

Appoint, Change and Terminate (ACT) Documentation Creating a OJI (On-The-Job Injury/Illness) Family Medical Leave Document

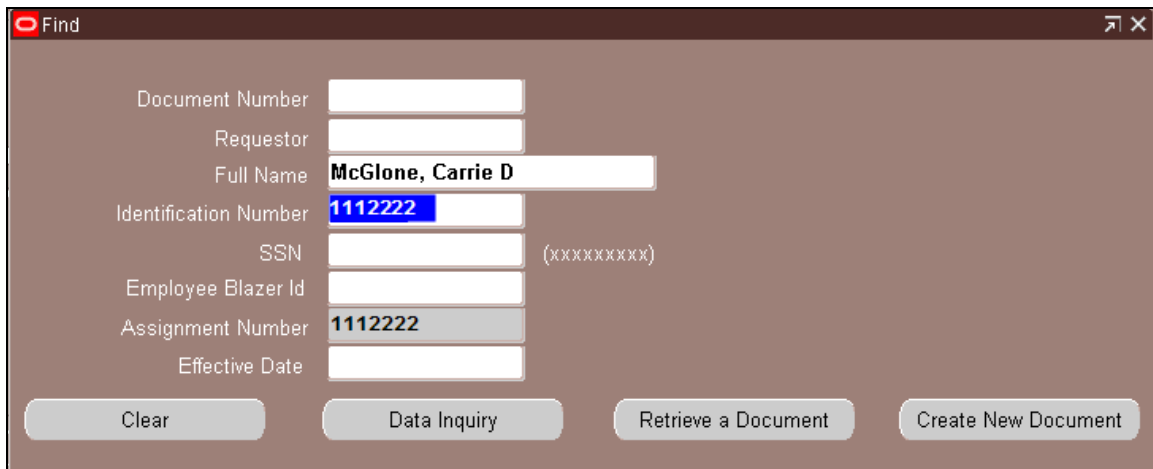
The **OJI FAMILY MEDICAL LEAVE** document reason is used when an employee has been absent from work for 2 weeks due to an on the job injury or illness. The employee **MUST** be placed in an OJI FMLA leave status retroactive to the first date of the absence. The leave period will count toward and run concurrent with the employee's FMLA entitlement.

[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 FAMILY MEDICAL LEAVE** document reason, 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.



| | |
|-----------------------|---------------------------------|
| Document Number | <input type="text"/> |
| Requestor | <input type="text"/> |
| Full Name | McGlone, Carrie D |
| Identification Number | 1112222 |
| SSN | <input type="text"/> (xxxxxxxx) |
| Employee Blazer Id | <input type="text"/> |
| Assignment Number | 1112222 |
| Effective Date | <input type="text"/> |

Clear Data Inquiry Retrieve a Document Create New Document

2. Click on the **CREATE NEW DOCUMENT** button.
3. The **ACT MAIN FORM** will open. Click once in the **DOCUMENT REASON** field.

Appoint, Change and Terminate (ACT) Documentation Creating a OJI (On-The-Job Injury/Illness) Family Medical Leave Document

ACT Main Form

| | | | |
|--------------------------------------|-----------------------------------|-----------------|--|
| Document Reason | | Document Number | |
| Effective Date | | Document Status | |
| Requestor Name | HALEY | Workflow Type | |
| <input type="checkbox"/> Attachments | <input type="checkbox"/> Received | Submit Date | |

Person Data

| | | | |
|-----------------------|--|--|--|
| Name | | Gender | |
| Identification Number | | Ethnic Origin | |
| SSN | | Total Active Assignments | |
| Latest Hire Date | | Total Annual Salary | |
| Date of Birth | | <input type="checkbox"/> Prior UAB Service | |

Assignment Data

| | | | |
|---------------------|--|-------------------|--|
| Assignment Number | | Assignment Status | |
| Assignment Category | | Organization | |
| Job | | Position | |
| FTE | | Primary | |
| Assignment Salary | | Payroll | |

☐ 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

- Use the **DOCUMENT REASON** LOV to choose **OJI FAMILY MEDICAL** or type the words **OJI Family Medical** in the **DOCUMENT REASON** field.

ACT Main Form

| | | | |
|--------------------------------------|-----------------------------------|-----------------|--|
| Document Reason | OJI/FAMILY MEDICAL LEAV | Document Number | |
| Effective Date | | Document Status | |
| Requestor Name | HALEY | Workflow Type | |
| <input type="checkbox"/> Attachments | <input type="checkbox"/> Received | Submit Date | |

- 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-MMM-YYYY** format.

ACT Main Form

| | | | |
|--------------------------------------|-----------------------------------|-----------------|--|
| Document Reason | OJI/FAMILY MEDICAL LEAV | Document Number | |
| Effective Date | 01-OCT-2006 | Document Status | |
| Requestor Name | HALEY | Workflow Type | |
| <input type="checkbox"/> Attachments | <input type="checkbox"/> Received | Submit Date | |

Appoint, Change and Terminate (ACT) Documentation Creating a OJI (On-The-Job Injury/Illness) Family Medical Leave Document

- 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**.

The screenshot shows the 'ACT Main Form' window. At the top, the 'Document Reason' is 'OJI/FAMILY MEDICAL LEAV'. Below it, 'Effective Date' is '01-OCT-2006' and 'Requestor Name' is 'HALEY'. There are checkboxes for 'Attachments' and 'Received'. To the right, a red circle highlights the 'Document Number' (238227), 'Document Status' (OPEN), 'Workflow Type' (LEAVES), and 'Submit Date' fields. Below this is the 'Person Data' section with fields for Name (McGlone, Carrie D), Gender (Female), Identification Number (1112222), Ethnic Origin (White / Non Hispanic), SSN, Total Active Assignments (1), Latest Hire Date (11-JUL-1988), Total Annual Salary (xx,xxx.xx), and Date of Birth (xx-JUL-xxxx). There is a checkbox for 'Prior UAB Service'. The 'Assignment Data' section follows, with fields for Assignment Number (1112222), Assignment Status (Active Assignment), Assignment Category (01 Regular FT), Organization (114300000 HRM Organizational De), Job (ET121E0.Administrative Sys), Position (114300000.03301.050501), FTE (1), Primary (Y), Assignment Salary (xx,xxx.xx), and Payroll (Monthly). Below these are checkboxes for 'Person', 'Address', 'Assignment', 'Salary', 'Element Entries', and 'Labor Sources'. A 'Comments' text area is present. At the bottom, there are buttons for 'Person Data', 'Address', 'Assignment', 'Salary', 'Element Entries', and 'Labor Sources'. At the very bottom are buttons for 'Save', 'Submit', 'Cancel this document', 'Log', 'Reassign', and navigation arrows. An arrow points to the 'Assignment' button.

- Click on the **ASSIGNMENT** button from the **ACT MAIN FORM**. The **ASSIGNMENT FORM** will open.

The screenshot shows the 'General Assignment Information' form. It has two columns: 'Current' and 'Proposed'. The 'Current' column has fields for Assignment Category (01 Regular FT), Status (Active Assignment), Expected Return Date, Organization (114300000 HRM Organizational De), Location (Bham Main Campus), Position (114300000.03301.050501), and Job (ET121E0.Administrative Systems I). The 'Proposed' column has fields for Assignment Category, Status (Leave With Pay), Expected Return Date (highlighted in yellow), Organization, Location, Position, and Job.

- 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.

Appoint, Change and Terminate (ACT) Documentation Creating a OJI (On-The-Job Injury/Illness) Family Medical Leave Document

| General Assignment Information | | Current | Proposed |
|--------------------------------|---------------------------------|---------|----------------|
| Assignment Category | 01 Regular FT | | |
| Status | Active Assignment | | Leave With Pay |
| Expected Return Date | | | 01-JAN-2007 |
| Organization | 114300000 HRM Organizational De | | |
| Location | Bham Main Campus | | |

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](#).*

| ACT Main Form | |
|---|-----------------------------------|
| Document Reason | OJI/FAMILY MEDICAL LEAV |
| Effective Date | 01-OCT-2006 |
| Requestor Name | HALEY |
| <input checked="" type="checkbox"/> Attachments | <input type="checkbox"/> Received |
| Document Number | 238227 |
| Document Status | OPEN |
| Workflow Type | LEAVES |
| Submit Date | |

13. A **check mark** now appears in the **ASSIGNMENT** CHECKBOX, indicating a change has been entered on the **ASSIGNMENT** form.

| | | | | | |
|---------------------------------|----------------------------------|--|---------------------------------|--|--|
| <input type="checkbox"/> Person | <input type="checkbox"/> Address | <input checked="" type="checkbox"/> Assignment | <input type="checkbox"/> Salary | <input type="checkbox"/> Element Entries | <input type="checkbox"/> Labor Sources |
| Comments | | | | | |

14. Click on the **SUBMIT** button at the bottom of the **ACT MAIN FORM**. The following **NOTE** appears. Click **OK**.

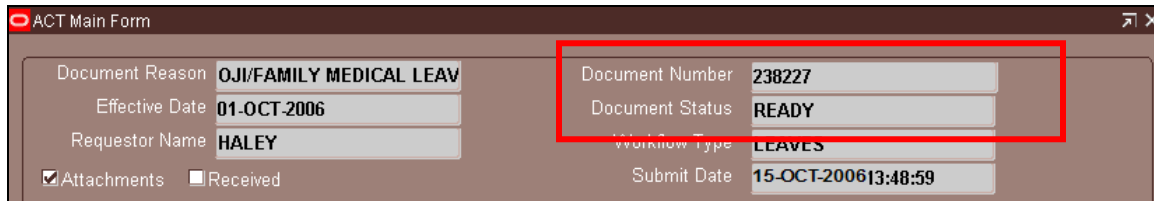
Note

Please print the main form and route with attachment(s).
 Document #: 238227
 Employee Name: McGlone, Carrie D
 Identification Number: 1112222

OK

Appoint, Change and Terminate (ACT) Documentation Creating a OJI (On-The-Job Injury/Illness) Family Medical Leave Document

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.



The screenshot shows the 'ACT Main Form' window. It contains several fields for document information. A red rectangle highlights the 'Document Number' (238227) and 'Document Status' (READY) fields. Other visible fields include 'Document Reason' (OJI/FAMILY MEDICAL LEAV), 'Effective Date' (01-OCT-2006), 'Requestor Name' (HALEY), 'Workflow Type' (LEAVES), and 'Submit Date' (15-OCT-2006 13:48:59). There are also checkboxes for 'Attachments' (checked) and 'Received' (unchecked).

| | | | |
|---|-----------------------------------|-----------------|----------------------|
| Document Reason | OJI/FAMILY MEDICAL LEAV | Document Number | 238227 |
| Effective Date | 01-OCT-2006 | Document Status | READY |
| Requestor Name | HALEY | Workflow Type | LEAVES |
| <input checked="" type="checkbox"/> Attachments | <input type="checkbox"/> Received | Submit Date | 15-OCT-2006 13:48:59 |

[RETURN TO TOP](#)