



ZM110N0.Division Occasional Award Trainee Appointment Guidelines

Contact Budget Administration to set up a pooled position with the job title: **ZM110N0.Division Occasional Award**

The **Division Occasion Award** job title is used for participants in an approved [Development](#) or [University](#) program.

Development and University programs are typically **short-term programs** conducted during the summer months and designed to provide participants with practical experience in academic pursuits and research. Programs are designated as either [University Programs](#) or [Development Programs](#) dependent on the source of funding (e.g. institutional funds or sponsored research funds.)

These guidelines are for trainee payments in relation to university or development programs. The intent is not for additional compensation for active or one time employees assisting in or managing the program. Those payments should follow normal processes as defined by HRM.

Depending on current or past history with the University, appointment and participant payments will have to be processed using one of the following ACT document reasons:

[New Hire or Rehire \(99 Requisitions\)](#)

[Additional Assignment \(46 Trainee\)](#)

Paper direct deposit forms may be submitted, in batch, for all program participants. Forms should be sent to Payroll Services, AB 280. Contact Payroll Services for the paper direct deposit form.

ACT New Hire or Rehire Instructions (99 Requisition Employee)

- **Create New Document**
 - Document Reason - New Hire or Rehire
 - Date - Start date of assignment
- **Person Data**
 - Personal - Complete all applicable fields
 - Employment - Complete all applicable fields (I-9 Status: **Not Required - Trainee**)
 - Termination - Last day of assignment
 - Schools and Colleges – Highest earned degree
- **Address**
 - Home address
 - Campus primary address
 - Campus primary phone
- **Assignment**
 - Assignment Category - 99 Requisition
 - Organization - Assignment HR Organization
 - Location - Bham Main Campus*
 - Position - ZM110N0.Division Occasional Award (pooled position)
 - Payroll Group - Supplemental
 - Timekeeping Method - NA
- **Salary**
 - No data entry required
- **Element Entries (New Hire Only)**
 - Element entry(ies) is/are Trainee Award (1 time)
 - Element start and end dates are in accordance with the [biweekly payroll schedule](#)
 - Entry value is the amount to be paid each biweekly pay period
 - Comments field should include
 - Name of the program
 - Statement: Payments are for program participant
- **Element Entries (Rehire Only)**
 - Once Rehire ACT document is “complete” a second ACT document will need to be processed
 - Document Reason – Non-Recurring Element
 - Effective Date – Start date of assignment
 - Element Entries – Trainee Award (1 time)
 - Element start and end dates are in accordance with the [biweekly payroll schedule](#)
 - Entry value is the amount to be paid each biweekly pay period
 - Comments field should include
 - Name of the program
 - Statement: Payments are for program participant
- **Labor Sources**
 - Indicate the appropriate PTAO or ASBOF account and corresponding percentage
- **Attachments (New Hire Only)**
 - UAB HRM Records Administration requires the following be submitted with the ACT document:
 - [UAB Trainee Fact Sheet](#)

*If student work location is outside the United States, location should be "Out of USA." This will require the completion of the [Out of USA Work Location Checklist](#) before the document may be submitted.

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ACT Additional Assignment Instructions (46 Trainee)

- **Create New Document**
 - Document Reason - Additional assignment
 - Date - Start date of assignment
- **Person Data**
 - Termination - Last day of assignment
- **Assignment**
 - Assignment Category – 46 Irregular Trainee
 - Organization - Assignment HR Organization
 - Location - Bham Main Campus*
 - Position - ZM110N0.Division Occasional Award (pooled position)
 - Payroll Group – Non-Employee
 - Timekeeping Method - NA
- **Salary**
 - Reason – No Recurring Pay
 - FTE – 0.01
- **Element Entries**
 - Element entry(ies) is/are Trainee Award (1 time)
 - Element start and end dates are in accordance with the [biweekly payroll schedule](#)
 - Entry value is the amount to be paid each biweekly pay period
 - Comments field should include
 - Name of the program
 - Statement: Payments are for program participant
- **Labor Sources**
 - Indicate the appropriate PTAO or ASBOF account and corresponding percentage
- **Attachments**
 - UAB HRM Records Administration requires the following be submitted with the ACT document:
 - [UAB Trainee Fact Sheet](#)

*If student work location is outside the United States, location should be "Out of USA." This will require the completion of the [Out of USA Work Location Checklist](#) before the document may be submitted.

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