

UAB ACT Document Steps for Telecommuting

This document requires a conversation with Payroll Services prior to submitting the document.

For ACT documents with the proposed work location of Work from Home, we have added a pre-submit process to ACT requiring this form to be completed. The purpose of this information is to determine the correct tax reporting.

Please complete the form below and fax to Payroll Services (205)975-4739.

To review the UAB Telecommuting Guidelines please go [here](#).

To access the UAB Telecommuting Agreement please go [here](#).

ACT Change of Work Location

Click on the Assignment tab

The screenshot displays a web-based form for an ACT document. The form is divided into several sections: Document Information, Person Data, Assignment Data, and a bottom navigation bar. The 'Assignment' tab is highlighted with a yellow circle. The form contains the following data:

Document Information	
Document Reason	DATA CHANGE
Effective Date	15-SEP-2016
Requestor Name	KAARON
Document Number	966982
Document Status	OPEN
Workflow Type	DATA CHANGE
Submit Date	

Person Data	
Name	Example, Test
Gender	Female
Identification Number	1083027
Ethnic Origin	Two or More Races
SSN	123-45-6789
Total Active Assignments	1
Service Date	01-SEP-2016
Total Projected Annual Salary	31,740.80
Date of Birth	18-JUN-1992
Prior UAB Service	<input type="checkbox"/>

Assignment Data	
Assignment Number	1083027
Assignment Status	Active Assignment
Assignment Category	01 Regular FT
Organization	114503000 HRM Records Ad
Job	CG213N2.Records Managen
Position	114503000.20801.031001
FTE	1
Primary	Y
Projected Assignment Salary	31,740.80
Payroll	Biweekly

Navigation tabs: Person, Address, Assignment, Salary, Element Entries, Labor Sources, Doc Subgroup

Comments:

Buttons: Person Data, Address, Assignment (highlighted), Salary, Element Entries, Labor Sourc..., Document Subgroup

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

Click the LOV in Proposed Location and choose Work from Home from the available list.

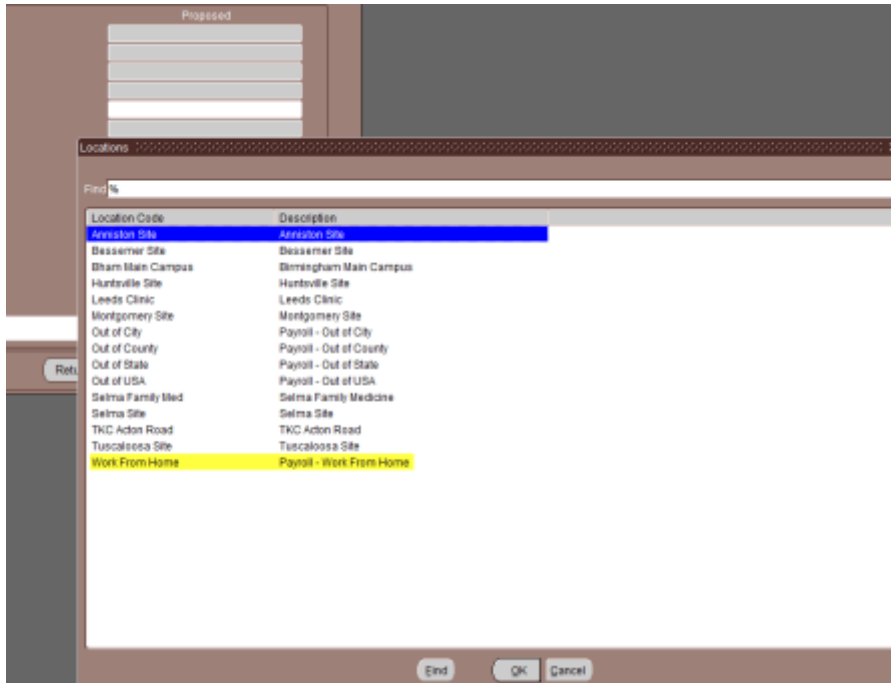
Assignment (Create New Document)

Full Name	Example, Test	Document Reason	DATA CHANGE
Identification Number	1083027	Document Number	966982
Assignment Number	1083027	Document Status	OPEN
		Effective Date	15-SEP-2016

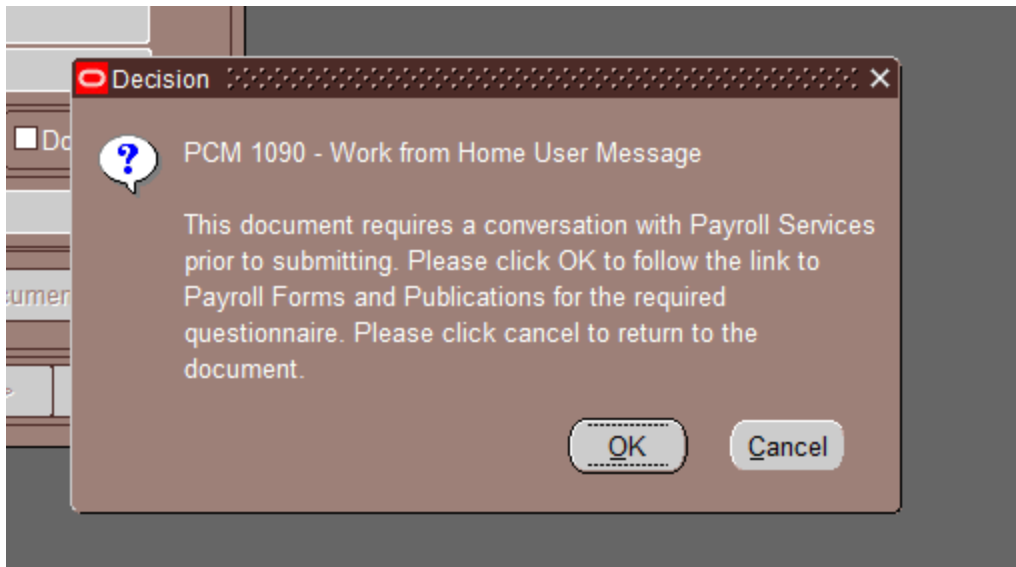
Effective Date From	01-SEP-2016	Shift Differential Code	NA
Effective Date To	31-DEC-4712	Grandparented	
Primary	Y	Effort Report Eligible	

General Assignment Information	
Current	Proposed
Assignment Category	
Status	
Expected Return Date	
Organization	
Location	
Position	
Job	
Grade	
Payroll Group	
Timecard Dist Number	
Timekeeping Method	
Timekeeping Organization	
Supervisor Name	
Supervisor Assignment #	
Category	
Comments	

Return to Previous Form Save



Upon submit, you will receive a User Message



Clicking OK will take you to [Payroll Services Work from Home webpage](#) for further instructions.