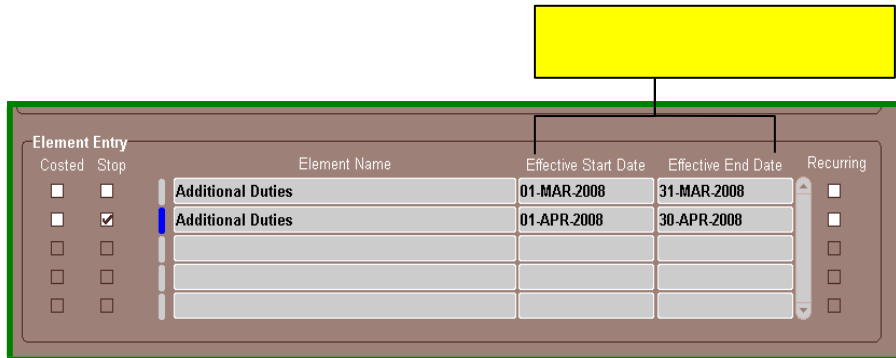


Stopping a Nonrecurring Element Payment

Nonrecurring Element Payments process for payment at the time payroll is generated for the pay period in which the element is to be paid.



Element Entry		Element Name	Effective Start Date	Effective End Date	Recurring
<input type="checkbox"/>	<input type="checkbox"/>	Additional Duties	01-MAR-2008	31-MAR-2008	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Additional Duties	01-APR-2008	30-APR-2008	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>

Nonrecurring Element Payments can be **“stopped”** if the element is designated to be paid in a **future** pay period.

Note: **Stopping a future dated Nonrecurring Element Payment will CANCEL the payment.**

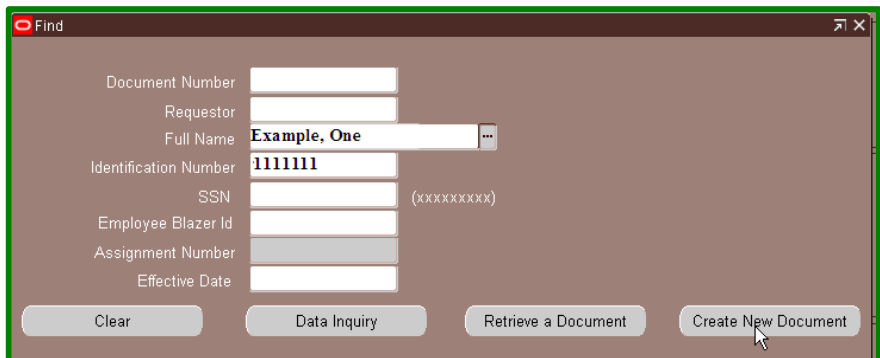
Once a **Nonrecurring Element Payment** has processed through the payroll cycle, the payment cannot be **“stopped”**. For access to **Payroll Calendars and Important Dates**, [click here](#).

Nonrecurring Element ACT Documents **cannot** be reassigned between requestors and can only be created on **active** assignments.

For Step-by-steps instructions on **“stopping”** future dated **Nonrecurring Element Payments** see below.

UAB HR Officer → HR Transactions → ACT → Find Window

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

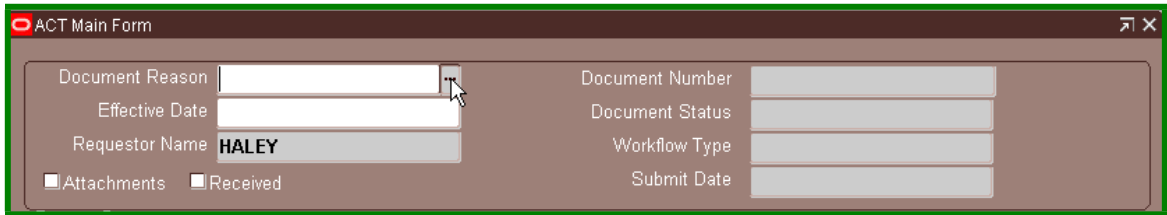


2. Click on the **CREATE NEW DOCUMENT** button.

Note: **The EMPLOYEE ASSIGNMENT window displays when an individual has multiple active assignments. Verify the correct assignment is highlighted before clicking on OK.**

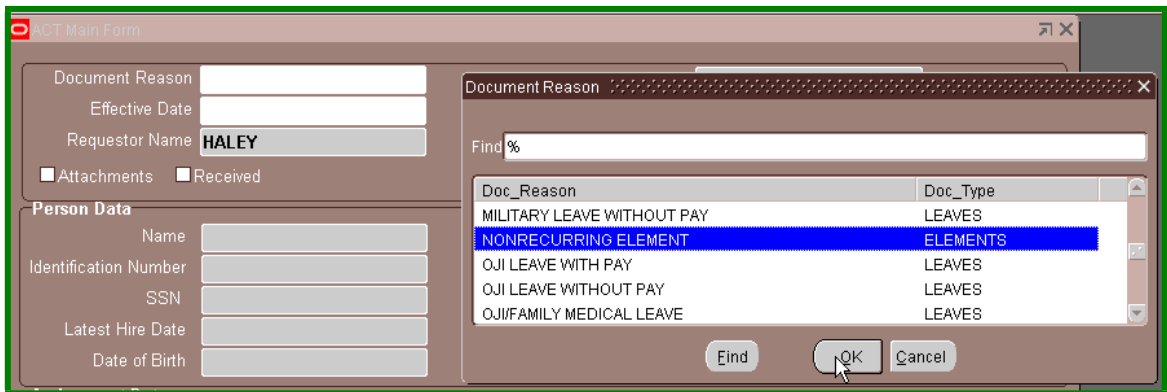
Stopping a Nonrecurring Element Payment

3. The **ACT MAIN FORM** opens; click once in the **DOCUMENT REASON** field.



The screenshot shows the 'ACT Main Form' window. The 'Document Reason' field is highlighted with a mouse cursor. Other fields include 'Effective Date', 'Requestor Name' (HALEY), 'Attachments', 'Received', 'Document Number', 'Document Status', 'Workflow Type', and 'Submit Date'.

4. Using the **DOCUMENT REASON LOV** choose **NONRECURRING ELEMENT**; click **OK**.



The screenshot shows the 'ACT Main Form' with the 'Document Reason' LOV (List of Values) open. The LOV displays a table with columns 'Doc_Reason' and 'Doc_Type'. The row 'NONRECURRING ELEMENT' is selected. The 'OK' button is highlighted.

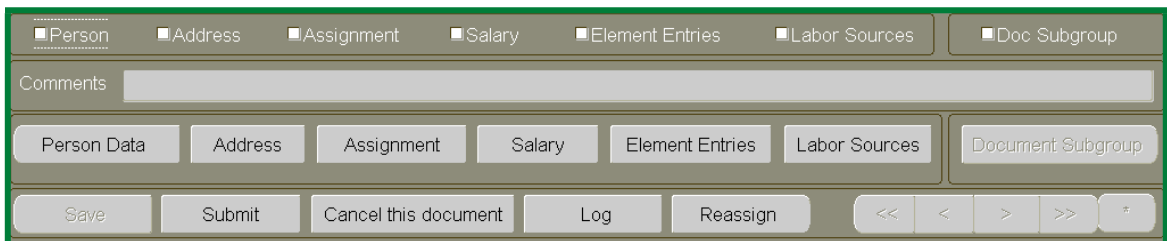
Doc_Reason	Doc_Type
MILITARY LEAVE WITHOUT PAY	LEAVES
NONRECURRING ELEMENT	ELEMENTS
OJI LEAVE WITH PAY	LEAVES
OJI LEAVE WITHOUT PAY	LEAVES
OJIFAMILY MEDICAL LEAVE	LEAVES

5. Once inside the **EFFECTIVE DATE** field, choose the **current date** from the Calendar LOV or **type in the current date**. Remember to use the **DD-MM-YYYY**.



The screenshot shows the 'ACT Main Form' with the 'Document Reason' field set to 'NONRECURRING ELEMENT' and the 'Effective Date' field set to '15-MAR-2008'. The 'Requestor Name' is 'HALEY'.

6. Click the **Save** button at the bottom of the form. The system will assign a **DOCUMENT NUMBER** and the **DOCUMENT STATUS** will be **OPEN**.
7. Click on the **ELEMENT ENTRIES** button.



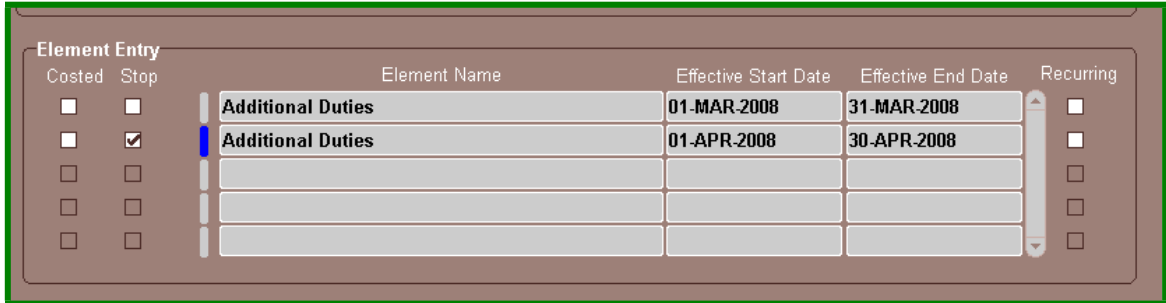
The screenshot shows the bottom navigation bar of the 'ACT Main Form'. The 'Element Entries' button is highlighted. Other buttons include 'Person', 'Address', 'Assignment', 'Salary', 'Labor Sources', 'Doc Subgroup', 'Comments', 'Person Data', 'Submit', 'Cancel this document', 'Log', 'Reassign', and navigation arrows.

Stopping a Nonrecurring Element Payment

The **ELEMENT ENTRY** form will open.

Note: *Future* dated **Nonrecurring Element Payments** will display in the **ELEMENT NAME** fields.

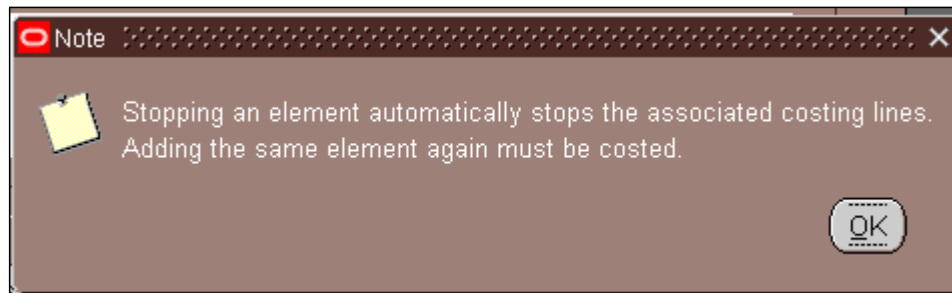
8. Click in the **STOP** box next to the payment(s) to be stopped. A check will display.



Costed	Stop	Element Name	Effective Start Date	Effective End Date	Recurring
<input type="checkbox"/>	<input type="checkbox"/>	Additional Duties	01-MAR-2008	31-MAR-2008	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Additional Duties	01-APR-2008	30-APR-2008	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>

WARNING: ONLY PAYMENTS WITH A CHECK IN THE STOP BOX WILL BE CANCELLED. Payments left unchecked will continue to pay in the designated pay period.

9. A **NOTE** will display. Click the **OK** button.

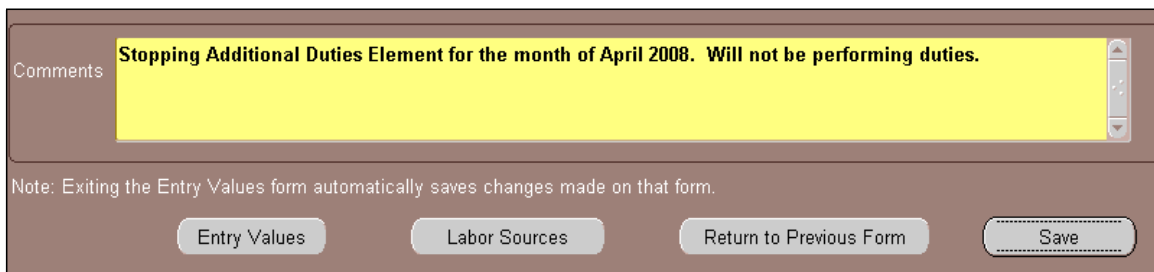


Note

Stopping an element automatically stops the associated costing lines.
Adding the same element again must be costed.

OK

Once the **ELEMENT NAME**(s) to be cancelled have been “stopped”, explanation of why the payment is being cancelled must be entered in the **COMMENTS** section.



Comments

Stopping Additional Duties Element for the month of April 2008. Will not be performing duties.

Note: Exiting the Entry Values form automatically saves changes made on that form.

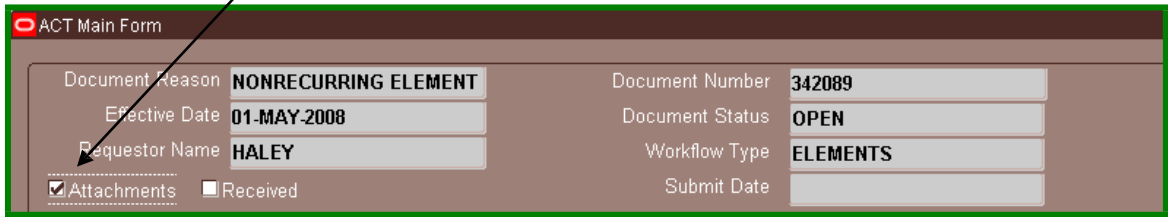
Entry Values Labor Sources Return to Previous Form Save

10. Click the **SAVE** button.

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

Stopping a Nonrecurring Element Payment

12. Click in the **ATTACHMENTS** check box *if* attachments will be sent to Central HR or Payroll Services.

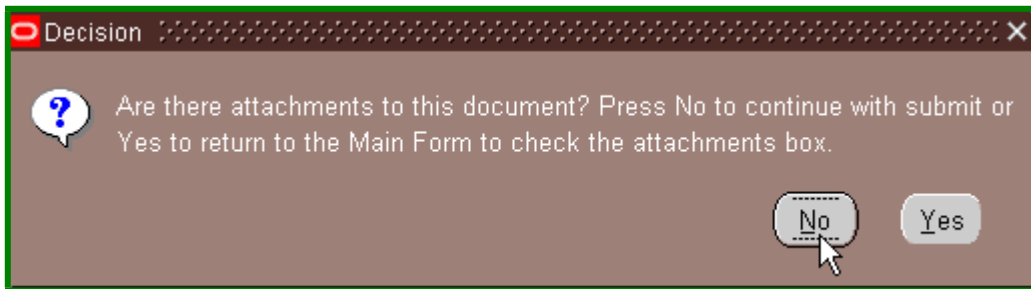


The screenshot shows the 'ACT Main Form' with the following fields:

Document Reason	NONRECURRING ELEMENT	Document Number	342089
Effective Date	01-MAY-2008	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	ELEMENTS
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

13. Click on the **SUBMIT** button.

Note: *If the ATTACHMENTS box is not checked, a decision box will display; select **No** to continue with submit or **YES** to return to the Main Form to check the attachments box.*



The screenshot shows a 'Decision' dialog box with the following text:

Are there attachments to this document? Press No to continue with submit or Yes to return to the Main Form to check the attachments box.

Buttons: No, Yes

14. The **DOCUMENT STATUS** will change to **READY**; the document will enter the Workflow Approval path.

[Return to Top](#)