Appoint, Change and Terminate (ACT) Documentation
Processing a Personal Leave of Absence with pay and without pay

The following documentation explains how to process a Personal Leave of Absence where a portion of the leave is with pay and a portion of the leave is without pay.

**Scenario:** Ms. Anniston is on a Personal Leave of Absence effective July 01, 2006 through Sept. 30, 2006. Ms. Anniston has enough accrued benefit time to be paid through August 19, 2006. Ms. Anniston will return to work on Oct. 1, 2006.

Accrued personal holiday and vacation time must be paid at the beginning of the personal leave of absence before entering a “non-paid status”. When an employee has accrued benefit time available, a **Personal Leave with Pay ACT document (Step One)** must be created for the period of time in which the employee will receive pay. Once the employee’s accrued benefit time is exhausted, the employee will no longer receive a paycheck from UAB and must to be placed in a “non-paid status”. A **Personal Leave without Pay ACT document (Step Two)** must be created for the duration of the personal leave of absence.

**UAB HR Officer → HR Transactions → ACT → Find Window**

**(Step One): Creating a Personal Leave without Pay Document.**

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.

![Find Window Screenshot](image-url)
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 and effective date from the Calendar LOV or type in the *desired date*. Remember to use the *DD-MM-YYYY* format.

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

8. Click in the **EXPECTED RETURN DATE** field. Enter the expected return date for the employee using the calendar LOV.
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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; 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](#).

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

17. Once the **PERSONAL LEAVE WITH PAY** document is approved through the Workflow Approval Path the Document Status changes to “**COMPLETE**”

Proceed onto **Step Two: Creating a Personal Leave without Pay Document**.
Step Two: Creating a Personal Leave without Pay Document

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 WITHOUT PAY or type the words *Personal Leave without Pay* in the DOCUMENT REASON field.

5. Click inside the EFFECTIVE DATE field. The effective date will be the date entered in the EXPECTED RETURN DATE field on the PERSONAL LEAVE WITH PAY document. Remember to use the *DD-MM-YYYY* format.
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** field will be **OPEN**.

Note: **ASSIGNMENT STATUS** field currently displays the employee in a “Leave with Pay” status.

7. Click on the **ASSIGNMENT** button from the **ACT MAIN FORM**. The **ASSIGNMENT FORM** will open.
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Note: The CURRENT STATUS field displays LEAVE WITH PAY indicating the employee is in a “pay status”; this document will move the employee into a “non-paid status” as displayed in the PROPOSED STATUS field LEAVE WITHOUT PAY.

8. Click in the EXPECTED RETURN DATE field. Enter the expected return to work date for the employee using the calendar LOV.

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.

9. Enter Comments, if applicable, in the COMMENTS field at the bottom of this form. Comments entered here will appear on the ACT MAIN FORM.
10. Click on the **SAVE** button.

11. Click on the **RETURN TO PREVIOUS FORM** button to return to the **ACT MAIN FORM**.

12. Click in the **ATTACHMENT** 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.

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**.

```
Please print the main form and route with attachment(s).
Document #: 205359
Employee Name: Anniston, Jennifer
Identification Number: 1024444
```

*Updated 17-OCT-2014*
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.