

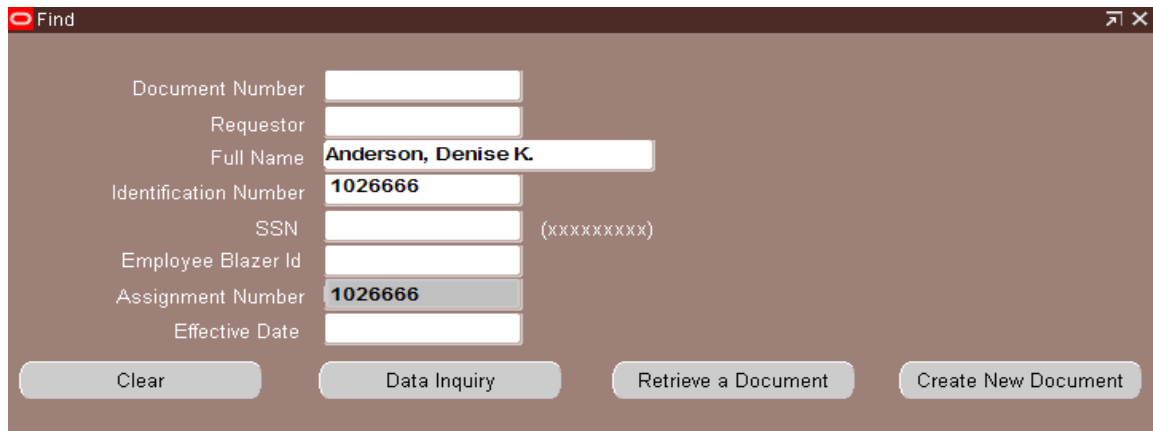
Appoint, Change and Terminate (ACT) Documentation Personal Leave with Pay

The **PERSONAL LEAVE WITH PAY** document reason is used when an employee has sufficient accrued vacation and personal holiday time available to continue in a “pay status” for the entire personal leave of absence.

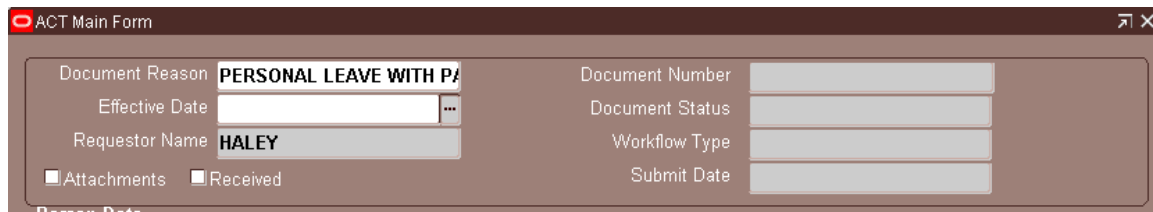
When using the **PERSONAL LEAVE WITH PAY** document reason, the **ACT MAIN FORM** and the **ASSIGNMENT FORM** are the only forms you will be able to access.

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 **PERSONAL LEAVE WITH PAY** or type the words **Personal Leave 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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ACT Main Form

Document Reason	PERSONAL LEAVE WITH PA	Document Number	
Effective Date	01-JUL-2006	Document Status	
Requestor Name	HALEY	Workflow Type	
<input type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

- 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**.

ACT Main Form

Document Reason	PERSONAL LEAVE WITH PA	Document Number	197100
Effective Date	01-JUL-2006	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

Person Data

Name	Anderson, Denise K.	Gender	Female
Identification Number	1026666	Ethnic Origin	White / Non Hispanic
SSN		Total Active Assignments	1
Latest Hire Date	25-OCT-2004	Total Annual Salary	xx,xxx.xx
Date of Birth	10-JUN-1978	<input type="checkbox"/> Prior UAB Service	

Assignment Data

Assignment Number	1030339	Assignment Status	Active Assignment
Assignment Category	01 Regular FT	Organization	390001000 Civitan Internati
Job	HR306E1.Occupational The	Position	390001000.01201.040901
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.

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Assignment (Create New Document)

Full Name	Anderson, Denise K.	Document Reason	PERSONAL LEAVE WITH PAY
Identification Number	1026666	Document Number	197100
Assignment Number	1026666	Document Status	OPEN
		Effective Date	01-JUL-2006

Effective Date From	01-OCT-2005	Shift Differential Code	
Effective Date To	31-DEC-4712	Grandparented	
Primary	Y	Effort Report Eligible	

General Assignment Information

	Current	Proposed
Assignment Category	01 Regular FT	
Status	Active Assignment	Leave With Pay
Expected Return Date		
Organization	390001000 Civitan International R	
Location	Bham Main Campus	
Position	390001000.01201.040901	
Job	HR306E1.Occupational Therapist I	
Grade	W.G16	
Payroll Group	Staff 12	
Timecard Dist Number		
Timekeeping Method		
Timekeeping Organization		
Comments		

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

General Assignment Information

	Current	Proposed
Assignment Category	01 Regular FT	
Status	Active Assignment	Leave With Pay
Expected Return Date		20-AUG-2006

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.

- 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**.
- Click on the **SAVE** button at the bottom of the **ASSIGNMENT** form.
- Click on the **RETURN TO PREVIOUS FORM** button to return to the **ACT MAIN FORM**.

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

The screenshot shows the 'ACT Main Form' interface. The 'Document Reason' is 'PERSONAL LEAVE WITH P/'. The 'Effective Date' is '01-JUL-2006'. The 'Requestor Name' is 'HALEY'. The 'Document Number' is '197100'. The 'Document Status' is 'OPEN'. The 'Workflow Type' is 'LEAVES'. The 'Submit Date' is empty. The 'Attachments' checkbox is checked. The 'Person Data' section includes: Name 'Anderson, Denise K.', Gender 'Female', Identification Number '1026666', Ethnic Origin 'White / Non Hispanic', SSN, Total Active Assignments '1', Latest Hire Date '25-OCT-2004', Total Annual Salary 'xx,xxx.xx', and Date of Birth '10-JUN-1978'. The 'Assignment Data' section includes: Assignment Number '1026666', Assignment Status 'Active Assignment', Assignment Category '01 Regular FT', Organization '390001000 Civitan Internati', Job 'HR306E1.Occupational Thei', Position '390001000.01201.040901', FTE '1', Primary 'Y', Assignment Salary 'xx,xxx.xx', and Payroll 'Monthly'. The 'Assignment' checkbox is highlighted with a red box. The 'Comments' field is empty. The bottom of the form has 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', 'Reassign', and navigation arrows.

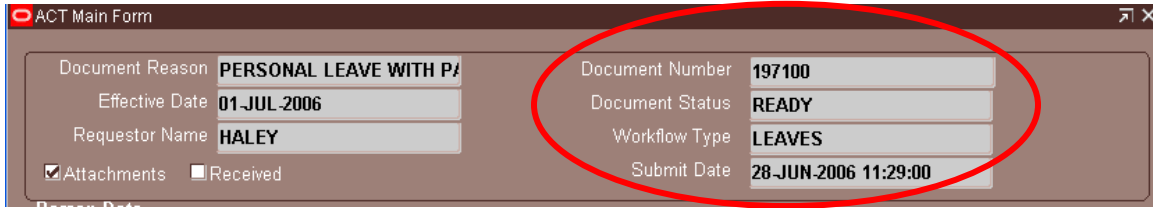
13. A **check mark** now appears in the **ASSIGNMENT CHECKBOX**, indicating a change has been entered on the **ASSIGNMENT** form.
14. Click on the **SUBMIT** button at the bottom of the **ACT MAIN FORM**. The following **NOTE** appears. Click **OK**.

The screenshot shows a 'Note' dialog box with a yellow notepad icon. The text inside the dialog box reads: 'Please print the main form and route with attachment(s). Document #: 197100 Employee Name: Anderson, Denise K. Identification Number: 1026666'. There is an 'OK' button at the bottom right of the dialog box.

15. Print the **ACT MAIN FORM**; attach to the front of attachments to be forwarded to HRM Records Administration for approval.

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16. The **DOCUMENT STATUS** field changes to **READY**; the document enters workflow for approval.



ACT Main Form

Document Reason	PERSONAL LEAVE WITH P/	Document Number	197100
Effective Date	01-JUL-2006	Document Status	READY
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	28-JUN-2006 11:29:00

[RETURN TO TOP](#)