

### ACT Document Types and Reasons

TASK TO BE PERFORMED	UAB ORACLE ADMINISTRATIVE SYSTEMS MENU OPTIONS	LINK TO INSTRUCTIONS
<b>"HIRE" Document Type</b>	<b>ACT Document Reasons</b>	<b><a href="#">(Adobe Acrobat PDF)</a></b>
How to hire a new employee	New Hire ACT Document	<a href="#">New Hire ACT Documentation</a>
How to rehire an employee	Rehire ACT Document	<a href="#">Rehire ACT Documentation</a>
How to enter a new trainee award (student)	New Trainee Award ACT Document	<a href="#">New Trainee Award ACT Documentation</a>
How to enter a new volunteer	Volunteer ACT Document	<a href="#">Volunteer ACT Documentation</a>
How to enter a one-time requisition pay employee (Status 99)	Requisition Pay Employee (Status 99)	<a href="#">One Time Requisition Pay ACT Documentation</a>
How to enter information for existing UAB employee or trainee for additional assignment	Additional Assignment ACT Document	<a href="#">Additional Assignment ACT Documentation</a>
<b>"BUDGET" Document Type</b>	<b>ACT Document Reasons</b>	
How to create a salary increase (annual merit) ACT document	Budget ACT Document	<a href="#">Budget ACT Documentation</a>
<b>"CHANGE" Document Type</b>	<b>ACT Document Reasons</b>	
How to create a change of assignment ACT document on existing employees	Change of Assignment Category	<a href="#">Change of Assignment ACT Documentation</a>
How to end an assignment (Additional Assignment)	End Assignment	<a href="#">End Assignment ACT Documentation</a>
How to create an equity increase document	Equity Increase	<a href="#">Equity Increase ACT Documentation</a>
How to create a merit increase document	Merit Increase	<a href="#">Merit Increase ACT Documentation</a>
How to create a probationary increase document	Probationary Increase	<a href="#">Probationary Increase ACT Documentation</a>
How to create a promotion same department document	Promotion Same Department	<a href="#">Promotion Same Department ACT Documentation</a>
How to create a reclassification document	Reclassification	<a href="#">Reclassification ACT Documentation</a>
How to create a salary schedule adjustment document	Salary Schedule Adjustment	<a href="#">Salary Schedule Adjustment ACT Documentation</a>
How to create a transfer lateral different department document	Transfer Lateral Different Department	<a href="#">Transfer Lateral Different Department ACT Documentation</a>
How to create a transfer lateral same department document	Transfer Lateral Same Department	<a href="#">Transfer Lateral Same Department ACT Documentation</a>
How to create a transfer with promotion document	Transfer with Promotion	<a href="#">Transfer with Promotion ACT Documentation</a>

<b>"COSTING CHANGE" Document Type</b>	<b>ACT Document Reasons</b>	
How to create a funding source change document	Costing Change	<a href="#">Funding Source Change ACT Documentation</a>
<b>"DATA CHANGE" Document Type</b>	<b>ACT Document Reasons</b>	
How to create a data change ACT document	Data Change	<a href="#">Data Change ACT Documentation</a>
<b>"ELEMENTS" Document Type</b>	<b>ACT Document Reasons</b>	
How to create Nonrecurring Element Payment	Elements	<a href="#">Non-Recurring Element ACT Documentation</a>
How to stop a Nonrecurring Element Payment	Elements	<a href="#">"Stop" Non-Recurring Element ACT Payment</a>
How to create a Recurring Element payment/deduction/Charge	Elements	<a href="#">Recurring Element ACT Documentation</a>
<b>"LEAVES" Document Type</b>	<b>ACT Document Reasons</b>	
How to create Education Leave ACT Documents	Leave	<a href="#">Education Leave</a> <a href="#">Education Leave with Pay</a> <a href="#">Education Leave without Pay</a> <a href="#">Education Leave with and without Pay</a>
How to create FMLA ACT Documents	Leave	<a href="#">Family Medical Leave of Absence</a> <a href="#">FMLA without Pay</a> <a href="#">FMLA with Pay</a> <a href="#">FMLA with and without Pay</a> <a href="#">FMLA Extension</a>
How to create Military Leave of Absence ACT Documents	Leave	<a href="#">Military Leave</a> <a href="#">Military Leave with Pay</a> <a href="#">Military Leave without Pay</a> <a href="#">Military Leave with and without Pay</a>
How to create OJI (On the Job Injury/Illness) Leave ACT Documents	Leave	<a href="#">OJI Family Medical Leave</a> <a href="#">OJI Leave with and without Pay</a>
How to create Personal Leave ACT Documents	Leave	<a href="#">Personal Leave of Absence</a> <a href="#">Personal Leave of Absence with Pay</a> <a href="#">Personal Leave of Absence without Pay</a> <a href="#">Personal Leave of Absence with and without Pay</a>
How to create Sabbatical Leave ACT Documents	Leave	<a href="#">Sabbatical Full Pay</a> <a href="#">Sabbatical Half Pay</a>
How to create a Return from Leave ACT Document	Leave	<a href="#">Return From Leave</a>
How to View Biweekly Accrual Balances	Leave	<a href="#">View Biweekly Accrual Balances</a>
<b>"TERMINATION" Document Type</b>	<b>ACT Document Reasons</b>	
How to create an End A Trainee Document	Termination	<a href="#">End a Trainee</a>
How to create an End a Volunteer Document	Termination	<a href="#">End a Volunteer</a>
How to Terminate an employee's primary assignment	Termination	<a href="#">Terminate Employee</a>