

## Appoint, Change and Terminate (ACT) Documentation Processing a Military Leave of Absence with pay and without pay

The following documentation explains how to process a Military Leave of Absence where a portion of the leave is with pay and a portion of the leave is without pay.

**Scenario:** Ms Anniston received military orders calling her to active duty effective February 01, 2006 with an anticipated discharge date of Sept. 30, 2006. Ms Anniston will utilize her 21 days of military pay for this calendar year. She has elected not to utilize her benefit time accruals while on Military Leave of Absence. Ms. Anniston anticipates returning to work on Monday, October 2, 2006.

A **Military Leave with Pay ACT document** ([Step One](#)) must be created for the period of time in which the employee will receive pay. Once the employee's military pay (21 working 8 hour days per calendar year (Jan. 1 though December 31) is exhausted, the employee will no longer receive a paycheck from UAB and must to be placed in a "non-paid status". A **Military Leave without Pay ACT document** ([Step Two](#)) must be created for the duration of the military leave of absence.

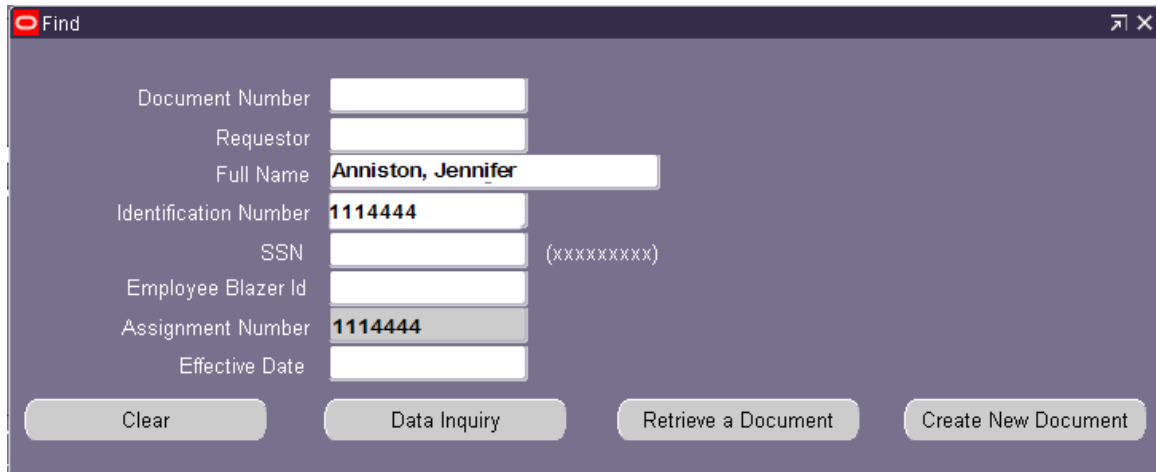
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**UAB HR Officer → HR Transactions → ACT → Find Window**

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### **(Step One):** [Creating a Military Leave with Pay Document](#)

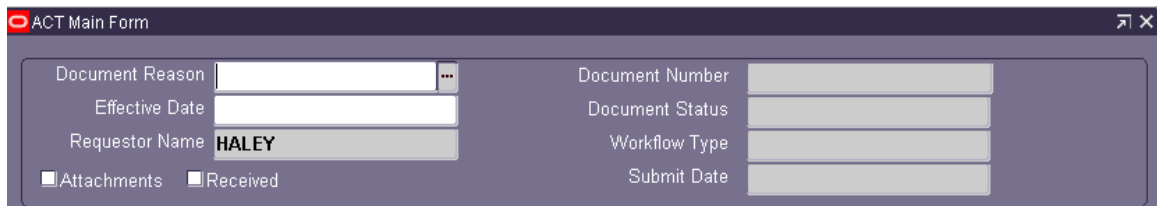
1. Use the **FIND WINDOW** to locate the employee.



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

### Processing a Military Leave of Absence with pay and without pay



ACT Main Form

Document Reason:

Effective Date:

Requestor Name: **HALEY**

☐ Attachments ☐ Received

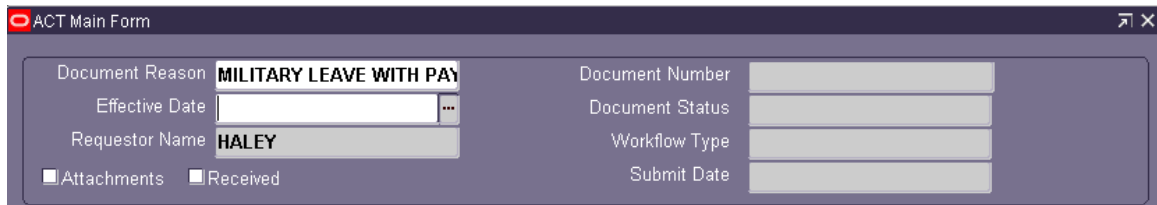
Document Number:

Document Status:

Workflow Type:

Submit Date:

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.



ACT Main Form

Document Reason: **MILITARY LEAVE WITH PAY**

Effective Date:

Requestor Name: **HALEY**

☐ Attachments ☐ Received

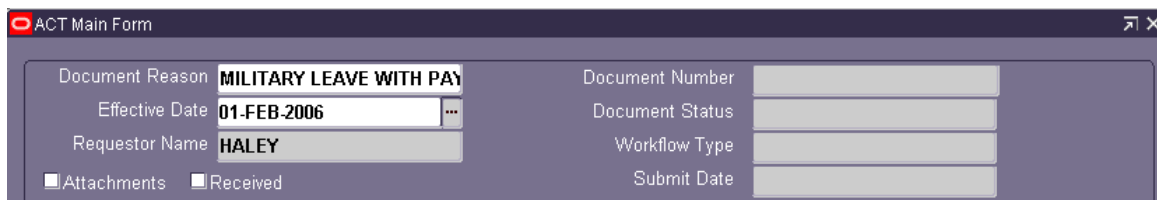
Document Number:

Document Status:

Workflow Type:

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.



ACT Main Form

Document Reason: **MILITARY LEAVE WITH PAY**

Effective Date: **01-FEB-2006**

Requestor Name: **HALEY**

☐ Attachments ☐ Received

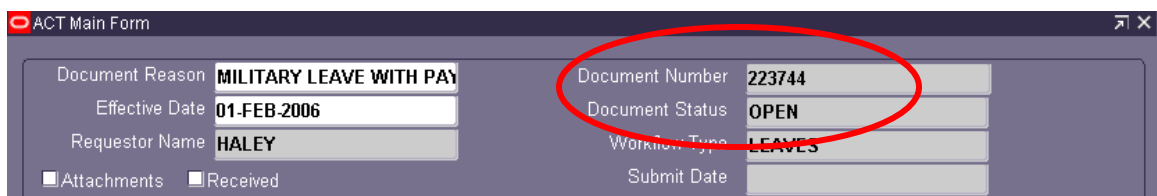
Document Number:

Document Status:

Workflow Type:

Submit Date:

6. 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**

Effective Date: **01-FEB-2006**

Requestor Name: **HALEY**

☐ Attachments ☐ Received

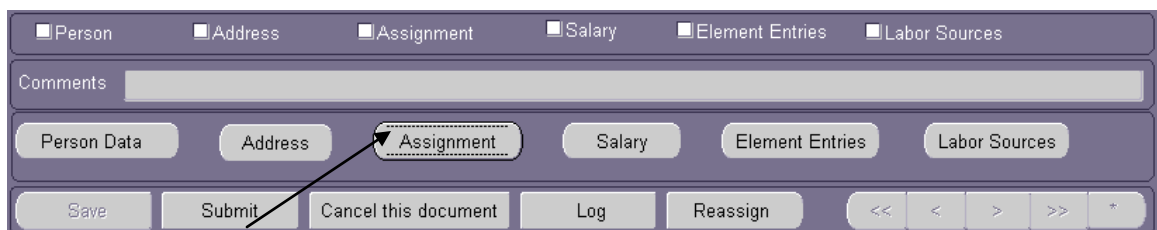
Document Number: **223744**

Document Status: **OPEN**

Workflow Type: **LEAVES**

Submit Date:

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



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 << < > >> \*

## Appoint, Change and Terminate (ACT) Documentation Processing a Military Leave of Absence with pay and without pay

**Assignment (Create New Document)**

Full Name	Anniston, Jennifer	Document Reason	MILITARY LEAVE WITH PAY
Identification Number	1114444	Document Number	223744
Assignment Number	1114444	Document Status	OPEN
Future actions exist for this person		Effective Date	01-FEB-2006
Effective Date From	01-OCT-2005	Shift Differential Code	
Effective Date To	31-MAY-2006	Grandparented	
Primary	Y	Effort Report Eligible	No

**General Assignment Information**

	Current	Proposed
Assignment Category	01 Regular FT	
Status	Active Assignment	Leave With Pay
Expected Return Date		

8. Click in the **EXPECTED RETURN DATE** field. Enter the date the employee will enter a non-paid status. (Ms. Anniston will receive military pay for the period of February 1, 2006 – March 1, 2006)

**General Assignment Information**

	Current	Proposed
Assignment Category	01 Regular FT	
Status	Active Assignment	Leave With Pay
Expected Return Date		02-MAR-2006

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; a **check mark** will appear. **Attachments are required for Military Leave of Absence documents. For a list of attachments required by HRM Records Administration, [click here](#).**

**ACT Main Form**

Document Reason	MILITARY LEAVE WITH PAY	Document Number	223744
Effective Date	01-FEB-2006	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

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

## Appoint, Change and Terminate (ACT) Documentation Processing a Military Leave of Absence with pay and without pay

The screenshot shows the ACT Main Form with the following tabs: Person, Address, Assignment (selected and highlighted with a red box), Salary, Element Entries, and Labor Sources. Below the tabs is a Comments field. At the bottom are buttons for Save, Submit, Cancel this document, Log, Reassign, and navigation arrows.

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

The Note dialog box contains the following text:

Please print the main form and route with attachment(s).  
 Document #: 223744  
 Employee Name: Anniston, Jennifer  
 Identification Number: 1114444

There is an OK button at the bottom right.

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 with the following fields:

Document Reason	MILITARY LEAVE WITH PAY	Document Number	223744
Effective Date	01-FEB-2006	Document Status	READY
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments <input type="checkbox"/> Received		Submit Date	01-FEB-2006 3:55:42

The Document Status field (READY) is circled in red.

17. Once the **MILITARY LEAVE WITH PAY** document is approved through the Workflow Approval Path the Document Status changes to **COMPLETE**

The screenshot shows the ACT Main Form with the following fields:

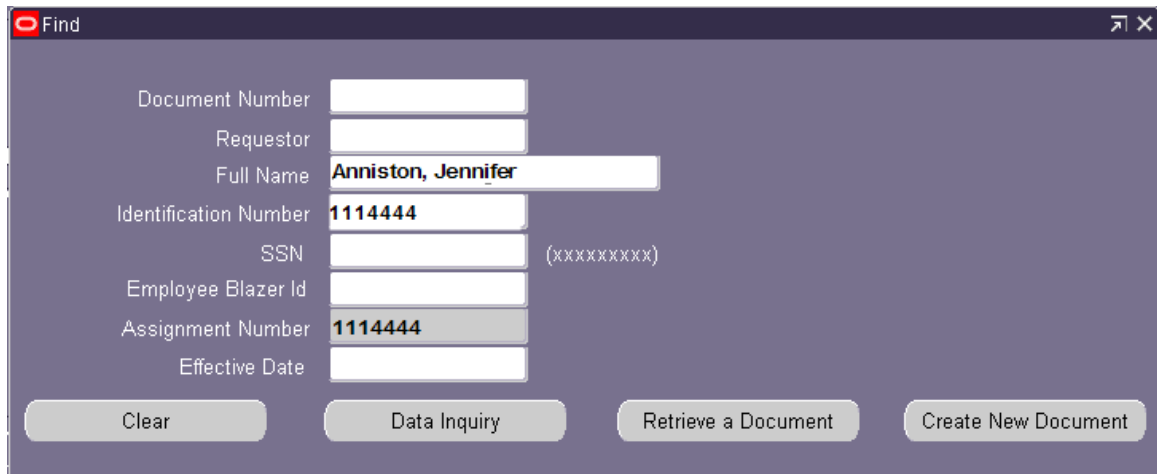
Document Reason	MILITARY LEAVE WITH PAY	Document Number	223744
Effective Date	01-FEB-2006	Document Status	COMPLETE
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments <input type="checkbox"/> Received		Submit Date	01-FEB-2006 3:55:12

Proceed onto [Step Two: Creating a Military Leave without Pay Document.](#)

## Appoint, Change and Terminate (ACT) Documentation Processing a Military Leave of Absence with pay and without pay

### Step Two: Creating a Military Leave without Pay Document

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

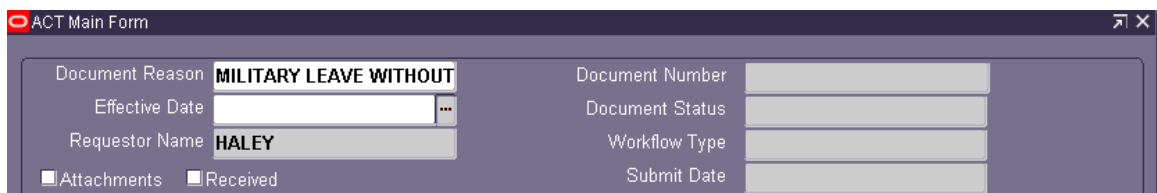


The 'Find' window is a search interface with a purple header and a light gray body. It contains several input fields for searching by employee information. The 'Full Name' field is populated with 'Anniston, Jennifer'. The 'Identification Number' and 'Assignment Number' fields are both populated with '1114444'. The 'SSN' field is empty with a placeholder '(xxxxxxxx)'. Below the input fields are four buttons: 'Clear', 'Data Inquiry', 'Retrieve a Document', and 'Create New Document'.

Document Number	
Requestor	
Full Name	Anniston, Jennifer
Identification Number	1114444
SSN	(xxxxxxxx)
Employee Blazer Id	
Assignment Number	1114444
Effective Date	

Clear Data Inquiry Retrieve a Document Create New Document

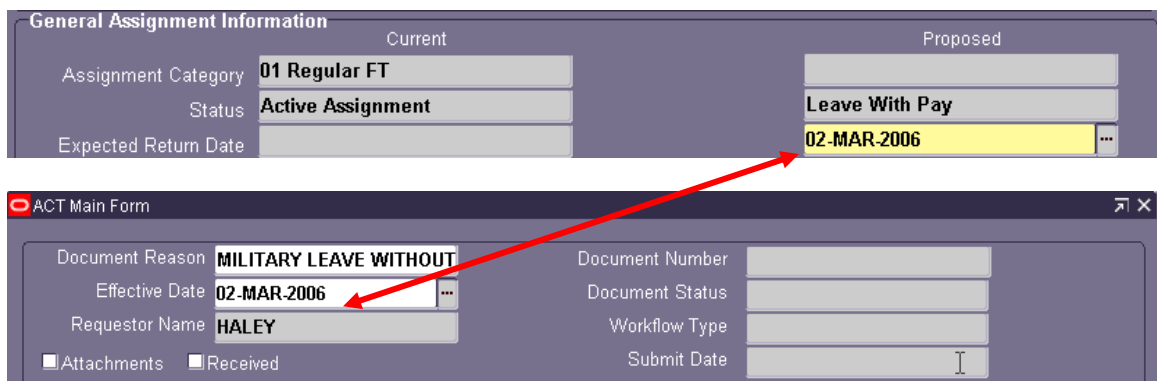
2. Click on the **CREATE NEW DOCUMENT** button.
3. The **ACT MAIN FORM** will open. Click once in the **DOCUMENT REASON** field.
4. Use the **DOCUMENT REASON LOV** to choose **MILITARY LEAVE WITHOUT PAY** or type the words **Military Leave without Pay** in the **DOCUMENT REASON** field.



The 'ACT Main Form' has a purple header and a light gray body. It is divided into two main sections. The left section contains fields for 'Document Reason' (populated with 'MILITARY LEAVE WITHOUT'), 'Effective Date' (empty), and 'Requestor Name' (populated with 'HALEY'). Below these are checkboxes for 'Attachments' and 'Received'. The right section contains fields for 'Document Number', 'Document Status', 'Workflow Type', and 'Submit Date', all of which are empty.

Document Reason	MILITARY LEAVE WITHOUT	Document Number	
Effective Date		Document Status	
Requestor Name	HALEY	Workflow Type	
<input type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

5. Click inside the **EFFECTIVE DATE** field. The effective date will be the date entered in the **EXPECTED RETURN DATE** field on the **MILITARY LEAVE WITH PAY** document. Remember to use the **DD-MMM-YYYY** format.



This block contains two screenshots of the 'ACT Main Form'. The top screenshot shows the 'General Assignment Information' section with a table comparing 'Current' and 'Proposed' assignment details. The 'Expected Return Date' in the 'Proposed' column is '02-MAR-2006'. The bottom screenshot shows the 'ACT Main Form' with the 'Effective Date' field populated with '02-MAR-2006'. A red arrow points from the 'Expected Return Date' in the top screenshot to the 'Effective Date' in the bottom screenshot, illustrating the data transfer process.

General Assignment Information		
Current	Proposed	
Assignment Category	01 Regular FT	
Status	Active Assignment	Leave With Pay
Expected Return Date		02-MAR-2006

Document Reason	MILITARY LEAVE WITHOUT	Document Number	
Effective Date	02-MAR-2006	Document Status	
Requestor Name	HALEY	Workflow Type	
<input type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

## Appoint, Change and Terminate (ACT) Documentation

### Processing a Military Leave of Absence with pay and without pay

- 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 WITHOUT	Document Number	223745
Effective Date	02-MAR-2006	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.

Assignment (Create New Document)

Full Name	Anniston, Jennifer	Document Reason	MILITARY LEAVE WITHOUT PAY
Identification Number	1114444	Document Number	223745
Assignment Number	1114444	Document Status	OPEN
Effective Date	02-MAR-2006	Effective Date	02-MAR-2006
Effective Date From	01-FEB-2006	Shift Differential Code	NA
Effective Date To	31-MAY-2006	Grandparented	
Primary	Y	Effort Report Eligible	No

**General Assignment Information**

	Current	Proposed
Assignment Category	01 Regular FT	
Status	Leave With Pay	Leave Without Pay
Expected Return Date	02-MAR-2006	

**Notice:** EFFECTIVE DATE of Document and CURRENT EXPECTED RETURN DATE are the same date.

**Note:** The **CURRENT STATUS** field displays **LEAVE WITH PAY** indicating the employee is in a **"pay status"**; this document will move the employee into a **"non-paid status"** as displayed in the **PROPOSED STATUS** field **LEAVE WITHOUT PAY**.

- Click in the **EXPECTED RETURN DATE** field. Enter the **expected return to work date** for the employee using the calendar LOV.

**General Assignment Information**

	Current	Proposed
Assignment Category	01 Regular FT	
Status	Leave With Pay	Leave Without Pay
Expected Return Date	02-MAR-2006	02-OCT-2006

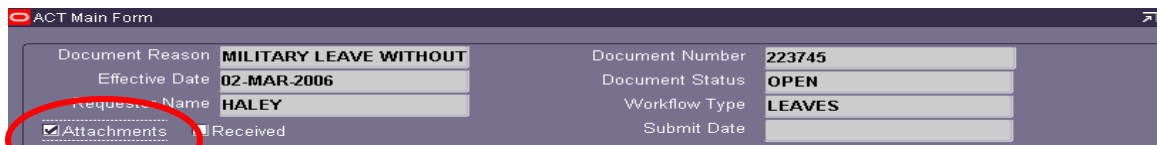
**Note:** Entering the date in the **EXPECTED RETURN DATE** field does not automatically return the employee from leave. You will need to process a **Return from Leave** document before the employee will be returned to a **"Pay Status"**. The employee will not be paid until the **Return from Leave** document is in **"Complete"** status.

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

## Appoint, Change and Terminate (ACT) Documentation

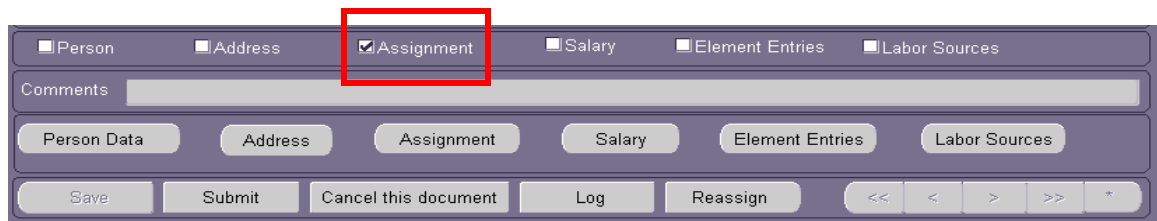
### Processing a Military Leave of Absence with pay and without pay

10. Click on the **SAVE** button.
11. Click on the **RETURN TO PREVIOUS FORM** button to return to the **ACT MAIN FORM**.
12. Click in the **ATTACHMENT** box; a **Check mark** will appear. **Attachments are required for all Military Leave of Absence documents. For a list of attachments required by HRM Records Administration, [click here](#).**



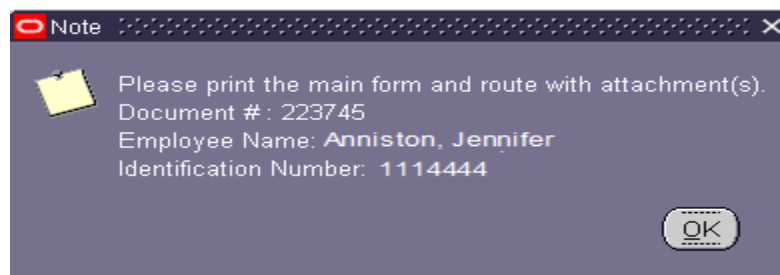
The screenshot shows the 'ACT Main Form' window. On the left, under 'Document Reason', 'Effective Date', and 'Requestor Name', the values are 'MILITARY LEAVE WITHOUT', '02-MAR-2006', and 'HALEY' respectively. Below these, the 'Attachments' checkbox is checked and circled in red. On the right, 'Document Number' is 223745, 'Document Status' is OPEN, 'Workflow Type' is LEAVES, and 'Submit Date' is empty.

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



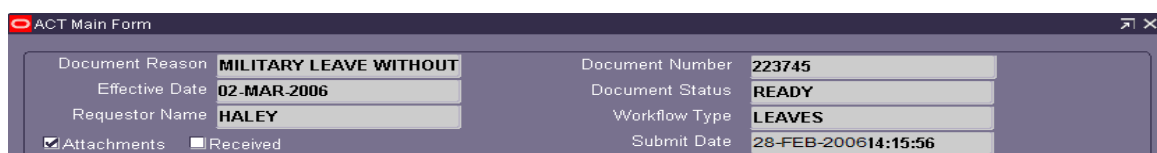
The screenshot shows the bottom section of the 'ACT Main Form'. At the top, there are checkboxes for 'Person', 'Address', 'Assignment' (which is checked and highlighted with a red box), 'Salary', 'Element Entries', and 'Labor Sources'. Below these are buttons for 'Person Data', 'Address', 'Assignment', 'Salary', 'Element Entries', and 'Labor Sources'. At the bottom are buttons for 'Save', 'Submit', 'Cancel this document', 'Log', 'Reassign', and navigation arrows.

14. 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 a yellow notepad icon. The text inside reads: 'Please print the main form and route with attachment(s). Document #: 223745 Employee Name: Anniston, Jennifer Identification Number: 1114444'. There is an 'OK' button at the bottom right.

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 again. The 'Document Status' field now shows 'READY'. The 'Submit Date' is now '28-FEB-2006 14:15:56'. The 'Attachments' checkbox remains checked.

[RETURN TO TOP](#)