

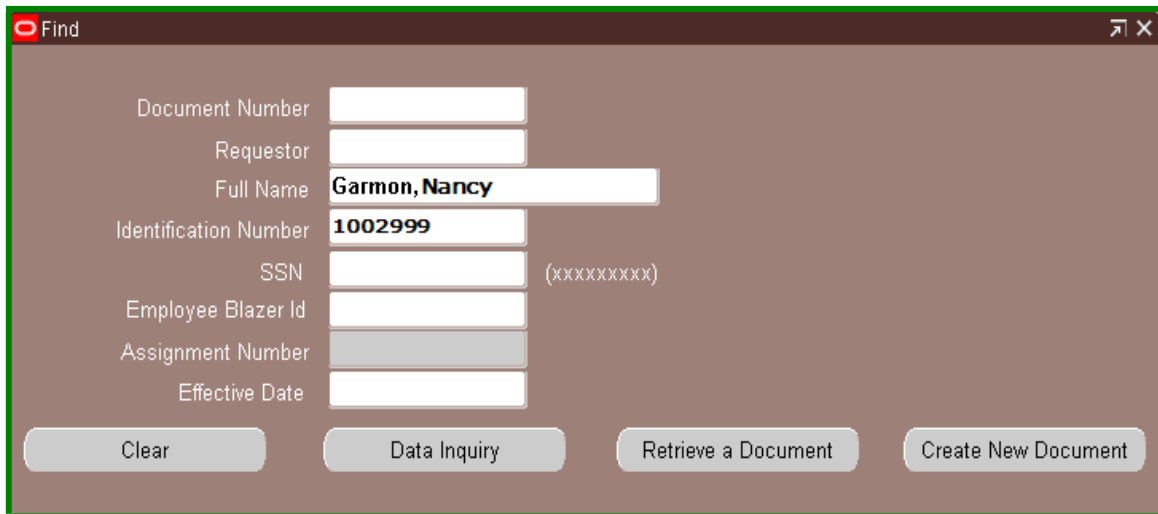
Appoint, Change and Terminate (ACT) Documentation Return from Leave Document

A Return from Leave Document must be completed on all faculty members, employees, students or trainees who have been placed in a Leave of Absence status for a designated period of time within the Administrative Systems. Once the Return from Leave Document has entered a “**Complete**” status the faculty member, employee, student or trainee will be returned to an active pay status.

UAB HR Officer → HR Transactions → ACT → Find Window

Note: *Before creating the Return from Leave Document, verify the date in the EXPECTED RETURN DATE field located on the ASSIGNMENT FORM is the same or later than the EFFECTIVE DATE of the Return from Leave Document. If the date in the EXPECTED RETURN DATE field is an earlier date than the EFFECTIVE DATE of the Return from Leave Document, the leave of absence must be extended to the correct EXPECTED RETURN DATE. For instructions on how to extend a Leave of Absence, [click here](#).*

1. Use the **FIND WINDOW** to locate the employee to be returned from leave.



The screenshot shows a 'Find' window with the following fields and values:

Field	Value
Document Number	
Requestor	
Full Name	Garmon, Nancy
Identification Number	1002999
SSN	(xxxxxxxx)
Employee Blazer Id	
Assignment Number	
Effective Date	

Buttons at the bottom: Clear, Data Inquiry, Retrieve a Document, Create New Document

2. Click on the **CREATE NEW DOCUMENT** button. The **ACT MAIN FORM** opens.

Appoint, Change and Terminate (ACT) Documentation Creating a Return from Leave Document

The screenshot shows the 'ACT Main Form' interface. It is divided into several sections:

- Document Information:** Fields for Document Reason (dropdown), Effective Date (calendar), Requestor Name (text, value: 'HALEY'), Document Number, Document Status, Workflow Type, and Submit Date.
- Person Data:** Fields for Name, Gender, Identification Number, Ethnic Origin, SSN, Total Active Assignments, Service Date, Projected Annual Salary, and Date of Birth. There is also a checkbox for 'Prior UAB Service'.
- Assignment Data:** Fields for Assignment Number, Assignment Status, Assignment Category, Organization, Job, Position, FTE, Primary, Projected Assignment Salary, and Payroll.
- Checkboxes:** A row of checkboxes for 'Person', 'Address', 'Assignment', 'Salary', 'Element Entries', and 'Labor Sources'.
- Comments:** A text area for entering comments.
- Navigation Buttons:** A row of buttons: 'Person Data', 'Address', 'Assignment', 'Salary', 'Element Entries', and 'Labor Sources'.
- Action Buttons:** A row of buttons: 'Save', 'Submit', 'Cancel this document', 'Log', and 'Reassign'.

3. Use the **DOCUMENT REASON LOV** to choose **RETURN FROM LEAVE** or type the words **Return from Leave** in the **DOCUMENT REASON** field.
4. Once inside the **EFFECTIVE DATE** field, choose an effective date from the Calendar LOV or type in the **desired date**. Remember to use the new date format: **DD-MMM-YYYY**.
5. Click in the **ATTACHMENTS** box, a checkmark will display indicating attachments are being forwarded to HRM Records Administration. For a list of attachments to accompany a Return from Leave document, [click here](#).
6. Click on the **SAVE** button at the bottom of the form. The system assigns a **DOCUMENT NUMBER** and the **DOCUMENT STATUS** is **Open**.

Appoint, Change and Terminate (ACT) Documentation Creating a Return from Leave Document

The screenshot shows the 'ACT Main Form' with the following data:

Document Reason	RETURN FROM LEAVE	Document Number	166601
Effective Date	12-DEC-2005	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments <input type="checkbox"/> Received		Submit Date	

Person Data

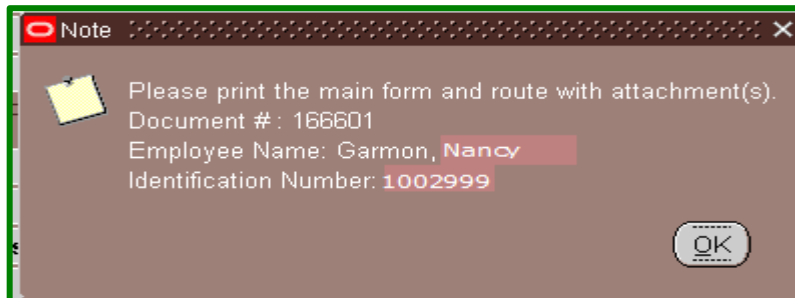
Name	Garmon, Nancy	Gender	Female
Identification Number	1002999	Ethnic Origin	White / Non Hispanic
SSN		Total Active Assignments	1
Service Date	27-MAY-2003	Projected Total Annual Salary	41,006.16
Date of Birth	05-DEC-1978	<input type="checkbox"/> Prior UAB Service	

Assignment Data

Assignment Number	1002999	Assignment Status	Leave With Pay
Assignment Category	03 Regular PT	Organization	709700000 Womens & Infan
Job	HNO10NO.Registered Nurse	Position	709700000.95505.031223
FTE	.6	Primary	Y
Projected Assignment Salary	41,006.16	Payroll	Biweekly

Navigation buttons: Person, Address, Assignment, Salary, Element Entries, Labor Sources. Action buttons: Save, Submit, Cancel this document, Log, Reassign.

- Once you have verified the **EFFECTIVE DATE** is correct, click on the **SUBMIT** button at the bottom of the **ACT MAIN FORM**. The Note below will display.



- Click on **OK**, the document enters workflow and the **DOCUMENT STATUS** changes to **READY**. Print the **ACT MAIN FORM** and route with attachments to HRM Records Administration for Approval.

The screenshot shows the 'ACT Main Form' with the following data:

Document Reason	RETURN FROM LEAVE	Document Number	166601
Effective Date	12-DEC-2005	Document Status	READY
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments <input type="checkbox"/> Received		Submit Date	13-DEC-2005 13:16:16

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