

Appoint, Change and Terminate (ACT) Documentation Equity Increase

The **EQUITY INCREASE** document reason is used when **HRM Compensation** has determined a salary inequity exists for an employee and approves an increase to correct the inequity. This document reason requires supporting documentation from **HRM Compensation** for staff employees or a letter of justification approved by the **Provost Office** for faculty members.

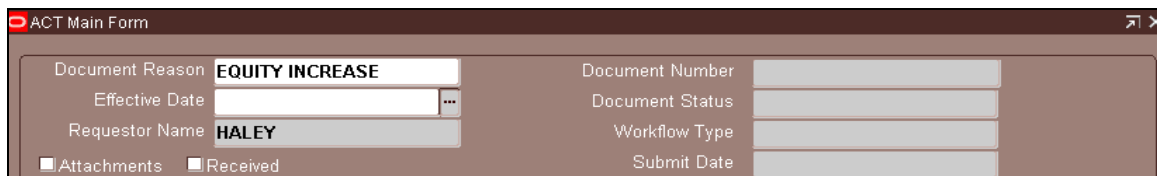
An **EQUITY INCREASE** document requires changing the **salary information** only. However, the **LABOR SOURCES** form is available for change or update.

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.

Note: After clicking on the Create New Document button, another window will display if the employee has more than one assignment. Chose the assignment in which the equity adjustment is taking place.

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 **Equity Increase** 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.

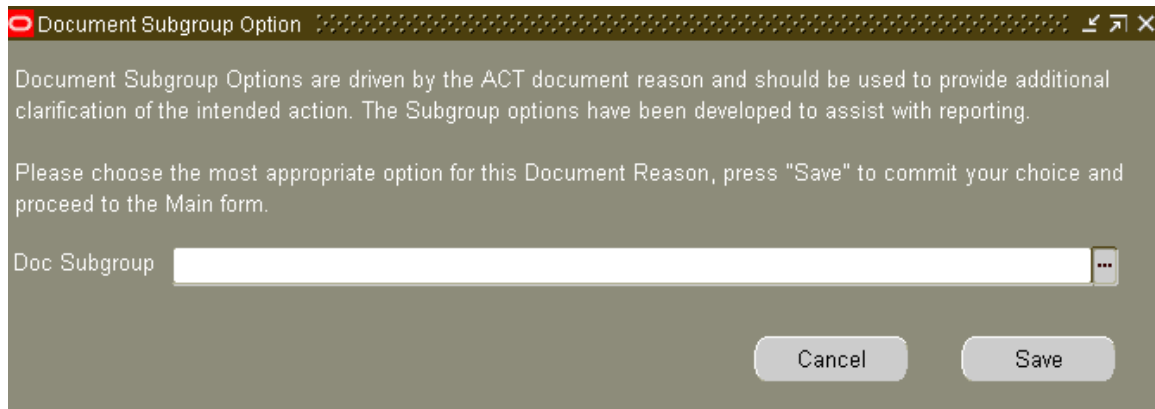
Note: The Document Effective Date for all bi-weekly paid employees receiving an Equity Increase must be a Sunday.

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



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- The **DOCUMENT SUBGROUP OPTION** window will open; click on **DOC SUBGROUP** field **LOV**.



Document Subgroup Option

Document Subgroup Options are driven by the ACT document reason and should be used to provide additional clarification of the intended action. The Subgroup options have been developed to assist with reporting.

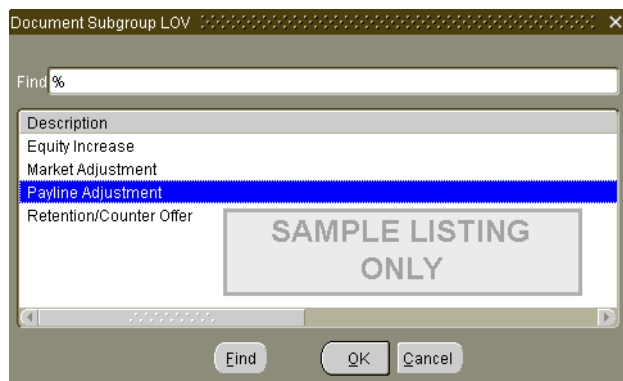
Please choose the most appropriate option for this Document Reason, press "Save" to commit your choice and proceed to the Main form.

Doc Subgroup

Cancel Save

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

For a complete list of available **DOCUMENT SUBGROUP DESCRIPTIONS** and explanation of when to use, click [here](#).



Document Subgroup LOV

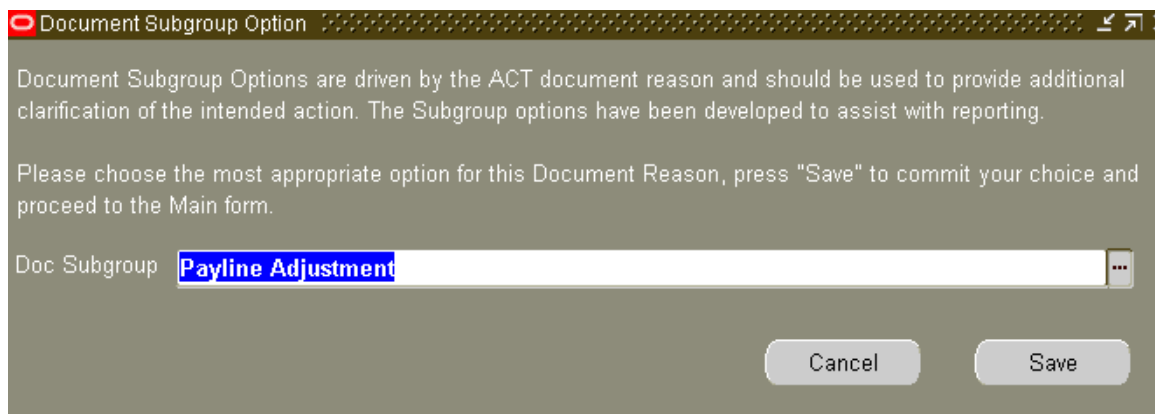
Find %

Description
Equity Increase
Market Adjustment
Payline Adjustment
Retention/Counter Offer

SAMPLE LISTING ONLY

Find OK Cancel

- Click on **OK** to select.
- Click on **SAVE** to commit your choice and proceed to the **ACT MAIN FORM**.



Document Subgroup Option

Document Subgroup Options are driven by the ACT document reason and should be used to provide additional clarification of the intended action. The Subgroup options have been developed to assist with reporting.

Please choose the most appropriate option for this Document Reason, press "Save" to commit your choice and proceed to the Main form.

Doc Subgroup **Payline Adjustment**

Cancel Save

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.**

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

The screenshot shows the 'ACT Main Form' window. It has a header section with 'Document Reason' set to 'EQUITY INCREASE', 'Effective Date' as '06-SEP-2009', and 'Requestor Name' as 'HALEY'. Below this is a 'Person Data' section with fields for Name, Identification Number, SSN, Service Date, Date of Birth, Gender, Ethnic Origin, Total Active Assignments, and Total Projected Annual Salary. There is also an 'Assignment Data' section with fields for Assignment Number, Assignment Category, Job, FTE, Projected Assignment Salary, Assignment Status, Organization, Position, Primary, and Payroll. At the bottom, there are tabs for 'Person', 'Address', 'Assignment', 'Salary', 'Element Entries', 'Labor Sources', and 'Doc Subgroup'. The 'SAVE' button is located at the bottom left of the form.

12. Click on the **SALARY** button located on the **ACT MAIN FORM**; the **SALARY** form opens.
13. Click in the **REASON** field located in the **COMPONENT REASONS** section of the **SALARY** form.

The screenshot shows the 'Component Reasons' section of the 'SALARY' form. It features a table with three columns: 'Reason', 'Change Value', and 'Change %'. The 'Reason' column is highlighted in yellow. A red circle is drawn around the 'Reason' field. To the right of the table, there is a text box that says 'Change value = Difference in rate of pay.' Below the table, there is a note: 'Use the down arrow to create multiple records.'

14. Select **EQUITY INCREASE** from the **LOV** or type the information in the **REASON** field. Click **OK**.

The screenshot shows the 'Component Reason' dialog box. It has a search field at the top with the text 'Equity Adjustment%'. Below the search field is a list of results, with 'Equity Adjustment' selected and highlighted in blue. At the bottom of the dialog box, there are three buttons: 'Find', 'OK', and 'Cancel'. The 'OK' button is highlighted with a red circle.

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15. Click in the **CHANGE VALUE** field; enter the **hourly increase amount** for biweekly paid employees or the **monthly increase amount** for salaried employees.

Note: You may also enter a percentage change in the **CHANGE %** field instead of an amount in the **CHANGE VALUE** field.

Component Reasons	Reason	Change Value	Change %	
	Equity Adjustment	220.00	3.62	Change value = Difference in rate of pay.

Use the down arrow to create multiple records.

16. The **PROPOSED ASSIGNMENT SALARY** and the **ASSIGNMENT RATE OF PAY** will automatically be entered based upon the new rate of pay.

	Current	Proposed
Assignment Salary	65,444.69	68,084.69
Assignment Rate Pay	5,453.72	5,673.72

17. If processing an **Equity Increase** document for a **UAB Hospital** employee, click in the **HOSP CALC CODE** field and select **B** from the listing.

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

19. Click on the **SAVE** button.

20. Click on the **RETURN TO PREVIOUS FORM** button.

If the employee's **current labor source information is correct**, proceed with submitting the document. For instructions on submitting an **Equity Increase** document, [click here](#).

If the employee's **labor source information must be changed**, [click here](#).

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Changing Labor Source Information

- When changing an employee's **LABOR SOURCE** information on an **Equity Increase** document, the effective date of the **Equity Increase** document **must be a future pay period**.
- When processing an **Equity Increase** document with a **retro active** effective date (a date in which the payroll has already processed), you **will be allowed to change** the employee's Labor Source information; however, the effective date of the labor source change will default to the next available pay period. **In order to correct the labor source information for past pay periods, you will need to complete the Salary Reclass Form.**
- If you need to change an employee's Labor Source information **prior** to the **Equity Increase Document Effective Date**, a **Funding Source Change Document** must be submitted and approved **before** creating the **Equity increase** document.
- Once an employee's **Equity Increase** document has entered "**COMPLETE**", a **Funding Source Change Document** with an effective date prior to the **Equity Increase** **may not be created**.

1. Click on the **LABOR SOURCES** button on the **ACT MAIN FORM**.
2. The **LABOR SOURCES** form opens.

The screenshot displays the 'Costing' form in the ACT system. At the top, 'Assignment Salary' is 68,084.69 and 'Element Name' is a dropdown menu. Below this is a table with columns: Current LD, Stop, Effective Date (From Date, To Date), GL Code, Project, Task, Award, Exp Or, and %. The first row is selected, showing '27-JUL-2003' for From Date, '7151220.000.130000000.708250000' for GL Code, and '100.00' for %. The 'Total LD %' at the bottom right is 100.00.

Current LD	Stop	Effective Date	GL Code	Project	Task	Award	Exp Or	%
		From Date	To Date					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	27-JUL-2003		7151220.000.130000000.708250000				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

For instructions on how to change or update **GL** funding, [click here](#).

For instructions on how to change or update **GA (Project-Task-Award)** funding, [click here](#).

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Changing or Updating GL Funding Sources

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

Assignment Salary: 60,800.04 Element Name: []

Costing

Assignment Element

Current Effective Date

LD	Stop	From Date	To Date	GL Code	Project	Task	Award	Exp Or
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	19-DEC-2005		3101067.000.213101067.311401000				
<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 % []

1. If an employee has a GL funding source and this information is changing, click in the **GL CODE** field.

Costing

Assignment Element

Current Effective Date

LD	Stop	From Date	To Date	GL Code	Project	Task	Award	Exp Or	%
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	19-DEC-2005		3101067.000.213101067.311401000					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 % .00

2. Click on the **LOV**. This opens the **ALIAS FIND WINDOW**.

UAB_AKF

ALIAS []

[]

OK Cancel Clear Help

3. Enter **the new GL funding source account number** or use LOV to locate the correct account number.

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Note: *When using the ALIAS LOV, use the % WILD CARD to perform a search.
Enter as much information as possible to limit your search.*

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4. Once the new account number is entered, click on the **OK** button. The **UAB_AKF** window will open displaying the account string.

The screenshot shows the UAB_AKF window with the following fields and values:

ACCOUNT	3101123	GRADUATE MED EDUCATI
SUBACCOUNT	000	DEFAULT SUBACCOUNT
BALANCING	213101123	GRADUATE MED EDUCATI
ORGANIZATION	310000000	SCHOOL OF MEDICINE DEAN'S OFFICE
FUTURE	0000	DEFAULT
OBJECT		

Buttons at the bottom: OK, Cancel, Combinations, Clear, Help.

5. Type **"0" zero** in the **OBJECT** field. Click **OK**.
6. The **LABOR SOURCES** form opens displaying the account string information in the **GL CODE** field.

The screenshot shows the Labor Sources form with the following information:

Assignment Salary: 60,800.04
Element Name: [Dropdown]
Costing

Assignment		Effective Date		GL Code	Project	Task	Award	Exp Or	%
Current LD	Stop	From Date	To Date						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	19-DEC-2005		3101067.000.213101067.311401000					100.00
<input type="checkbox"/>	<input type="checkbox"/>	01-JUN-2006		3101123.000.213101123.310000000					
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								

Comments: [Text Area]
Total LD %: .00

21. Type in the **percent of the employee's effort to be charged to this account** in the **%** field. Only one funding source is allowed for each record/row.

Note: The Total LD % must total 100% before you can submit the document.

22. Repeat the above steps, as needed, for entering all GL account funding sources.
23. Click on the **SAVE** button.
24. Click on the **RETURN TO PREVIOUS FORM** button to return to the **ACT MAIN FORM**, Proceed with submitting the document.

For instructions on submitting an **Equity Increase** document, [click here](#).

Appoint, Change and Terminate (ACT) Documentation Equity Increase

Changing or Updating Grant Funding Sources

1. If an employee is funded from a grant and this information is changing, click once in the **PROJECT** field of the next available row.

Assignment Salary: 43,200.00 Element Name: [dropdown]

Costing

Assignment		Effective Date		GL Code	Project	Task	Award	Exp Or	%
Current	Stop	From Date	To Date						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-AUG-2003		3100474.000.213100474.112102000					100.00
<input type="checkbox"/>	<input type="checkbox"/>	01-OCT-2005							
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								

Comments: _____

Total LD % 100.00

- Choose the **project number** from the LOV in the **PROJECT** field or **type the grant number in the field**.
- Choose the **task number** from the LOV in the **Task** field or **type the number into the field**.
- Choose the **award number** from the LOV in the **AWARD** field or **type the number into the field**.
- Choose the **organization number** from the LOV in the **EXPENDITURE ORGANIZATION** field or type **the number into the field**. For the hospital, this number is **70**. For the university, the number is **10**.

Assignment Element

Effective Date

Current	Stop	From Date	To Date	GL Code	Project	Task	Award	Exp Or	%
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-AUG-2003		3100474.000.213100474.112102000					100.00
<input type="checkbox"/>	<input type="checkbox"/>	01-OCT-2005	31-MAY-2006		223252	01.01	1523252	10	

2. Type in **the percent of the employee's effort to be charged to this account** in the **%** field. Only one funding source is allowed for each record/row.

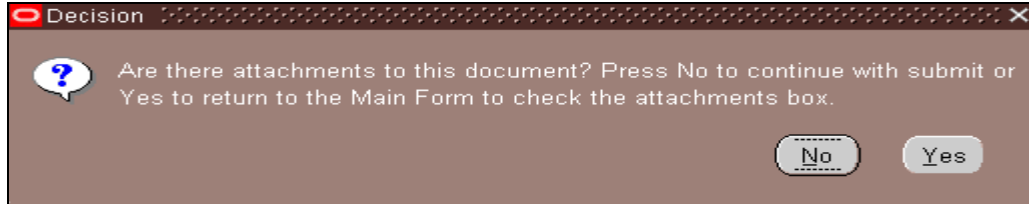
Note: The Total LD % must total 100% before you can submit the document.

3. Repeat the above steps, as needed, for entering all Grant funding sources.
4. Enter comments, if applicable, in the **COMMENTS** field at the bottom of this form. Comments entered here will appear on the **ACT MAIN FORM**.
5. Click on the **SAVE** button.
6. Click on the **RETURN TO PREVIOUS FORM** button to return to the **ACT MAIN FORM**, Proceed with submitting the document.

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Submitting the Document

1. Before submitting the document make certain all information is correct. Click the **SUBMIT** button.
2. Once the document is submitted the following window appears.



3. Click **No** to continue since **ATTACHMENTS** are not required.
4. 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).*

5. Once the **Equity Increase** 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**](#)