

Appoint, Change and Terminate (ACT Documentation) Creating a Family Medical Leave of Absence (FMLA) without Pay Document

The **FMLA WITHOUT PAY** document reason is used when the employee has **exhausted all** or is **not eligible** to utilize accrued sick leave, personal holiday and vacation time during the FMLA period.

Note: *If the employee has accrued benefit time available, you will not be allowed to process a FMLA without Pay document.*

When using the **FMLA WITHOUT PAY** document reason, the **EXPECTED RETURN TO WORK** field located on the **ASSIGNMENT FORM** is the only field available for update.

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 **FMLA WITHOUT PAY** or type the words **FMLA without 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-MMM-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' window. It contains several fields: Document Reason (FMLA WITHOUT PAY), Effective Date (01-APR-2011), Requestor Name (HALEY), Document Number (536194), Document Status (OPEN), Workflow Type (LEAVES), and Submit Date. There are also checkboxes for Attachments and Received.

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



The screenshot shows the 'General Assignment Information' form. It has two columns: 'Current' and 'Proposed'. Under 'Current', the Assignment Category is '01 Regular FT', Status is 'Active Assignment', and Expected Return Date is empty. Under 'Proposed', the Assignment Category is 'Leave Without Pay' and Expected Return Date is empty. An arrow points to the 'Expected Return Date' field in the 'Proposed' column.

- Click in the **EXPECTED RETURN DATE** field. Enter the employee's expected return to work date using the calendar LOV. The **EXPECTED RETURN DATE** should be the projected date the employee will actually be returning to work.



The screenshot shows the 'General Assignment Information' form. The 'Expected Return Date' field in the 'Proposed' column now contains the date '31-MAY-2011'.

Note: *Entering the date in the EXPECTED RETURN DATE field does not automatically return the employee from leave. You will need to process a Return from Leave document before the employee will be returned to a "Pay Status". The employee will not be paid until the Return from Leave document is in "Complete" status.*

- Enter Comments, if applicable, in the **COMMENTS** field at the bottom of this form. Comments entered here will appear on the **ACT MAIN FORM**.
- Click on the **SAVE** button.
- Click on the **RETURN TO PREVIOUS FORM** button to return to the **ACT MAIN FORM**.
- Click in the **ATTACHMENTS** box; a **Check mark** will appear. **Attachments are required for all Medical Leave of Absence documents. For a list of attachments required by HRM Records Administration, [click here](#).**



The screenshot shows the 'ACT Main Form' window. The 'Attachments' checkbox is now checked, and the 'Document Status' is 'OPEN'.

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The screenshot shows a web-based form interface. At the top, there is a horizontal menu with several tabs: 'Person', 'Address', 'Assignment', 'Salary', 'Element Entries', 'Labor Sources', and 'Doc Subgroup'. The 'Assignment' tab is highlighted with a red circle and has a checkmark next to it. Below the menu is a 'Comments' text area. Underneath that is a row of buttons: 'Person Data', 'Address', 'Assignment', 'Salary', 'Element Entries', 'Labor Sources', and 'Document Subgroup'. At the bottom of the form is a row of action buttons: 'Save', 'Submit', 'Cancel this document', 'Log', 'Reassign', and a set of navigation arrows (left, right, and a star icon).

13. A **check mark** now appears in the **ASSIGNMENT CHECKBOX**, indicating a change has been entered on the **ASSIGNMENT** form.
14. Click on the **SUBMIT** button at the bottom of the **ACT MAIN FORM**. The following **NOTE** appears. Click **OK**.
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.

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