

Appoint, Change and Terminate (ACT) Documentation Transfer Lateral Same Department

The **TRANSFER LATERAL SAME DEPARTMENT** document reason is used when a **staff employee** is transferring within the **same** organization and may or may not involve a salary change.

For **faculty employees** the **TRANSFER LATERAL SAME DEPARTMENT** document reason is used when a faculty member is transferring within the same organization where no promotion is associated with the change or when transferring to a staff position within the **same** department. Also, must be used for the following:

Non-Benefitted or Non-Fully Benefited to Fully Benefited:

04 to 01
04 to 03
02 to 01
02 to 03

Note: Employee could be transferring with the same job classification or a different job classification, but the pay grade of both job classifications **must** remain the same (in some cases, the proposed pay grade could be lower than the current pay grade). If the new job classification is a higher pay grade than the employee's current pay grade, use the **PROMOTION SAME DEPARTMENT** document reason. The **POSITION** string **must also change**; if the **POSITION** string is to remain the same, use the **RECLASSIFICATION** document reason.

The **ASSIGNMENT**, **SALARY**, and **LABOR SOURCE** forms are available for change when using this document reason. If the employee's personal information is changing, the **PERSON DATA FORM** is available for update or change on selected fields.

UAB HR Officer → HR Transactions → ACT → Find Window

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



The screenshot shows a web-based "Find" window with a search form. The form includes the following fields and controls:

- Document Number:
- Requestor:
- Full Name:
- Identification Number:
- SSN: (xxxxxxxx)
- Employee Blazer Id:
- Assignment Number:
- Effective Date:

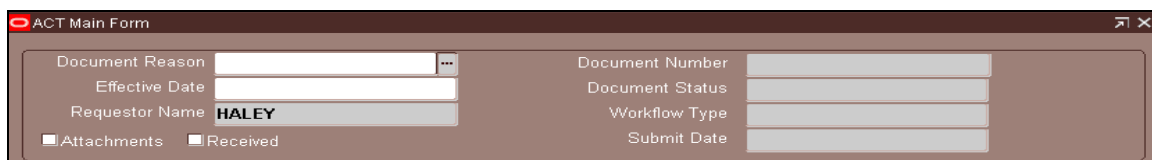
At the bottom of the form are four buttons: "Clear", "Data Inquiry", "Retrieve a Document", and "Create New Document".

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

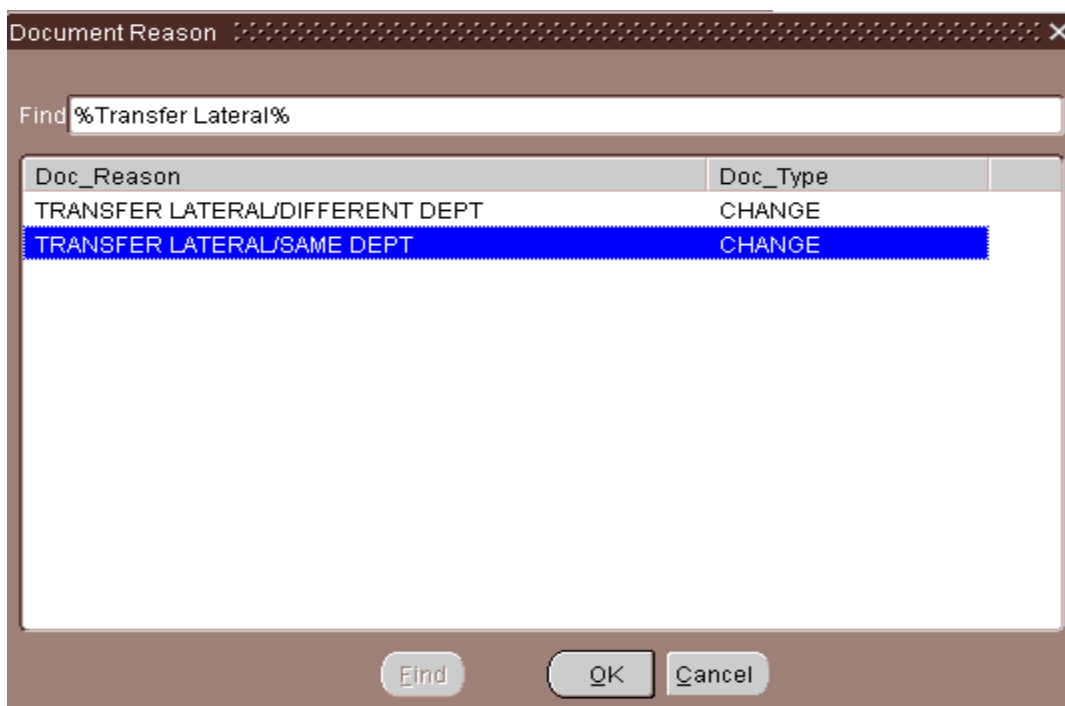
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Note: After you click on the Create New Document button you might see another window pop up. Some employees may have more than one assignment and could be listed several times. Make sure you choose the correct assignment.

3. The **ACT MAIN FORM** opens, click once in the **DOCUMENT REASON** field.



4. Use the **DOCUMENT REASON** LOV to choose or type the words **Transfer Lateral/Same Department** in the **DOCUMENT REASON** field.



| Doc_Reason | Doc_Type |
|---------------------------------|----------|
| TRANSFER LATERAL/DIFFERENT DEPT | CHANGE |
| TRANSFER LATERAL/SAME DEPT | CHANGE |

5. Once inside the **EFFECTIVE DATE** field, choose an effective date from the Calendar LOV or type in the desired date.

Note: The Document Effective Date for all bi-weekly paid employees receiving a Transfer Lateral Same Department must be a Sunday. If the Labor Source(s) are changing, the Document Effective Date must be a future date that is beyond the current pay period for biweekly paid employees. Verify payroll schedules before submitting the document. To view biweekly and monthly payroll schedules go to Financial Affairs webpage.

Copy and paste link into URL:

<http://uabcalendar.infomedia.com/ActiveDataCalendar>

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6. Click on **DOCUMENT SUBGROUP** button located in the lower right corner of the **ACT MAIN FORM**.

7. The **DOCUMENT SUBGROUP OPTION** window will open; click on **Doc SUBGROUP** field **LOV**.

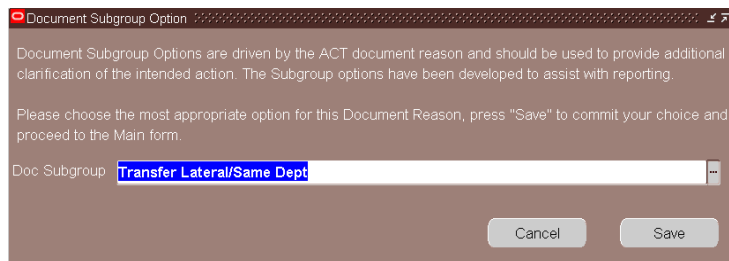
8. Select the description that best explains the nature of the transaction.

For a complete list of available **DOCUMENT SUBGROUP DESCRIPTIONS** and explanation of when to use, click [here](#).

9. Click on **OK** to select.

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10. Click on **SAVE** to commit your choice and proceed to the **ACT MAIN FORM**.



Document Subgroup Option

Document Subgroup Options are driven by the ACT document reason and should be used to provide additional clarification of the intended action. The Subgroup options have been developed to assist with reporting.

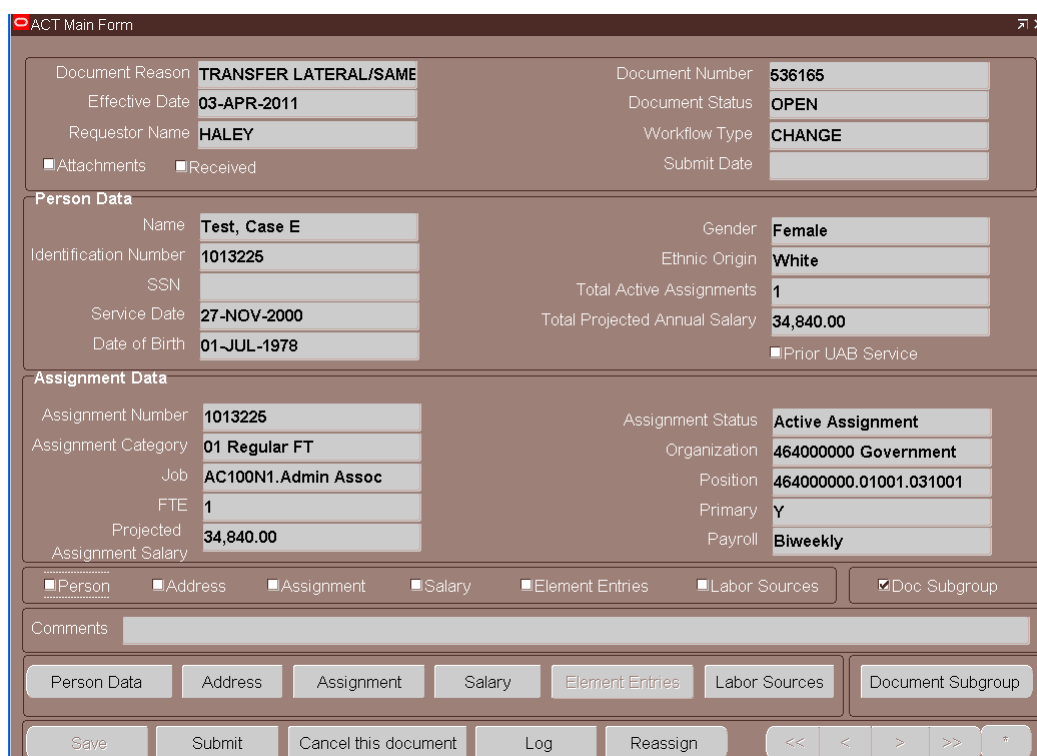
Please choose the most appropriate option for this Document Reason, press "Save" to commit your choice and proceed to the Main form.

Doc Subgroup: **Transfer Lateral/Same Dept**

Buttons: Cancel, Save

Warning: If you change the **DOC SUBGROUP** field after the initial save in step 10, **you must re-save in order to commit your change.**

11. Click on the **SAVE** button at the bottom of the **ACT MAIN FORM**.



ACT Main Form

| | | | |
|--------------------------------------|-----------------------------------|-----------------|--------|
| Document Reason | TRANSFER LATERAL/SAME | Document Number | 536165 |
| Effective Date | 03-APR-2011 | Document Status | OPEN |
| Requestor Name | HALEY | Workflow Type | CHANGE |
| <input type="checkbox"/> Attachments | <input type="checkbox"/> Received | Submit Date | |

Person Data

| | | | |
|-----------------------|--------------|--|-----------|
| Name | Test, Case E | Gender | Female |
| Identification Number | 1013225 | Ethnic Origin | White |
| SSN | | Total Active Assignments | 1 |
| Service Date | 27-NOV-2000 | Total Projected Annual Salary | 34,840.00 |
| Date of Birth | 01-JUL-1978 | <input type="checkbox"/> Prior UAB Service | |

Assignment Data

| | | | |
|-----------------------------|---------------------|-------------------|------------------------|
| Assignment Number | 1013225 | Assignment Status | Active Assignment |
| Assignment Category | 01 Regular FT | Organization | 464000000 Government |
| Job | AC100N1.Admin Assoc | Position | 464000000.01001.031001 |
| FTE | 1 | Primary | Y |
| Projected Assignment Salary | 34,840.00 | Payroll | Biweekly |

☐ Person ☐ Address ☐ Assignment ☐ Salary ☐ Element Entries ☐ Labor Sources ☒ Doc Subgroup

Comments: _____

Buttons: Person Data, Address, Assignment, Salary, Element Entries, Labor Sources, Document Subgroup

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

12. If the employee's personal information **will not** be changing, [click here](#). To make changes in the employee's personal information, proceed onto **Step #13**.

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Changing Personal Data

1. If **personal information** pertaining to the employee is changing, click on the **PERSON DATA** button. Most tabs and fields (except for the **PERSONAL** tab) will be available for change or update when using a **current** or **future** document effective date. Limited tabs and fields will be available when using a **retroactive** document effective date.

This screenshot shows the main menu of the ACT system. At the top, there are several tabs: Person, Address, Assignment, Salary, Element Entries, Labor Sources, and a checked 'Doc Subgroup'. Below these is a 'Comments' text area. In the center, there is a row of buttons: 'Person Data' (circled in red), 'Address', 'Assignment', 'Salary', 'Element Entries', 'Labor Sources', and 'Document Subgroup'. At the bottom, there is a row of action buttons: 'Save', 'Submit', 'Cancel this document', 'Log', 'Reassign', and navigation arrows.

- a. If **VISA** information needs to be changed, click on the **EMPLOYMENT** tab. Select the correct Visa type from the **VISA TYPE** LOV; enter the correct **WORK VISA EXPIRATION DATE**. Click on the **SAVE** button at the bottom of the form.

This screenshot shows the 'Employment' tab in the ACT system. It displays two columns: 'Current' and 'Proposed'. Under 'Current', there are fields for 'Ethnic Origin' (with 'White' selected), 'Veteran Status', 'I-9 Status' (with 'Yes' selected), 'Visa Type', and 'Work Visa Expiration Date'. The 'Proposed' column has corresponding empty fields. At the bottom, there is a 'Comments' text area and three buttons: 'Address', 'Return to Previous Form', and 'Save'.

- a. If **PHONEBOOK** information needs to be added or changed, click on the **PHONEBOOK** tab. Click on the **SAVE** button after entering the information.

This screenshot shows the 'Phonebook' tab in the ACT system. It displays two columns: 'Current' and 'Proposed'. Under 'Current', there are fields for 'Individual Online List' (with 'Yes' selected), 'Online Job Title', 'Online Display Name', and 'Faculty and Staff List' (with 'Yes' selected). The 'Proposed' column has corresponding empty fields. To the right of the 'Proposed' column, there is a checkbox for 'Assignment Job Title (Last Name, First Name)' and a note: '*** Please do not add suffix'. At the bottom, there is a 'Comments' text area and three buttons: 'Address', 'Return to Previous Form', and 'Save'.

- b. If **LICENSE** information needs to be added or changed, click on the **LICENSE** tab; choose the appropriate entry from the **TYPE** field LOV. Click on the **SAVE** button after entering the information.

This screenshot shows the 'License' tab in the ACT system. It displays two columns: 'Current' and 'Proposed'. Under 'Current', there are fields for 'Type', 'Title', 'Number', and 'Expiration Date'. The 'Proposed' column has corresponding empty fields. Below the 'Proposed' column, there is a note: 'Use down arrow to create multiple records.' At the bottom, there is a 'Comments' text area and three buttons: 'Address', 'Return to Previous Form', and 'Save'.

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- c. If the assignment has a known termination or end date, click on the **TERMINATION** tab; enter the termination or end date in the **PROJECTED LAST DAY OF WORK** field. Click on the **SAVE** button after entering the information.

2. Click on the **SCHOOLS AND COLLEGES** tab.

- a. If Schools and Colleges information displays and is accurate, click on the **SAVE** button located at the bottom of the form.

- b. If Schools and Colleges information is not accurate, you may:
- Overwrite the existing information.
 - Enter additional School or College's, Degree Names, Degree Types by clicking on the next available line.
 - Enter Transcript and Degree Discipline information as required.

For detailed instructions on entering **SCHOOLS AND COLLEGES** information, [click here](#).

3. Click the **SAVE** button and click on the **RETURN TO PREVIOUS** button to return to the **ACT MAIN FORM**.

Changing Assignment Information

1. To change the employee's **assignment information**, click on the **ASSIGNMENT** button located on the **ACT MAIN FORM**.

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- If the employee's **ASSIGNMENT CATEGORY** will be changing, select the appropriate **ASSIGNMENT CATEGORY** from the LOV or type it in the field. This is not a required field when using the **TRANSFER LATERAL SAME DEPARTMENT** document reason.

Assignment (Create New Document)

| | | | |
|-----------------------|--------------|-----------------|----------------------------|
| Full Name | Test, Case E | Document Reason | TRANSFER LATERAL/SAME DEPT |
| Identification Number | 1013225 | Document Number | 536165 |
| Assignment Number | 1013225 | Document Status | OPEN |
| | | Effective Date | 03-APR-2011 |

| | | | |
|---------------------|-------------|-------------------------|----|
| Effective Date From | 26-SEP-2010 | Shift Differential Code | NA |
| 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 |
| Expected Return Date | |
| Organization | 464000000 Government |
| Location | Bham Main Campus |
| Position | 464000000.01001.031001 |
| Job | AC100N1.Admin Assoc |
| Grade | W.G13 |
| Payroll Group | Staff 12 |
| Timecard Dist Number | |
| Timekeeping Method | TEL |
| Timekeeping Organization | |
| Comments | |

- The **LOCATION**, **POSITION** and **JOB** fields are required fields when using the **TRANSFER LATERAL SAME DEPARTMENT** document reason.

- Click in the **POSITION** field and select the **appropriate position code** from the LOV. This LOV will contain only the position codes affiliated with the organization you have chosen. The selection of position code populates the **ORGANIZATION**, **LOCATION**, **JOB** and **GRADE** fields.

| General Assignment Information | |
|--------------------------------|------------------------|
| Current | Proposed |
| Assignment Category | 01 Regular FT |
| Status | Active Assignment |
| Expected Return Date | |
| Organization | 464000000 Government |
| Location | Bham Main Campus |
| Position | 464000000.01001.031001 |
| Job | AC100N1.Admin Assoc |
| Grade | W.G13 |
| Payroll Group | Staff 12 |
| Timecard Dist Number | |
| Timekeeping Method | TEL |
| Timekeeping Organization | |
| Comments | |

- The **PAYROLL GROUP** and all three **TIMEKEEPING** fields are available for change or update if necessary.

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6. Enter comments, if applicable, in the **COMMENTS** field at the bottom of this form.
7. Click on the **SAVE** button.
8. Click on the **RETURN TO PREVIOUS FORM** button.

Changing Salary Information

1. To change the Salary information, click on the **SALARY** button, located on either the **ACT MAIN FORM** or on the **ASSIGNMENT** form.

The screenshot shows the top section of the ACT form. At the top, there are checkboxes for 'Person', 'Address', 'Assignment', 'Salary', 'Element Entries', 'Labor Sources', and 'Doc Subgroup'. Below these is a 'Comments' text area. A row of buttons includes 'Person Data', 'Address', 'Assignment', 'Salary' (which is circled in red), 'Element Entries', 'Labor Sources', and 'Document Subgroup'. At the bottom of this section are buttons for 'Save', 'Submit', 'Cancel this document', 'Log', 'Reassign', and navigation arrows.

2. Click in the **SALARY BASIS** field if required.
3. Use the LOV to enter the correct **SALARY BASIS** information or type it in. This field will vary based on other field information such as **Organization** and **Position**.

The screenshot shows a 'Select Salary Basis' dialog box. It has a 'Find %' search field at the top. Below it is a list box containing the following items: 'Salary Basis', '12 in 12', '9 in 12', '9 in 9', 'Hourly' (which is highlighted in blue), 'Salary', and 'Trainee'. At the bottom of the dialog are buttons for 'Find', 'OK', and 'Cancel'.

4. Click **OK**. The **PROPOSED SALARY BASIS** and **PAYROLL** fields will populate.

The screenshot shows the bottom section of the ACT form, which is a table comparing 'Current' and 'Proposed' values for various fields. The 'Current' column has values populated for several fields, while the 'Proposed' column is mostly empty, with some fields showing values like 'NA', 'HOURLY', and 'Biweekly'. At the bottom of the table is a 'Comments' text area and two buttons: 'Return to Previous Form' and 'Save'.

| | Current | Proposed |
|-------------------------------|-----------|----------|
| Projected Assignment Salary | 34,840.00 | |
| Actual Assignment Rate of Pay | 16.75 | |
| FTE | 1.00 | |
| Hosp Calc Code | | |
| Premium Plan | NA | NA |
| Salary Basis | Hourly | HOURLY |
| Payroll | Biweekly | Biweekly |
| Outside Income Source | | |
| Outside Income | 0.00 | |
| CFB Code | | |
| Comments | | |

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- Click in the **REASONS** field located at the top of the form, select **TRANSFER ADJUSTMENT** from the LOV.

Component Reasons

| Reason | Change Value | Change % |
|--------|--------------|----------|
| | | |

Use the down arrow to create multiple records.

Current

| | |
|-------------------------------|-----------|
| Projected Assignment Salary | 34,840.00 |
| Actual Assignment Rate of Pay | 16.75 |
| FTE | 1.00 |
| Hosp Calc Code | |
| Premium Plan | NA |
| Salary Basis | Hourly |
| Payroll | Biweekly |
| Outside Income Source | |
| Outside Income | 0.00 |
| CFB Code | |
| .Comments | |

Component Reason

Find: Transfer Adjustment%

Component Reason

Transfer Adjustment

Find

OK

Cancel

Return to Previous Form

Save

Change value = Difference in rate of pay.

- Enter the amount of increase or decrease in the **hourly rate** (for a bi-weekly paid employee) or the amount of increase or decrease in the **monthly rate** (for a salaried employee) in the **CHANGE VALUE** field. When you enter this information, the **PROPOSED ASSIGNMENT SALARY** and the **ASSIGNMENT RATE OF PAY** will automatically populate.

Component Reasons

| Reason | Change Value | Change % |
|---------------------|--------------|----------|
| Transfer Adjustment | -1.25 | -7.46 |

Use the down arrow to create multiple records.

Current

| | |
|-------------------------------|-----------|
| Projected Assignment Salary | 34,840.00 |
| Actual Assignment Rate of Pay | 16.75 |
| FTE | 1.00 |
| Hosp Calc Code | |
| Premium Plan | NA |
| Salary Basis | Hourly |
| Payroll | Biweekly |
| Outside Income Source | |
| Outside Income | 0.00 |
| CFB Code | GROUP C |
| .Comments | |

Proposed

| | |
|-------------------------------|-----------|
| Projected Assignment Salary | 32,240.00 |
| Actual Assignment Rate of Pay | 15.50 |
| FTE | |
| Hosp Calc Code | |
| Premium Plan | NA |
| Salary Basis | HOURLY |
| Payroll | Biweekly |
| Outside Income Source | |
| Outside Income | |
| CFB Code | |
| .Comments | |

Return to Previous Form

Save

Change value = Difference in rate of pay.

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7. If the **FTE** is changing, enter the **full-time equivalency** for the employee in the **FTE** field. This number should be between 0.0 and 1.0.
8. Enter comments, if applicable, in the **COMMENTS** field at the bottom of this form; click on the **SAVE** button.
9. Click on the **RETURN TO PREVIOUS FORM** button.

Changing Labor Source Information (General Ledger)

1. If the labor sources are changing for the employee, click on the **LABOR SOURCES** button located at the bottom of the **ASSIGNMENT FORM** or from the **ACT MAIN FORM**.

This screenshot shows the top section of the ACT form. It includes checkboxes for Person, Address, Assignment, Salary, Element Entries, Labor Sources, and Doc Subgroup. Below these is a Comments field. A row of buttons includes Person Data, Address, Assignment, Salary, Element Entries, Labor Sources (circled in red), and Document Subgroup. At the bottom are buttons for Save, Submit, Cancel this document, Log, Reassign, and navigation arrows.

This screenshot shows the 'Costing' section of the ACT form. It displays a table with columns for LD, Stop, From Date, To Date, GL Code, Project, Task, Award, Exp Or, and %. The first row is populated with data: LD is checked, Stop is checked, From Date is 01-OCT-2006, GL Code is 2100892.000.124600000.46400000, and Exp Or is 100.00. An arrow points from the 'STOP' checkbox in the first row to the 'Note' below. Below the table is a Comments field and a Total LD % field showing .00. At the bottom are buttons for Return to Previous Form and Save.

| LD | Stop | From Date | To Date | GL Code | Project | Task | Award | Exp Or | % |
|-------------------------------------|-------------------------------------|-------------|---------|--------------------------------|---------|------|-------|--------|--------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 01-OCT-2006 | | 2100892.000.124600000.46400000 | | | | | 100.00 |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | |

Note: If you are entering 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 sources before entering new ones.

2. If the employee has a GL funding source, click in the GL Code field.
 - d. Click on the **GL CODE** LOV. This opens the **UAB_AKF FIND** window.
 - e. Enter the **ten-digit GL Account number** in the **ALIAS** field; click **OK**. This opens the window below. All but the **OBJECT** field has been auto populated.

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- f. Click in the **OBJECT** field and enter **Zero (0)**; Click **OK**. You will be taken back to the **LABOR SOURCE** form.
 - g. Type in the **percent of the employee's funding** to be paid from the GL account string entered. **Only one funding source is allowed for each record/row.**
- Note: an employee can have multiple funding sources; each funding source will need to be entered individually. Use the down arrow key to move the cursor to the next available row.**
- h. Repeat the above steps to enter all **GL account** funding sources. The **TOTAL LD %** field has to total **100%** before you can save the document.
3. If the employee is funded from a **grant** and this information is changing, click once in the **PROJECT** field of the next available row.
 - i. Type the **project number** in the **PROJECT** field or choose the **Project number** from the LOV. Press the **TAB** key or click in the next **TASK** field.
 - j. Type the **task number** in the **TASK** field or choose the **Task number** from the LOV. **TAB** to the **AWARD** field or click in the **AWARD** field.
 - c. Type the **award number** in the **AWARD** field or choose the **Award number** from the LOV. **TAB** to or click in the next field.
 - d. Type in the **organization number** or choose the **Expenditure Organization number** from the LOV.

Note: For the hospital, this will be 70. For the university, this will be 10.

- e. Type in the **percent of the employee's effort** to be charged to the project number in the % field.

Note: TOTAL LD% must equal 100% before you can save the document.

- f. Enter **comments**, if applicable, in the **COMMENTS** field at the bottom of this form. Comments here will appear on the **ACT MAIN FORM**.
- g. Click the **SAVE** button, then click on the **RETURN TO PREVIOUS FORM** button. This will return you to back to the **ACT MAIN FORM** window.

Submitting the Document

1. Click the **ATTACHMENTS** checkbox if documentation is being forwarded to Records Administration. [Click here](#) for a listing of attachments required by Records Administration.

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ACT Main Form

| | | | |
|---|-----------------------------------|-----------------|--------|
| Document Reason | TRANSFER LATERAL/SAME | Document Number | 536165 |
| Effective Date | 03-APR-2011 | Document Status | OPEN |
| Requestor Name | HALEY | Workflow Type | CHANGE |
| <input checked="" type="checkbox"/> Attachments | <input type="checkbox"/> Received | Submit Date | |

2. Before submitting the document make certain all information is correct. Click the **SUBMIT** button.
3. Once the document is submitted the following window appears.

Decision

Are there attachments to this document? Press No to continue with submit or Yes to return to the Main Form to check the attachments box.

No Yes

4. Click **YES** or **No**, depending on whether **ATTACHMENTS** are required.
5. The **DOCUMENT STATUS** changes to **READY**.

Note: Once the Document Status changes to **READY**, all fields on all the forms will turn gray (inquiry or ready only).

6. Once the document is submitted, and the **DOCUMENT STATUS** changes to **READY**, the document enters the Approval Path. The **DOCUMENT STATUS** will change throughout the levels of Approval. Once the document has been approved by all approval levels and Central Administration, the **DOCUMENT STATUS** will change to **COMPLETE**.

[RETURN TO TOP](#)