

## Appoint, Change and Terminate Education with Pay Document

The **EDUCATION WITH PAY** document reason is used when an employee has sufficient accrued vacation and personal holiday time to continue in a “pay status” for the duration of the Educational leave of absence.

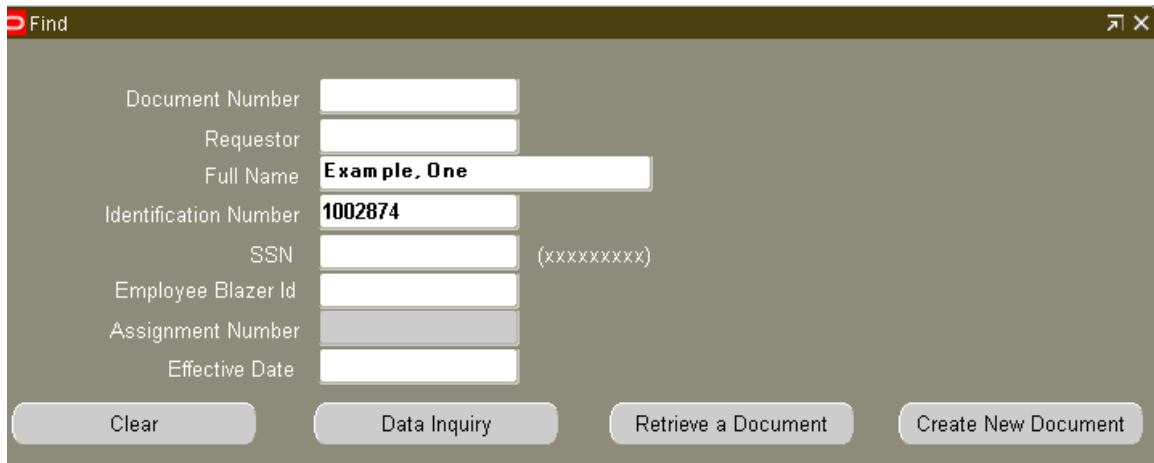
When using the **EDUCATION WITH PAY** document reason, the **ACT MAIN FORM** and the **ASSIGNMENT FORM** are the only forms you will be able to access.

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**UAB HR Officer → HR Transactions → ACT → Find Window**

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



The screenshot shows the 'Find' window with the following fields and values:

Field	Value
Document Number	
Requestor	
Full Name	Example, One
Identification Number	1002874
SSN	(xxxxxxxxx)
Employee Blazer Id	
Assignment Number	
Effective Date	

Buttons at the bottom: 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
4. Use the **DOCUMENT REASON LOV** to choose **EDUCATION WITH PAY** or type the words **Education with Pay** in the **DOCUMENT REASON** field.



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

Field	Value
Document Reason	EDUCATION LEAVE WITH P
Effective Date	
Requestor Name	HALEY
Document Number	
Document Status	
Workflow Type	
Submit Date	

Checkboxes: Attachments, Received.

5. Click inside the **EFFECTIVE DATE** field, choose and effective date from the Calendar LOV or type in the **desired date**. Remember to use the **DD-MMM-YYYY** format.

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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**.

**ACT Main Form**

Document Reason	EDUCATION LEAVE WITH P	Document Number	447829
Effective Date	01-DEC-2009	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

**Person Data**

Name	Example, One	Gender	Female
Identification Number	1002874	Ethnic Origin	Black or African American
SSN		Total Active Assignments	1
Service Date	27-DEC-1977	Total Projected Annual Salary	xx,xxx.xx
Date of Birth	25-OCT-1960	<input type="checkbox"/> Prior UAB Service	

**Assignment Data**

Assignment Number	1002874	Assignment Status	Active Assignment
Assignment Category	01 Regular FT	Organization	392200000 Microbiology
Job	RL112E0.Research Assistan	Position	392200000.25401.031001
FTE	1	Primary	Y
Projected Assignment Salary	xx,xxx.xx	Payroll	Monthly

☐ Person ☐ Address ☐ Assignment ☐ Salary ☐ Element Entries ☐ Labor Sources ☐ Doc Subgroup

Comments

Person Data Address Assignment Salary Element Entries Labor Sources Document Subgroup

Save Submit Cancel this document Log Reassign << < > >> \*

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

**Assignment Form**

Effective Date From	01-OCT-2007	Shift Differential Code	NA
Effective Date To	31-DEC-4712	Grandparented	
Primary	Y	Effort Report Eligible	Yes

**General Assignment Information**

	Current	Proposed
Assignment Category	01 Regular FT	
Status	Active Assignment	Leave With Pay
Expected Return Date		
Organization	392200000 Microbiology	
Location	Bham Main Campus	
Position	392200000.25401.031001	
Job	RL112E0.Research Assistant	
Grade	W.R42	
Payroll Group	Staff 12	
Timecard Dist Number		
Timekeeping Method		
Timekeeping Organization		

Comments

Salary Labor Sources Element Entries Return to Previous Form Save

8. Click in the **EXPECTED RETURN DATE** field. Enter the expected return date for the employee using the calendar LOV.

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General Assignment Information		Current	Proposed
Assignment Category	01 Regular FT		
Status	Active Assignment		Leave With Pay
Expected Return Date			15-MAY-2010
Organization	392200000 Microbiology		
Location	Bham Main Campus		
Position	392200000.25401.031001		
Job	RL112E0.Research Assistant		
Grade	W.R42		
Payroll Group	Staff 12		
Timecard Dist Number			
Timekeeping Method			
Timekeeping Organization			
Comments			

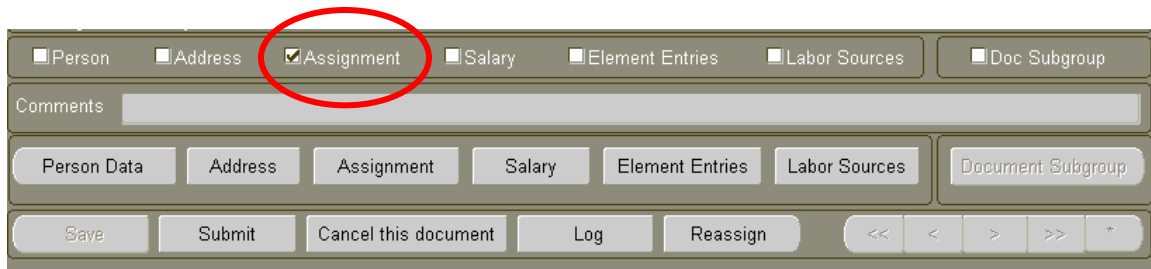
**Note: Entering the Expected Return Date does not automatically return the employee from leave. A RETURN FROM LEAVE DOCUMENT MUST BE PROCESSED BEFORE THE EMPLOYEE WILL BE RETURNED TO AN ACTIVE STATUS.**

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**.
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 **check mark** will appear. **Attachments are required for Education Leave of Absence documents. For a list of attachments required by HRM Records Administration, [click here](#).**

ACT Main Form	
Document Reason	EDUCATION LEAVE WITH P
Effective Date	01-DEC-2009
Requester Name	HALEY
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received
Document Number	447829
Document Status	OPEN
Workflow Type	LEAVES
Submit Date	

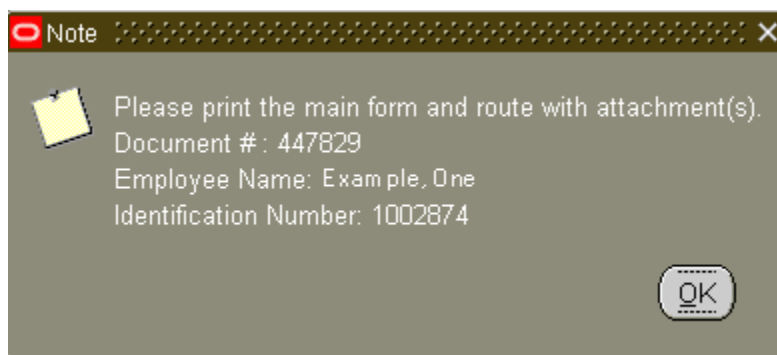
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13. A **check mark** now appears in the **ASSIGNMENT CHECKBOX**, indicating a change has been entered on the **ASSIGNMENT** form.



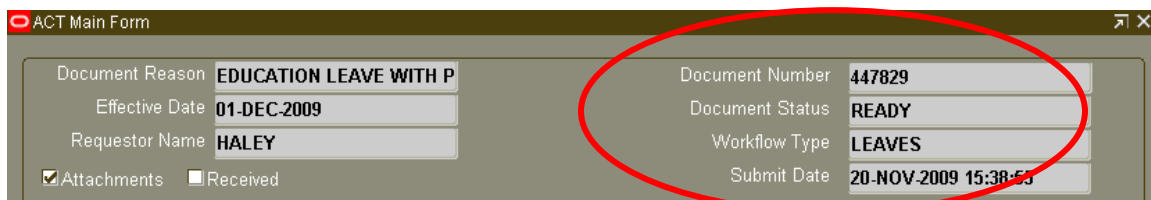
The screenshot shows the top section of the ACT Main Form. At the top, there are several checkboxes: ☐ Person, ☐ Address, ☒ Assignment, ☐ Salary, ☐ Element Entries, ☐ Labor Sources, and ☐ Doc Subgroup. The 'Assignment' checkbox is circled in red. Below these checkboxes is a 'Comments' text area. Underneath the comments area is a row of buttons: 'Person Data', 'Address', 'Assignment', 'Salary', 'Element Entries', 'Labor Sources', and 'Document Subgroup'. At the bottom of the form are several action buttons: 'Save', 'Submit', 'Cancel this document', 'Log', 'Reassign', and a set of navigation arrows (<<, <, >, >>, \*).

14. Click on the **SUBMIT** button at the bottom of the **ACT MAIN FORM**. The following **NOTE** appears. Click **OK**.



The screenshot shows a 'Note' dialog box with a yellow notepad icon. The text inside the dialog box reads: 'Please print the main form and route with attachment(s). Document #: 447829 Employee Name: Example, One Identification Number: 1002874'. There is an 'OK' button at the bottom right of the dialog box.

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.



The screenshot shows the ACT Main Form with the following fields: Document Reason: EDUCATION LEAVE WITH P, Effective Date: 01-DEC-2009, Requestor Name: HALEY, Attachments: ☒, Received: ☐. On the right side, there is a table of document details:

Document Number	447829
Document Status	READY
Workflow Type	LEAVES
Submit Date	20-NOV-2009 15:38:55

The 'READY' status and the entire table are circled in red.

[Return to Top](#)