

## Appoint, Change and Terminate (ACT) Documentation Personal Leave without Pay

The **PERSONAL LEAVE WITHOUT PAY** document reason is used when the employee does not have accrued vacation and personal holiday time available to remain in a “pay status” for the approved personal leave of absence.

When using the **PERSONAL LEAVE WITHOUT PAY** document reason, the **ACT MAIN FORM** and the **ASSIGNMENT FORM** are the only forms you will be able to access.

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

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

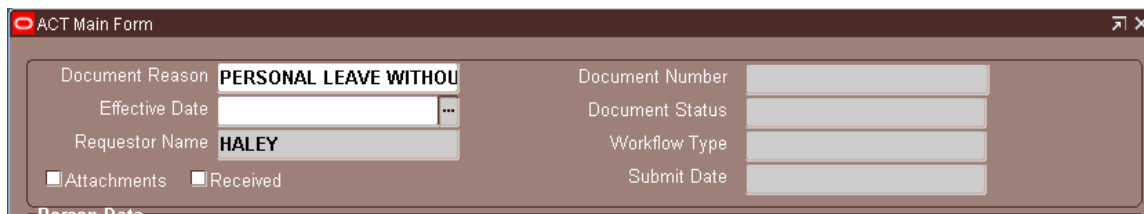


The screenshot shows the 'Find' window with the following fields and values:

Field	Value
Document Number	
Requestor	
Full Name	Shelton, Anna T.
Identification Number	1011111
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.
3. The **ACT MAIN FORM** will open. Click once in the **DOCUMENT REASON** field
4. Use the **DOCUMENT REASON LOV** to choose **PERSONAL LEAVE WITHOUT PAY** or type the words **Personal Leave without Pay** in the **DOCUMENT REASON** field.



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

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

Buttons: Attachments, Received.

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- 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	PERSONAL LEAVE WITHOUT PAY	Document Number	
Effective Date	01-JUL-2006	Document Status	
Requestor Name	HALEY	Workflow Type	
<input type="checkbox"/> Attachments <input type="checkbox"/> Received		Submit Date	

- 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	PERSONAL LEAVE WITHOUT PAY	Document Number	197103
Effective Date	01-JUL-2006	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input type="checkbox"/> Attachments <input type="checkbox"/> Received		Submit Date	

**Person Data**

Name	Shelton, Anna T.	Gender	Female
Identification Number	1011111	Ethnic Origin	White / Non Hispanic
SSN		Total Active Assignments	1
Latest Hire Date	03-MAY-2004	Total Annual Salary	xx,xxx.xx
Date of Birth	03-AUG-1985	<input type="checkbox"/> Prior UAB Service	

**Assignment Data**

Assignment Number	1011111	Assignment Status	Active Assignment
Assignment Category	01 Regular FT	Organization	707400000 Perioperative Services
Job	CP315N0.Unit Secretary	Position	707400000.02804.031001
FTE	1	Primary	Y
Assignment Salary	xx,xxx.xx	Payroll	Biweekly

☐ 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 << < > >> \*

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

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**Assignment (Create New Document)**

Full Name	Shelton, Anna T.	Document Reason	PERSONAL LEAVE WITHOUT PAY
Identification Number	1011111	Document Number	197103
Assignment Number	1011111	Document Status	OPEN
		Effective Date	01-JUL-2006

Effective Date From	09-JAN-2005	Shift Differential Code	G1
Effective Date To	31-DEC-4712	Grandparented	
Primary	Y	Effort Report Eligible	

**General Assignment Information**

	Current	Proposed
Assignment Category	01 Regular FT	
Status	Active Assignment	Leave Without Pay
Expected Return Date		
Organization	707400000 Perioperative Services	
Location	Bham Main Campus	
Position	707400000.02804.031001	
Job	CP315N0.Unit Secretary	
Grade	W.G06	
Payroll Group	Staff 12	
Timecard Dist Number		
Timekeeping Method	TAMS	
Timekeeping Organization		
Comments		

Salary Labor Sources Element Entries Return to Previous Form Save

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

**General Assignment Information**

	Current	Proposed
Assignment Category	01 Regular FT	
Status	Active Assignment	Leave With Pay
Expected Return Date		20-AUG-2006

**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**.

## Appoint, Change and Terminate (ACT) Documentation Personal Leave without Pay

12. Click in the **ATTACHMENT** box; a **Checkmark** will appear. **Attachments are required for Personal Leave of Absence documents. For a list of attachments required by HRM Records Administration, [click here](#).**

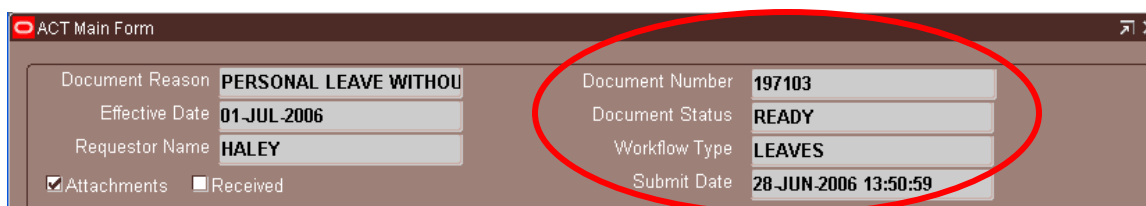
The screenshot shows the 'ACT Main Form' window. The 'Document Reason' is 'PERSONAL LEAVE WITHOU'. The 'Effective Date' is '01-JUL-2006'. The 'Requestor Name' is 'HALEY'. The 'Attachments' checkbox is checked and circled in red. The 'Person Data' section includes 'Name: Shelton, Anna T.', 'Gender: Female', 'Identification Number: 1011111', 'SSN', 'Latest Hire Date: 03-MAY-2004', 'Date of Birth: 03-AUG-1985', 'Ethnic Origin: White / Non Hispanic', 'Total Active Assignments: 1', and 'Total Annual Salary: xx,xxx.xx'. The 'Assignment Data' section includes 'Assignment Number: 1011111', 'Assignment Status: Active Assignment', 'Assignment Category: 01 Regular FT', 'Organization: 707400000 Perioperative Se', 'Job: CP315N0.Unit Secretary', 'Position: 707400000.02804.031001', 'FTE: 1', 'Primary: Y', 'Assignment Salary: xx,xxx.xx', and 'Payroll: Biweekly'. The 'Assignment' checkbox is highlighted with a red rectangle. The 'Comments' field is empty. The bottom of the form has buttons for 'Save', 'Submit', 'Cancel this document', 'Log', 'Reassign', and navigation arrows.

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**.

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 #: 197103 Employee Name: Shelton, Anna T. Identification Number: 1011111'. There is an 'OK' button at the bottom right.

## Appoint, Change and Terminate (ACT) Documentation Personal Leave without Pay

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 two columns of fields. The left column includes 'Document Reason' (PERSONAL LEAVE WITHOU), 'Effective Date' (01-JUL-2006), 'Requestor Name' (HALEY), and checkboxes for 'Attachments' (checked) and 'Received' (unchecked). The right column includes 'Document Number' (197103), 'Document Status' (READY), 'Workflow Type' (LEAVES), and 'Submit Date' (28-JUN-2006 13:50:59). A red oval highlights the 'Document Status' field, which is set to 'READY'.

Document Reason	PERSONAL LEAVE WITHOU	Document Number	197103
Effective Date	01-JUL-2006	Document Status	READY
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments <input type="checkbox"/> Received		Submit Date	28-JUN-2006 13:50:59

[RETURN TO TOP](#)