Appoint, Change and Terminate (ACT) Documentation
Creating a OJI (On-The-Job Injury/Illness) Family Medical Leave Document

The OJI FAMILY MEDICAL LEAVE document reason is used when an employee has been absent from work for 2 weeks due to an on the job injury or illness. The employee MUST be placed in an OJI FMLA leave status retroactive to the first date of the absence. The leave period will count toward and run concurrent with the employee’s FMLA entitlement.

Click here to review the official UAB On-The-Job Injury/Illness policy. For instructions and forms necessary to handle an OJI incident, click here.

When using the OJI FAMILY MEDICAL LEAVE document reason, the EXPECTED RETURN TO WORK field located on the ASSIGNMENT FORM is the only field available for update.

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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 OJI FAMILY MEDICAL or type the words OJI Family Medical 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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6. 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** will be **OPEN**.

![ACT Main Form](image)

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

![Assignment Form](image)

8. Click in the **EXPECTED RETURN DATE** field. Enter the expected return to work date for the employee using the calendar LOV. The **EXPECTED RETURN DATE** is the **projected date** the employee anticipates returning to work.

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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 if attachments will be sent; a **check mark** will appear. **Attachments might be required. For a list of attachments required by HRM Records Administration, click here.**

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**.
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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.

![ACT Main Form](image-url)

**RETURN TO TOP**