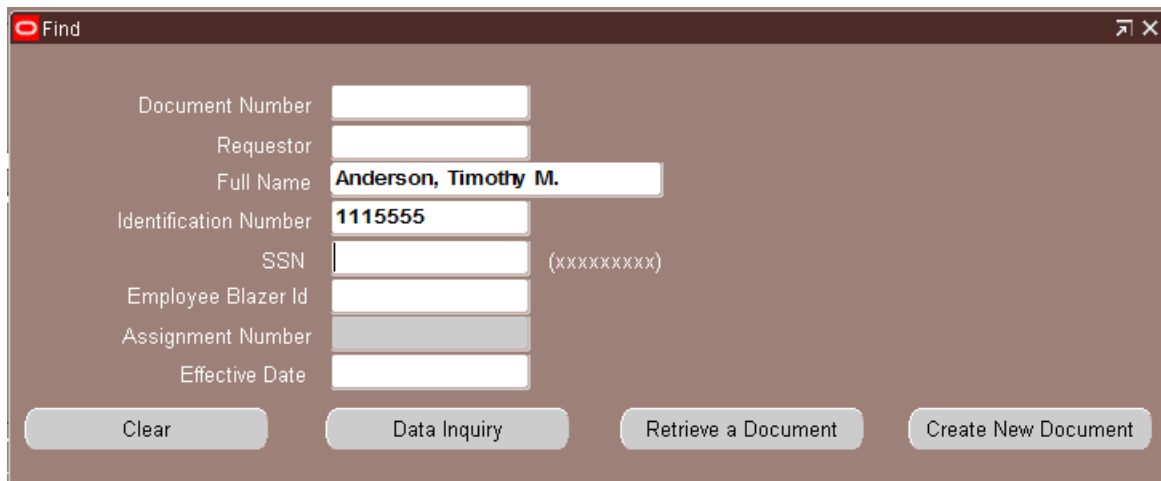# Appoint, Change and Terminate (ACT) Documentation
Military Leave without Pay

The **MILITARY LEAVE WITHOUT PAY** document reason is used when an employee called to active duty has utilized their 21 (8 hour working days) of Military Leave pay for the current calendar (Jan. – Dec.) year and *does not have* or *elects not utilize* accrued vacation or personal holiday time to remain in a "with pay status" for the ordered military leave period.

When using the **MILITARY LEAVE WITHOUT PAY** document reason, the **ACT MAIN FORM** and the **ASSIGNMENT FORM** are the only forms you will be able to access.

UAB HR Officer → HR Transactions → ACT → Find Window
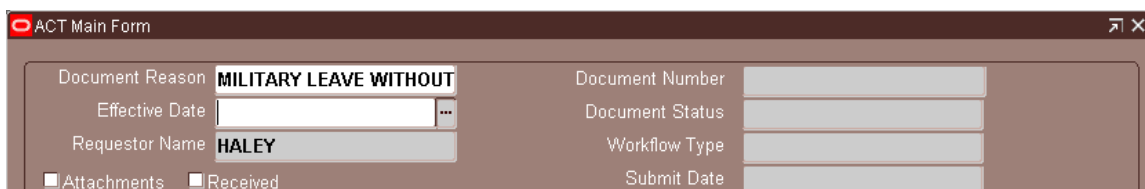
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1. Use the **FIND WINDOW** to locate the employee.

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 **MILITARY LEAVE WITHOUT PAY** or type the words *Military Leave without 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.

ACT Main Form	↗ ×
Document Reason	MILITARY LEAVE WITHOUT
Effective Date	31-JAN-2007
Requestor Name	HALEY
☐Attachments ☐Received	
Document Number	
Document Status	
Workflow Type	
Submit Date	

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.**

ACT Main Form	↗ ×
Document Reason	MILITARY LEAVE WITHOUT
Effective Date	31-JAN-2007
Requestor Name	HALEY
☐Attachments ☐Received	
Document Number	238209
Document Status	OPEN
Workflow Type	LEAVES
Submit Date	

7. Click on the **ASSIGNMENT** button at the bottom of the **ACT MAIN FORM**. The **ASSIGNMENT FORM** will open.

☐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 | << | < | > | >> | * |

Assignment (Create New Document)

Full Name	Anderson, Timothy M.	Document Reason	MILITARY LEAVE WITHOUT PAY
Identification Number	1115555	Document Number	238209
Assignment Number	1115555	Document Status	OPEN
		Effective Date	31-JAN-2007

Effective Date From	08-FEB-2004	Shift Differential Code	NA
Effective Date To	31-DEC-4712	Grandparented	
Primary	Y	Effort Report Eligible	

General Assignment Information

	Current		Proposed
Assignment Category	01 Regular FT		
Status	Active Assignment		Leave Without Pay
Expected Return Date			
Organization	263005000 Campus Recreation		
Location	Bham Main Campus		

8. Click in the **EXPECTED RETURN DATE** field. Enter the *expected return date or the next leave of absence change date* for the employee.

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 *Checkmark* will appear. *Attachments are required for Military 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**.

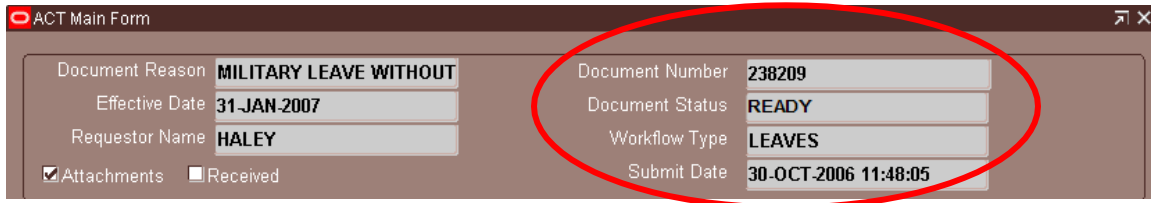15. Print the **ACT MAIN FORM;** attach to the front of attachments to be forwarded to HRM Records Administration for approval.

16. The **DOCUMENT STATUS** field changes to *READY*; the document enters workflow for approval.

RETURN TO TOP