

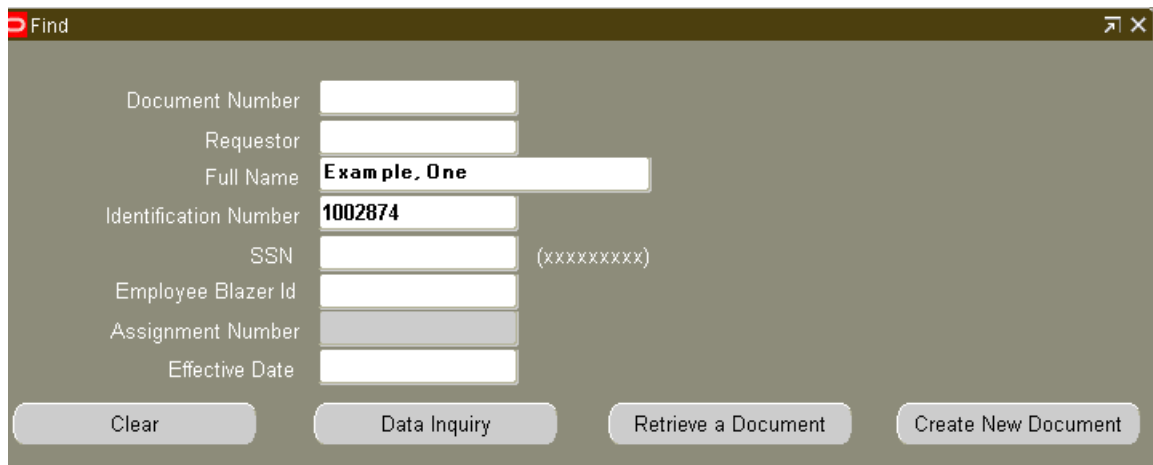
Appoint, Change and Terminate Education with Pay Document

The **Education With Pay** document reason is used when an employee has sufficient accrued vacation and personal holiday time to continue in a “pay status” for the duration of the Educational leave of absence.

When using the **Education WITH PAY** document reason, the **ACT MAIN FORM** and the **ASSIGNMENT FORMS** are the only forms you will be able to access.

UAB HR Officer → HR Transactions → ACT → Find Window

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



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 **EDUCATION WITH PAY** or type the words **Education with Pay** in the **DOCUMENT REASON** field.



5. 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-MM-YYYY** format.

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- 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**.

The screenshot shows the 'ACT Main Form' with the following data:

Document Reason	EDUCATION LEAVE WITH P	Document Number	447829
Effective Date	01-DEC-2009	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

Person Data

Name	Example, One	Gender	Female
Identification Number	1002874	Ethnic Origin	Black or African American
SSN		Total Active Assignments	1
Service Date	27-DEC-1977	Total Projected Annual Salary	xx,xxx.xx
Date of Birth	25-OCT-1960	<input type="checkbox"/> Prior UAB Service	

Assignment Data

Assignment Number	1002874	Assignment Status	Active Assignment
Assignment Category	01 Regular FT	Organization	392200000 Microbiology
Job	RL112E0.Research Assistan	Position	392200000.25401.031001
FTE	1	Primary	Y
Projected Assignment Salary	xx,xxx.xx	Payroll	Monthly

Navigation buttons: Person, Address, Assignment, Salary, Element Entries, Labor Sources, Doc Subgroup. The 'Assignment' button is highlighted with an arrow.

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

The screenshot shows the 'Assignment Form' with the following data:

Effective Date From	01-OCT-2007	Shift Differential Code	NA
Effective Date To	31-DEC-4712	Grandparented	
Primary	Y	Effort Report Eligible	Yes

General Assignment Information

	Current	Proposed
Assignment Category	01 Regular FT	
Status	Active Assignment	Leave With Pay
Expected Return Date		
Organization	392200000 Microbiology	
Location	Bham Main Campus	
Position	392200000.25401.031001	
Job	RL112E0.Research Assistant	
Grade	W.R42	
Payroll Group	Staff 12	
Timecard Dist Number		
Timekeeping Method		
Timekeeping Organization		

Navigation buttons: Salary, Labor Sources, Element Entries, Return to Previous Form, Save. The 'Expected Return Date' field in the 'Proposed' column is highlighted in yellow.

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

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General Assignment Information		Current	Proposed
Assignment Category	01 Regular FT		
Status	Active Assignment		Leave With Pay
Expected Return Date			15-MAY-2010
Organization	392200000 Microbiology		
Location	Bham Main Campus		
Position	392200000.25401.031001		
Job	RL112E0.Research Assistant		
Grade	W.R42		
Payroll Group	Staff 12		
Timecard Dist Number			
Timekeeping Method			
Timekeeping Organization			
Comments	<input type="text"/>		

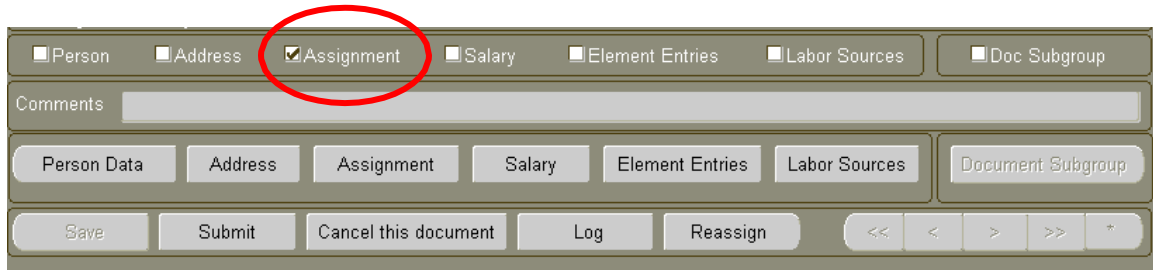
Note: *Entering the Expected Return Date does not automatically return the employee from leave. **A RETURN FROM LEAVE DOCUMENT MUST BE PROCESSED BEFORE THE EMPLOYEE WILL BE RETURNED TO AN ACTIVE STATUS.***

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

ACT Main Form	
Document Reason	EDUCATION LEAVE WITH P
Effective Date	01-DEC-2009
requestor Name	HALEY
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received
Document Number	447829
Document Status	OPEN
Workflow Type	LEAVES
Submit Date	

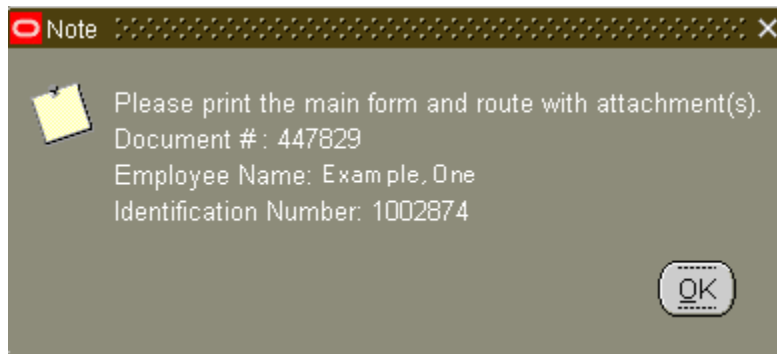
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13. A **check mark** now appears in the **ASSIGNMENT CHECKBOX**, indicating a change has been entered on the **ASSIGNMENT** form.



The screenshot shows the ACT Main Form interface. At the top, there are several checkboxes: Person, Address, Assignment, Salary, Element Entries, Labor Sources, and Doc Subgroup. The 'Assignment' checkbox is checked and circled in red. Below the checkboxes is a 'Comments' text area. Underneath are several tabs: Person Data, Address, Assignment, Salary, Element Entries, Labor Sources, and Document Subgroup. At the bottom, there are buttons for Save, Submit, Cancel this document, Log, and Reassign, along with navigation arrows.

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 close button (X) in the top right corner. The text inside the dialog reads: 'Please print the main form and route with attachment(s). Document #: 447829 Employee Name: Example, One Identification Number: 1002874'. There is an 'OK' button at the bottom right.

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 interface. The 'Document Reason' is 'EDUCATION LEAVE WITH P'. The 'Effective Date' is '01-DEC-2009'. The 'Requestor Name' is 'HALEY'. The 'Attachments' checkbox is checked. The 'Received' checkbox is unchecked. The 'Document Number' is '447829'. The 'Document Status' is 'READY'. The 'Workflow Type' is 'LEAVES'. The 'Submit Date' is '20-NOV-2009 15:38:53'. The 'Document Status' field is circled in red.

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