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.

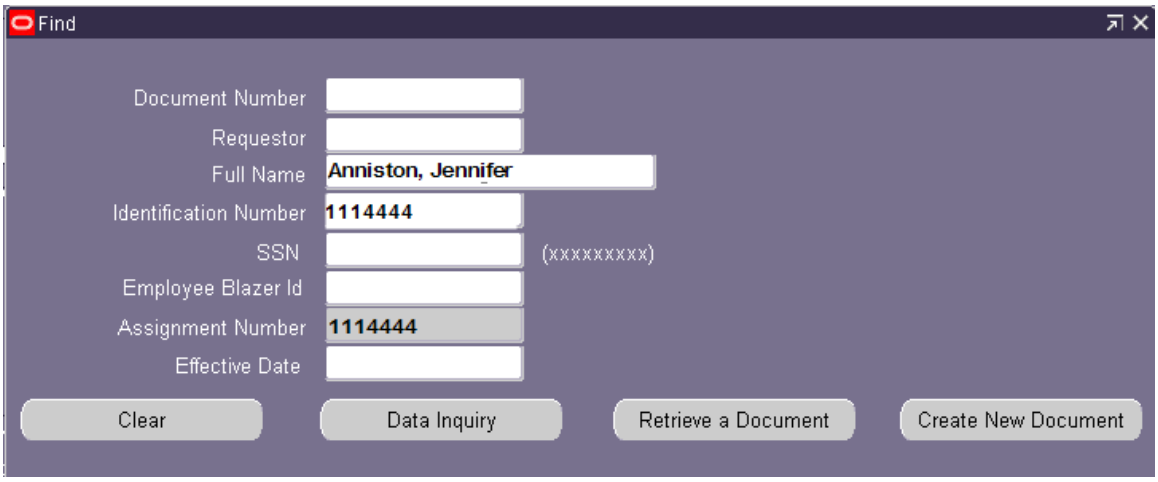
> ***Scenario:*** *Ms Anniston received military orders calling her to active duty effective February 01, 2006 with an anticipated discharge date of Sept. 30, 2006. Ms Anniston will utilize her 21 days of military pay for this calendar year. She has elected not to utilize her benefit time accruals while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

UAB HR Officer → HR Transactions → ACT → Find Window

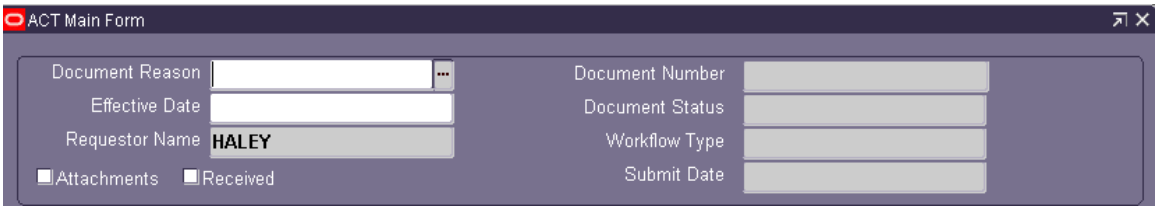
(Step One): Creating a Military Leave with Pay Document

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

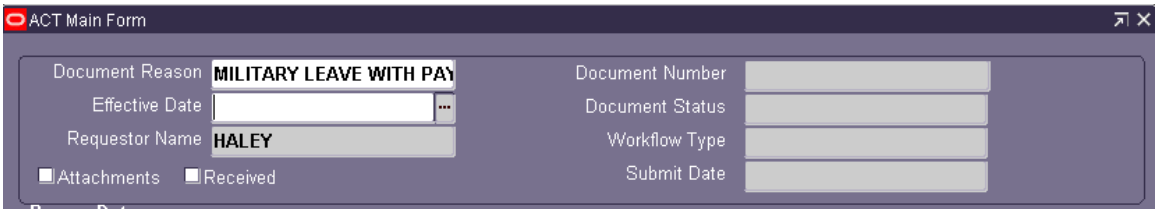


2. Click on the **CREATE NEW DOCUMENT** button.

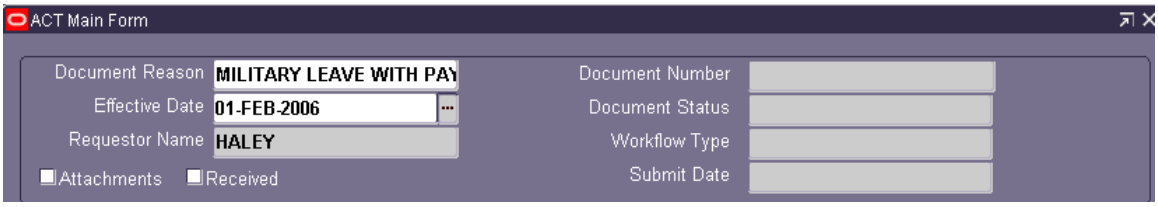
3. The **ACT MAIN FORM** will open. Click once in the **DOCUMENT REASON** field.



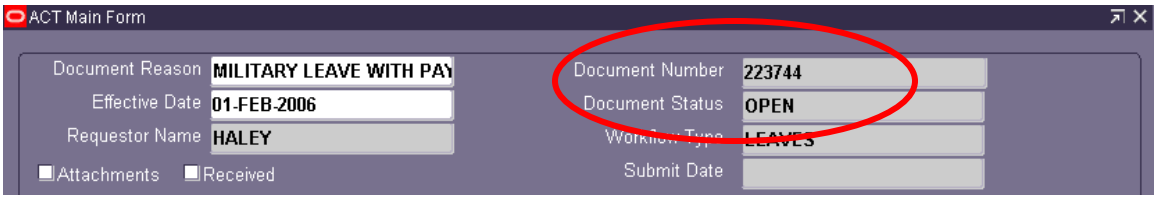
4. Use the **DOCUMENT REASON** LOV to choose **MILITARY LEAVE WITH PAY** or type the words ***Military Leave with Pay*** in the **DOCUMENT REASON** field.



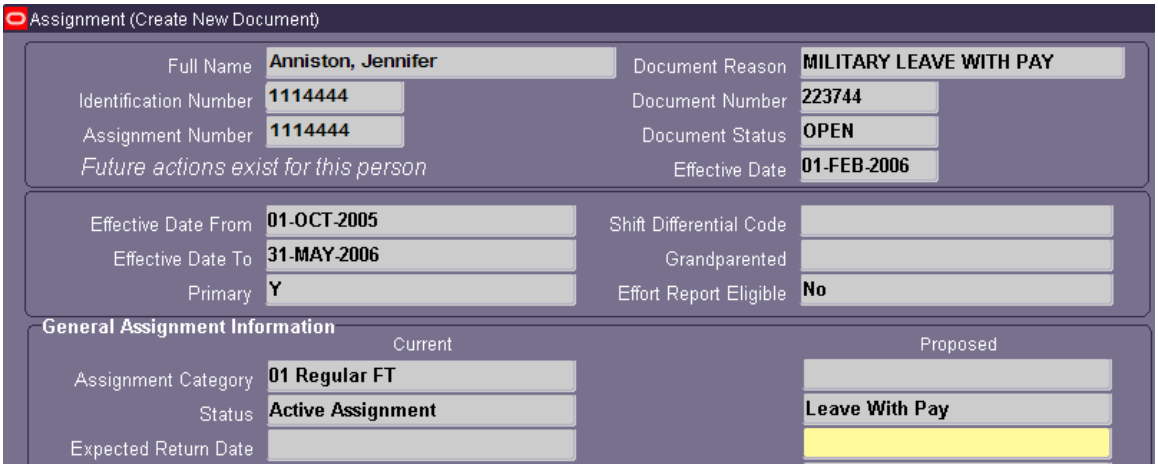
5. Click inside the **EFFECTIVE DATE** field, choose and effective date from the Calendar LOV or type in the ***desired date***. Remember to use the ***DD-MMM-YYYY*** format.



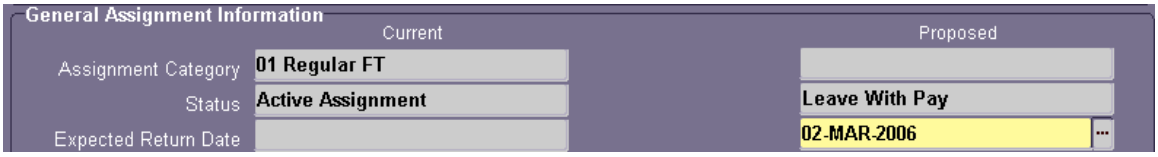
6. Click on the **SAVE** button at the bottom of the **ACT MAIN FORM**. The Administrative System will automatically generate a **DOCUMENT NUMBER** and the **DOCUMENT STATUS** field will be **OPEN.**



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



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)

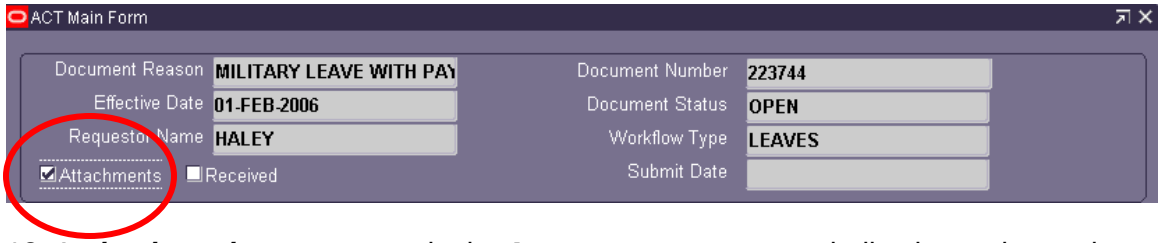


9. Enter comments, if applicable, in the **COMMENTS** field at the bottom of the **ASSIGNMENT** form. Comments entered here will appear on the **ACT MAIN FORM**.

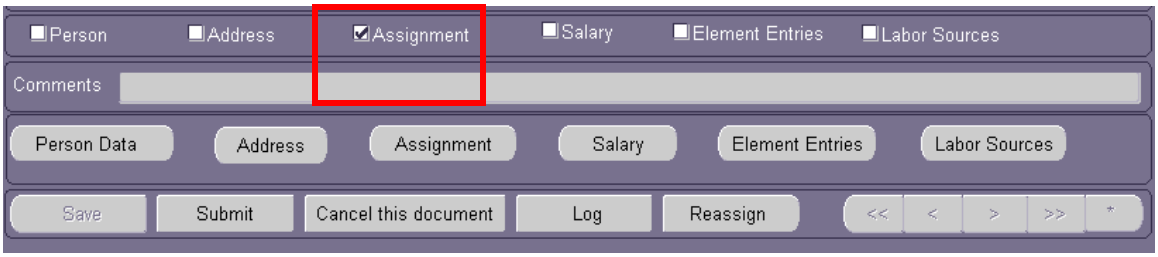
10. Click on the **SAVE** button at the bottom of the **ASSIGNMENT** form.

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

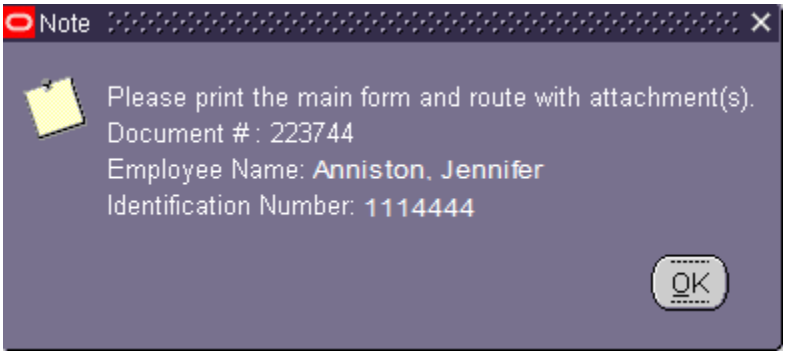
12. Click in the **ATTACHMENT** box; a ***check mark*** will appear. ***Attachments are required for Military Leave of Absence documents. For a list of attachments required by HRM Records Administration, click here***.



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

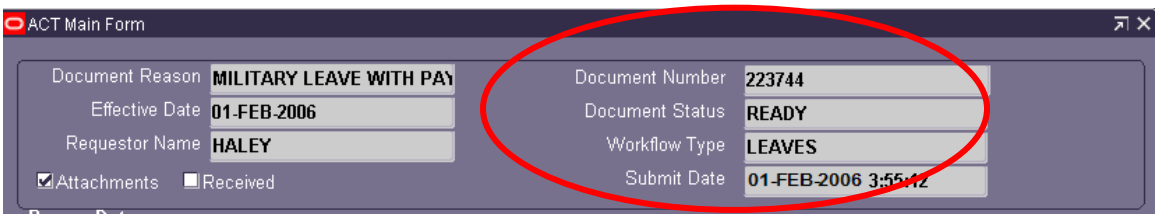


14. Click on the **SUBMIT** button at the bottom of the **ACT MAIN FORM.** The following **NOTE** appears. Click **OK**.

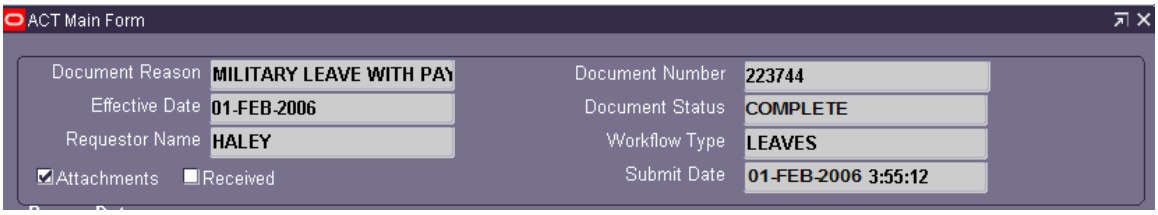


15. Print the **ACT MAIN FORM;** attach to the front of attachments to be forwarded to HRM Records Administration for approval.

16. The **DOCUMENT STATUS** field changes to ***READY***; the document enters workflow for approval.



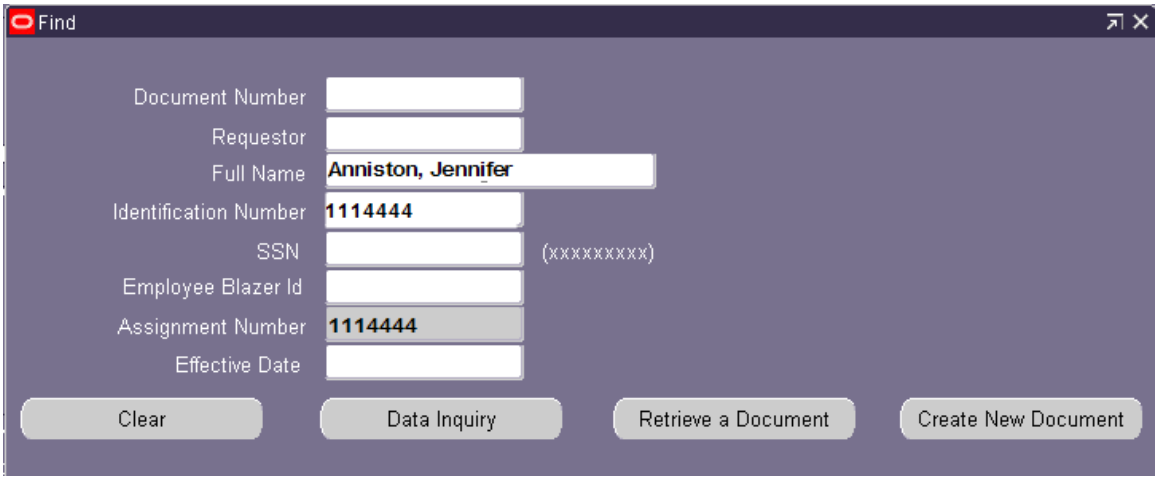
17. Once the **MILITARY LEAVE WITH PAY** document is approved through the Workflow Approval Path the Document Status changes to "**COMPLETE**"



Proceed onto ***Step Two: Creating a Military Leave without Pay Document.***

Step Two: Creating a Military Leave without Pay Document

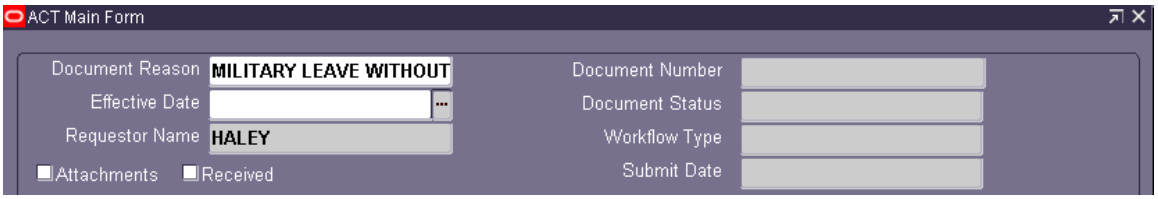
1. Use the **FIND WINDOW** to locate the employee.



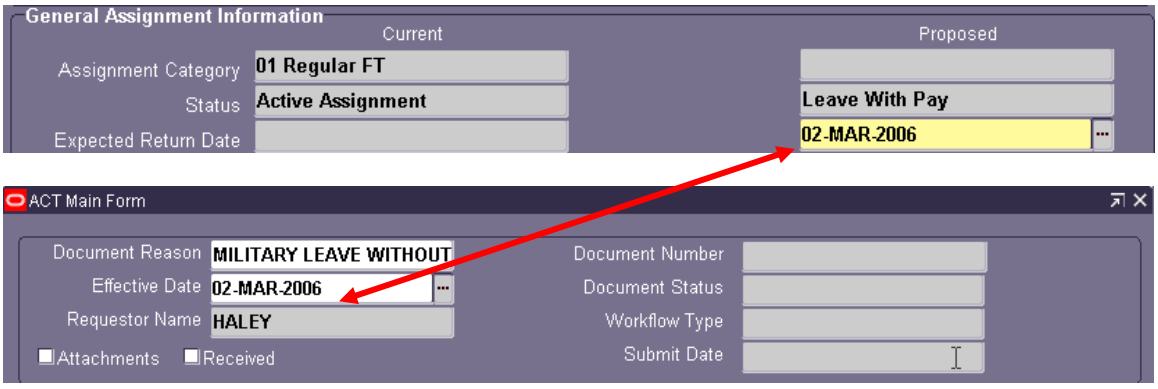
2. Click on the **CREATE NEW DOCUMENT** button.

3. The **ACT MAIN FORM** will open. Click once in the **DOCUMENT REASON** field.

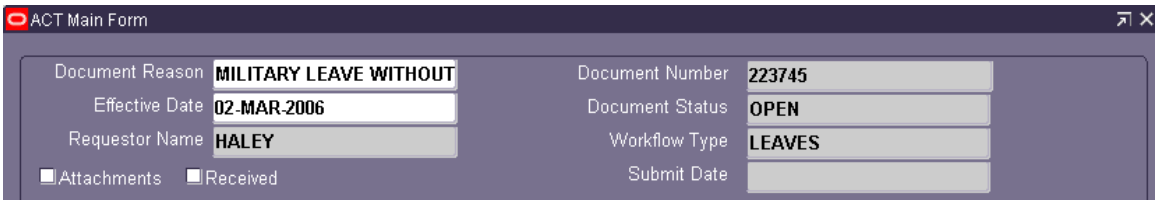
4. Use the **DOCUMENT REASON** LOV to choose **MILITARY LEAVE WITHOUT PAY** or type the words ***Military Leave without Pay*** in the **DOCUMENT REASON** field.



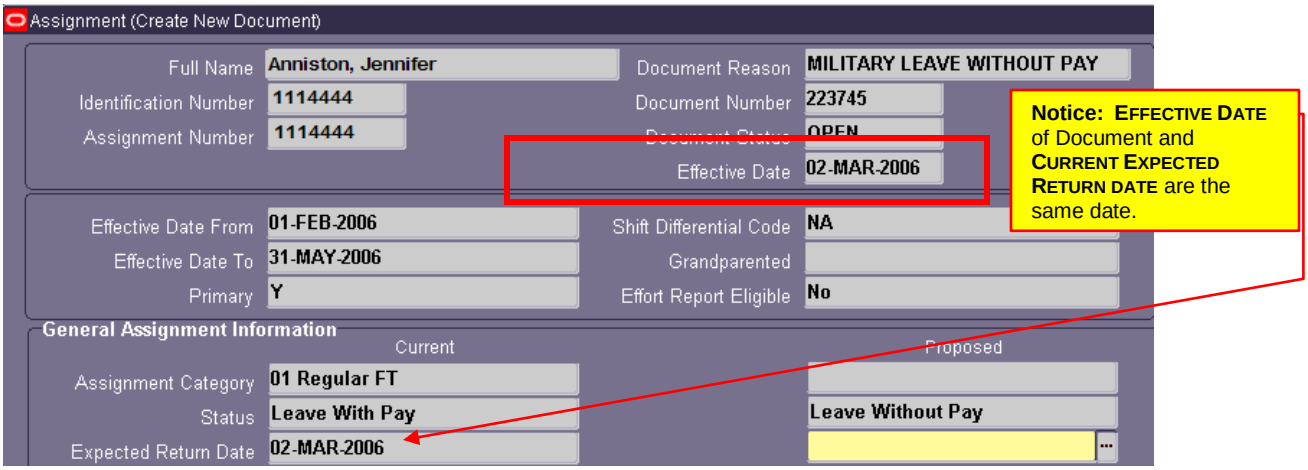
5. Click inside the **EFFECTIVE DATE** field. The effective date will be the date entered in the **EXPECTED RETURN DATE** field on the **MILITARY LEAVE WITH PAY** document. Remember to use the ***DD-MMM-YYYY*** format.



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.**



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



***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*.**

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

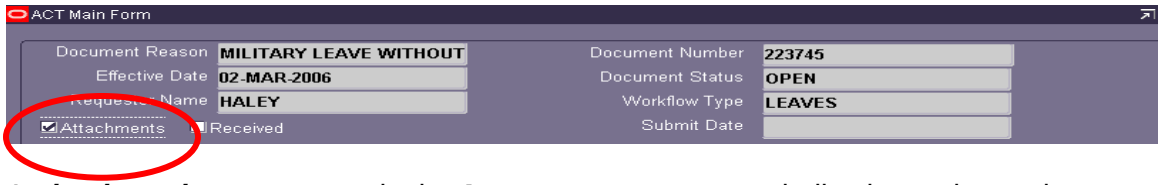
***Note*: Entering the date in the *EXPECTED RETURN DATE* field does not automatically return the employee from leave. You will need to process a Return from Leave document before the employee will be returned to a "Pay Status". The employee will not be paid until the Return from Leave document is in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

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

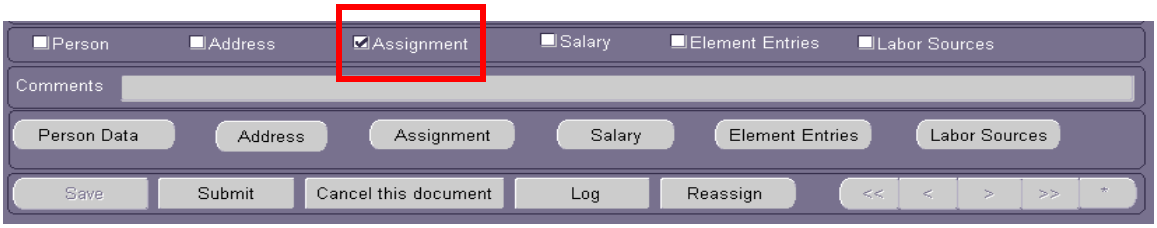
10. Click on the **SAVE** button.

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

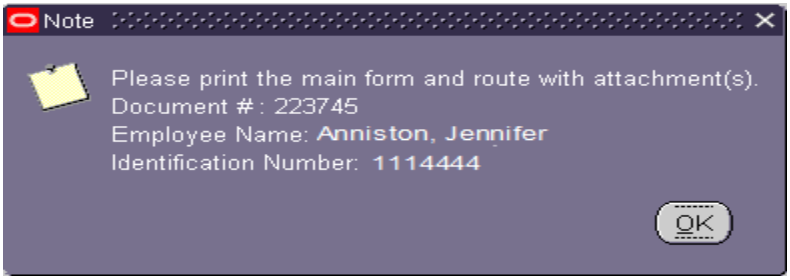
12. Click in the **ATTACHMENT** box; a ***Check mark*** will appear. ***Attachments are required for all Military Leave of Absence documents. For a list of attachments required by HRM Records Administration, click here***.



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

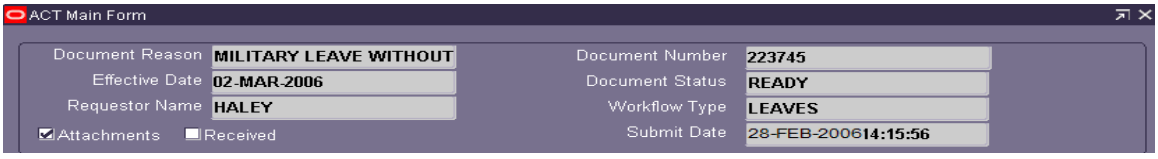


14. Click on the **SUBMIT** button at the bottom of the **ACT MAIN FORM.** The following **NOTE** appears. Click **OK**.



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.



RETURN TO TOP