

Appoint, Change and Terminate (ACT) Documentation OJI Leave With Pay or OJI Leave Without Pay Document

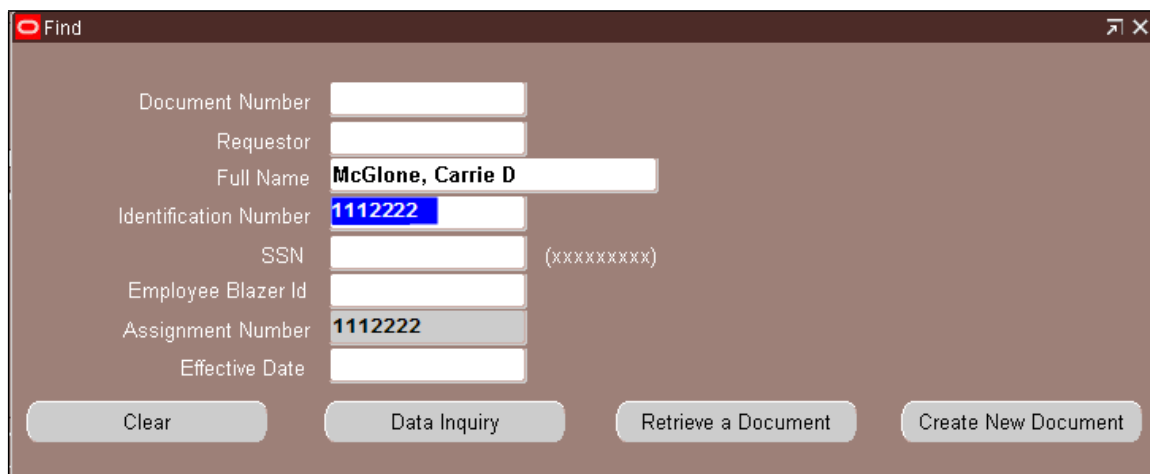
The **OJI LEAVE WITH PAY** and **OJI LEAVE WITHOUT PAY** document reasons are used when an employee is to be placed on a **On The Job Injury/Illness** leave of absence and has exhausted their FMLA entitlement for the rolling calendar year; **or** the employee is currently in a OJI Family Medical Leave status, has utilized their maximum FMLA entitlement and not capable of returning to work due to the on the job injury/illness.

[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 LEAVE WITH PAY** and **OJI LEAVE WITHOUT PAY** document reasons, 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.



Find

Document Number	<input type="text"/>
Requestor	<input type="text"/>
Full Name	McGlone, Carrie D
Identification Number	1112222
SSN	<input type="text"/> (xxxxxxxx)
Employee Blazer Id	<input type="text"/>
Assignment Number	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. 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. At the bottom, there are checkboxes for 'Person', 'Address', 'Assignment', 'Salary', 'Element Entries', and 'Labor Sources', a 'Comments' text area, and buttons for 'Person Data', 'Address', 'Assignment', 'Salary', 'Element Entries', and 'Labor Sources'. At the very bottom are buttons for 'Save', 'Submit', 'Cancel this document', 'Log', and 'Reassign'.

4. Use the **DOCUMENT REASON** LOV to choose **OJI LEAVE WITH PAY** or **OJI LEAVE WITHOUT PAY**; YOU may also type the words ***OJI Leave With Pay*** or ***OJI Leave Without Pay*** in the **DOCUMENT REASON** field.

This screenshot shows the 'ACT Main Form' with the 'Document Reason' field populated with 'OJI LEAVE WITH PAY'. All other fields and the layout are identical to the previous screenshot.

This screenshot shows the 'ACT Main Form' with the 'Document Reason' field populated with 'OJI LEAVE WITHOUT PAY'. All other fields and the layout are identical to 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-MM-YYYY*** format.

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ACT Main Form

Document Reason	OJI LEAVE WITH PAY	Document Number	
Effective Date	21-JAN-2007	Document Status	
Requestor Name	HALEY	Workflow Type	
<input type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

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

Document Reason	OJI LEAVE WITH PAY	Document Number	238230
Effective Date	21-JAN-2007	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input type="checkbox"/> Attachments	<input type="checkbox"/> Received	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	<input type="checkbox"/> Prior UAB Service	

Assignment Data

Assignment Number	1112222	Assignment Status	Leave With Pay
Assignment Category	01 Regular FT	Organization	114300000 HRM Organizatio
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 << < > >> +

When **changing** the original **OJI FAMILY MEDICAL LEAVE** to **OJI LEAVE WITH** or **WITHOUT PAY**, the employee's **ASSIGNMENT STATUS** will reflect **LEAVE WITH PAY**.

If the **OJI LEAVE WITH** or **WITHOUT PAY** is the **original** OJI leave document, the employee's **ASSIGNMENT STATUS** will reflect **ACTIVE ASSIGNMENT**.

7. 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	Leave With Pay	
Expected Return Date	21-JAN-2007	
Organization	114300000 HRM Organizational De	

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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General Assignment Information		Current	Proposed
Assignment Category	01 Regular FT		
Status	Leave With Pay		
Expected Return Date	21-JAN-2007		28-FEB-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 LEAVE WITH PAY	Document Number	238230
Effective Date	21-JAN-2007	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.

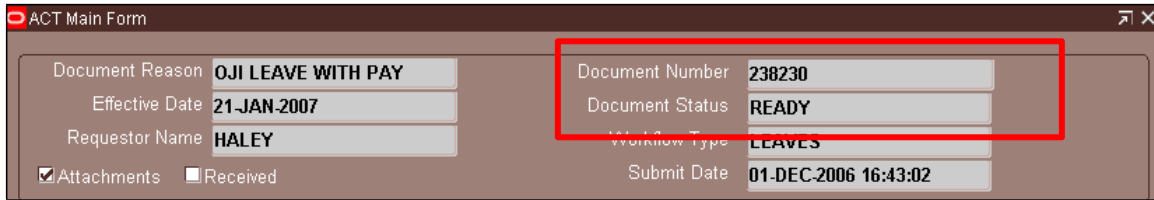
<input type="checkbox"/> Person	<input type="checkbox"/> Address	<input checked="" type="checkbox"/> Assignment	<input type="checkbox"/> Salary	<input type="checkbox"/> Element Entries	<input type="checkbox"/> Labor Sources
Comments					

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 #: 238230 Employee Name: McGlone, Carrie D Identification Number: 1112222
<input type="button" value="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.



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

Document Reason	OJI LEAVE WITH PAY	Document Number	238230
Effective Date	21-JAN-2007	Document Status	READY
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	01-DEC-2006 16:43:02

A red rectangular box highlights the 'Document Number' (238230) and 'Document Status' (READY) fields.

[RETURN TO TOP](#)