

Appoint, Change and Terminate (ACT) Documentation Data Change

The **DATA CHANGE** document is used to insert, update or correct an employee's personnel record in the Administrative System. When using the Data Change document reason the HR Officer will be able to make changes to the following personal information fields when using a current or future document effective date: name, address, phone, schools and colleges, location of assignment, timecard distribution number, timekeeping method, timekeeping organization, and/or changes in FTE within the same assignment category. **Only select fields are available for change when using a retroactive effective date.**

UAB HR Officer → HR Transactions → ACT → Find Window

Creating a Data Change Document

1. Locate the employee using the Find Window.



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

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 to select the correct assignment.

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The **ACT MAIN FORM** will open.

The screenshot shows the 'ACT Main Form' window. It contains several sections of data entry fields:

- Document Reason:** Document Reason (dropdown), Effective Date, Requestor Name (populated with 'HALEY'), Attachments, and Received checkboxes.
- Document Information:** Document Number, Document Status, Workflow Type, and Submit Date.
- Person Data:** Name, Gender, Identification Number, Ethnic Origin, SSN, Total Active Assignments, Service Date, Total Projected Annual Salary, and Date of Birth. There is also a checkbox for 'Prior UAB Service'.
- Assignment Data:** Assignment Number, Assignment Category, Job, FTE, Projected Assignment Salary, Assignment Status, Organization, Position, Primary, and Payroll.

At the bottom of the form, there are several tabs: Person, Address, Assignment, Salary, Element Entries, Labor Sources, and Doc Subgroup. Below the tabs is a 'Comments' field and a row of buttons: Person Data, Address, Assignment, Salary, Element Entries, Labor Sources, and Document Subgroup. At the very bottom are buttons for Save, Cancel, Cancel the document, Log, and Reassign.

- When the new document opens, click once in the **DOCUMENT REASON** field.
- Use the **DOCUMENT REASON LOV** to choose **DATA CHANGE** or type the words **Data Change** in the **DOCUMENT REASON** field.

The screenshot shows the 'Document Reason' lookup window. It has a search field at the top with the text 'Find %'. Below the search field is a list of document reasons and their corresponding document types. The 'DATA CHANGE' option is highlighted in blue.

Doc_Reason	Doc_Type
ADDITIONAL ASSIGNMENT	HIRE
BUDGET	BUDGET
CHANGE OF ASSIGNMENT CATEGORY	CHANGE
DATA CHANGE	DATA CHANGE
EDUCATION LEAVE WITH PAY	LEAVES
EDUCATION LEAVE WITHOUT PAY	LEAVES
END A TRAINEE	TERMINATION
END A VOLUNTEER	TERMINATION
END ASSIGNMENT	CHANGE
EQUITY INCREASE	CHANGE
FMLA WITH PAY	LEAVES
FMLA WITHOUT PAY	LEAVES
FUNDING SOURCE CHANGE	COSTING CHANGE
MEDICAL LEAVE WITH PAY	LEAVES
MEDICAL LEAVE WITHOUT PAY	LEAVES

At the bottom of the window are buttons for 'Find', 'OK', and 'Cancel'.

- Click inside the **EFFECTIVE DATE** field, choose an effective date from the **CALENDAR LOV** or **type in the desired date**.
- Click on the **SAVE** button at the bottom of the form.

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Updating Personal Data

To update or change the employee's personal information, click on the **PERSON DATA** button from the **ACT MAIN FORM**.

The screenshot shows the 'ACT Main Form' interface. At the top, document details include: Document Reason: DATA CHANGE, Effective Date: 01-APR-2011, Requestor Name: HALEY, Document Number: 536139, Document Status: OPEN, Workflow Type: DATA CHANGE, and Submit Date. Below this are sections for 'Person Data' (Name: Example, Sheisa Good, Gender: Female, Identification Number: 1044893, Ethnic Origin: White, SSN: 789-65-4123, Service Date: 19-NOV-2007, Date of Birth: 02-SEP-1949, Total Active Assignments: 1, Total Projected Annual Salary: 34,320.00) and 'Assignment Data' (Assignment Number: 1044893, Assignment Category: 01 Regular FT, Job: CG204N2.Office Assoc II, FTE: 1, Projected Assignment Salary: 34,320.00, Assignment Status: Active Assignment, Organization: 352006000 Nutrition Science, Position: 352006000.21304.101121, Primary: Y, Payroll: Biweekly). A navigation bar at the bottom contains buttons for Person, Address, Assignment, Salary, Element Entries, Labor Sources, and Doc Subgroup. The 'Person Data' button is highlighted with a red box.

When the **PERSON DATA** form opens, you should be on the **PERSONAL** tab.

Personal Tab

The screenshot shows the 'Personal' tab of the form. It features a navigation bar with tabs: Personal, Employment, Phonebook, License, Termination, and Schools and Colleges. The 'Personal' tab is highlighted with a red box. Below the navigation bar, there are two columns: 'Current' and 'Proposed'. The 'Current' column contains fields for SSN (789-65-4123), Last Name (Example), First Name (Sheisa), Middle Names (Good), Suffix, Title (Ms.), Date Of Birth (02-SEP-1949), and Gender (FEMALE). The 'Proposed' column is currently empty. At the bottom, there are buttons for Address, Return to Previous Form, and Save, along with a Comments field.

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1. Verify each field, if changes are necessary; click in the appropriate **PROPOSED** field, enter the correction.

Personal | Employment | Phonebook | License | Termination | Schools and Colleges

	Current	Proposed
SSN	789-65-4123	
Last Name	Example	
First Name	Sheisa	
Middle Names	Good	
Suffix		
Title	Ms.	
Date Of Birth	02-SEP-1949	
Gender	FEMALE	

Comments

Address | Return to Previous Form | Save

2. If it is necessary to change an employee's gender, click on the **DROP DOWN ARROW** in the **GENDER** field under the **PROPOSED** column. A selection box similar to the one below will open. Select the correct gender.

MALE
FEMALE

3. Once all necessary fields have been updated or changed; click on the **SAVE** button; the screen will advance to the **SCHOOLS AND COLLEGES** tab.

Schools and Colleges

When Schools and Colleges information displays, you should verify the information displaying is accurate and up-to-date.

Personal | Employment | Phonebook | License | Termination | Schools and Colleges

School or College	Degree Name	Degree Date	Type	Transcript/Official Documentation on File	Degree Discipline
Jefferson State Community College	000 Not Specified	15-JUN-1965	OD	No	11.07 - Comput
Lawson State Community College	200 Post High School Coursework	17-APR-1990	OD	No	35.0110 - Art.
University of Alabama at Birmingham	402 Bachelor of Arts	15-JUN-1970	HD	No	35.0110 - Art.

Comments

Address | Return to Previous Form | Save

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

If previous Schools and Colleges information is **not accurate**, you may:

- a. Overwrite the existing information.
- b. Enter additional School or College's, Degree Names, Degree Types by clicking on the next available line.
- c. Enter Transcript and Degree Discipline information as required.

The screenshot shows the 'Schools and Colleges' tab of the ACT Documentation form. It contains a table with the following data:

School or College	Degree Name	Degree Date	Type	Transcript/Official Documentation on File	Degree Discipline
Jefferson State Community College	000 Not Specified	15-JUN-1965	OD	No	11.07 - Comput
Lawson State Community College	200 Post High School Coursework	17-APR-1995	OD	No	36.0110 - Art.
University of Alabama at Birmingham	402 Bachelor of Arts	15-JUN-1975	HD	No	36.0110 - Art.

Below the table is a 'Comments' field and three buttons: 'Address', 'Return to Previous Form', and 'Save'.

If Schools and Colleges information does not display, proceed to enter applicable information:

1. Type in the **name of the school or college** or select it from the LOV.

The screenshot shows the 'Schools and Colleges' tab of the ACT Documentation form. The table is mostly empty, with the first row highlighted in yellow, indicating a new entry:

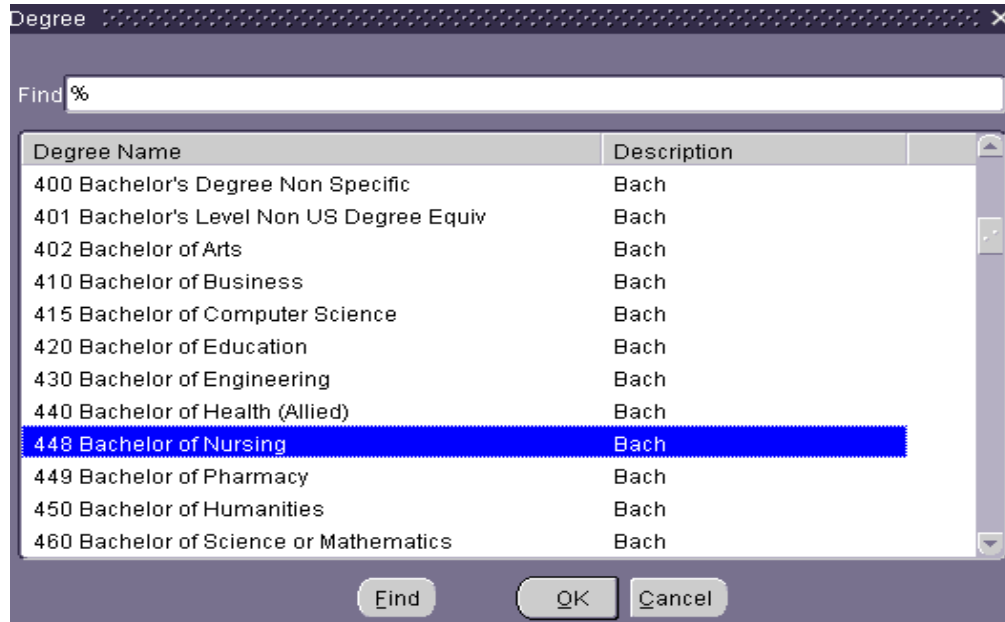
School or College	Degree Name	Degree Date	Type	Transcript/Official Documentation on File	Degree Discipline
University of Alabama at Birmingham					

Below the table is a 'Comments' field and three buttons: 'Address', 'Return to Previous Form', and 'Save'.

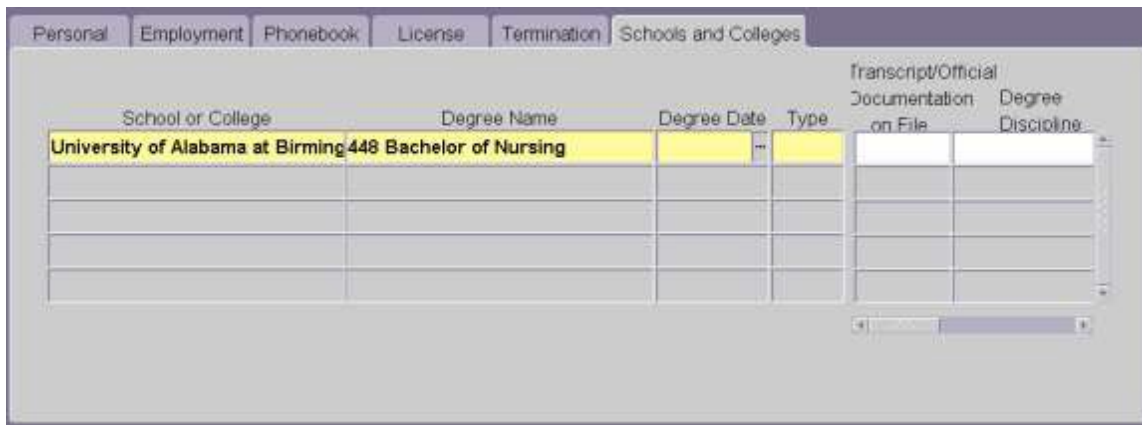
Note: The School and College LOV include listings of Institutions within the United States however; if the institution does not appear in the LOV listing, select Institution Not Available in Listing. For Institutions outside of the United States select Foreign University.

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- Click in the **DEGREE NAME** field. Using the LOV, select the appropriate degree. **Enter the highest level of degree the employee has earned, (Examples: High School Graduate, GED, Post High School Coursework, Bachelors, Masters, or PhD etc. Click OK.**



- Click in the **DEGREE DATE** field. Enter the **degree date** using the **dd-mmm-yy** format or use the Calendar LOV.



- Click in the **TYPE** field. Select **Other Degree (OD)** or **Highest Degree (HD)** from the LOV. A person can only have one highest degree. All others must be marked as Other Degree (OD).
- Repeat the above steps, as necessary, until all degrees are entered. Use the down arrow on the keyboard to create multiple records if necessary.

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Note: Faculty/Instructor Information fields must be completed on all Faculty and Credential Staff Course Instructors. The Transcript/Official Documentation on File field must be marked YES, indicating an official transcript is on file in the appropriate Dean's office, before the ACT document will be approved by the Provost office.

6. For Faculty and Credential Staff Course Instructors only. Type **Yes** in the **TRANSCRIPT/OFFICIAL DOCUMENTATION ON FILE** field or use the LOV.

7. Type the **appropriate Degree Discipline** as indicated on the employee's official transcript or completed Faculty Data Form, or use the LOV, to select the appropriate degree discipline.

School or College	Degree Name	Degree Date	Type	Official Documentation on File	Degree Discipline
University of Alabama at Birmingham	448 Bachelor of Nursing	25-MAY-2001	HD	Yes	51.16 - Nursing.

Click the **SAVE** button located at the bottom of the form; click on the **RETURN TO PREVIOUS FORM** button to return to the **ACT MAIN**

FORM. Employment Tab

If necessary, enter the correct information in the appropriate field. For Instructions on how to enter information in the below fields, [click here](#).

	Current	Proposed
Ethnic Origin	White	
Veteran Status		
I-9 Status	Yes	
Visa Type		
Work Visa Expiration Date		

Comments: _____

Address Return to Previous Form Save

4. Once all necessary fields have been updated or changed; click on the **SAVE** button, then click on the **RETURN TO PREVIOUS FORM**.

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Phonebook Tab

5. If necessary, enter the correct information in the appropriate proposed field.

The screenshot shows the 'Phonebook' tab in the ACT system. The form is titled 'Data used for the UAB Electronic Directory' and is divided into 'Current' and 'Proposed' columns. The 'Current' column has the following fields: 'Individual Online List' (Yes), 'Online Job Title' (empty), 'Online Display Name' (empty), and 'Faculty and Staff List' (Yes). The 'Proposed' column has three empty text input fields. To the right of the 'Proposed' fields is a checkbox labeled 'Assignment Job Title (Last Name, First Name)' with a note '*** Please do not add suffix'. Below the form is a 'Comments' field and three buttons: 'Address', 'Return to Previous Form', and 'Save'.

To replace the Job Title displaying in the Electronic Phonebook; check the **Assignment Job Title** check box to populate the **Proposed Online Job Title** field with the official Assignment Job Title; or manually enter a new Job Title

This screenshot is identical to the previous one, but the 'Proposed' column fields are now populated. The first field contains 'Office Manager', the second contains 'Example, Good', and the third is empty. The 'Assignment Job Title' checkbox is still unchecked.

To change the name displaying in the Electronic Phonebook, enter Full Name (using example format) in the **Proposed Online Display Name** field.

6. Once all necessary fields have been updated or changed; click on the **SAVE** button, click on the **RETURN TO PREVIOUS FORM**.

License Tab

If necessary, enter the correct information in the appropriate field. **Note: Information entered on this tab is entered only when the employee holds a professional license, membership or certification.**

The screenshot shows the 'License' tab in the ACT system. The form is titled 'License/Certificate/Membership Information' and is divided into 'Current' and 'Proposed' columns. The 'Current' column has the following fields: 'Type' (empty), 'Title' (empty), 'Number' (empty), and 'Expiration Date' (empty). The 'Proposed' column has three empty text input fields. Below the form is a 'Comments' field and a note: 'Use down arrow to create multiple records.' The 'Save' button is visible at the bottom right.

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1. Using the LOV in the **TYPE** field; choose the **appropriate License type**.

Note: If you choose License, the **Title**, **Number**, and **Expiration Date** fields become **required fields**.

A screenshot of a dropdown menu for the 'TYPE' field. The menu is open, showing several options. The 'License' option is highlighted in blue. The other options are: Name, Certification, Membership, and Professional Competency Certification.

2. If **License** is selected, listing of **LICENSE TITLES** appears. Select the appropriate **License title**, Click **OK**.

A screenshot of a dialog box titled 'License Title'. It has a search field labeled 'Find %' and a list of license titles. The title 'Medical Doctor, Perm US LIC/CERT' is highlighted in blue. At the bottom of the dialog are three buttons: 'Find', 'OK', and 'Cancel'.

3. If **Certification**, **Membership** or **Professional Competency**, type **the appropriate title** in the **TITLE** field.

A screenshot of the 'License/Certificate/Membership Information' form. The form has tabs for 'Personal', 'Employment', 'Phonebook', 'License', 'Termination', and 'Schools and Colleges'. The 'License' tab is selected. The form is divided into 'Current' and 'Proposed' sections. The 'Proposed' section has a dropdown menu for 'License' with 'Dentist' selected. Below the dropdown is a text field for 'Title'. At the bottom of the form, it says 'Use down arrow to create multiple records.'

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- a. Type the **License Number** in the **NUMBER** field, if applicable.
- b. In the **EXPIRATION DATE** field, choose the **expiration date** from the Calendar LOV or type the **date** in the **EXPIRATION DATE** field using the **dd-mmm-yy** format.

Note: *This date must be a future date.*

4. Once all necessary fields have been updated or changed; click on the **SAVE** button, then click on the **RETURN TO PREVIOUS FORM**.

Termination Tab

If you have to enter a **Last Day of Work** for this employee, click on the **TERMINATION** tab.

The screenshot shows the 'Termination' tab in the ACT system. The form is divided into two columns: 'Current' and 'Proposed'. The 'Current' column has fields for 'Actual Date', 'Projected Last Day', 'Leaving Reason', 'Rehire Recommendation', and 'Recommendation Reason'. The 'Proposed' column has a 'Projected Last Day' field with a calendar icon, and empty fields for 'Leaving Reason', 'Rehire Recommendation', and 'Recommendation Reason'. Below the form is a 'Comments' text area and three buttons: 'Address', 'Return to Previous Form', and 'Save'.

1. Click in the **PROJECTED LAST DAY OF WORK** field. Choose the appropriate date from the **CALENDAR LOV** or type it into the field.
2. Click on the **SAVE** button if you have made changes, then click on the **RETURN TO PREVIOUS FORM**.

Updating Address and Phone Information

To update or change the employee's Address or Phone information, click on the **ADDRESS** button at the bottom of the **ACT MAIN FORM**.

The **ADDRESS AND PHONES** form will open.

Note: *All employees must have a local (US) address and/or campus address in order to receive correspondence. Employees can change their home address through the Self Service once their New Hire Document is in COMPLETE status, Campus Address and phone numbers must be changed via a Data Change ACT Document.*

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Address

Current		End Date	Current	Proposed	
Address Type	Home	<input type="checkbox"/>		Home	
Address Line1	1800 Happy Road				
Address Line2					
Address Line3					
City	Gardendale				
State	AL				
Zip Code	35071				

Use the down arrow to view multiple records. Use the down arrow to create multiple records.

Phones

Delete	Current	Type	Phone Number (xxxxxxxx)	Date From
<input type="checkbox"/>	Home		(205) 222-5555	06-NOV-2006
<input type="checkbox"/>	Campus Primary		(205) 934-3029	06-NOV-2006
<input type="checkbox"/>	Work Fax		(205) 975-5971	06-NOV-2006

Use the down arrow to create multiple records.

International Address

Comments

Return to Previous Form Save

Note: If the employee has an international address and phone number, check the International Address checkbox. The Comments box will turn yellow indicating that it is now a required field. Enter the international address and phone number in the Comments box. The Campus Address should be entered as Home in the Address Type field. The Department name on Address Line 1, Street Address on Address Line 2 and the building and room number on Address Line 3.

International Address

Comments

1. To enter the **home address**, enter the **employee's street address** in the ADDRESS LINE 1 field. There are two more address lines available if needed.

Find Birmingham%

City	State	Zip Start	Zip End	County
Birmingham	AL	35020	35020	Jefferson
Birmingham	AL	35200	35299	Jefferson
Birmingham	AL	35201	35226	Shelby
Birmingham	AL	35228	35238	Shelby
Birmingham	AL	35240	35240	Shelby
Birmingham	AL	35242	35246	Shelby
Birmingham	AL	35249	35249	Shelby
Birmingham	AL	35253	35255	Shelby
Birmingham	AL	35259	35261	Shelby
Birmingham	AL	35263	35263	Shelby
Birmingham	AL	35266	35266	Shelby
Birmingham	AL	35277	35283	Shelby

Find OK Cancel

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2. Highlight the **correct zip code range** for the city and county in which the employee lives. Click **OK**. This will populate the City and State field.
3. Click in the **ZIP CODE** field, type the **correct Zip Code**. Click **SAVE**.
4. To enter the **campus address**, click in the **ADDRESS TYPE** field and **press the down arrow**. The **ADDRESS TYPE** field switches to **CAMPUS PRIMARY**.
5. In the **CITY** field, click on the **LOV**, the LOV brings up a **FIND** field. In the **FIND** field type **the name of the city in which the employee lives**, and click **OK**. A listing of City, State, Zip Start, Zip End and County will appear.
6. Enter the **two letter building code** in the **BUILDING** field. Click in the **ROOM NUMBER** field, the **ADDRESS LINE3** field will populate with the UAB building associated with the two letter code entered.

Address		Current	End Date	Current	Proposed
Address Type		Campus Primary	<input type="checkbox"/>		Campus Primary
Building		EB			EB
Room		220			
Address Line3		EDUCATION BUILDING			EDUCATION BUILDING
City		Birmingham			
State		AL			
Zip Code		35294	-	1250	

Use the down arrow to view multiple records. Use the down arrow to create multiple records.

Note: Building field LOV provides a listing of all UAB Buildings and Building Codes. This is a rather long list so be as specific as possible when trying to locate a building. Using the percent (%) sign and the first letter of the building name will help to limit the list.

8. Enter the **room or floor number** in the **ROOM** field.
9. In the **CITY** field, type in the **name of the city** in which the UAB building is located. The **CITIES** LOV will open; select the **correct Zip Start-Zip End** range for the UAB building selected. Click **OK**.
10. Enter the **four-digit zip code extension** for the department in which the employee will be working to ensure that the employee receives his or her campus mail. Click **SAVE**.
11. Repeat the steps 6 - 10 if a **CAMPUS SECONDARY** address is necessary.

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Address		Current	End Date	Current	Proposed
Address Type	<input type="text" value="Campus Primary"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="text" value="Campus Primary"/>
Building	<input type="text" value="EB"/>				<input type="text" value="EB"/>
Room	<input type="text" value="220"/>				<input type="text" value="478"/>
Address Line3	<input type="text" value="EDUCATION BUILDING"/>				<input type="text" value="EDUCATION BUILDING"/>
City	<input type="text" value="Birmingham"/>				<input type="text" value="Birmingham"/>
State	<input type="text" value="AL"/>				<input type="text" value="AL"/>
Zip Code	<input type="text" value="35294"/> - <input type="text" value="1250"/>				<input type="text" value="35294"/> - <input type="text" value="1250"/>
Use the down arrow to view multiple records.				Use the down arrow to create multiple records.	

If phone numbers are changing, click once in the **PHONE NUMBER** field for the **TYPE** to be changed.

Phones		
Delete	Current	Phone Number (xxxxxxxxxx)
<input type="checkbox"/>	<input type="text" value="Campus Primary"/>	<input type="text" value="(205) 934-6221"/>
<input type="checkbox"/>	<input type="text" value="Campus Secondary"/>	<input type="text" value="(205) 934-5322"/>
<input type="checkbox"/>	<input type="text" value="Home"/>	<input style="background-color: yellow;" type="text" value="(205) 853-6666"/>
Use the down arrow to create multiple records.		

1. Enter the **employee's current ten digit phone number** in the **PHONE NUMBER** field without dashes.
2. Type the **effective start date** in the **DATE FROM** field or use the calendar LOV. **This is the effective date of the Data Change ACT document.**
3. Repeat the above steps to change additional phone numbers for the employee. Use the down arrow on your keyboard to enter multiple records, if necessary.

Phones			
Delete	Current	Phone Number (xxxxxxxxxx)	Date From
<input type="checkbox"/>	<input type="text" value="Campus Primary"/>	<input type="text" value="(205) 934-6658"/>	<input type="text" value="01-OCT-2009"/>
<input type="checkbox"/>	<input type="text" value="Campus Secondary"/>	<input type="text" value="(205) 934-7856"/>	<input type="text" value="01-OCT-2009"/>
<input type="checkbox"/>	<input type="text" value="Home"/>	<input type="text" value="(205) 853-6666"/>	<input type="text" value="01-OCT-2009"/>
Use the down arrow to create multiple records.			

4. Click **SAVE** at the bottom of the form.
5. Once **ADDRESS AND PHONE** information has been updated, click on the **SAVE** button, then click on the **RETURN TO PREVIOUS FORM**.

Updating Assignment Information

If the individuals work location, timekeeping method are changing or if the individual is being placed on an Alternative Work Schedule, click on the **ASSIGNMENT** button at the bottom of the **ACT MAIN FORM**.

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General Assignment Information		Current	Proposed
Assignment Category		01 Regular FT	
Status		Active Assignment	
Expected Return Date		04-JAN-2010	
Organization		112901000 Facil Financial Mgmt	
Location		Bham Main Campus	
Position		112901000.21300.131201.	
Job		FF217E1.Financial Officer I	
Grade		W.G13	
Payroll Group		Staff 12	
Timecard Dist Number			
Timekeeping Method			
Timekeeping Organization			
Supervisor Name			
Supervisor Assignment #			
Category			
Comments			

1. Click in the Proposed **LOCATION** field to change the employees work location.
2. If this is a biweekly assignment, and the employee's timekeeping information is changing:
 - a. If your organization has designated several timekeeper approvers, the Workflow Officer for your organization may have assigned Timecard Distribution Numbers to each timekeeper. If your timekeepers have these numbers, enter the **timecard distribution number** of the person to whom this employee's timesheet should be distributed to in the **TIMECARD DIST NUMBER** field.
 - b. Enter **TAMS** (Hospital employees), **DB** (Design Build employees) or **TEL** (Time Entry, and Labor for the rest of the campus) in the **TIMEKEEPING METHOD FIELD** or use the LOV to enter the information.
 - c. If the timekeeping organization is different from the appointing organization, enter the **organization** in the **TIMEKEEPING ORGANIZATION** field or select it from the LOV.

If this is a monthly assignment, leave the above three fields blank.

3. If the individual is being placed on an **Alternative Work Schedule**, click on the **LOV** in the **CATEGORY** field; select the appropriate work schedule. Once the appropriate work schedule is selected, click **OK**.

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General Assignment Information Current

Assignment Category	01 Regular FT
Status	Active Assignment
Expected Return Date	
Organization	352006000 Nutrition Sciences Edu
Location	Bham Main Campus
Position	352006000.21304.101121
Job	CG204N2.Office Assoc II
Grade	W.G11
Payroll Group	Staff 12
Timecard Dist Number	
Timekeeping Method	TEL
Timekeeping Organization	
Category	32 Hour Weekly
Comments	

Return to Previous Form Save

The Location field is available when using a **Retroactive** Document Effective Date. The **CATEGORY** field is available when using **any** Document Effective after **January 1, 2009**.

4. Click on the LOV located in the Supervisor Name field. This will open the Supervisor Info form.

General Assignment Information Current Proposed

Assignment Category		04 Irregular
Status		Active Assignment
Expected Return Date		
Organization		340000000 School of Nursing Dear
Location		Bham Main Campus
Position		340000000.00206.110615
Job		FF217E3.Financial Officer III
Grade		W.G18
Payroll Group		Staff 12
Timecard Dist Number		
Timekeeping Method		
Timekeeping Organization		
Supervisor Name		
Supervisor Assignment #		
Comments		

Return to Previous Form Save

5. Use the Find window to locate the Supervisor by entering the supervisor's last name, organization number or employee id number. Choose the name of the appropriate Supervisor and the Supervisor Assignment # field will auto populate displaying the supervisor's employee id number.

Supervisor Info Find %

Full_Name	Assignment_Number	Job_Name	Org_Name
Employee, Employee	155555	HR812M0.MGR-PHYSICAL THERAPY	708400000 Rehabilitation Services
Employee, Testing 1	155551	HR206E1.PHYSICAL THERAPIST	708400000 Rehabilitation Services
Employee, Relations	155552	AA305N0.MEDICAL & DENTAL STAF...	708100000 Quality Resources
Employee, Sample 1	155553	AC100N1 Admin Assoc	311401000 Med - Cardiovascular D

Find OK Cancel

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6. Click the **SAVE** button at the bottom of the form.
7. Click on the **RETURN TO PREVIOUS FORM** to return to the **ACT MAIN FORM**.

Updating Salary Information

To change the **FTE** information, click on the **SALARY** button at the bottom of the **ACT MAIN FORM**.

After clicking on the **SALARY** button the following **ERROR** will display:



Note: This error is to inform you, **SALARY COMPONENTS** are not available for change when using the **DATA CHANGE** document reasons. Click **OK**.

1. Enter the **full-time equivalency** for the employee in the **FTE** field.
2. Enter comments, if applicable, in the **COMMENTS** field.
3. Click on the **SAVE** button, then click on the **RETURN TO PREVIOUS FORM** button.

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Submitting the Data Change Document

1. Click the **ATTACHMENTS** checkbox on the **ACT MAIN FORM** if attachments are being sent to HRM Records Administration.



The screenshot shows the 'ACT Main Form' window. The form contains the following fields:

Document Reason	DATA CHANGE	Document Number	536150
Effective Date	01-APR-2011	Document Status	OPEN
Receiver Name	HALEY	Workflow Type	DATA CHANGE
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

The 'Attachments' checkbox is highlighted with a red box.



The screenshot shows the bottom section of the 'ACT Main Form' window. It includes a row of tabs: Person, Address, Assignment, Salary, Element Entries, Labor Sources, and Doc Subgroup. Below the tabs is a 'Comments' text area. At the bottom, there is a row of buttons: Save, Submit, Cancel this document, Log, Reassign, and a set of navigation arrows.

2. Click on the **SUBMIT** button

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