

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

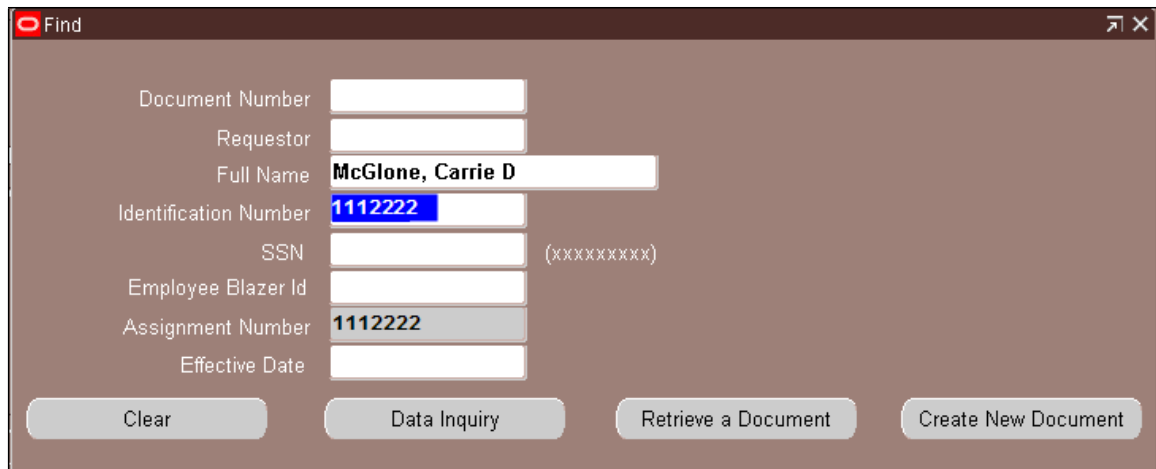
The **OJI FAMILY MEDICAL LEAVE** document reason is used when an employee has been absent from work for 2 weeks due to an on the job injury or illness. The employee **MUST** be placed in an OJI FMLA leave status retroactive to the first date of the absence. The leave period will count toward and run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

UAB HR Officer → HR Transactions → ACT → Find Window

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



Document Number	<input type="text"/>
Requestor	<input type="text"/>
Full Name	<input type="text" value="McGlone, Carrie D"/>
Identification Number	<input type="text" value="1112222"/>
SSN	<input type="text" value="(xxxxxxxx)"/>
Employee Blazer Id	<input type="text"/>
Assignment Number	<input type="text" value="1112222"/>
Effective Date	<input type="text"/>

Clear Data Inquiry Retrieve a Document Create New Document

2. Click on the **CREATE NEW DOCUMENT** button.
3. The **ACT MAIN FORM** will open. Click once in the **DOCUMENT REASON** field.

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The screenshot shows the 'ACT Main Form' window. The 'Document Reason' field is empty with a dropdown arrow. The 'Effective Date' field is empty with a calendar icon. The 'Requestor Name' field contains 'HALEY'. There are checkboxes for 'Attachments' and 'Received'. The 'Person Data' section includes fields for Name, Gender, Identification Number, Ethnic Origin, SSN, Total Active Assignments, Latest Hire Date, Total Annual Salary, and Date of Birth, with a 'Prior UAB Service' checkbox. The 'Assignment Data' section includes fields for Assignment Number, Assignment Status, Assignment Category, Organization, Job, Position, FTE, Primary, Assignment Salary, and Payroll. Below these are checkboxes for 'Person', 'Address', 'Assignment', 'Salary', 'Element Entries', and 'Labor Sources'. A 'Comments' text area is present. At the bottom are buttons for 'Save', 'Submit', 'Cancel this document', 'Log', and 'Reassign'.

4. Use the **DOCUMENT REASON LOV** to choose **OJI FAMILY MEDICAL** or type the words ***OJI Family Medical*** in the **DOCUMENT REASON** field.

The screenshot shows the 'ACT Main Form' window. The 'Document Reason' field now contains the text 'OJI/FAMILY MEDICAL LEAV'. The 'Effective Date' field is still empty with a calendar icon. The 'Requestor Name' field contains 'HALEY'. The checkboxes for 'Attachments' and 'Received' are visible. The rest of the form structure remains the same as in the previous screenshot.

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.

The screenshot shows the 'ACT Main Form' window. The 'Effective Date' field now contains the text '01-OCT-2006'. The 'Document Reason' field still contains 'OJI/FAMILY MEDICAL LEAV'. The 'Requestor Name' field contains 'HALEY'. The checkboxes for 'Attachments' and 'Received' are visible. The rest of the form structure remains the same.

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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** will be **OPEN**.

ACT Main Form

Document Reason: **OJI/FAMILY MEDICAL LEAV**
 Effective Date: **01-OCT-2006**
 Requestor Name: **HALEY**

Attachments Received

Document Number: **238227**
 Document Status: **OPEN**
 Workflow Type: **LEAVES**
 Submit Date: _____

Person Data

Name: **McGlone, Carrie D** Gender: **Female**
 Identification Number: **1112222** Ethnic Origin: **White / Non Hispanic**
 SSN: _____ Total Active Assignments: **1**
 Latest Hire Date: **11-JUL-1988** Total Annual Salary: **xx,xxx.xx**
 Date of Birth: **xx-JUL-xxxx** Prior UAB Service

Assignment Data

Assignment Number: **1112222** Assignment Status: **Active Assignment**
 Assignment Category: **01 Regular FT** Organization: **114300000 HRM Organizational**
 Job: **ET121E0.Administrative Sys** Position: **114300000.03301.050501**
 FTE: **1** Primary: **Y**
 Assignment Salary: **xx,xxx.xx** Payroll: **Monthly**

Person Address Assignment Salary Element Entries Labor Sources

Comments: _____

Person Data | Address | **Assignment** | Salary | Element Entries | Labor Sources

Save | Submit | **Cancel this document** | Log | Reassign | << < > >> +

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

General Assignment Information

	Current	Proposed
Assignment Category	01 Regular FT	
Status	Active Assignment	Leave With Pay
Expected Return Date		
Organization	114300000 HRM Organizational De	
Location	Bham Main Campus	
Position	114300000.03301.050501	
Job	ET121E0.Administrative Systems I	

- 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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General Assignment Information		Current	Proposed
Assignment Category	01 Regular FT		
Status	Active Assignment		Leave With Pay
Expected Return Date			01-JAN-2007
Organization	114300000 HRM Organizational De		
Location	Bham Main Campus		

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](#).*

ACT Main Form

Document Reason	OJI/FAMILY MEDICAL LEAV	Document Number	238227
Effective Date	01-OCT-2006	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

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

Person
 Address
 Assignment
 Salary
 Element Entries
 Labor Sources

Comments

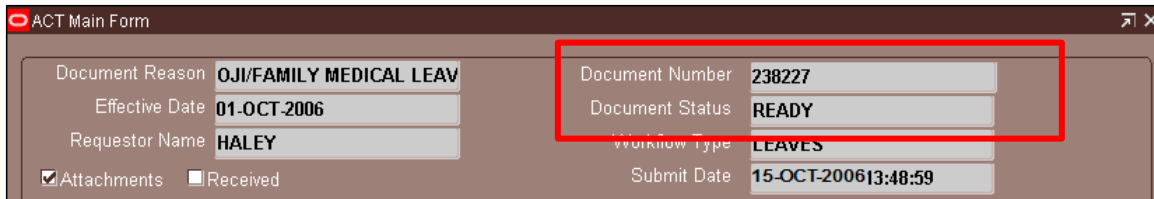
14. Click on the **SUBMIT** button at the bottom of the **ACT MAIN FORM**. The following **NOTE** appears. Click **OK**.

Note

Please print the main form and route with attachment(s).
 Document #: 238227
 Employee Name: McGlone, Carrie D
 Identification Number: 1112222

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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.



The screenshot shows a web application window titled "ACT Main Form". The form contains several fields with the following values:

Document Reason	OJI/FAMILY MEDICAL LEAV	Document Number	238227
Effective Date	01-OCT-2006	Document Status	READY
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	15-OCT-2006 13:48:59

A red rectangular box highlights the "Document Number" (238227) and "Document Status" (READY) fields.

[RETURN TO TOP](#)