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

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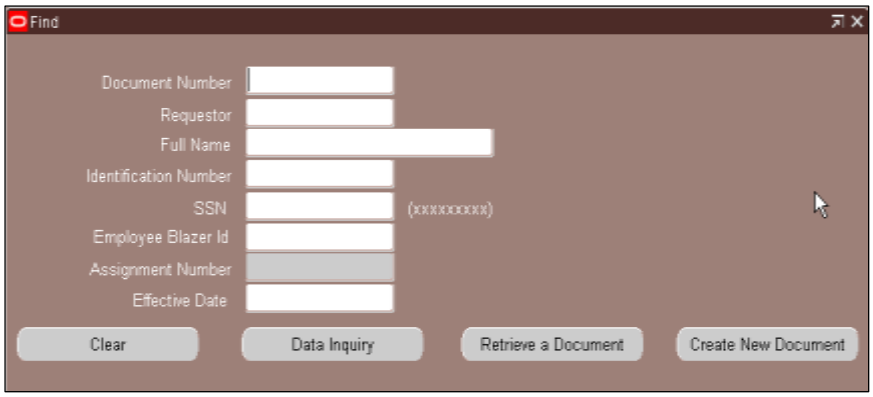
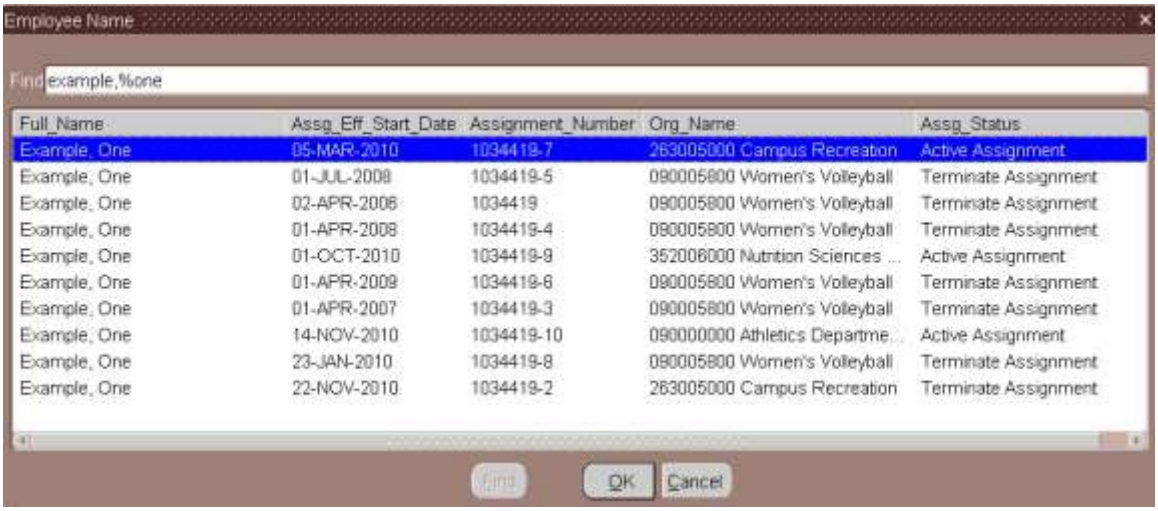
1. Use the **FIND WINDOW** to locate the employee.



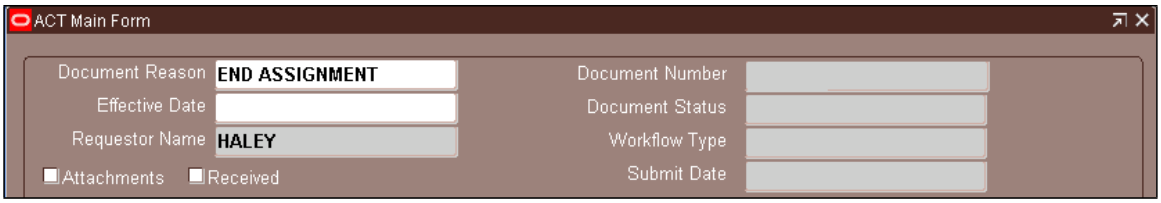
2. Click on the **CREATE NEW DOCUMENT** button.

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.***



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.

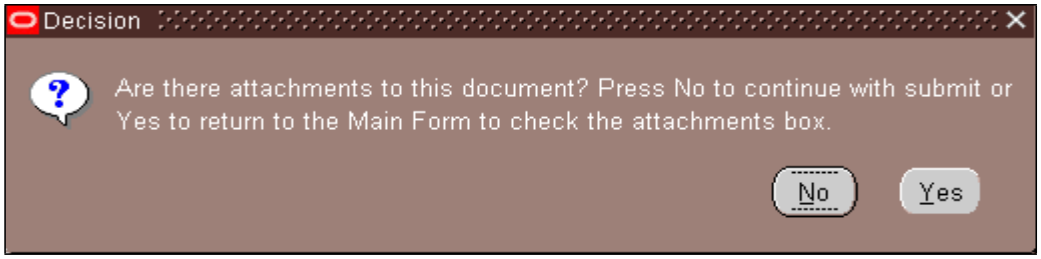


5. Once inside the **EFFECTIVE DATE** field, choose an effective date from the Calendar LOV or ***type in the desired date***. Remember to use the **DD-MM-YYYY** format.

6. Click on the **SAVE** button at the bottom of the form. The system populates the **DOCUMENT NUMBER, DOCUMENT STATUS** and **WORKFLOW TYPE** fields.

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.



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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