Appoint, Change and Terminate (ACT) Documentation
OJI Leave With Pay or OJI Leave Without Pay Document

The OJI LEAVE WITH PAY and OJI LEAVE WITHOUT PAY document reasons are used when an employee is to be placed on a On The Job Injury/Illness leave of absence and has exhausted their FMLA entitlement for the rolling calendar year; or the employee is currently in a OJI Family Medical Leave status, has utilized their maximum FMLA entitlement and not capable of returning to work due to the on the job injury/illness.

Click here to review the official UAB On-The-Job Injury/Illness policy. For instructions and forms necessary to handle an OJI incident, click here.

When using the OJI LEAVE WITH PAY and OJI LEAVE WITHOUT PAY document reasons, the EXPECTED RETURN TO WORK field located on the ASSIGNMENT FORM is the only field available for update.

UAB HR Officer → HR Transactions → ACT → Find Window

1. Use the FIND WINDOW to locate the employee.

![Find Window](image)

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 OJI LEAVE WITH PAY or OJI LEAVE WITHOUT PAY; YOU may also type the words OJI Leave With Pay or OJI Leave Without Pay in the DOCUMENT REASON field.

5. Click 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 **ACT MAIN FORM**. The Administrative System will automatically generate a **DOCUMENT NUMBER** and the **DOCUMENT STATUS** will be **OPEN**.

When changing the original OJI FAMILY MEDICAL LEAVE to OJI LEAVE WITH or WITHOUT PAY, the employee’s ASSIGNMENT status will reflect LEAVE WITH PAY.

If the OJI LEAVE WITH or WITHOUT PAY is the original OJI leave document, the employee’s ASSIGNMENT status will reflect ACTIVE ASSIGNMENT.

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 to work date for the employee using the calendar LOV. The **EXPECTED RETURN DATE** is the *projected date* the employee anticipates returning to work.
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 if attachments will be sent; a check mark will appear. Attachments might be required. 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.