

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

The **TRANSFER LATERAL SAME DEPARTMENT** document reason is used when a **staff employee** is transferring within the **same** organization and may or may not involve a salary change.

For **faculty employees** the **TRANSFER LATERAL SAME DEPARTMENT** document reason is used when a faculty member is transferring within the same organization where no promotion is associated with the change or when transferring to a staff position within the **same** department. Also, must be used for the following:

Non-Benefitted or Non-Fully Benefited to Fully Benefited:

04 to 01
04 to 03
02 to 01
02 to 03

Note: *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 new job classification is a higher pay grade than the employee's current pay grade, use the **PROMOTION SAME DEPARTMENT** document reason. The **POSITION** string **must also change**; if the **POSITION** string is to remain the same, use the **RECLASSIFICATION** document reason.*

The **ASSIGNMENT**, **SALARY**, and **LABOR SOURCE** forms are available for change when using this document reason. If the employee's personal information is changing, the **PERSON DATA FORM** is available for update or change on selected fields.

UAB HR Officer → HR Transactions → ACT → Find Window

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

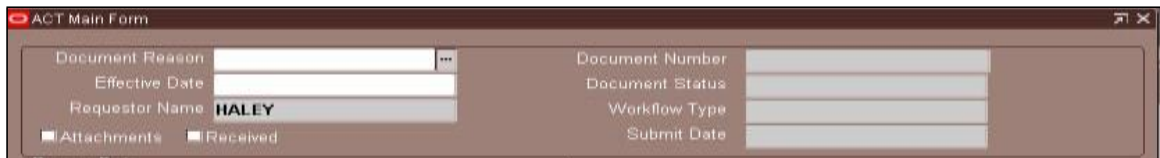


2. Click on the **CREATE NEW DOCUMENT** button.

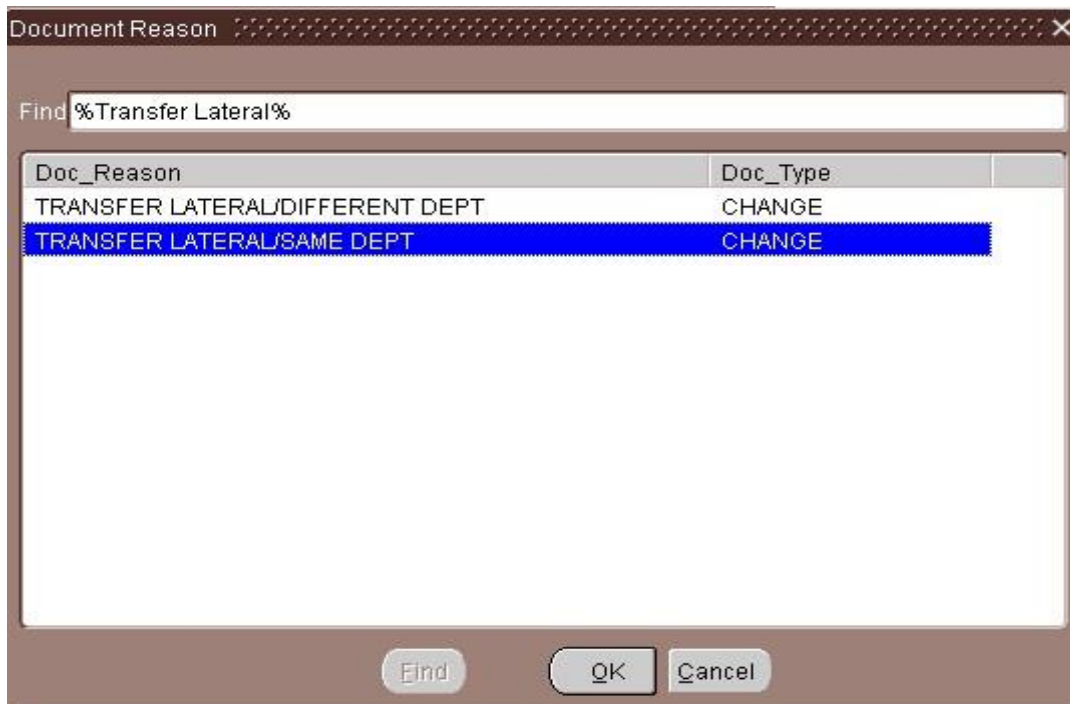
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Note: After you click on the Create New Document button you might see another window pop up. Some employees may have more than one assignment and could be listed several times. Make sure you choose the correct assignment.

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



4. Use the **DOCUMENT REASON** LOV to choose or type the words **Transfer Lateral/Same Department** in the **DOCUMENT REASON** field.



Doc_Reason	Doc_Type
TRANSFER LATERAL/DIFFERENT DEPT	CHANGE
TRANSFER LATERAL/SAME DEPT	CHANGE

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

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.](#)

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

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

8. Select the description that best explains the nature of the transaction.

For a complete list of available **DOCUMENT SUBGROUP**

9. **DESCRIPTIONS** and explanation of when to use [click here](#). **OK** to select.

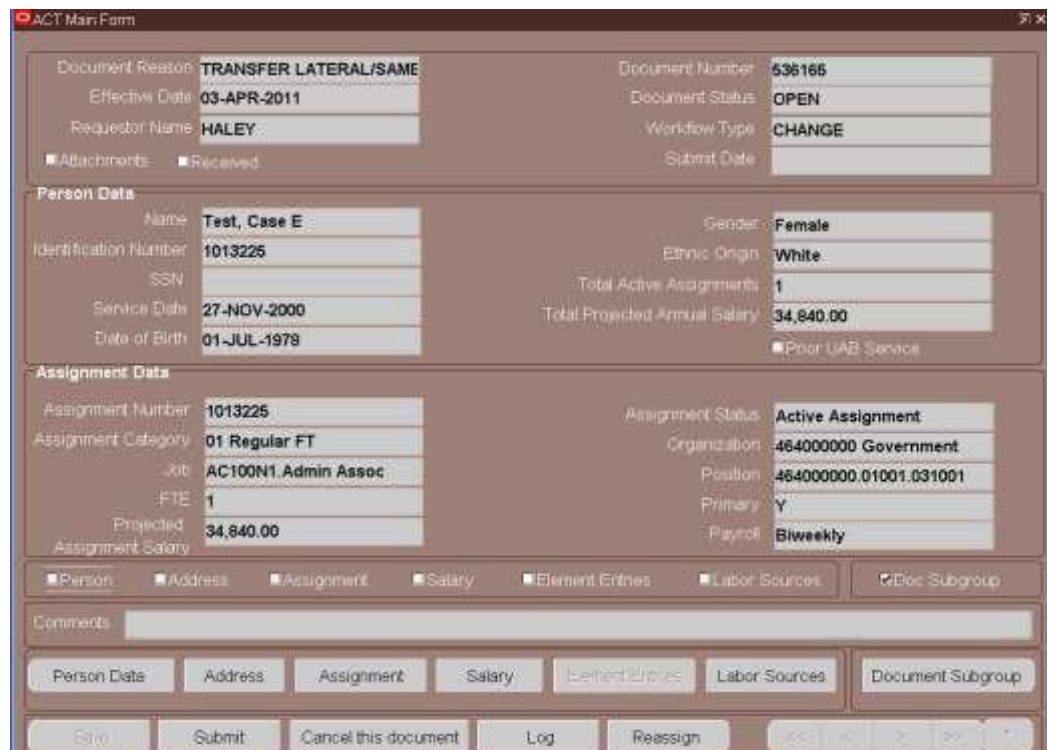
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10. Click on **SAVE** to commit your choice and proceed to the **ACT MAIN FORM**.



Warning: If you change the **DOC SUBGROUP** field after the initial save in step 10, **you must re-save in order to commit your change.**

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



12. If the employee's personal information **will not** be changing, [click here](#). To make changes in the employee's personal information, proceed onto **Step #13**.

Changing Personal Data

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1. 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.

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

- b. 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.

- c. 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.

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

- a. If Schools and Colleges information displays and is **accurate**, click on the **SAVE** button located at the bottom of the form.

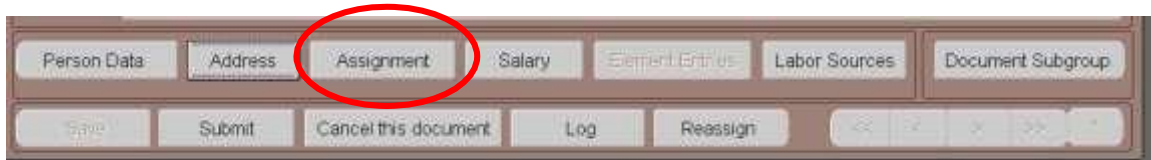
School or College	Degree Name	Degree Date	Type	Transcript/Official Documentation on File	Degree Discipline
University of Alabama at Birmingham	300 Non-Medical Certificate	01-JAN-1994	HD		

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- 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 **County** and clicking on the next available line.
 - Enter Transcript and Degree Discipline information as required.
3. Click the **SAVE** button and click on the **RETURN TO PREVIOUS** button to return to the **ACT MAIN FORM**.

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 SAME DEPARTMENT**

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Assignment (Create New Document)

Full Name	Testing, Sally	Document Reason	TRANSFER LATERAL/SAME DEPT
Identification Number	1072599	Document Number	804729
Assignment Number	1072599	Document Status	OPEN
		Effective Date	02-NOV-2014

Effective Date From	01-AUG-2014	Shift Differential Code	NA
Effective Date To	31-DEC-4712	Grandparented	
Primary	Y	Effort Report Eligible	

General Assignment Information		Current	Proposed
Assignment Category	01 Regular FT		
Status	Active Assignment		
Expected Return Date			
Organization	311100000 Anesthesiology Chair C		
Location	Bham Main Campus		
Position	311100000.06501.031001		
Job	CG204N2.Office Assoc II		
Grade	W.G11		
Payroll Group	Staff 12		
Timecard Dist Number			
Timekeeping Method	TEL		
Timekeeping Organization			
Supervisor Name	Wakefield, Marsha L		
Supervisor Assignment #	1013430		

Comments: _____

Return to Previous Form Save

document reason.

- The **LOCATION, POSITION** and **JOB** fields are required fields when using the **TRANSFER LATERAL SAME DEPARTMENT** document reason.
- Click in the **POSITION** field and select the **appropriate position code** 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.

Assignment (Create New Document)

Full Name	Testing, Sally	Document Reason	TRANSFER LATERAL/SAME DEPT
Identification Number	1072599	Document Number	804729
Assignment Number	1072599	Document Status	OPEN
		Effective Date	02 NOV 2014

Effective Date From	01-AUG-2014	Shift Differential Code	NA
Effective Date To	31-DEC-4712	Grandparented	
Primary	Y	Effort Report Eligible	

General Assignment Information:		Current	Proposed
Assignment Category	01 Regular FT		
Status	Active Assignment		
Expected Return Date			
Organization	311100000 Anesthesiology Chair C		213003000 International Recruitment
Location	Bham Main Campus		Bham Main Campus
Position	311100000.06501.031001		213003000.20301.111101
Job	CG204N2.Office Assoc II		SS215E1.Student Affairs Spec I
Grade	W.G11		W.G11
Payroll Group	Staff 12		
Timecard Dist Number			
Timekeeping Method	TEL		TEL
Timekeeping Organization			
Supervisor Name	Wakefield, Marsha L		
Supervisor Assignment #	1013430		

Comments: _____

Return to Previous Form Save

- The **PAYROLL GROUP** and all three **TIMEKEEPING** fields are available for change or update if necessary.

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- Click on the LOV located in the Supervisor Name field. This will open the Supervisor Info form.

The screenshot shows a form titled "General Assignment Information" with two columns: "Current" and "Proposed".

Field	Current	Proposed
Assignment Category	01 Regular FT	
Status	Active Assignment	
Expected Return Date		
Organization	112402000 Project Management S	112402000 Project Management S
Location	Bham Main Campus	Bham Main Campus
Position	112402000.21501.110925	112402000.02601.110925
Job	CG204N1.Office Assoc I	CG204N1.Office Assoc I
Grade	W.G09	W.G09
Payroll Group	Staff 12	
Timecard Dist Number		
Timekeeping Method	TEL	
Timekeeping Organization		
Supervisor Name		
Supervisor Assignment #		

At the bottom of the form, there is a "Comments" text area and two buttons: "Return to Previous Form" and "Save". A red arrow points to the Supervisor Name field in the Proposed column.

- Use the Find window to locate the Supervisor by entering the supervisor's last name, organization number or employee id number. Choose the name of the appropriate Supervisor and the Supervisor Assignment # field will auto populate displaying the supervisor's employee id number.

The screenshot shows a "Supervisor Info" window with a search bar labeled "Find %". Below the search bar is a table with the following data:

Full_Name	Assignment_Number	Job_Name	Org_Name
Employee, Employee	1555555	HR812M0.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

At the bottom of the window are three buttons: "Find", "OK", and "Cancel".

- Enter comments, if applicable, in the **COMMENTS** field at the bottom of this form.
- Click on the **SAVE** button.
- Click on the **RETURN TO PREVIOUS FORM** button.

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Changing Salary Information

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

The screenshot shows the top 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 (circled in red), Element Entries, Labor Sources, and Document Subgroup. At the bottom are buttons for Save, Submit, Cancel this document, Log, and Reassign.

2. Click in the **SALARY BASIS** field if required.
3. Use the LOV to enter the correct **SALARY BASIS** information or type it in. This field will vary based on other field information such as **Organization** and **Position**.

The screenshot shows a dialog box titled 'Select Salary Basis'. It has a search field at the top. Below it is a list of options: 'Salary Basis', '12 in 12', '9 in 12', '9 in 9', 'Hourly' (highlighted in blue), 'Daily', and 'TRIMM'. At the bottom are buttons for End, OK, and Cancel.

4. Click **OK**. The **PROPOSED SALARY BASIS** and **PAYROLL** fields will populate.

The screenshot shows the 'Current' and 'Proposed' salary information fields. The 'Current' column shows: Projected Assignment Salary (34,840.00), Actual Assignment Rate of Pay (18.75), FTE (1.00), Hourly Calc Code, Premium Plan (NA), Salary Basis (Hourly), Payroll (Biweekly), Outside Income Source, Outside Income (0.00), and CFB Code. The 'Proposed' column shows: Premium Plan (NA), Salary Basis (HOURLY), and Payroll (Biweekly). The 'Outside Income' field is marked as '(Annual)'. At the bottom are buttons for 'Return to Previous Form' and 'Save'.

5. Click in the **REASONS** field located at the top of the form, select **TRANSFER ADJUSTMENT** from the LOV.

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- 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. When you enter this information, the **PROPOSED ASSIGNMENT SALARY** and the **ASSIGNMENT RATE OF PAY** will automatically populate.

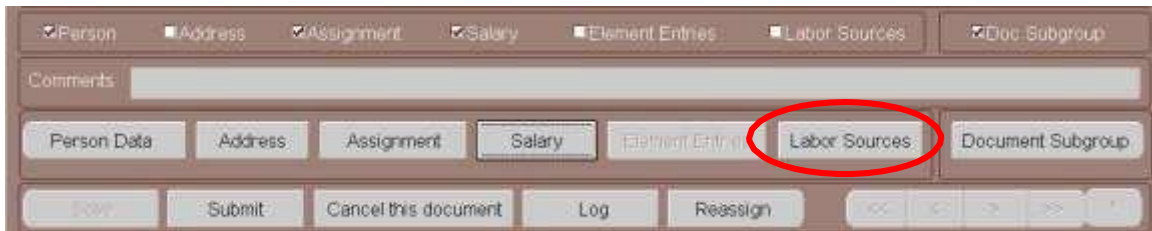
- If the **FTE** is changing, enter the **full-time equivalency** for the employee in the **FTE** field. This number should be between 0.0 and 1.0.

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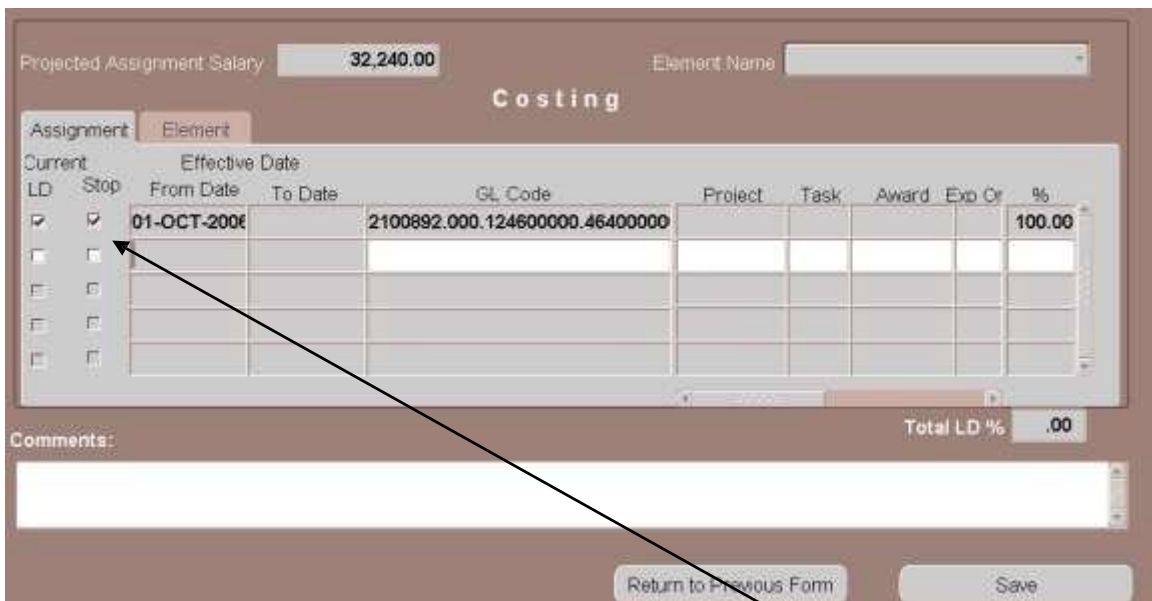
8. Enter comments, if applicable, in the **COMMENTS** field at the bottom of this form; click on the **SAVE** button.
9. Click on the **RETURN TO PREVIOUS FORM** button.

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 **ASSIGNMENT FORM** or from the **ACT MAIN FORM**.



The screenshot shows the top 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 (circled in red), and Document Subgroup. At the bottom are buttons for Save, Submit, Cancel this document, Log, Reassign, and navigation arrows.



The screenshot shows the 'Costing' window. At the top, it displays 'Projected Assignment Salary' as 32,240.00 and 'Element Name' as an empty field. Below this are tabs for 'Assignment' and 'Element'. A table with columns for 'Current', 'Effective Date', 'LD', 'Stop', 'From Date', 'To Date', 'GL Code', 'Project', 'Task', 'Award', 'Exp Or', and '%' is shown. The first row has '01-OCT-2006' in 'From Date', '2100892.000.124600000.46400000' in 'GL Code', and '100.00' in '%'. A 'STOP' checkbox is checked in the first row. Below the table is a 'Comments:' field and a 'Total LD %' of .00. At the bottom are 'Return to Previous Form' and 'Save' buttons. A black arrow points from the 'STOP' checkbox in the first row of the table to the 'LABOR SOURCES' button in the screenshot above.

Current	Effective Date	LD	Stop	From Date	To Date	GL Code	Project	Task	Award	Exp Or	%
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	01-OCT-2006		2100892.000.124600000.46400000					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"/>								

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.

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.

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- 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.
 - a. 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.
 - b. 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**.
- 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.

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The screenshot shows the 'ACT Main Form' window. It contains the following fields:

Document Reason:	TRANSFER LATERAL/SAME	Document Number:	536165
Effective Date:	03-APR-2011	Document Status:	OPEN
Requestor Name:	HALEY	Workflow Type:	CHANGE
Attachments:	Received	Submit Date:	

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.



The screenshot shows a 'Decision' dialog box with a question mark icon. The text inside reads: '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.' There are two buttons: 'No' and 'Yes'.

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](#)