

## **Appoint, Change and Terminate (ACT) Documentation Create Volunteer**

The **CREATE VOLUNTEER** ACT Document is completed by the HR Officer to **appoint** all **new volunteers** who have **never** been affiliated with UAB in an active trainee or employee status.

The information entered on the **CREATE VOLUNTEER** document creates the official personnel record for that individual. While it may seem to be a rather lengthy process, much of the data is used for reporting throughout the University and to external agencies; therefore, providing as much data as possible and ensuring its accuracy is important. It is recommended before starting this procedure, you have all of the relevant information in front of you, and that it is completed in sequential order.

Instructions for completing each individual form on the **CREATE VOLUNTEER** ACT document can be accessed by scrolling to the referenced page number.

<b>Creating a Create Volunteer Document .....</b>	<b>2</b>
<b>Entering Person Data .....</b>	<b>4</b>
<b>Entering Employment Information .....</b>	<b>6</b>
<b>Entering Schools and Colleges Information.....</b>	<b>8</b>
<b>Entering Phonebook Information .....</b>	<b>10</b>
<b>Entering License, Certification, Membership Information .....</b>	<b>11</b>
<b>Entering Address and Phone Information.....</b>	<b>12</b>
<b>Entering Assignment Information .....</b>	<b>15</b>
<b>Submitting a Create Volunteer Document.....</b>	<b>17</b>

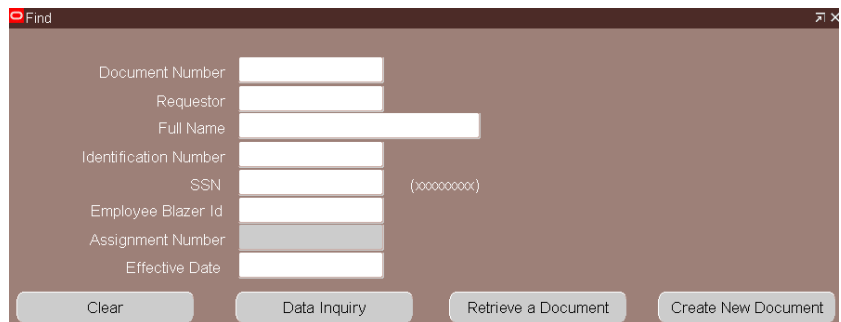
## Appoint, Change and Terminate (ACT) Documentation Create Volunteer

### Creating a Create Volunteer Document

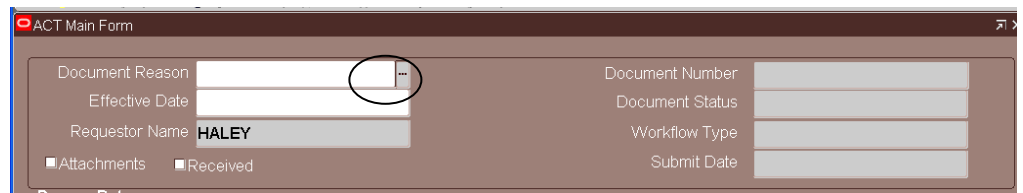
UAB HR Officer → HR Transactions → ACT → Find Window.

Selecting **ACT** opens the **ACT FIND** window.

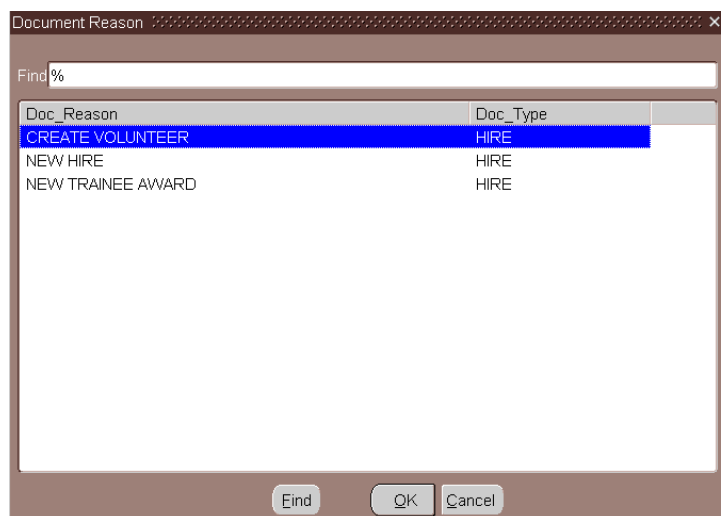
1. Click on the **CREATE NEW DOCUMENT** button; a blank **ACT MAIN FORM** will open.



2. Click on the **LOV** box in the **DOCUMENT REASON** field.



3. Choose **Create Volunteer**, click **OK**. Once you click OK you will be directed back to the **ACT MAIN FORM**.



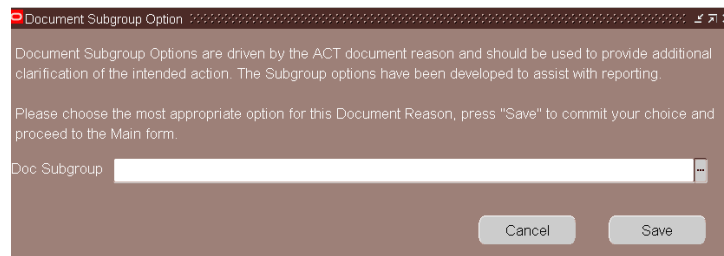
Doc_Reason	Doc_Type
CREATE VOLUNTEER	HIRE
NEW HIRE	HIRE
NEW TRAINEE AWARD	HIRE

4. Enter the **Effective Date** in the **EFFECTIVE DATE** field. **Note: This date cannot be changed once you have submitted the document.** Use the calendar **LOV** or type in the desired date using the **DD-MMM-YY** Format.

## Appoint, Change and Terminate (ACT) Documentation Create Volunteer

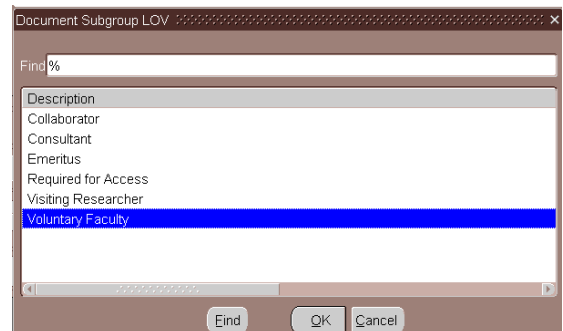
- Click on **DOCUMENT SUBGROUP** button located in the lower right corner of the **ACT MAIN FORM**.

- The **DOCUMENT SUBGROUP OPTION** window will open; click on **Doc SUBGROUP** field **LOV**.



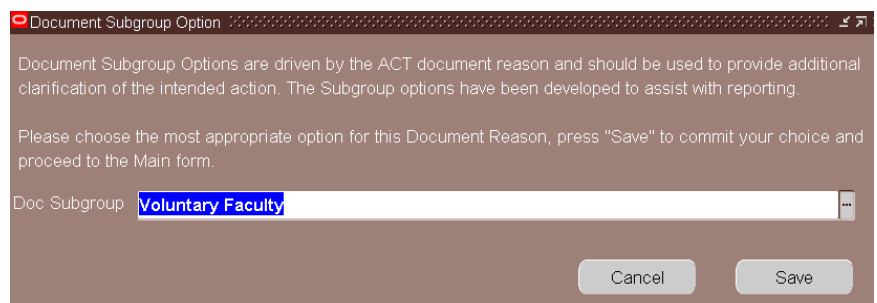
- Select the description that best explains the nature of the transaction.

For a complete list of available **DOCUMENT SUBGROUP DESCRIPTIONS** and explanation of when to use, click [here](#).



- Click on **OK** to select.

- Click on **SAVE** to commit your choice and proceed to the **ACT MAIN FORM**.



**Warning:** If you change the **DOC SUBGROUP** field after the initial save in step 10, **you must re-save in order to commit your change.**

- Click on the **SAVE** button at the bottom of the **ACT MAIN FORM**. The system will assign a **DOCUMENT NUMBER** and the **DOCUMENT STATUS** is **OPEN**.

**BE SURE TO RECORD THE DOCUMENT NUMBER BEFORE EXITING THE CREATE VOLUNTEER DOCUMENT.** You will not be able to locate the new volunteer by their name, social security number, or volunteer ID number until the document has reached a **COMPLETE** status.



- Click the **PERSON DATA** button located at the bottom of the **ACT MAIN FORM**.

## Appoint, Change and Terminate (ACT) Documentation Create Volunteer

The Person Data form contains demographic information and other personal data that is grouped into five sub forms and two buttons on the ACT form. The sub forms to be completed on a **CREATE VOLUNTEER** document are **PERSONAL**, **EMPLOYMENT**, **DIRECTORY**, and **LICENSE**. The **TERMINATION** tab will not be used. Instructions for each sub form and button are listed separately.

### Entering Person Data

1. Click on the **PERSON DATA** tab at the bottom of the ACT Main Form.

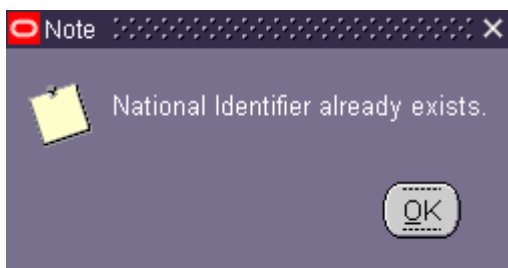
The screenshot shows the 'ACT Main Form' window. At the top, there are fields for 'Document Reason' (CREATE VOLUNTEER), 'Effective Date' (01-APR-2011), 'Requestor Name' (HALEY), 'Document Number' (536179), 'Document Status' (OPEN), 'Workflow Type' (HIRE), and 'Submit Date'. Below these are checkboxes for 'Attachments' and 'Received'. The 'Person Data' section contains fields for Name, Identification Number, SSN, Service Date, Date of Birth, Gender, Ethnic Origin, Total Active Assignments, Total Projected Annual Salary, and a checkbox for 'Prior UAB Service'. The 'Assignment Data' section contains fields for Assignment Number, Assignment Category, Job, FTE, Projected Assignment Salary, Assignment Status, Organization, Position, Primary, and Payroll. At the bottom, there are checkboxes for 'Person', 'Address', 'Assignment', 'Salary', 'Element Entries', 'Labor Sources', and 'Doc Subgroup'. A 'Comments' field is also present. The 'Person Data' tab is highlighted in the bottom navigation bar.

2. The **PERSONAL TAB** opens. **Required fields are yellow and must be completed before you can save the form and move on.**

The screenshot shows the 'PERSONAL' tab of the ACT form. It has a tabbed interface with 'Personal', 'Employment', 'Phonebook', 'License', 'Termination', and 'Schools and Colleges'. The 'Personal' tab is active, showing two columns: 'Current' and 'Proposed'. The 'Current' column has fields for SSN, Last Name, First Name, Middle Names, Suffix, Title, Date Of Birth, and Gender. The 'Proposed' column has corresponding yellow-highlighted fields for the same information. At the bottom, there is a 'Comments' field and buttons for 'Address', 'Return to Previous Form', and 'Save'.

## Appoint, Change and Terminate (ACT) Documentation Create Volunteer

3. Enter the **Social Security number** in the **SSN** field; **do not enter dashes**. Press **TAB** or click in the next field.



**Note: If you receive the following note after entering the social security number, the volunteer's personal data already exists in the Administrative Systems. A **Rehire** document will need to be completed on this volunteer.** (For instructions on how to complete a **Rehire** Document [click here](#).

4. Enter the **volunteer's last name** exactly as it should appear in the **LAST NAME** field. **Remember this is the volunteer's official UAB electronic document. The FIRST letters of all names are to be capitalized; REMAINING letters are to be lower case.** Press **TAB** or click in the next field.
5. Enter the **volunteer's first name** exactly as it should appear in the **FIRST NAME** field. Press **TAB** or click in the next field.
6. Enter the **volunteer's middle name**, if known, in the **MIDDLE NAME** field. Press **TAB** or click in the next field.
7. Enter the **volunteer's suffix**, in the **SUFFIX** field if applicable. **Example: Sr., Jr., III, etc.** Press **TAB** or click in the next field.
8. Click once in the **TITLE** (Mr. Mrs. Miss) field. Choose **appropriate title** from LOV or type it directly into the field. **Once you have selected the title, the GENDER field will automatically populate based on title choice.**
9. Click once in the **DATE OF BIRTH** Field. Enter the **volunteer's birth date** using the **DD-MMM-YY** format.

10. Click the **SAVE** button at the bottom of the form.
11. Once you click the **SAVE** button, the screen will move to the **EMPLOYMENT** form.

## Appoint, Change and Terminate (ACT) Documentation Create Volunteer

### Entering Employment Information

	Current	Proposed
Ethnic Origin		
Veteran Status		
I-9 Status		
Visa Type		
Work Visa Expiration Date		

1. In the **ETHNIC ORIGIN** field, click the LOV and select the **volunteer's ethnic origin**. Click **OK**.

Ethnic Origin

Find %

- American Indian or Alaskan Native
- Asian
- Black or African American
- Hispanic or Latino, regardless of race
- Native Hawaiian or Other Pacific Islander
- Two or More Races
- White

Find OK Cancel

2. Enter the **I-9 STATUS** or select the appropriate I-9 Status from the **LOV**. Click **OK**.

**NOTE:** The **Ethnic Origin** and **I-9 Status** fields are not required fields for a **CREATE VOLUNTEER** document. However, it is recommended you enter the information if it is available.

I-9 Status

Find %

- No
- Not Required - Trainee
- Yes

Find OK Cancel

3. In the **VISA TYPE** field click on the LOV.
  - a. If the volunteer was born in the United States and has maintained citizenship in the United States, select **US CITIZEN** from the LOV and click **OK**.

Visa Type

Find %

- B-1 Visitor for Business
- B-2 Visitor for Pleasure
- EAC Employment Authorization
- F-1 Student
- H-1 Work Visa
- J-1 Work Visa - Can Be A Student
- O-1 Outstanding Specialty
- PR Permanent Resident
- TN Canadian Employee
- US Citizen
- WB Visa Waiver Business
- WWT Visa Waiver Tourist
- WB1 Canadian Walkover for Business
- WB2 Canadian Walkover for Pleasure
- XX Asylum Status

Find OK Cancel

## Appoint, Change and Terminate (ACT) Documentation Create Volunteer

- b. If the volunteer is considered a non-resident alien, select the appropriate **Visa Type** from the **LOV** and click **OK**.

For more information on Visa Types, go to International Scholars Services (ISS)

webpage. Copy and paste link into URL:

***<http://main.uab.edu/Sites/students/53998/>***

The screenshot shows the 'Current' and 'Proposed' tabs for a volunteer. The 'Current' tab is active, and the 'Proposed' tab is also visible. The 'Proposed' tab contains the following data:

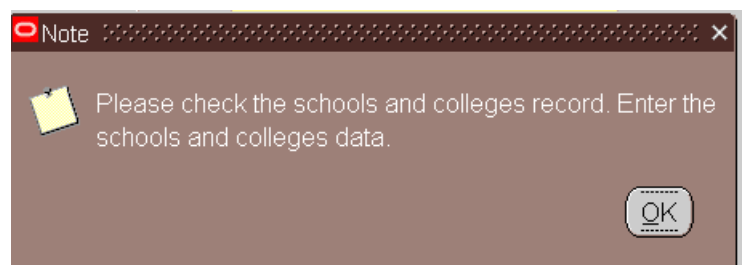
Current	Proposed
Ethnic Origin	White
Veteran Status	
I-9 Status	Yes
Visa Type	US Citizen
Work Visa Expiration Date	

4. When required, enter future **Work Visa Expiration Date**. Date can be typed directly into the field using the dd/mmm/yyyy and must be a **future** date.

The screenshot shows the 'Current' and 'Proposed' tabs for a volunteer. The 'Proposed' tab contains the following data:

Current	Proposed
Ethnic Origin	White
Veteran Status	
I-9 Status	Yes
Visa Type	H-1 Work Visa
Work Visa Expiration Date	01-DEC-2012

5. Click on the **SAVE** button. The following note will display. Click on OK and proceed to enter the schools and college data.



6. Click on the **SCHOOLS AND COLLEGE** tab.

## Appoint, Change and Terminate (ACT) Documentation Create Volunteer

### Entering Schools and Colleges Information

1. Type in the ***name of the school or college*** or select it from the LOV.

School or College	Degree Name	Degree Date	Type	Transcript/Official Documentation on File	Degree Discipline
University of Alabama at Birmingham					

Comments

Address Return to Previous Form Save

**Note:** The School and College LOV include listings of Institutions within the United States however; if the institution does not appear in the LOV listing, select Institution Not Available in Listing. For Institutions outside of the United States select Foreign University.

2. Click in the **DEGREE NAME** field. Using the LOV, select the appropriate degree. **Enter the highest level of degree the employee has earned, (Examples: High School Graduate, GED, Post High School Coursework, Bachelors, Masters, or PhD etc.** Click OK.

Degree Name	Description
400 Bachelor's Degree Non Specific	Bach
401 Bachelor's Level Non US Degree Equiv	Bach
402 Bachelor of Arts	Bach
410 Bachelor of Business	Bach
415 Bachelor of Computer Science	Bach
420 Bachelor of Education	Bach
430 Bachelor of Engineering	Bach
440 Bachelor of Health (Allied)	Bach
448 Bachelor of Nursing	Bach
449 Bachelor of Pharmacy	Bach
450 Bachelor of Humanities	Bach
460 Bachelor of Science or Mathematics	Bach

Find OK Cancel

3. Click in the **DEGREE DATE** field. Enter the ***degree date*** using the ***dd-mmm-yy*** format or use the Calendar LOV.



## Appoint, Change and Terminate (ACT) Documentation Create Volunteer

School or College	Degree Name	Degree Date	Type	Transcript/Official Documentation on File	Degree Discipline
University of Alabama at Birmingham	448 Bachelor of Nursing				

4. Click in the **TYPE** field. Select **Other Degree (OD)** or **Highest Degree (HD)** from the LOV. A person can only have one highest degree. All others must be marked as Other Degree (OD).
5. Repeat the above steps, as necessary, until all degrees are entered. Use the down arrow on the keyboard to create multiple records if necessary.

**Note: Faculty/Instructor Information fields must be completed on all Faculty and Credential Staff Course Instructors. The Transcript/Official Documentation on File field must be marked YES, indicating an official transcript is on file in the appropriate Dean's office, before the ACT document will be approved by the Provost office.**

6. For Faculty and Credential Staff Course Instructors only. Type **Yes** in the **TRANSCRIPT/OFFICIAL DOCUMENTATION ON FILE** field or use the LOV.
7. Type the **appropriate Degree Discipline** as indicated on the employee's official transcript or completed Faculty Data Form, or use the LOV, to select the appropriate degree discipline.

School or College	Degree Name	Degree Date	Type	Transcript/Official Documentation on File	Degree Discipline
University of Alabama at Birmingham	448 Bachelor of Nursing	25-MAY-2008	HD		51.16 - Nursing.

7. Click on Save and proceed to enter Phonebook Information; click on the **PHONEBOOK** tab.

## Appoint, Change and Terminate (ACT) Documentation Create Volunteer

### Entering Phonebook Information

Data used for the UAB Electronic Directory	
Current	Proposed
Individual Online List	Yes
Online Job Title	
Online Display Name	
Faculty and Staff List	

☐ Assignment Job Title  
(Last Name, First Name)  
\*\*\* Please do not add suffix

Comments

Address Return to Previous Form Save

1. **INDIVIDUAL ONLINE LIST** field defaults to **Yes**. All employees will be listed in the UAB Electronic phonebook.
2. Click in the **ONLINE JOB TITLE** field **only** if the employee's title to be listed in either the UAB paper phonebook or electronic phonebook is **different** than the assigned job title. Enter the **desired job title**.
3. Click in the **ONLINE DISPLAY NAME** field **only** if the employee's name is to be listed in either the UAB paper phonebook or electronic phonebook **differently** than what was entered on the **PERSONAL** Tab. **The proper format for this field is: last name, first name. No space between the comma and first name.**
4. Click the **LOV** in the **FACULTY AND STAFF LIST** field. Choosing **Yes** will include the employee in the UAB paper phonebook listing; choosing **No** will exclude the employee. Click **OK**. \*\*

**\*\* After December 2009, the white pages section of the UAB "paper" Phonebook will be made available online as a pdf. Faculty and Staff employees with "Yes" in the Faculty and Staff List field will be included in the online pdf.**

Data used for the UAB Electronic Directory	
Current	Proposed
Individual Online List	Yes
Online Job Title	
Online Display Name	
Faculty and Staff List	Yes

☐ Assignment Job Title  
(Last Name, First Name)  
\*\*\* Please do not add suffix

Comments

Address Return to Previous Form Save

5. Click the **SAVE** button at the bottom of form.

## Appoint, Change and Terminate (ACT) Documentation Create Volunteer

### Entering License, Certification, Membership Information

1. Click on the **LICENSE** tab if applicable. **Note: Information entered on this tab is entered only when the volunteer holds a professional license, membership or certification.**

The screenshot shows a web form with tabs: Personal, Employment, Phonebook, License, Termination, and Schools and Colleges. The 'License' tab is selected. The form is titled 'License/Certificate/Membership Information' and has two columns: 'Current' and 'Proposed'. Each column has fields for Type, Title, Number, and Expiration Date. Below the columns is a text box for 'Comments' and three buttons: 'Address', 'Return to Previous Form', and 'Save'. A note at the bottom says 'Use down arrow to create multiple records.'

2. Using the LOV in the **TYPE** field; choose the **appropriate License type**. **Note: If you choose License, the Title, Number, and Expiration Date fields become required fields.**

The screenshot shows a dropdown menu for 'Name' with the following options: Certification, License (highlighted in blue), Membership, and Professional Competency Certification.

3. If you select **License**, a screen listing of **LICENSE TITLES** appears. Select the appropriate **License title**, Click **OK**.

The screenshot shows a window titled 'License Title' with a search bar and a list of license titles. The list includes: Architect (highlighted), Cert. Nurse Anesthetist, Cert. Public Accountant, Dentist, Dietician, Engineer, Professional, Lawyer, Licensed Practical Nurse, Medical Doctor, LIC/CERT Unknown, Medical Doctor, Perm Foreign L/C, Medical Doctor, Perm US LIC/CERT, and Medical Doctor, Temp Foreign L/C. There are 'Find', 'OK', and 'Cancel' buttons at the bottom.

4. If you select **Certification, Membership or Professional Competency**, you will need to type **the appropriate title** in the **TITLE** field.
5. Type the **License Number** in the **NUMBER** field, if applicable.
6. In the **EXPIRATION DATE** field, choose the **expiration date** from the Calendar LOV or type the **date** in the **EXPIRATION DATE** field using the **dd-mmm-yy** format. **Note: This date must be a future date.**
7. Click **SAVE** at the bottom of the screen; click the **ADDRESS** button to begin entering the volunteer's address information.

## Appoint, Change and Terminate (ACT) Documentation Create Volunteer

### Entering Address and Phone Information

The screenshot shows the 'Address' and 'Phones' sections of the 'Create Volunteer' form. The 'Address' section has two columns: 'Current' and 'Proposed'. The 'Current' column has fields for Address Type, Address Line1, Address Line2, Address Line3, City, State, and Zip Code. The 'Proposed' column has corresponding fields, with a dropdown arrow in the Address Type field. Below the 'Address' section is the 'Phones' section, which has a 'Delete' checkbox, a 'Current' checkbox, and a table with columns for Type, Phone Number (xxxxxxxxxx), and Date From. Below the 'Phones' section is a 'Comments' field with a text area and a 'Use the down arrow to create multiple records.' instruction. At the bottom are 'Return to Previous Form' and 'Save' buttons.

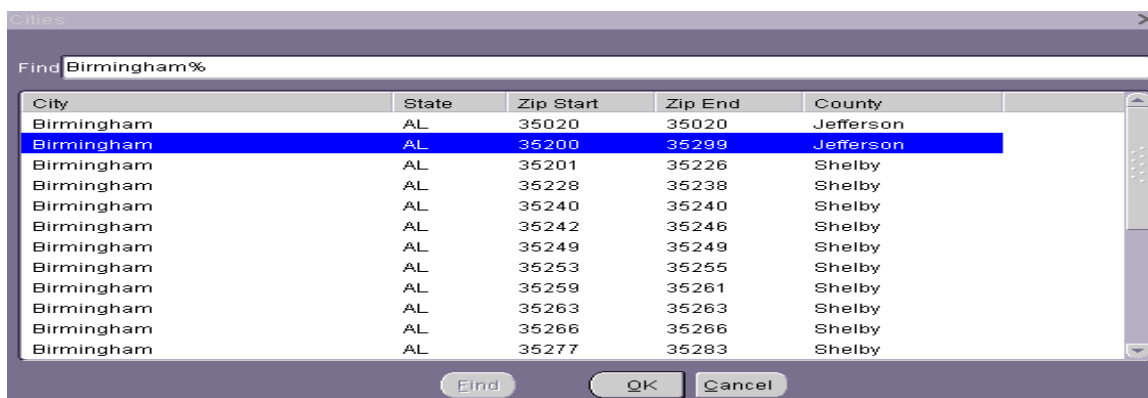
**Note:** All volunteers must have a local (US) address and/or campus address in order to receive correspondence. Volunteer's can change their home address through the Self Service once the Create Volunteer document is in COMPLETE status, Campus address and phone numbers must be changed via a Data Change ACT Document.

1. Type **Home** or make the selection from the LOV in the **ADDRESS TYPE** field. Click **OK**.

The screenshot shows the 'Address' section of the form with the 'Address Types' LOV (List of Values) open. The LOV has a 'Find' field with a '%' symbol and a list of types: Campus Primary, Campus Secondary, Campus Tertiary, Home, and Recruiting. The 'Home' type is highlighted in blue. An arrow points from the 'Home' type in the LOV to the 'Address Type' field in the 'Proposed' column of the 'Address' section. The 'Address' section has fields for Address Type, Address Line1, Address Line2, Address Line3, City, State, and Zip Code. The 'Proposed' column has corresponding fields, with a dropdown arrow in the Address Type field. Below the 'Address' section is the 'Phones' section, which has a 'Delete' checkbox, a 'Current' checkbox, and a table with columns for Type, Phone Number (xxxxxxxxxx), and Date From. Below the 'Phones' section is a 'Comments' field with a text area and a 'Use the down arrow to create multiple records.' instruction. At the bottom are 'Return to Previous Form' and 'Save' buttons.

## Appoint, Change and Terminate (ACT) Documentation Create Volunteer

- Enter the **volunteer's street address** in the **ADDRESS LINE1** field. There are two additional address lines available if needed.
- In the **CITY** field, click on the **LOV**, the LOV brings up a **FIND** field. In the **FIND** field type **the name of the city in which the volunteer lives**, and click **OK**. A listing of City, State, Zip Start, Zip End and County will appear.



- Highlight the **correct zip code range** for the city and county in which the volunteer lives. Click **OK**. This will populate the City and State field.
- Click in the **ZIP CODE** field, type the **correct Zip Code**. Click **SAVE**.

**Note:** If the volunteer has an international address and phone number, check the **International Address** checkbox. The **Comments** box will turn yellow indicating that it is now a required field. Enter the international address and phone number in the **Comments** box. The **Campus Address** should be entered as **Home** in the **Address Type** field. The **Department name** on **Address Line 1**, **Street Address** on **Address Line 2** and the **building and room number** on **Address Line 3**.

<input checked="" type="checkbox"/> International Address
Comments

- To enter the **campus address**, click in the **ADDRESS TYPE** field and **press the down arrow**. The **ADDRESS TYPE** field becomes blank. Click on the **LOV** and select **Campus Primary**. Click **OK**.
- Enter the **two letter building code** in the **BUILDING** field. Click in the **ROOM NUMBER** field, the **ADDRESS LINE3** field will populate with the UAB building associated with the two letter code entered.

**Note:** Building field LOV provides a listing of all UAB Buildings and Building Codes. This is a rather long list so be as specific as possible when trying to locate a building. Using the percent (%) sign and the first letter of the building name will help to limit the list.

- Enter the **room or floor number** in the **ROOM** field.

## Appoint, Change and Terminate (ACT) Documentation Create Volunteer

9. In the **CITY** field, type in the ***name of the city*** in which the UAB building is located. The **CITIES** LOV will open; select the ***correct Zip Start-Zip End*** range for the UAB building selected. Click **OK**.

10. Enter the ***four-digit zip code extension*** for the department in which the volunteer will be working to ensure that the volunteer receives his or her campus mail. Click **SAVE**.

The screenshot shows the 'Address' form with two main sections: 'Current' and 'Proposed'. The 'Current' section has fields for Address Type, Building, Room, Address Line3, City, State, and Zip Code. The 'Proposed' section has a dropdown for Campus Type (set to 'Campus Primary'), a text field for NHB (set to 'NHB'), a text field for a number (set to '525'), a text field for the building name (set to 'NEW HILLMAN BUILDING'), a text field for the city (set to 'Birmingham'), a text field for the state (set to 'AL'), and a text field for the zip code (set to '35294 - 0011'). A note at the bottom says 'Use the down arrow to create multiple records.'

11. Repeat the steps 6 - 10 if a Campus Secondary address is necessary.
12. To enter phone numbers for volunteer, click in the **TYPE** field located Phones region of the form.

The screenshot shows the 'Phones' form with a table. The table has four columns: 'Delete', 'Current', 'Type', 'Phone Number (xxxxxxxx)', and 'Date From'. The first row is highlighted in yellow. An arrow points to the 'Type' field in the first row. A note at the bottom says 'Use the down arrow to create multiple records.'

13. Type ***Home*** in the **TYPE** field or choose ***Home*** from the LOV.
14. Enter the ***volunteer's ten digit home phone number*** in the **PHONE NUMBER** field without dashes.
15. Type the ***effective start date*** in the **DATE FROM** field or use the calendar LOV. **Usually this is the effective date of the document.**
16. Click in ***the row under the Home phone listing.*** Type in ***Campus Primary*** or choose ***Campus Primary*** from the **PHONES TYPE** LOV.
17. Enter the ***ten digit campus telephone number.***
18. Type the ***effective start date*** in the **DATE FROM** field or use the Calendar LOV. **Usually this is the effective date of the document.** Click the **SAVE** then click on the **RETURN TO PREVIOUS** button to return to the **ACT MAIN FORM**.

The screenshot shows the 'Phones' form with a table. The table has four columns: 'Delete', 'Current', 'Type', 'Phone Number (xxxxxxxx)', and 'Date From'. There are two rows of data. The first row has 'Home' in the Type field, '(205) 823-2161' in the Phone Number field, and '15-OCT-2009' in the Date From field. The second row has 'Campus Primary' in the Type field, '(205) 934-4680' in the Phone Number field, and '15-OCT-2009' in the Date From field. A note at the bottom says 'Use the down arrow to create multiple records.'

***Note: Repeat these steps to enter additional phone numbers for the volunteer. Use the down arrow on your keyboard to enter multiple records, if necessary.***

## Appoint, Change and Terminate (ACT) Documentation

### Create Volunteer

#### Entering Assignment Information

The information on the **ASSIGNMENT** form identifies the volunteer's assignment category and the organization and position number the volunteer is affiliated.

1. Click on the **ASSIGNMENT** button located on the **ACT MAIN FORM**. This will open the **ASSIGNMENT** form.

General Assignment Information	
Current	Proposed
Assignment Category	60 Volunteer
Status	Voluntary
Expected Return Date	
Organization	
Location	
Position	
Job	
Grade	
Payroll Group	
Timecard Dist Number	
Timekeeping Method	
Timekeeping Organization	
Comments	

Salary Labor Sources Element Entries Return to Previous Form Save

2. Click in the **ORGANIZATION** field; type the *appropriate organization* in which the volunteer will be affiliated. Press **ENTER**. The **LOCATION** field will automatically populate, or use the Location LOV to select location.

General Assignment Information	
Current	Proposed
Assignment Category	60 Volunteer
Status	Voluntary
Expected Return Date	
Organization	392300000 Pathology Chair Office
Location	Bham Main Campus
Position	
Job	
Grade	
Payroll Group	
Timecard Dist Number	
Timekeeping Method	
Timekeeping Organization	
Comments	

## Appoint, Change and Terminate (ACT) Documentation

### Create Volunteer

- Click in the **POSITION** field, select the **position code** from the position LOV. This LOV will contain only the position codes affiliated with the organization you have chosen. It will display all of the positions available for the organization - both vacant and filled. By entering the correct position, the **JOB** field and **GRADE** field will be auto populated.

General Assignment Information	
Current	Proposed
Assignment Category	60 Volunteer
Status	Voluntary
Expected Return Date	
Organization	392300000 Pathology Chair Office
Location	Bham Main Campus
Position	392300000.27601.031001
Job	RL127E0.Visiting Scientist
Grade	W.G50
Payroll Group	
Timecard Dist Number	
Timekeeping Method	
Timekeeping Organization	
Comments	

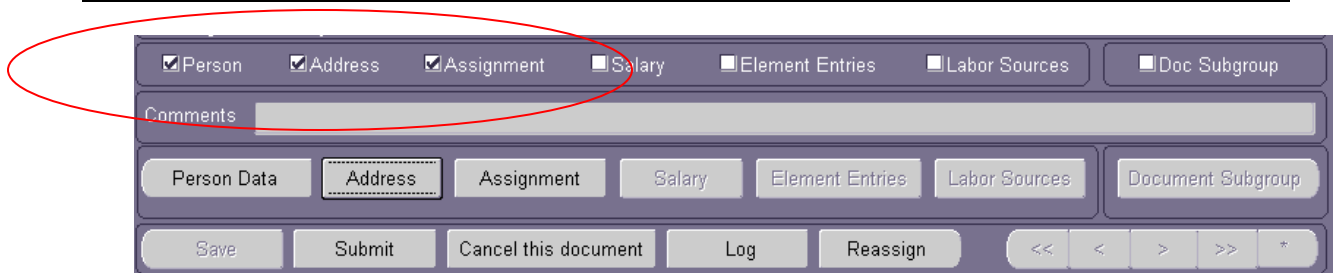
- Click the **SAVE** button at the bottom of the screen. **Notice the Salary, Labor Sources, and Element Entries buttons are gray (not available). Volunteers do not require information on these three forms.**
- Click the **RETURN TO PREVIOUS** button at the bottom of the screen until you return to the **ACT MAIN FORM**.



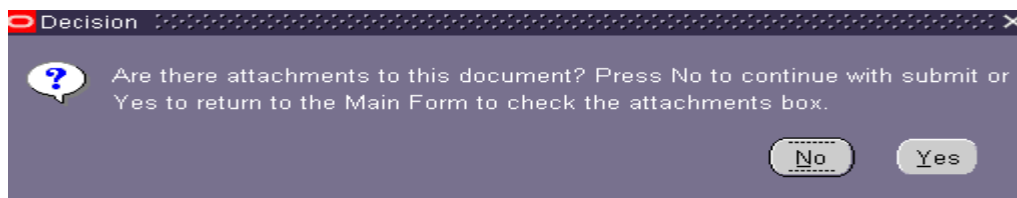
## Appoint, Change and Terminate (ACT) Documentation Create Volunteer

### Submitting a Create Volunteer Document

Before submitting the **CREATE VOLUNTEER** document, verify all required information is entered and all attachments are ready to be submitted. The HR Officer submits the **CREATE VOLUNTEER** document for approval. At that point, the document status changes from Open to Ready and enters the approval path.



1. On the **ACT MAIN FORM**, verify checks have been inserted in the checkbox next to **PERSON, ADDRESS AND ASSIGNMENT**.
2. Before submitting the document make certain all information is correct. ***You will not be able to correct information within the document after submitting.***
3. Click the **SUBMIT** button.
4. The following **DECISION** window will display. Attachments are not required for a **Create Volunteer** document; click **No** to continue with submit.



5. 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). \*\*\*\* BE SURE TO RECORD YOUR DOCUMENT NUMBER BEFORE YOU EXIT THE NEW HIRE DOCUMENT. You will not be able to locate the new volunteer by name, social security number, or volunteer ID number until the document has reached COMPLETE status.***

6. Once the **CREATE VOLUNTEER 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**.
7. The requestor of the **CREATE VOLUNTEER** document will receive email notification when the document has entered a **COMPLETE** status.

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The volunteer can now create a **Blazer ID**. For information on setting up a **Blazer ID** go to BlazerID Central webpage. Copy and paste link into URL:  
***<https://idm.blazernet.uab.edu/bid/reg>***

***[RETURN TO TOP](#)***