Appoint, Change and Terminate (ACT) Documentation
Budget Document

The ***Budget*** document reason is **ONLY** used when processing salary increases during the annual budget period; the ***Budget*** document reason is only available during the annual budget period. This document type was created to "speed up" the approval process during the budget period by creating fewer approvers. However, this depends on how the Workflow Officer has set up the approval list for this document type.

The ***Budget Document Effective Date*** will be determined by the University, based upon the upcoming fiscal year. The Office of the Provost annually distributes salary and effective date guidelines; as well as, guidelines to assist with any exception letters that may be needed for salaries that exceed the established guidelines.

The **SALARY** form is the only required form to be completed when processing a Budget document; however, the **LABOR SOURCES** form is also available.

Warning: ***Once the Budget ACT Document has entered COMPLETE status, Funding Source Change ACT Documents with an effective date prior to the Budget Document Effective Date are prohibited.***

UAB HR Officer → HR Transactions → ACT → Find Window

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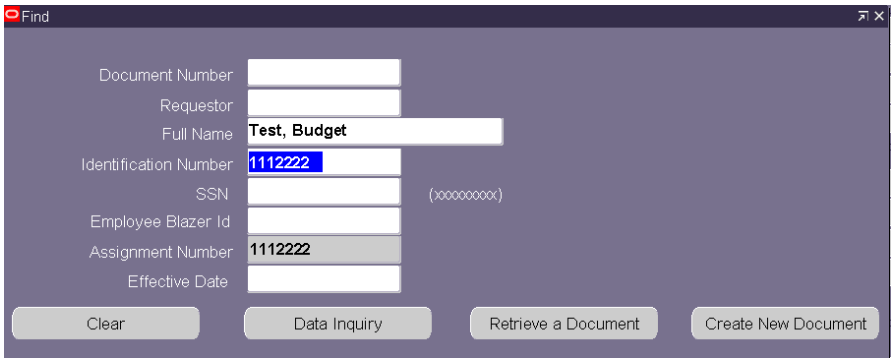
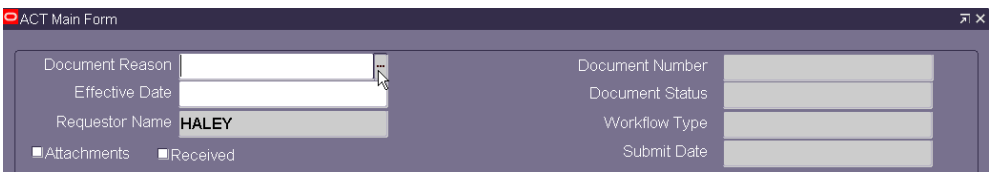
1. Use the **FIND WINDOW** to locate the employee.



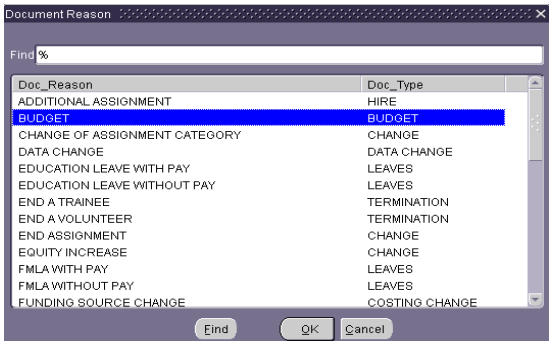
2. Click on the **CREATE NEW DOCUMENT** button.

   Note: ***After you click on the Create New Document button you might see another window pop up. Some employees may have more than one assignment and could be listed several times. Make sure you choose the correct assignment.***

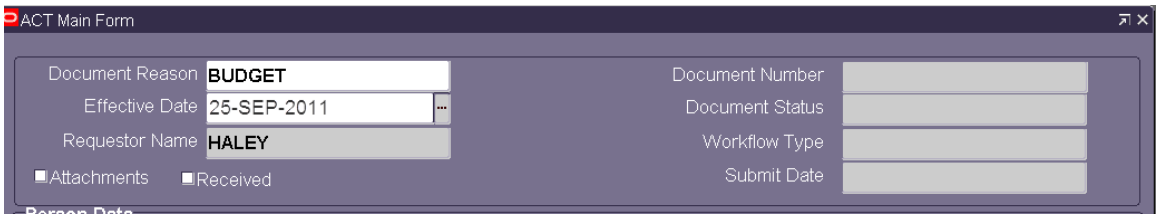
3. The **ACT MAIN FORM** opens, click once in the **DOCUMENT REASON** field.

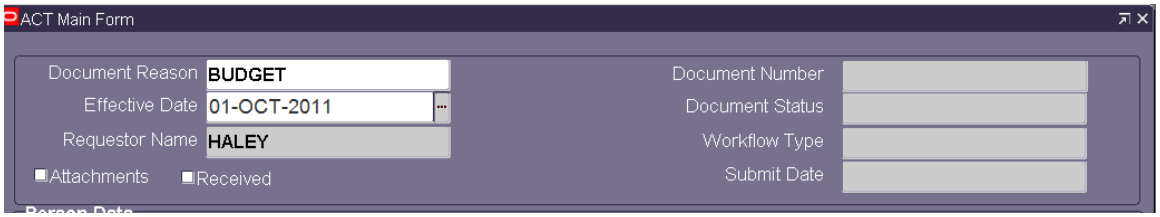


4. Use the **DOCUMENT REASON** LOV to highlight ***Budget*** and click ***OK.***



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-MMM-YYYY*** format.

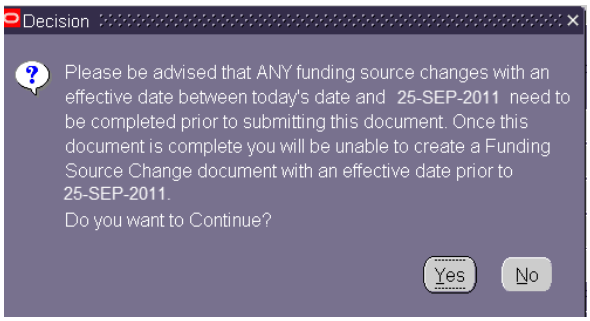


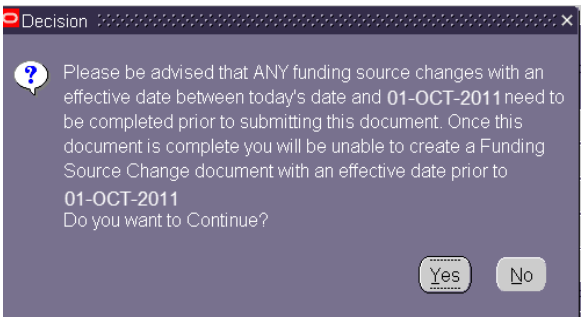


6. Click on the **SAVE** button at the bottom of the **ACT MAIN FORM.**

Note: An **ERROR** similar to the one on the right will display when the individual's primary assignment category is ***06 Student, 11 Federal Work Study, 20 Post-Doctoral Trainee, or 60 Volunteer***. Budget increases are not permissible on the above assignment categories.

A **DECISION** box will display advising, if a funding source change needs to be made prior to 25-Sep-2011 for biweekly paid employees or 01-OCT-2011 for monthly paid employees, the Funding Source Change ACT document should be processed **BEFORE** processing the Budget ACT document.

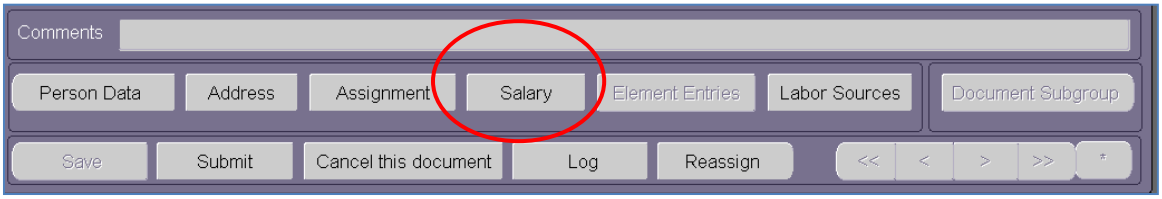




7. Respond by clicking on either **YES** to continue with Budget document or **NO** to abort document.

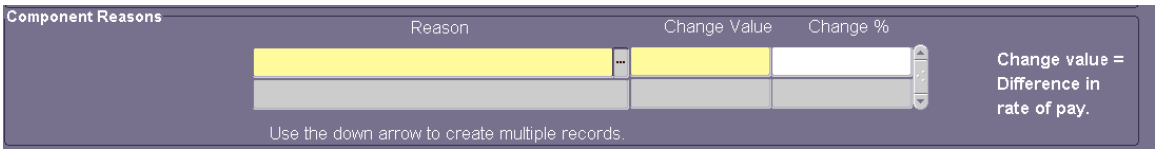
   *****Warning: Once the Budget ACT Document has entered COMPLETE status you will not be able to process a Funding Source Change ACT document with an effective date prior to the Budget Document Effective Date*****

8. Once the **ACT MAIN FORM** opens, click on the **SALARY** button located at the bottom of the **ACT MAIN FORM**.

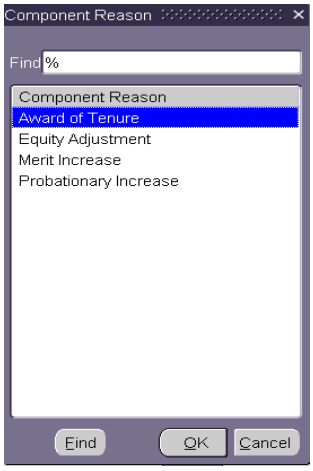


The **SALARY** form opens.

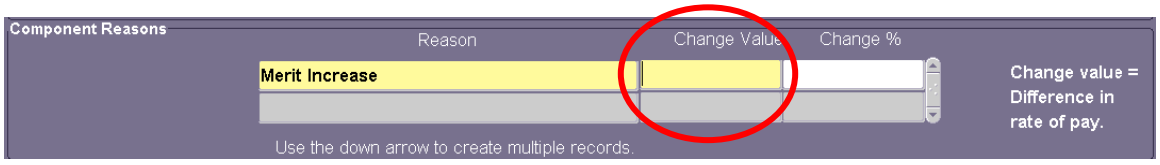
9. Click in the **REASON** field located in the **COMPONENT REASONS** section of the **SALARY** form.



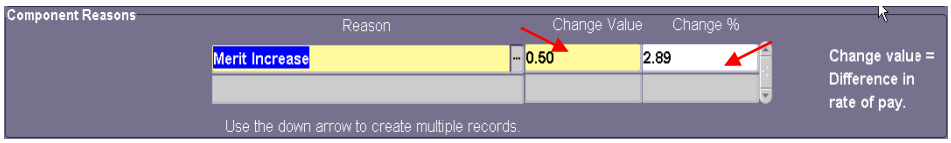
10. Select the appropriate **COMPONENT REASON** from the LOV and click **OK**.



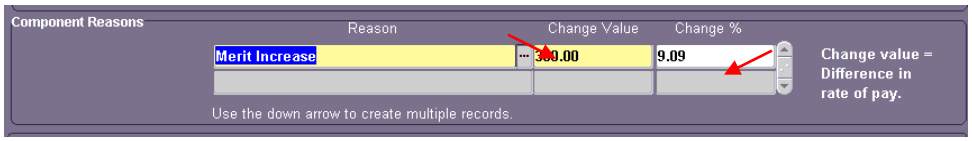
11. Click in the **CHANGE VALUE** field; enter the hourly increase amount for biweekly paid employees or the monthly increase amount for salaried employees.



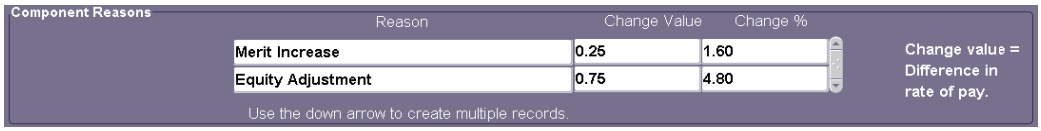
Example: ***If an hourly paid employee currently earns $17.32 per hour and will increase to $17.82 per hour, enter $.50 in the CHANGE VALUE field.***



If a monthly paid employee currently earns $3,300.00 per month and will increase to $3,600.00 per month, enter $300.00.



Multiple **COMPONENT REASONS** may be entered if necessary. To enter a second component reason, simply click in the next available line and select the appropriate component reason from the LOV and proceed to enter the change value.



The **PROJECTED ASSIGNMENT SALARY** and the **ACTUAL ASSIGNMENT RATE OF PAY** will automatically be entered based upon the new rate of pay.

12. Enter comments, if required or applicable, in the **COMMENTS** field at the bottom of this form. Comments entered here will appear on the **ACT MAIN FORM**.

13. Click on the **SAVE** button.

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

If current assignment level funding source information is correct, ***click here***.

For instruction on how to change funding source information on the **LABOR SOURCE** form, ***click here***.

For instructions on tracking budget documents through the workflow approval path, ***click here***.

Changing Funding Sources:

Below are guidelines to consider when making funding changes on the Budget document:

- The **BUDGET DOCUMENT EFFECTIVE DATE** ***must be a future pay period***.
- When using a ***retroactive*** **DOCUMENT EFFECTIVE DATE** (a date in which the payroll has already processed), the **LABOR SOURCES** form is available for change; however, the ***actual*** effective date of the labor source change will default to the current available pay period. ***In order to correct labor sources or distributions for past pay periods, a Salary Reclass document must be processed.***
- If changes to the **LABOR SOURCE** form are to take place ***prior*** to the ***Budget Document Effective Date,*** a ***Funding Source Change Document*** must be submitted and approved ***before*** creating the Budget document.

Once an employee's Budget document has entered "COMPLETE" status, a Funding Source Change Document with a document effective date prior to the Budget Document is prohibited.

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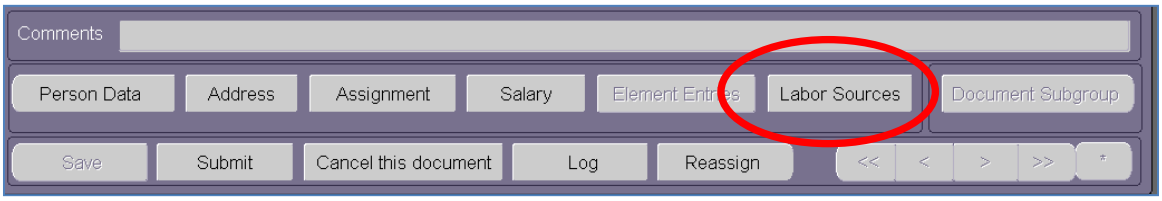
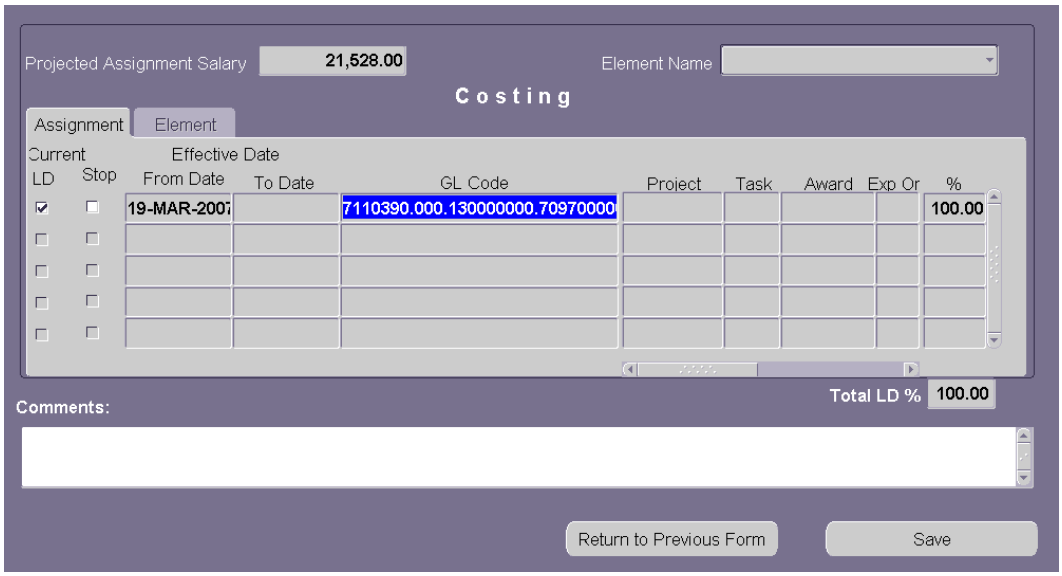
1. If the labor sources are changing for an employee, click on the **LABOR SOURCES** button on the **ACT MAIN FORM.**

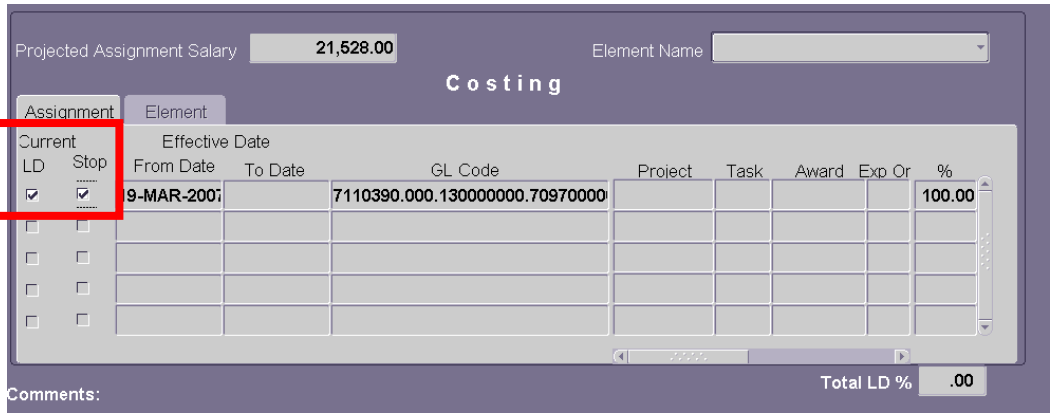


2. The **LABOR SOURCES** form opens.

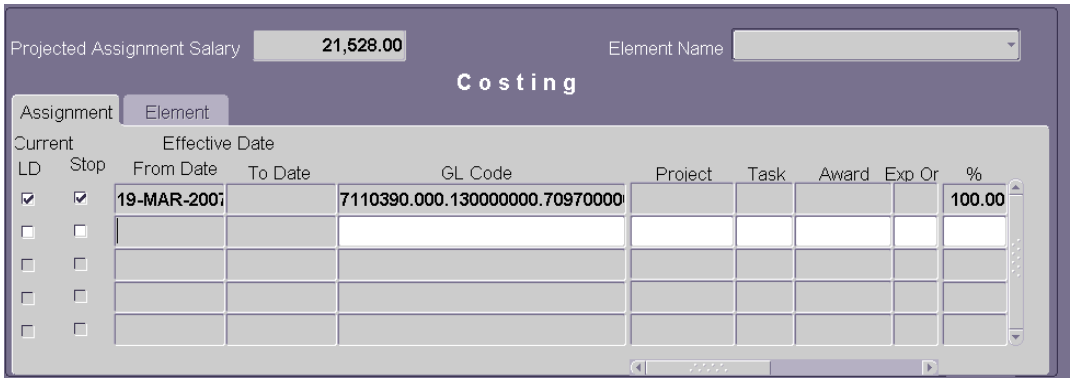


Entering GL Funding Sources

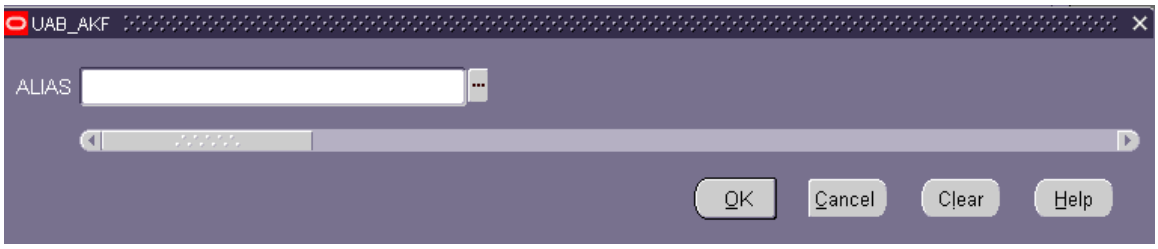
Note: When entering new ***GL or GA*** information for an employee, you must stop the original labor source by clicking in the **STOP** checkbox located to the left of each funding line before entering new accounts.



1. If an employee has a GL funding source and this information is changing, click in the **GL CODE** field.



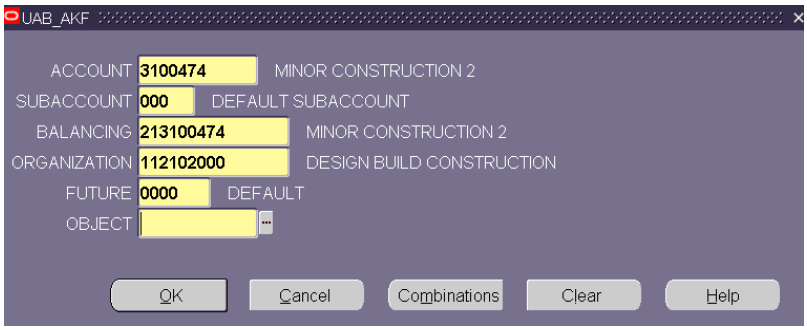
2. Click on the LOV. This opens the **UAB_AKF FIND WINDOW**.



3. Click on the LOV icon in the **ALIAS** field.

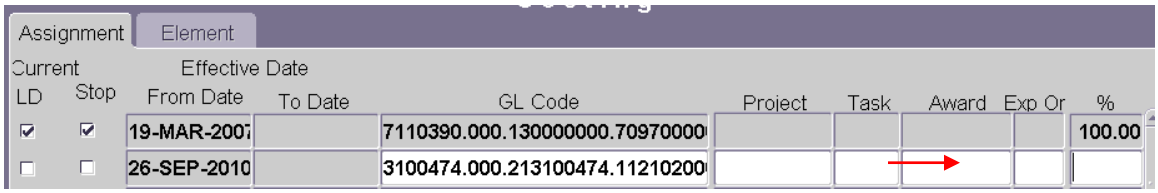
4. Enter ***the new funding source account number*** or use the **% WILD CARD** to perform a search. Enter as much information as possible to limit your search.

5. Once the new account number is entered, click on the **OK** button. The **UAB_AKF** window will open displaying the account string.

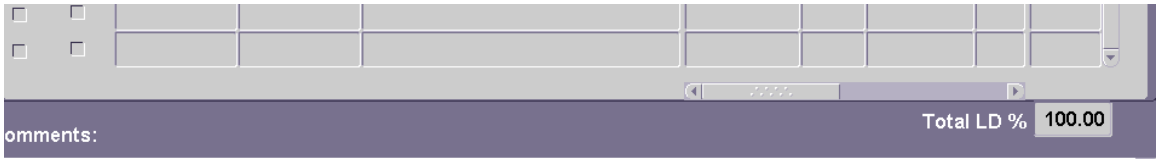


6. Type ***"0" zero*** in the **OBJECT** field. Click **OK**.

7. The **LABOR SOURCES** form opens displaying the account string information in the **GL CODE** field.



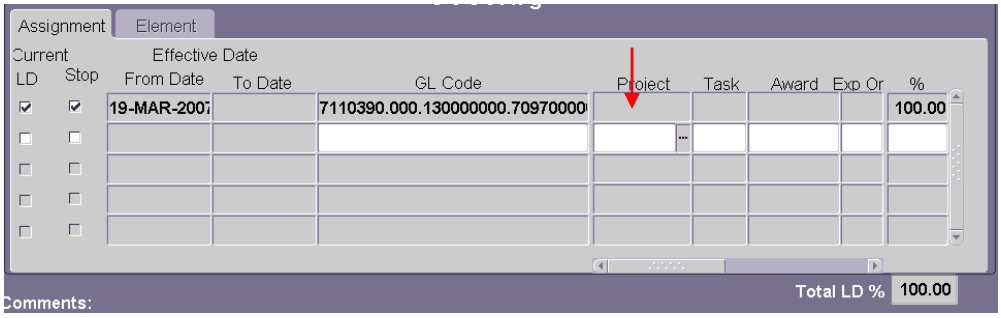
8. Type in the ***percent of the employee's effort to be charged to this account*** in the **%** field. Only one funding source is allowed for each record/row.



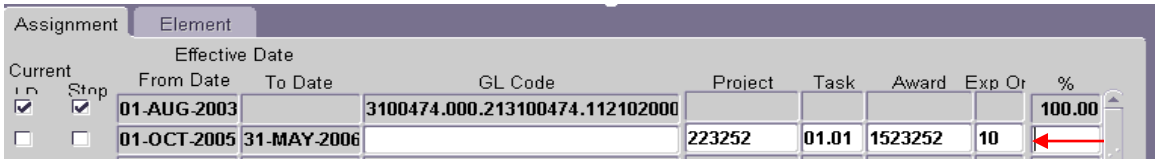
9. Repeat the above steps, as needed, for entering all GL account funding sources.

Entering Grant Funding Sources

1. If an employee is funded from a grant and this information is changing, click once in the **PROJECT** field of the next available row.



- Choose the ***project number*** from the LOV in the **PROJECT** field or ***type the grant number in the field.***
- Choose the ***task number*** from the LOV in the **Task** field or ***type the number into the field.***
- Choose the ***award number*** from the LOV in the **AWARD** field or ***type the number into the field.***
- Choose the ***organization number*** from the LOV in the **EXPENDITURE ORGANIZATION** field or type ***the number into the field***. For the hospital, this number is **70**. For the university, the number is ***10.***



2. Type in ***the percent of the employee's effort to be charged to this account*** in the **%** field. Only one funding source is allowed for each record/row.

3. Repeat the above steps, as needed, for entering all Grant funding sources.

4. Enter comments, if applicable, in the **COMMENTS** field at the bottom of this form. Comments entered here will appear on the **ACT MAIN FORM**.

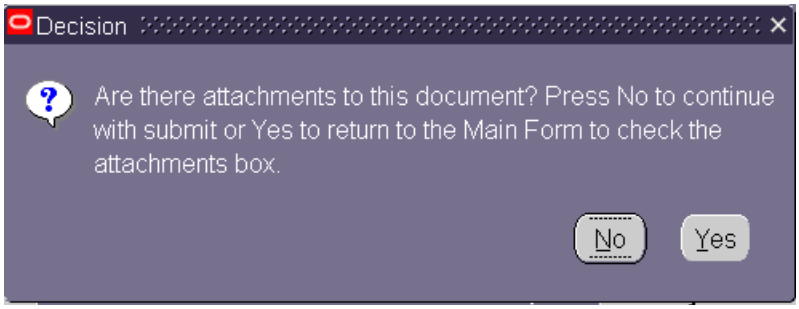
5. Click on the **SAVE** button.

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

Submitting the Budget Document

1. Before submitting the document make certain all information is correct. Click the **SUBMIT** button.

2. Once the document is submitted the following window appears.



3. Click **NO** to continue since **ATTACHMENTS** are not required.

4. The **DOCUMENT STATUS** changes to **READY**.

   Note: Once the Document Status changes to READY, all fields on all the forms will turn gray (inquiry or ready only).

5. Once the Budget document is submitted, and the **DOCUMENT STATUS** changes to **READY**, the document has entered the Approval Path. The **DOCUMENT STATUS** will change throughout the levels of Approval. Once the document has been approved by all levels of Administration, the **DOCUMENT STATUS** will change to **COMPLETE**.

For instructions on tracking budget documents through the workflow approval path, ***click here***.

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