volleyball	Terminate Assignment
Example, One	22-NOV-2010	1034419-2	263005000 Campus Recreation	Terminate Assignment

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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.



The screenshot shows the 'ACT Main Form' window. The 'Document Reason' field is populated with 'END ASSIGNMENT'. Other fields include 'Effective Date', 'Requestor Name' (HALEY), 'Document Number', 'Document Status', 'Workflow Type', and 'Submit Date'. There are also checkboxes for 'Attachments' and 'Received'.

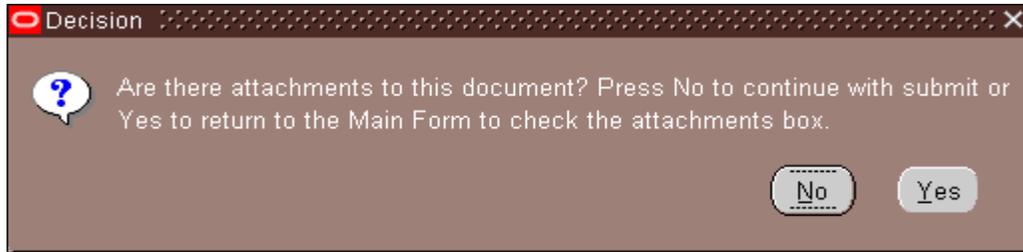
5. Once inside the **EFFECTIVE DATE** field, choose an effective date from the Calendar LOV or **type in the desired date**. Remember to use the **DD-MM-YYYY** format.
6. Click on the **SAVE** button at the bottom of the form. The system populates the **DOCUMENT NUMBER, DOCUMENT STATUS** and **WORKFLOW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



The screenshot shows the 'ACT Main Form' window after saving. The 'Document Reason' is 'END ASSIGNMENT', 'Effective Date' is '31-MAR-2011', and 'Requestor Name' is 'HALEY'. The system has populated 'Document Number' as '536152', 'Document Status' as 'OPEN', and 'Workflow Type' as 'CHANGE'. Below this, there are sections for 'Person Data' (Name: Example, One; Gender: Female; Identification Number: 1034419; SSN; Service Date: 01-JUL-2007; Date of Birth: 04-NOV-1986; Total Active Assignments: 3; Total Projected Annual Salary: 14,496.00; Prior LAB Service checkbox) and 'Assignment Data' (Assignment Number: 1034419-7; Assignment Status: Active Assignment; Assignment Category: 06 Student; Job: ZT301N0.Student Assistant; FTE: .02; Projected Assignment Salary: .00; Organization: 263005000 Campus Recreat; Position: 263005000.99201.050101; Primary: N; Payroll: Monthly). At the bottom, there are tabs for 'Person', 'Address', 'Assignment', 'Salary', 'Element Entries', 'Labor Sources', and 'Doc Subgroup'. A 'Comments' field is also present. The bottom bar contains buttons for 'Save', 'Submit', 'Cancel this document', 'Log', 'Reassign', and navigation arrows.

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

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