

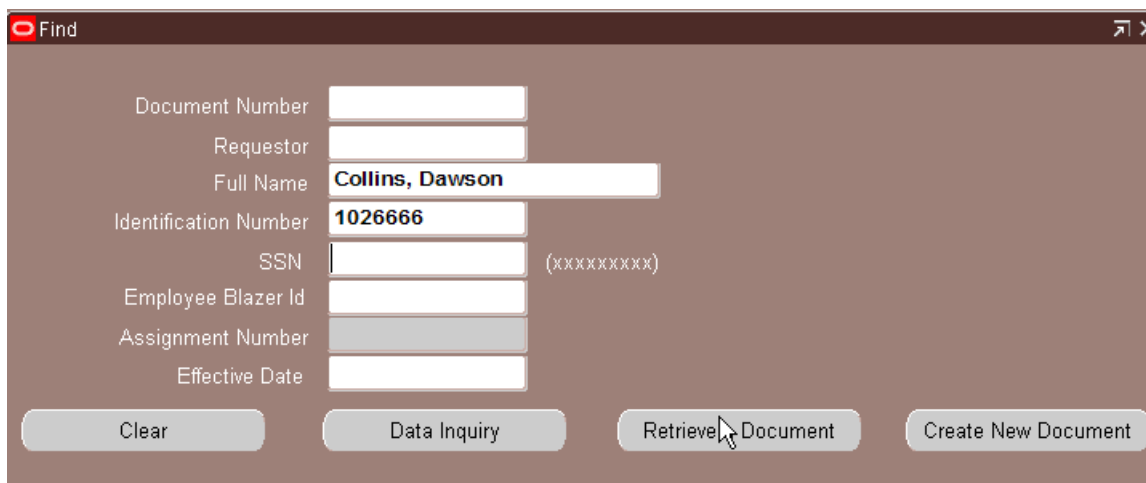
Appoint, Change and Terminate (ACT) Documentation Military Leave with Pay

The **MILITARY LEAVE WITH PAY** document reason is used for the period of time in which an employee is to receive military leave (ML) pay (21 -- 8 hour days per calendar year) during an active duty assignment. Employees with available accrued Personal Holiday and or Vacation time may elect to remain in a “with pay” status up to the length of accrued benefit time available.

When using the **MILITARY LEAVE WITH PAY** document reason, the **ACT MAIN FORM** and the **ASSIGNMENT FORM** are the only forms you will be able to access.

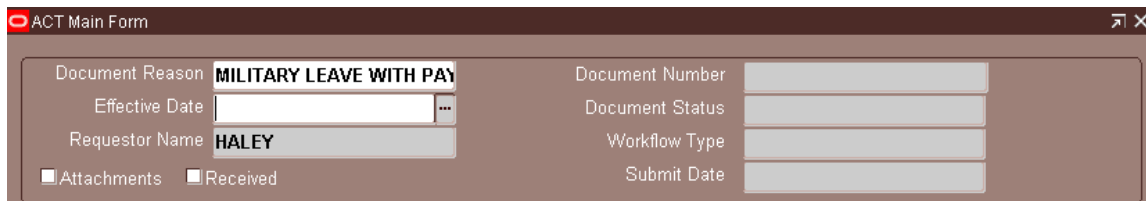
UAB HR Officer → HR Transactions → ACT → Find Window

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



The screenshot shows a 'Find' window with a search form. The fields are: Document Number, Requestor, Full Name (filled with 'Collins, Dawson'), Identification Number (filled with '1026666'), SSN (with a mask '(xxxxxxxx)'), Employee Blazer Id, Assignment Number, and Effective Date. At the bottom are four buttons: 'Clear', 'Data Inquiry', 'Retrieve Document' (which has a mouse cursor over it), and '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
4. Use the **DOCUMENT REASON LOV** to choose **MILITARY LEAVE WITH PAY** or type the words ***Military Leave with Pay*** in the **DOCUMENT REASON** field.



The screenshot shows the 'ACT Main Form' window. On the left, there are fields for 'Document Reason' (filled with 'MILITARY LEAVE WITH PAY'), 'Effective Date' (with a calendar icon), and 'Requestor Name' (filled with 'HALEY'). Below these are checkboxes for 'Attachments' and 'Received'. On the right, there are fields for 'Document Number', 'Document Status', 'Workflow Type', and 'Submit Date'.

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-MMM-YYYY*** format.

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ACT Main Form

Document Reason	MILITARY LEAVE WITH PAY	Document Number	
Effective Date	01-JAN-2007	Document Status	
Requestor Name	HALEY	Workflow Type	
<input type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

Person Data

- 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** field will be **OPEN**.

ACT Main Form

Document Reason	MILITARY LEAVE WITH PAY	Document Number	238207
Effective Date	01-JAN-2007	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

- Click on the **ASSIGNMENT** button from the **ACT MAIN FORM**. The **ASSIGNMENT FORM** will open.
- Click in the **EXPECTED RETURN DATE** field.

General Assignment Information

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

- Enter the **date the employee will return to work** if the leave period is less than 21 days **or the first day the employee will enter a "without pay" status**.

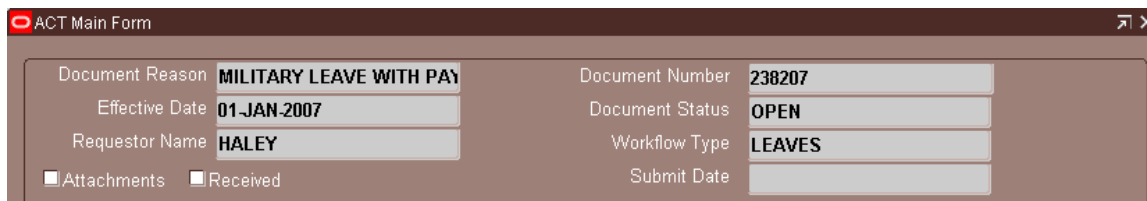
Note: A maximum of 21- 8 hour working days with pay per calendar year is provided to all employees who are ordered to military duty. This 21 working days per year includes weekend drills as well as summer training and any other type military duty, except that which is noted in Alabama law, Ala. Code Section 31-12-1. Employees will be paid only for the time for which they would ordinarily be scheduled to work for UAB.

General Assignment Information

	Current	Proposed
Assignment Category	01 Regular FT	
Status	Active Assignment	Leave With Pay
Expected Return Date		30-JAN-2007
Organization	114300000 HRM Organizational De	
Location	Bham Main Campus	

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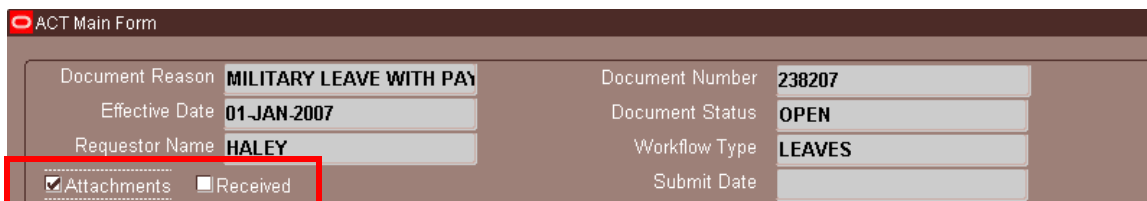
10. Click on the **RETURN TO PREVIOUS** button located at the bottom of the **ASSIGNMENT FORM** to return to the **ACT MAIN FORM**.



The screenshot shows the 'ACT Main Form' window. It contains the following fields:

Document Reason	MILITARY LEAVE WITH PAY	Document Number	238207
Effective Date	01-JAN-2007	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

11. Click in the **ATTACHMENTS CHECKBOX** indicating attachments are being routed with the ACT Document. To review required attachments, [click here](#).



This screenshot is identical to the previous one, but the **Attachments** checkbox is now checked, and the **Received** checkbox remains unchecked. A red box highlights these two checkboxes.

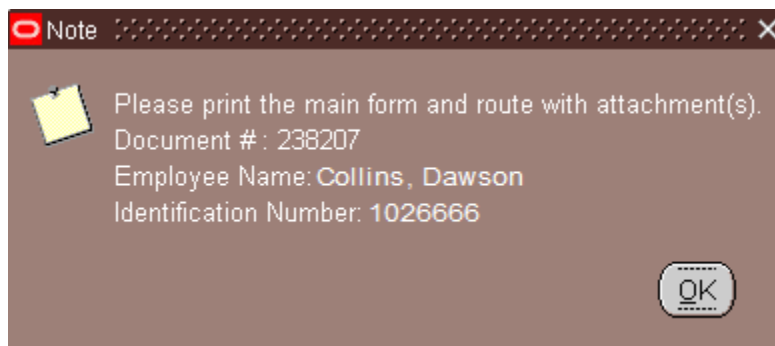
12. A **checkmark** has been placed in the **ASSIGNMENT CHECKBOX** indicating the **EXPECTED RETURN DATE** field has been completed on the **ASSIGNMENT FORM**.



The screenshot shows the 'Assignment Form' window. It contains the following fields:

<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					
Person Data	Address	Assignment	Salary	Element Entries	Labor Sources
Save	Submit	Cancel this document	Log	Reassign	<< < > >> *

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



The screenshot shows a 'Note' dialog box with the following text:

Please print the main form and route with attachment(s).
Document #: 238207
Employee Name: Collins, Dawson
Identification Number: 1026666

There is a yellow notepad icon on the left and an 'OK' button at the bottom right.

14. Print the **ACT MAIN FORM**; attach to the front of attachments to be forwarded to HRM Records Administration for approval.
15. The **DOCUMENT STATUS** field changes to **READY**; the document enters workflow for approval.

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ACT Main Form

Document Reason	MILITARY LEAVE WITH PAY	Document Number	238207
Effective Date	01-JAN-2007	Document Status	READY
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	30-OCT-2006 10:00:46

[RETURN TO TOP](#)