

Appoint, Change and Terminate (ACT) Documentation Sabbatical Full Pay Leave Document

Members of the tenure-earning or tenured faculty may apply for sabbatical leave. Refer to the [Faculty Handbook \(Section 4\)](#) for sabbatical leave guidelines, eligibility, and requesting procedures.

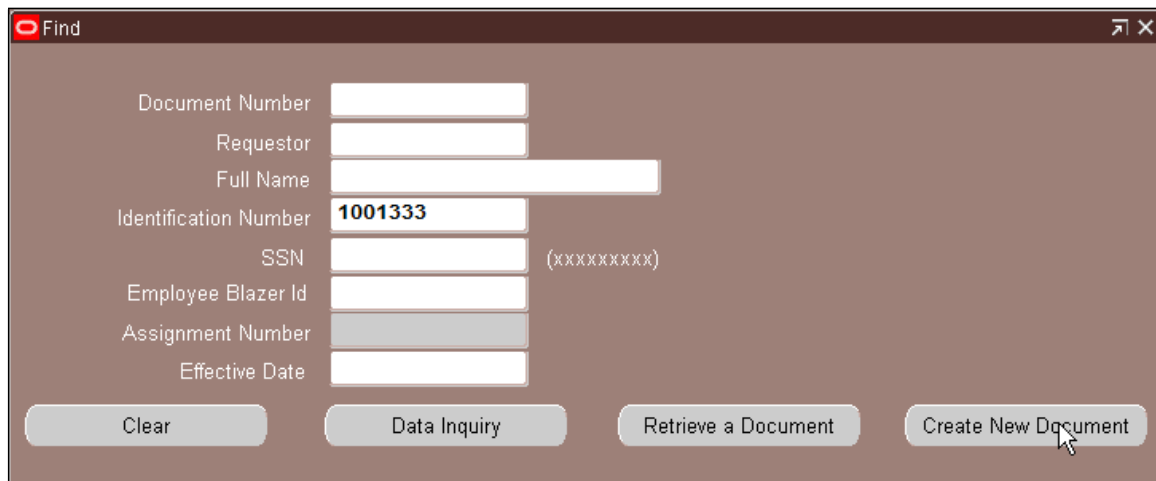
[Click here](#) to review UAB **Policy 4.4** Sabbatical Leave.

[Click here](#) to access the **Faculty Request for Approval of Sabbatical or Leave without Pay Form**.

The **SABBATICAL FULL PAY** document reason is used to place a Faculty member on a Sabbatical Leave of Absence for a period of one-half year (6 months) at full pay.

UAB HR Officer → HR Transactions → ACT → Find Window

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



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

- Document Number:
- Requestor:
- Full Name:
- Identification Number:
- SSN:
- Employee Blazer Id:
- Assignment Number:
- Effective Date:
- Buttons: 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 'Effective Date' field is empty. The 'Requestor Name' field contains 'HALEY'. The 'Document Number', 'Document Status', 'Workflow Type', and 'Submit Date' fields are empty. There are checkboxes for 'Attachments' and 'Received'. Below this is the 'Person Data' section with fields for Name, Gender, Identification Number, Ethnic Origin, SSN, Total Active Assignments, Service Date, Total Projected Annual Salary, and Date of Birth. There is also a checkbox for 'Prior UAB Service'. The 'Assignment Data' section has fields for Assignment Number, Assignment Status, Assignment Category, Organization, Job, Position, FTE, Primary, Projected, and Assignment Salary. Below this are checkboxes for 'Person', 'Address', 'Assignment', 'Salary', 'Element Entries', and 'Labor Sources'. A 'Comments' field is empty. At the bottom are buttons for 'Person Data', 'Address', 'Assignment', 'Salary', 'Element Entries', and 'Labor Sources'. The bottom-most row contains buttons for 'Save', 'Submit', 'Cancel this document', 'Log', 'Reassign', and navigation arrows.

4. Use the **DOCUMENT REASON** LOV to choose **SABBATICAL FULL PAY** or type the words **Sabbatical Full Pay** in the **DOCUMENT REASON** field.

The screenshot shows the 'ACT Main Form' window. The 'Document Reason' field now contains 'SABBATICAL FULL PAY'. The 'Effective Date' field is empty. The 'Requestor Name' field contains 'HALEY'. The 'Document Number', 'Document Status', 'Workflow Type', and 'Submit Date' fields are empty. There are checkboxes for 'Attachments' and 'Received'.

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.

The screenshot shows the 'ACT Main Form' window. The 'Document Reason' field contains 'SABBATICAL FULL PAY'. The 'Effective Date' field now contains '01-JUL-2006'. The 'Requestor Name' field contains 'HALEY'. The 'Document Number', 'Document Status', 'Workflow Type', and 'Submit Date' fields are empty. There are checkboxes for 'Attachments' and 'Received'.

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**.

Appoint, Change and Terminate (ACT) Documentation Sabbatical Full Pay Leave Document

ACT Main Form

Document Reason: **SABBATICAL FULL PAY**
 Effective Date: **01-JUL-2006**
 Requestor Name: **HALEY**

Document Number: **197086**
 Document Status: **OPEN**
 Workflow Type: **LEAVES**

Person Data
 Name: **Grissom, Anthony V.**
 Identification Number: **1001333**
 SSN:
 Service Date: **01-OCT-1995**
 Date of Birth: **02-JUL-1943**
 Gender: **Male**
 Ethnic Origin: **White / Non Hispanic**
 Total Active Assignments: **1**
 Total Projected Annual Salary:
 Prior UAB Service

Assignment Data
 Assignment Number: **1001333**
 Assignment Category: **01 Regular FT**
 Job: **0EQ4.Assoc Prof Psychiatry**
 FTE: **1**
 Projected Assignment Salary:
 Assignment Status: **Active Assignment**
 Organization: **311701600 Psych - Behavior**
 Position: **311701600.01801.031001**
 Primary: **Y**
 Payroll: **12/12 Monthly Faculty**

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.

Assignment (Create New Document)

Full Name: **Grissom, Anthony V.**
 Identification Number: **1001333**
 Assignment Number: **1001333**
 Document Reason: **SABBATICAL FULL PAY**
 Document Number: **197086**
 Document Status: **OPEN**
 Effective Date: **01-JUL-2006**

Effective Date From: **01-JAN-2004**
 Effective Date To: **31-DEC-4712**
 Primary: **Y**
 Shift Differential Code: **NA**
 Grandparented:
 Effort Report Eligible: **No**

General Assignment Information

	Current	Proposed
Assignment Category	01 Regular FT	
Status	Active Assignment	Sabbatical Full Pay
Expected Return Date		
Organization	311701600 Psych - Behavioral Neu	
Location	Bham Main Campus	
Position	311701600.01801.031001	
Job	0EQ4.Assoc Prof Psychiatry	
Grade	F.570	
Payroll Group	Faculty 12	
Timecard Dist Number		
Timekeeping Method		
Timekeeping Organization		
Comments		

Salary Labor Sources Element Entries Return to Previous Form Save

- Click in the **EXPECTED RETURN DATE** field. Enter the expected return date for the employee using the calendar LOV. The **EXPECTED RETURN DATE** will be six months from the Document Effective Date.

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General Assignment Information		Current	Proposed
Assignment Category	01 Regular FT		
Status	Active Assignment		Sabbatical Full Pay
Expected Return Date			01-JAN-2007

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**.

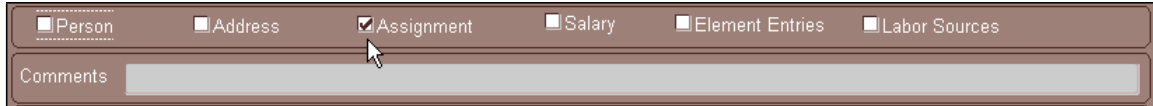
General Assignment Information		Current	Proposed
Assignment Category	01 Regular FT		
Status	Active Assignment		Sabbatical Full Pay
Expected Return Date			01-JAN-2007
Organization	311701600 Psych - Behavioral Neu		
Location	Bham Main Campus		
Position	311701600.01801.031001		
Job	0EQ4.Assoc Prof Psychiatry		
Grade	F.570		
Payroll Group	Faculty 12		
Timecard Dist Number			
Timekeeping Method			
Timekeeping Organization			
Comments	Sabbatical 1/2 year, full pay		

- 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**.
- Click in the **ATTACHMENT** box; a **Checkmark** will appear. **Attachments are required for Sabbatical Full Pay documents. For a list of attachments required by HRM Records Administration, [click here](#).**

ACT Main Form			
Document Reason	SABBATICAL FULL PAY	Document Number	197086
Effective Date	01-JUL-2006	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

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

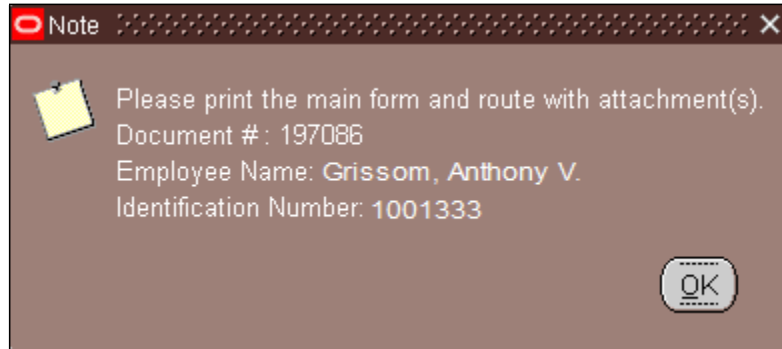
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Person Address Assignment Salary Element Entries Labor Sources

Comments

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

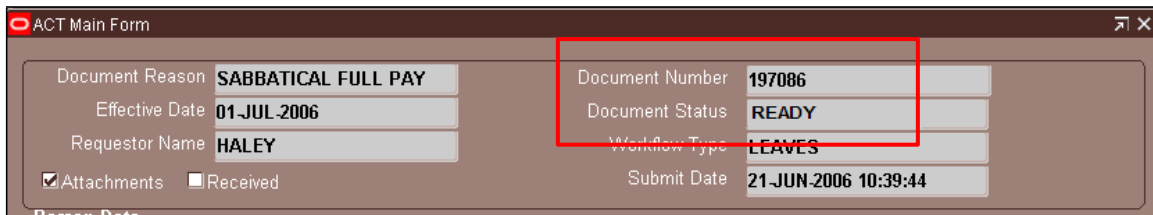


Note

Please print the main form and route with attachment(s).
Document #: 197086
Employee Name: Grissom, Anthony V.
Identification Number: 1001333

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.



ACT Main Form

Document Reason	SABBATICAL FULL PAY	Document Number	197086
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	21-JUN-2006 10:39:44

[RETURN TO TOP](#)