

Appoint, Change and Terminate (ACT) Documentation Transfer Lateral Different Department

The **TRANSFER LATERAL DIFFERENT DEPARTMENT** document reason is used when an employee is transferring to a **different** organization.

The employee could be transferring with the same job classification or a different job classification, but the pay grade of both job classifications **must remain the same** (in some cases, the proposed pay grade could be lower than the current pay grade). If the proposed job classification is a **higher pay grade** than the current pay grade or, if a student employee (06) is transferring to an irregular part-time (04) employee in a different department, use the **Transfer with Promotion** document reason.

Note: *The employee's current (Transfer Out) organization creates the document and reassigns the document to the new organizations Requestor. The new Requestor should be able to locate the document by reviewing the list of documents for their requestor name, by the document number or the employee's name, identification number, or Social Security Number.*

Also, used when a faculty member is transferring to another organization where **no promotion** is associated with the change; or transferring to a staff position within a different organization. May or may not involve a salary change.

The Transfer In organization will complete or update the following forms/tabs: **ADDRESS/PHONE** (campus information only), **SCHOOLS AND COLLEGES**, **ASSIGNMENT**, **SALARY**, and **LABOR SOURCE**.

UAB HR Officer → HR Transactions → ACT → Find Window

Current (Transfer Out) Organization:

1. Locate individual using the ACT Find window; click on the Create New Document button.



The screenshot shows a web-based search interface titled "Find". It contains several input fields for search criteria: "Document Number", "Requestor Full Name" (with the example "Example, Justin A."), "Identification Number" (with the value "1025600" highlighted), "SSN" (with a masked value "*****"), "Employee Blazer or Assignment Number" (with the value "1025600"), and "Effective Date". At the bottom of the form are four buttons: "Clear", "Data Inquiry", "Retrieve a Document", and "Create New Document".

Note: *After you click on the Create New Document button you might see another window pop up. Some employees may have more than one assignment and could be listed several times. Make sure you choose the correct assignment.*

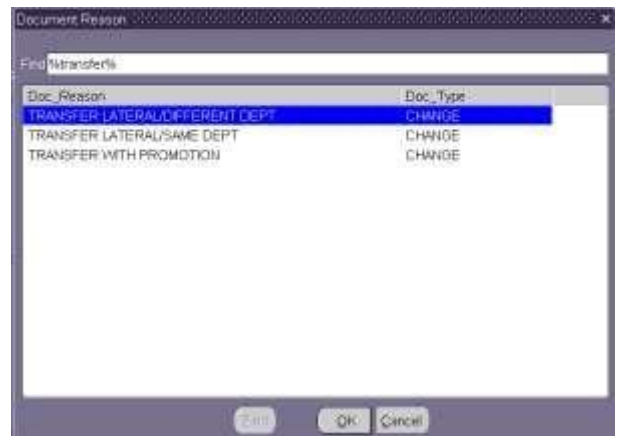
Appoint, Change and Terminate (ACT) Documentation Transfer Lateral Different Department

2. 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), 'Document Number', 'Document Status', 'Workflow Type', and 'Submit Date'. There are also checkboxes for 'Attachments' and 'Received'.

3. Use the **DOCUMENT REASON LOV** to choose or type the words **Transfer Lateral/Different Department** in the **DOCUMENT REASON** field.
4. Click on the **OK** button.



The screenshot shows the 'Document Reason' LOV dialog box. The search criteria is 'Transfer'. The list of values is as follows:

Doc Reason	Doc Type
TRANSFER LATERAL/DIFFERENT DEPT	CHANGE
TRANSFER LATERAL/SAME DEPT	CHANGE
TRANSFER WITH PROMOTION	CHANGE

The 'TRANSFER LATERAL/DIFFERENT DEPT' option is selected. Buttons for 'Exit', 'OK', and 'Cancel' are visible at the bottom.

5. Once inside the **EFFECTIVE DATE** field, choose an effective date from the calendar LOV or type in the desired date.



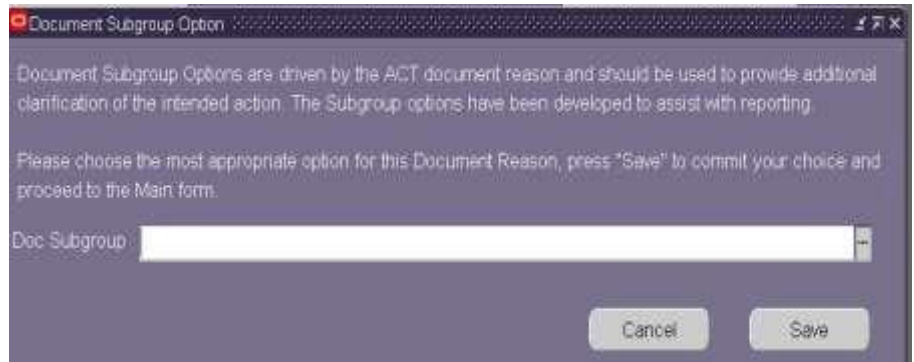
The screenshot shows the 'ACT Main Form' window with the 'Effective Date' field populated with '26-SEP-2011'. The 'Document Reason' field now contains 'TRANSFER LATERAL/DIFFERENT DEPT' and the 'Requestor Name' is 'HALEY'.

Note: *The Document Effective Date for all bi-weekly paid employees receiving a Transfer Lateral Same Department must be a Sunday. If the Labor Source(s) are changing, the Document Effective Date must be a future date that is beyond the current pay period for biweekly paid employees. Verify payroll schedules before submitting the document. To view biweekly and monthly payroll schedules go to Financial Affairs webpage. [Click here.](#)*

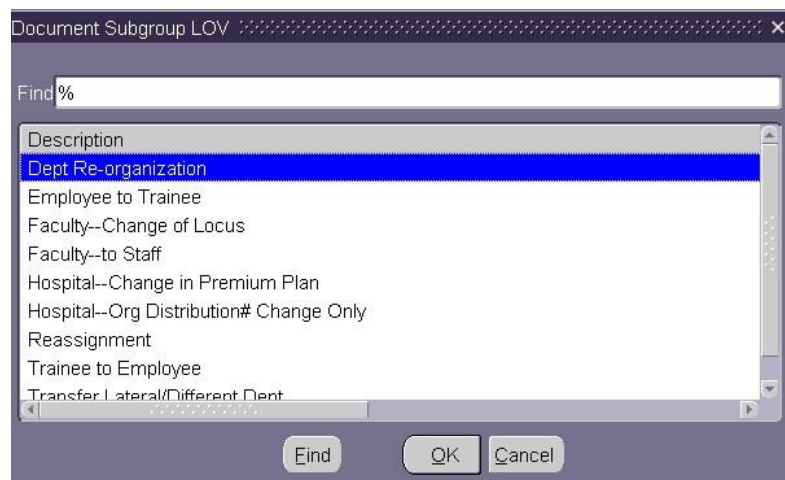
6. Click on **DOCUMENT SUBGROUP** button located in the lower right corner of the **ACT MAIN FORM**.

Appoint, Change and Terminate (ACT) Documentation Transfer Lateral Different Department

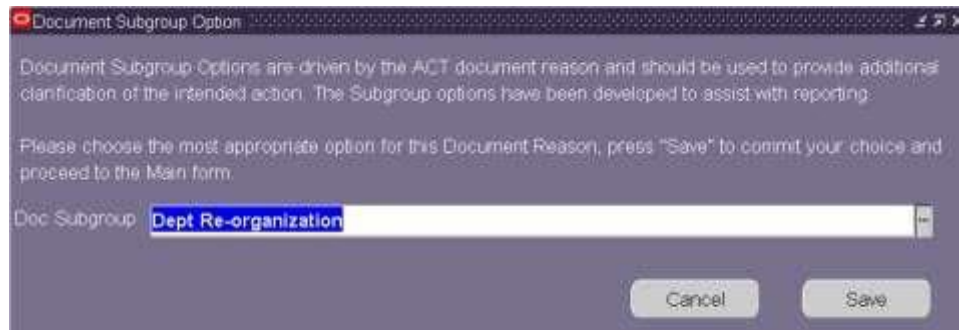
7. The **DOCUMENT SUBGROUP OPTION** window will open; click on **Doc SUBGROUP** field **LOV**.



8. Select the **DESCRIPTION** which best explains the nature of the transaction.



9. Click on **OK** to select.



10. Click on **SAVE** to commit your choice and proceed to the **ACT MAIN FORM**.

11. Click on the **SAVE** button at the bottom of the **ACT MAIN FORM**.

Appoint, Change and Terminate (ACT) Documentation Transfer Lateral Different Department

12. To reassign the ACT document to a requestor in the new org, click on the **REASSIGN** button located at the bottom the **ACT MAIN FORM**.

A message box similar to the message on the right should appear:


13. Click inside the **NEW REQUESTOR** field and enter the **Requestor's last name, first name** as it is listed in Oracle or use the LOV to locate the Requestor who will be receiving the reassigned document.

14. Once the New Requestor field is populated, click **OK**.

New (Transfer In) Organization

1. Use the **FIND WINDOW** to locate the reassigned document.


Appoint, Change and Terminate (ACT) Documentation Transfer Lateral Different Department



2. Click on the **RETRIEVE A DOCUMENT** button. The **ACT MAIN FORM** opens.

Changing Personal Data

If **personal information** pertaining to the employee is changing, click on the **PERSON DATA** button. Most tabs and fields (except for the **PERSONAL** tab) will be available for change or update when using a **current** or **future** document effective date. Limited tabs and fields will be available when using a **retroactive** document effective date.



- a. If **VISA** information needs to be changed, click on the **EMPLOYMENT** tab. Select the correct Visa type from the **VISA TYPE LOV**; enter the correct **WORK VISA EXPIRATION DATE**. Click on the **SAVE** button at the bottom of the form.

Appoint, Change and Terminate (ACT) Documentation Transfer Lateral Different Department

The screenshot shows the 'License' tab in the ACT system. It features two columns: 'Current' and 'Proposed'. The 'Current' column contains the following information: Ethnic Origin: White, Veteran Status: (empty), I-9 Status: Yes, Visa Type: (empty), and Work Visa Expiration Date: (empty). The 'Proposed' column contains five empty text input fields. Below the columns is a 'Comments' text area. At the bottom, there are three buttons: 'Address', 'Return to Previous Form', and 'Save'.

- b. If **PHONEBOOK** information needs to be added or changed, click on the **PHONEBOOK** tab. Click on the **SAVE** button after entering the information.

The screenshot shows the 'Phonebook' tab in the ACT system. It features two columns: 'Current' and 'Proposed'. The 'Current' column contains the following information: Individual Online List: Yes, Online Job Title: (empty), Online Display Name: (empty), and Faculty and Staff List: Yes. The 'Proposed' column contains three empty text input fields. To the right of the 'Proposed' column, there is a dropdown menu for 'Type' with the instruction '(Last Name, First Name)' and a note '*** Please do not add suffix'. Below the columns is a 'Comments' text area. At the bottom, there are three buttons: 'Address', 'Return to Previous Form', and 'Save'.

- c. If **LICENSE** information needs to be added or changed, click on the **LICENSE** tab; choose the appropriate entry from the **TYPE** field LOV. Click on the **SAVE** button after entering the information

Appoint, Change and Terminate (ACT) Documentation Transfer Lateral Different Department

- d. If the assignment has a known termination or end date, click on the **TERMINATION** tab; enter the termination or end date in the **PROJECTED LAST DAY OF WORK** field. Click on the **SAVE** button after entering the information.

3. Click on the **SCHOOLS AND COLLEGES** tab.

School or College	Degree Name	Degree Date	Type	Transcript/Official Documentation on File	Degree Discipline
University of Alabama at Birmingham	300 Non-Medical Certificate	01-JAN-1994	HD		

- a. If Schools and Colleges information displays and is **accurate**, click on the **SAVE** button located at the bottom of the form.
- b. If Schools and Colleges information is **not accurate**, you may:
- Overwrite the existing information.
 - Enter additional School or College's, Degree Names, Degree Types by choosing the Country and clicking on the next available line.

Appoint, Change and Terminate (ACT) Documentation Transfer Lateral Different Department

- Enter Transcript and Degree Discipline information as required.
4. Click the **SAVE** button and click on the **RETURN TO PREVIOUS** button to return to the **ACT MAIN FORM**.
 5. If the employee's **campus addresses and/or campus phone information** is changing, click on the **ADDRESS** button. The **ADDRESS** button is located on the **ACT MAIN FORM** and at the bottom of the **PERSON DATA** form.

The screenshot displays the 'Address' and 'Phones' sections of the ACT form. The 'Address' section includes fields for 'Address Type' (Campus Primary), 'Building' (HHB), 'Room' (415), 'Address Line 1' (HERITAGE HALL), 'City' (Birmingham), 'State' (AL), and 'Zip Code' (35294). The 'Phones' section is a table with columns for 'Phone Type', 'Title', 'Phone Number', and 'Date Hired'. It contains three entries: Home, Campus Primary, and Work Fax, all with phone numbers in the (205) 934-2339 or (205) 975-6712 range and a date of 24-DEC-2007. Below the phones section is a 'Comments' field and two buttons: 'Return to Previous Form' and 'Save'.

Changing Assignment Information

1. To change the employee's **assignment information**, click on the **ASSIGNMENT** button located on the **ACT MAIN FORM**.
2. If the employee's **ASSIGNMENT CATEGORY** will be changing, select the appropriate **ASSIGNMENT CATEGORY** from the LOV or type it in the field. This is not a required field when using the **TRANSFER LATERAL DIFFERENT DEPARTMENT** document reason.

The screenshot shows the navigation bar of the ACT form. It includes tabs for 'Person', 'Address', 'Assignment', 'Salary', 'Element Entries', 'Labor Sources', and 'Doc Subgroup'. Below the tabs are buttons for 'Person Data', 'Address', 'Assignment', 'Salary', 'Element Entries', 'Labor Sources', and 'Document Subgroup'. The 'Assignment' button is circled in red. At the bottom of the navigation bar are buttons for 'Save', 'Submit', 'Cancel this document', 'Log', 'Reassign', and navigation arrows.

3. The **ORGANIZATION**, **LOCATION** and **POSITION** fields are required fields when using the **TRANSFER LATERAL DIFFERENT DEPARTMENT** document reason.

Appoint, Change and Terminate (ACT) Documentation Transfer Lateral Different Department

4. Click in the **POSITION** field and select the **appropriate position numbers** from the LOV. This LOV will contain only the position codes affiliated with the organization you have chosen. The selection of position code populates the **ORGANIZATION, LOCATION, JOB and GRADE** fields.

5. The **PAYROLL GROUP** and all three **TIMEKEEPING** fields are available for change or update if necessary.
6. Click on the LOV located in the Supervisor Name field. This will open the Supervisor Info form.

7. Use the Find window to locate the Supervisor by entering the supervisor's last name, organization number or employee id

Full_Name	Assignment_Number	Job_Name	Org_Name
Employee, Employee	1555555	HR81 2M0.MGR-PHYSICAL THERAPY	708400000 Rehabilitation Services
Employee, Testing 1	1555551	HR206E1.PHYSICAL THERAPIST	708400000 Rehabilitation Services
Employee, Relations	1555552	AA305N0.MEDICAL & DENTAL STAF...	708100000 Quality Resources
Employee, Sample 1	1555553	AC100N1.Admin Assoc	311401000 Med - Cardiovascular D

number. Choose the name of the appropriate Supervisor and the Supervisor Assignment # field will auto populate displaying the supervisor's employee id number.

Appoint, Change and Terminate (ACT) Documentation Transfer Lateral Different Department

8. Click on the **SAVE** button.
9. Click on the **RETURN TO PREVIOUS FORM** button.

Changing Salary Information

1. To change the Salary information, click on the **SALARY** button, located on the **ACT MAIN FORM**.

2. If required, click in the **SALARY BASIS** field and select correct salary basis from the LOV. (**Note:** This field will vary based on other field information such as **Organization** and **Position**). Click **OK**.

The screenshot shows a form with two columns: 'Current' and 'Proposed'. The 'Current' column has the following values: Proposed Assignment Salary: 34,860.00; Actual Assignment Rate of Pay: 15.75; FTE: 1.00; Head Calc Code: (blank); Pension Plan: NA; Salary Basis: Hourly; Payroll: Biweekly; Outside Income Source: (blank); Outside Income: 0.00; CFB Code: (blank); Comments: (blank). The 'Proposed' column has: Proposed Assignment Salary: (blank); Actual Assignment Rate of Pay: (blank); FTE: (blank); Head Calc Code: (blank); Pension Plan: NA; Salary Basis: HOURLY; Payroll: Biweekly; Outside Income Source: (blank); Outside Income: (blank); CFB Code: (blank); Comments: (blank). At the bottom, there are buttons for 'Return to Previous Form' and 'Save'.

3. When changing the employee's **ACTUAL ASSIGNMENT RATE OF PAY**, click in the **REASON** field located in the **COMPONENT REASONS** section. Select the appropriate reason from **COMPONENT REASON** LOV listing. Click **OK**.

The screenshot shows the same form as above, but with the 'Component Reason' LOV open. The LOV lists: Component Reason, Merit Increase, and Transfer Adjustment. The 'Component Reason' field is selected. The 'Proposed' column is empty. At the bottom, there are buttons for 'Return to Previous Form' and 'Save'.

Appoint, Change and Terminate (ACT) Documentation Transfer Lateral Different Department

4. Enter the amount of increase or decrease in the **hourly rate** (for a bi-weekly paid employee) or the amount of increase or decrease in the **monthly rate** (for a salaried employee) in the **CHANGE VALUE** field if necessary. When you enter this information, the **PROPOSED ASSIGNMENT SALARY** and the **ASSIGNMENT RATE OF PAY** will automatically populate.

Reason	Change Value	Change %
Transfer Adjustment	0.71	3.00

Change value = Difference in rate of pay.

Use the down arrow to create multiple records.

5. If the **FTE** is changing, enter the **full-time equivalency** for the employee in the **FTE** field.
6. Enter comments, if applicable, in the **COMMENTS** field at the bottom of this form; click on the **SAVE** button.
7. Click on the **RETURN TO PREVIOUS FORM** button.

Changing Labor Source Information (General Ledger)

1. If the labor sources are changing for the employee, click on the **LABOR SOURCES** button located at the bottom of the **ACT MAIN FORM**.

LD	Stop	Effective Date	To Date	GL Code	Project	Task	Award	Exp Or	%
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11-OCT-2005		2101408.000.124800000.48920000					100.00
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								

Comments:

Total LD % 100.00

Return to Previous Form Save

Note: If you are entering new GL or GA information for the employee, you must stop the other labor sources by clicking in the STOP checkbox located to the left of each funding sources before entering new ones.

Appoint, Change and Terminate (ACT) Documentation Transfer Lateral Different Department

2. If the employee has a GL funding source, click in the GL Code field.
 - a. Click on the **GL CODE** LOV. This opens the **UAB_AKF FIND** window.
 - b. Enter the **ten-digit GL Account number** in the **ALIAS** field; click **OK**. This opens the window below. All but the **OBJECT** field has been auto populated.
 - c. Click in the **OBJECT** field and enter **Zero (0)**; Click **OK**. You will be taken back to the **LABOR SOURCE** form.
 - d. Type in the **percent of the employee's funding** to be paid from the GL account string entered. **Only one funding source is allowed for each record/row.**

Note: an employee can have multiple funding sources; each funding source will need to be entered individually. Use the down arrow key to move the cursor to the next available row.

- e. Repeat the above steps to enter all **GL account** funding sources. The **TOTAL LD %** field has to total **100%** before you can save the document.
3. If the employee is funded from a **grant** and this information is changing, click once in the **PROJECT** field of the next available row.
 - f. Type the **project number** in the **PROJECT** field or choose the **Project number** from the LOV. Press the **TAB** key or click in the next **TASK** field.
 - g. Type the **task number** in the **TASK** field or choose the **Task number** from the LOV. **TAB** to the **AWARD** field or click in the **AWARD** field.
 - c. Type the **award number** in the **AWARD** field or choose the **Award number** from the LOV. **TAB** to or click in the next field.
 - d. Type in the **organization number** or choose the **Expenditure Organization number** from the LOV.

Note: For the hospital, this will be 70. For the university, this will be 10.

- e. Type in the **percent of the employee's effort** to be charged to the project number in the % field.

Note: TOTAL LD% must equal 100% before you can save the document.

- f. Enter **comments**, if applicable, in the **COMMENTS** field at the bottom of this form. Comments here will appear on the **ACT MAIN FORM**.

Appoint, Change and Terminate (ACT) Documentation Transfer Lateral Different Department

LD	Stop	Effective Date	To Date	GL Code	Project	Task	Award	Exp. Of	%
		11-OCT-2006		2101408.000.124600000.46920000					100.00
		25-SEP-2011		3110902.000.213110902.49000000					100.00

Comments:

Total LD % 100.00

Return to Previous Form Save

- g. Click the **SAVE** button, then click on the **RETURN TO PREVIOUS FORM** button. This will return you to back to the **ACT MAIN FORM** window.

Submitting the Document

1. Click the **ATTACHMENTS** checkbox if documentation is being forwarded to Records Administration. [Click here](#) for a listing of attachments required by Records Administration.
2. Before submitting the document make certain all information is correct. Click the **SUBMIT** button.
3. Once the document is submitted the following window appears.



4. Click **YES** or **NO**, depending on whether **ATTACHMENTS** are required.
5. The **DOCUMENT STATUS** changes to **READY**.

Note: Once the Document Status changes to READY, all fields on all the forms will turn gray (inquiry or ready only).

6. Once the document is submitted, and the **DOCUMENT STATUS** changes to **READY**, the document enters the Approval Path. The **DOCUMENT STATUS** will change throughout the levels of Approval. Once the document has been approved by all approval levels and Central Administration, the **DOCUMENT STATUS** will change to **COMPLETE**.

[RETURN TO TOP](#)