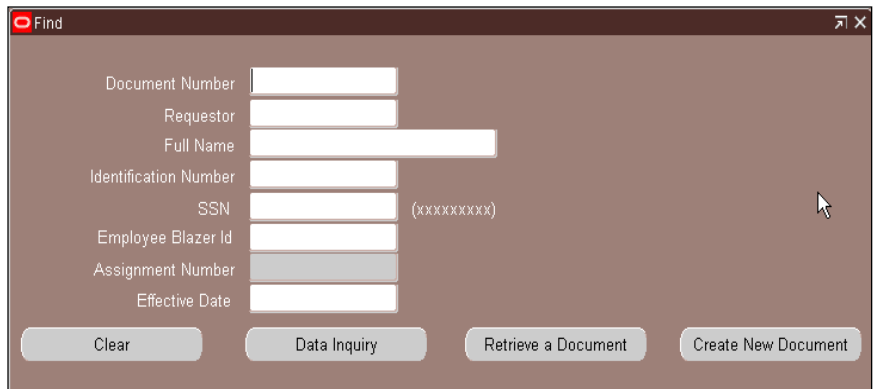# Appoint, Change and Terminate (ACT) Documentation
## End Assignment

When an individual has an additional assignment within an organization and the additional assignment is ending, the **END ASSIGNMENT** document reason is used to end the additional assignment only.   *Some individuals may have more than one assignment; the END ASSIGNMENT document reason may not be used to end the primary assignment.*  To end an individual's primary assignment, use the **TERMINATE EMPLOYEE** document reason. *Click here*  for instructions on how to terminate an employee's primary assignment.
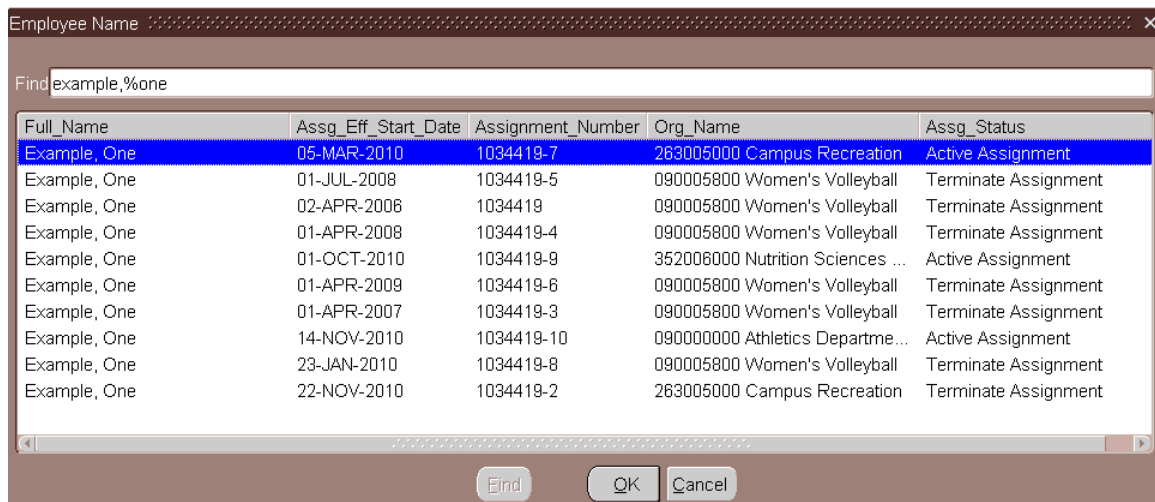
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**UAB HR Officer → HR Transactions → ACT → Find Window**

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



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

   *Note:  After clicking on the CREATE NEW DOCUMENT button, if the employee or trainee has more than one ACTIVE assignment, a window similar to the one below will display.   Make sure to 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 **END ASSIGNMENT** or type the words **End Assignment** in the Document Reason field.
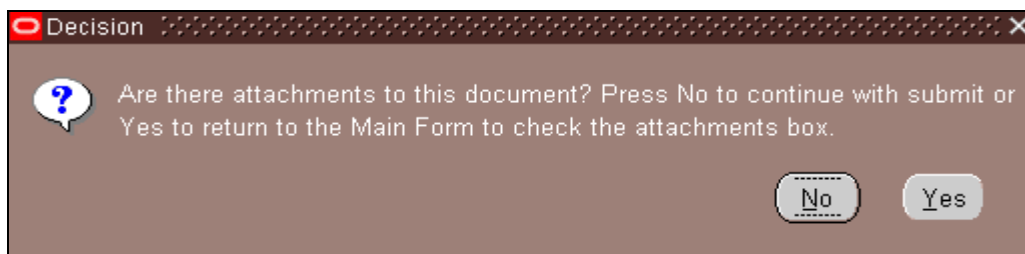


5.  Once inside the **EFFECTIVE DATE** field, choose an effective date from the Calendar LOV or **type in the desired date**.  Remember to use the **DD-MMM-YYYY** format.

6.  Click on the **SAVE** button at the bottom of the form. The system populates the **DOCUMENT NUMBER, DOCUMENT STATUS** and **WORKFLOW TYPE** fields.



7.  Before submitting the document make certain all information is correct.    Click the **SUBMIT** button.

8.  Once the document is submitted the following window appears.

9.  Click **NO**. The **END ASSIGNMENT** document reason does not require attachments be sent to Records Administration.

10. The **DOCUMENT STATUS** changes to **READY**.

11. 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**.

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