

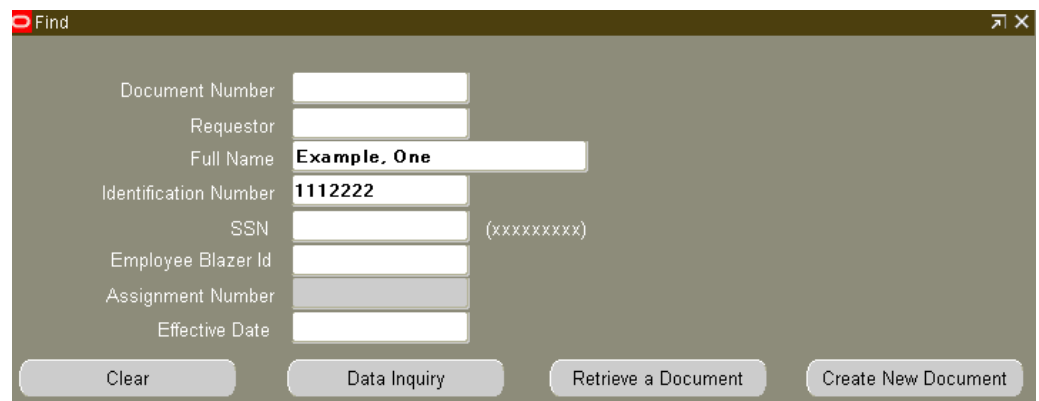
Appoint, Change and Terminate (ACT) Documentation

Creating a Funding Source Change Document

A **FUNDING SOURCE CHANGE** is when the account/labor source(s) in which an employee is being paid from changes or the **LABOR DISTRIBUTION PERCENTAGE (LD%)** of an account/labor source is changing. When using the **FUNDING SOURCE CHANGE** document reason only the **LABOR SOURCES** form is available for change. The **PERSONAL**, **ASSIGNMENT**, and **SALARY** forms **will not** be available for update or change when using this document reason.

HR Officer → HR Transaction → ACT → Find Window

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



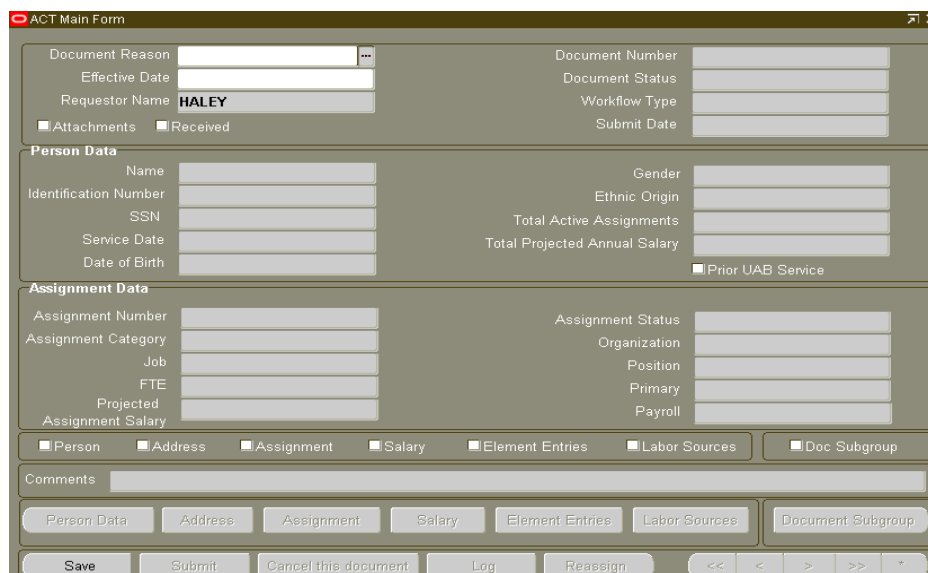
The screenshot shows the 'Find' window with the following fields and values:

Field	Value
Document Number	
Requestor	
Full Name	Example, One
Identification Number	1112222
SSN	(xxxxxxxx)
Employee Blazer Id	
Assignment Number	
Effective Date	

Buttons at the bottom: Clear, Data Inquiry, Retrieve a Document, Create New Document.

2. Click on the **CREATE NEW DOCUMENT** button. The **ACT MAIN FORM** will open.

Note: After clicking on the **CREATE NEW DOCUMENT** button you might see another window pops up. Some employees may have more than one assignment and could be listed several times. Make sure you choose the correct assignment.



The screenshot shows the 'ACT Main Form' with the following sections and fields:

Document Information:

Field	Value
Document Reason	
Effective Date	
Requestor Name	HALEY
Document Number	
Document Status	
Workflow Type	
Submit Date	

Person Data:

Field	Value
Name	
Identification Number	
SSN	
Service Date	
Date of Birth	
Gender	
Ethnic Origin	
Total Active Assignments	
Total Projected Annual Salary	
Prior UAB Service	<input type="checkbox"/>

Assignment Data:

Field	Value
Assignment Number	
Assignment Category	
Job	
FTE	
Projected Assignment Salary	
Assignment Status	
Organization	
Position	
Primary	
Payroll	

Navigation and Comments:

Buttons: Person, Address, Assignment, Salary, Element Entries, Labor Sources, Doc Subgroup.

Comments:

Buttons: Save, Submit, Cancel this document, Log, Reassign, <<, <, >, >>, *

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3. Click once in the **DOCUMENT REASONS** field. Use the Document Reason LOV to choose **Funding Source Change** or type the words **Funding Source Change** in the **DOCUMENT REASON** field.
4. Click once in 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** date format.

Note: When using a **Retroactive** date, the funding source change will default to the next available pay period. A **Salary Reclass** document must be processed when using a **“retroactive”** Document Effective Date for funding changes to be properly distributed. The Funding Source Change ACT document **DOES NOT** “retroactively” change labor source information.

5. Click on the **SAVE** button at the bottom of the form.
6. Click on the **LABOR SOURCES** button from the **ACT MAIN FORM**. The **LABOR SOURCES** form opens.

Labor Sources (Create New Document)

Full Name **Example, One**

Identification Number **1112222**

Assignment Number **1112222**

Document Reason **FUNDING SOURCE CHANGE**

Document Number **447825**

Document Status **OPEN**

Effective Date **01-NOV-2009**

Projected Assignment Salary **xx,xxx.xx** Element Name

Costing

Assignment
Element

Current LD	Stop	Effective Date From Date	To Date	GL Code	Project	Task	Award	Exp Or	%
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-OCT-2008	31-AUG-2010		310372	01.01	2005541	10	15.41
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-2009	31-MAY-2010		309465	06.02	2006487	10	2.50
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-2009	31-MAY-2010		309465	01.02	2006487	10	4.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-AUG-2009	30-JUN-2010		304172	01.01	2002227	10	10.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-AUG-2009	31-JUL-2010		302493	06.05	2006774	10	23.00

Total LD % **100.00**

Comments:

Return to Previous Form
Save

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Note: If you are entering a new **GL** or **GA** information for the employee, you must **STOP** the other labor sources by clicking in the **STOP** checkbox located to the left of each funding source before entering new ones.

Assignment		
Current	LD	Stop
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- If the employee has a **GL** funding source, click **in** the first available blank line. This will activate the **GL CODE LOV**.

Assignment		Effective Date		GL Code	Project	Task	Award	Exp Or	%
Current	Stop	From Date	To Date						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-AUG-2009	30-JUN-2010		304172	01.01	2002227	10	10.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-AUG-2009	31-JUL-2010		302493	06.05	2006774	10	23.00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-AUG-2009		3101696.000.213101696.392300000					22.74
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-OCT-2009	30-SEP-2011		312926	10.01	2006931	10	22.35
<input type="checkbox"/>	<input type="checkbox"/>								

Comments: Total LD % 61.85

- Click on the **GL Code LOV**. This opens the **UAB_AKF FIND WINDOW**.

UAB_AKF

ALIAS

- Type the **appropriate GL account number** in the **ALIAS** field or use the LOV to locate the appropriate GL account number. Once the appropriate GL account number has been entered in the **ALIAS** field, click on the **OK** button. This will populate the account information in the **UAB_AKF** window. Please check to make sure you have selected or entered the correct account.

UAB_AKF

ACCOUNT	3101696	HSF-PATHOLOGY LAB MD
SUBACCOUNT	000	DEFAULT SUBACCOUNT
BALANCING	213101696	HSF-PATHOLOGY LAB MD
ORGANIZATION	392300000	PATHOLOGY CHAIR OFFICE
FUTURE	0000	DEFAULT
OBJECT		

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10. Type "0" (zero) in the **OBJECT** field. Click the **OK** button.
11. 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.

Costing

Assignment		Element		Effective Date		GL Code	Project	Task	Award	Exp Or	%
Current	Stop	From Date	To Date								
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-AUG-2009	31-JUL-2010				302493	06.05	2006774	10	23.00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-AUG-2009				3101696.000.213101696.392300000					22.74
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-OCT-2009	30-SEP-2011				312926	10.01	2006931	10	22.35
<input type="checkbox"/>	<input type="checkbox"/>	01-NOV-2009				3101696.000.213101696.392300000					25.00
<input type="checkbox"/>	<input type="checkbox"/>										

Comments: Total LD % 86.85

12. If the employee is funded from a **GA (Grant)** account and this information is changing, click twice in the **PROJECT** field of the next available row.

Costing

Assignment		Element		Effective Date		GL Code	Project	Task	Award	Exp Or	%
Current	Stop	From Date	To Date								
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-AUG-2009	31-JUL-2010				302493	06.05	2006774	10	23.00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-AUG-2009				3101696.000.213101696.392300000					22.74
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-OCT-2009	30-SEP-2011				312926	10.01	2006931	10	22.35
<input type="checkbox"/>	<input type="checkbox"/>	01-NOV-2009				3101696.000.213101696.392300000					25.00
<input type="checkbox"/>	<input type="checkbox"/>										

Comments: Total LD % 86.85

13. Choose the **project number** from the LOV in the **PROJECT** field or type the grant number in the field.
14. Choose the **task number** from the LOV in the **TASK** field or type the number into the field.
15. Choose the **award number** from the LOV in the **AWARD** field or type the number into the field.
16. 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.**
17. Type in the **percent of the employee's effort** to be charged to this account in the **%** field.

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18. The **TOTAL LD %** must equal **100** before you will be able to submit the document.

Current LD	Stop	Effective Date From Date	Effective Date To Date	GL Code	Project	Task	Award	Exp Or	%
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-AUG-2009	31-JUL-2010		302493	06.05	2006774	10	23.00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-AUG-2009		3101696.000.213101696.392300000					22.74
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-OCT-2009	30-SEP-2011		312926	10.01	2006931	10	22.35
<input type="checkbox"/>	<input type="checkbox"/>	01-NOV-2009		3101696.000.213101696.392300000					25.00
<input type="checkbox"/>	<input type="checkbox"/>	01-NOV-2009	31-AUG-2010		310372	01.01	2005541	10	13.15

Comments: Total LD % 100.00

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

Comments:

Total LD % 100.00

Return to Previous Form Save

20. Click on the **SAVE** button.

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

ACT Main Form

Document Reason	FUNDING SOURCE CHANGE	Document Number	447825
Effective Date	01-NOV-2009	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	COSTING CHANGE
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

22. Click the **ATTACHMENTS CHECKBOX** if necessary. For a list of Attachments to be submitted with a Funding Source Change document, [click here](#).

23. Click on the **SUBMIT** button located at the bottom of the ACT Main Form. The **DOCUMENT STATUS** field will change from **OPEN** to **READY**; the document has entered the Approval path.

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