

Appoint, Change and Terminate (ACT) Documentation Sabbatical Half Pay

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.

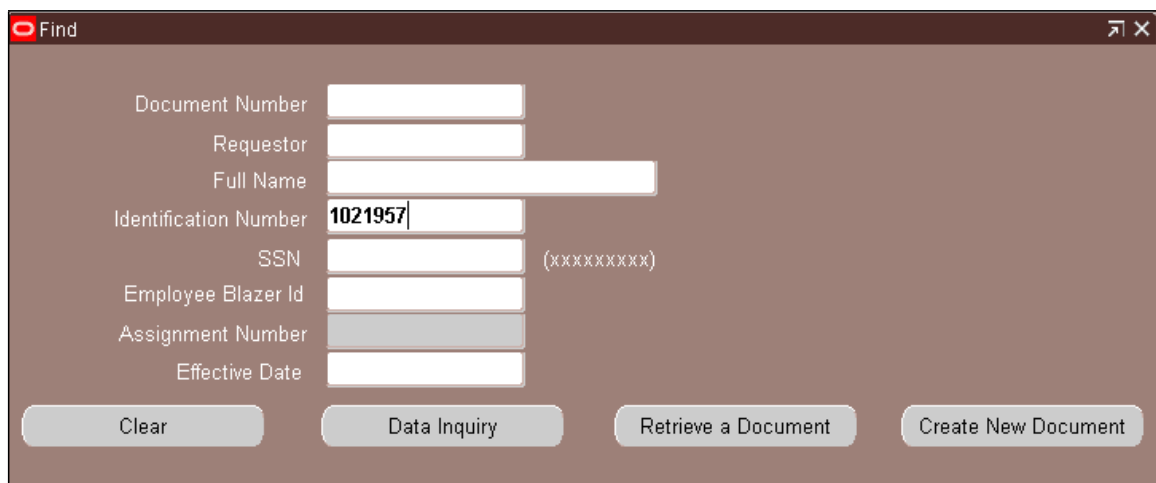
[Click here](#) to review UAB **Policy 4** Sabbatical Leave.

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

The **SABBATICAL HALF PAY** document reason is used to place a Faculty member on a Sabbatical Leave of Absence for a period of one-full year (12 months) at half pay.

UAB HR Officer → HR Transactions → ACT → Find Window

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



Find

Document Number

Requestor

Full Name

Identification Number

SSN

Employee Blazer Id

Assignment Number

Effective Date

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'. The 'Person Data' section includes fields for Name, Gender, Identification Number, Ethnic Origin, SSN, Total Active Assignments, Service Date, Total Projected Annual Salary, and Date of Birth, with a checkbox for 'Prior UAB Service'. The 'Assignment Data' section includes fields for Assignment Number, Assignment Status, Assignment Category, Organization, Job, Position, FTE, Primary, Projected Assignment Salary, and Payroll. There are checkboxes for 'Person', 'Address', 'Assignment', 'Salary', 'Element Entries', and 'Labor Sources'. A 'Comments' field is empty. At the bottom, there are buttons for 'Person Data', 'Address', 'Assignment', 'Salary', 'Element Entries', and 'Labor Sources', and a row of buttons: 'Save', 'Submit', 'Cancel this document', 'Log', 'Reassign', and navigation arrows.

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

The screenshot shows the 'ACT Main Form' window. The 'Document Reason' field now contains 'SABBATICAL HALF 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'. The 'Person Data' and 'Assignment Data' sections are visible but not fully detailed in this view.

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 HALF 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**.

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- Click on the **ASSIGNMENT** button from the **ACT MAIN FORM**. The **ASSIGNMENT FORM** will open.

Assignment (Create New Document)

Full Name	Carlton, Amanda L.	Document Reason	SABBATICAL HALF PAY
Identification Number	1023789	Document Number	197087
Assignment Number	1023789	Document Status	OPEN
		Effective Date	01-JUL-2006

Effective Date From	01-OCT-2005	Shift Differential Code	NA
Effective Date To	31-DEC-4712	Grandparented	
Primary	Y	Effort Report Eligible	No

General Assignment Information		Current	Proposed
Assignment Category	01 Regular FT		
Status	Active Assignment		Sabbatical Half Pay
Expected Return Date			
Organization	454000000 Mathematics		
Location	Bham Main Campus		
Position	454000000.51501.031001		
Job	OAS5.Asst Prof Nat Sci and Math 1		
Grade	U.160		
Payroll Group	Faculty 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. The **EXPECTED RETURN DATE** will be one year (12 months) from the **DOCUMENT EFFECTIVE DATE**.

General Assignment Information		Current	Proposed
Assignment Category	01 Regular FT		
Status	Active Assignment		Sabbatical Half Pay
Expected Return Date			01-JUL-2007 ...
Organization	454000000 Mathematics		
Location	Bham Main Campus		
Position	454000000.51501.031001		
Job	OAS5.Asst Prof Nat Sci and Math 1		
Grade	U.160		
Payroll Group	Faculty 12		
Timecard Dist Number			
Timekeeping Method			
Timekeeping Organization			
Comments			

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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**.

General Assignment Information		Current	Proposed
Assignment Category	01 Regular FT		
Status	Active Assignment		Sabbatical Half Pay
Expected Return Date			01-JUL-2007
Organization	454000000 Mathematics		
Location	Bham Main Campus		
Position	454000000.51501.031001		
Job	OAS5.Asst Prof Nat Sci and Math 1		
Grade	U.160		
Payroll Group	Faculty 12		
Timecard Dist Number			
Timekeeping Method			
Timekeeping Organization			
Comments	Sabbatical full year (12months) with half pay.		

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 **Checkmark** will appear. **Attachments are required for Sabbatical Half Pay documents. For a list of attachments required by HRM Records Administration, [click here](#).**

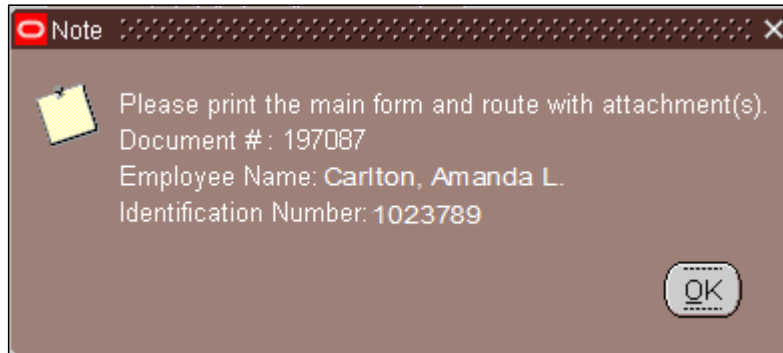
ACT Main Form			
Document Reason	SABBATICAL HALF PAY	Document Number	197087
Effective Date	01-JUL-2006	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

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**.

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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.

A screenshot of the 'ACT Main Form' window. The title bar reads 'ACT Main Form' with a close button. The form contains the following fields:

Document Reason	SABBATICAL HALF PAY	Document Number	197087
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 12:15:05

The 'Document Number', 'Document Status', and 'Workflow Type' fields are highlighted with a red box.

[RETURN TO TOP](#)