

## Appoint, Change and Terminate (ACT) Documentation Creating a Family Medical Leave of Absence (FMLA) with Pay Document

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

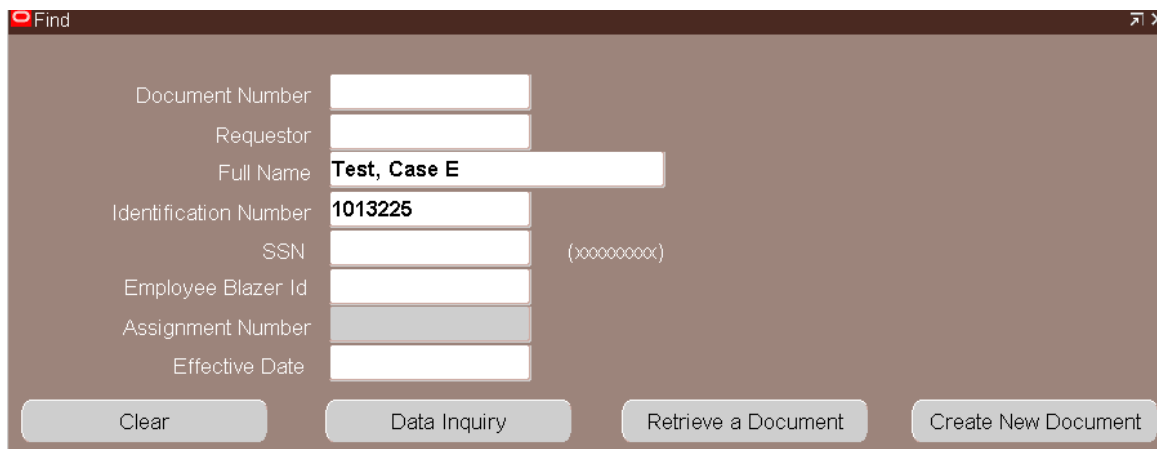
When using the **FMLA WITH PAY** document reason, the **EXPECTED RETURN TO WORK** field located on the **ASSIGNMENT FORM** is the only field available for update.

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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	Test, Case E
Identification Number	1013225
SSN	(xxxxxxxxxx)
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 **FMLA WITH PAY** or type the words **FMLA with Pay** in the **DOCUMENT REASON** field.



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

Field	Value
Document Reason	FMLA WITH PAY
Effective Date	
Requestor Name	HALEY
Document Number	
Document Status	
Workflow Type	
Submit Date	

Checkboxes: ☐ Attachments, ☐ Received

5. Click 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.

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ACT Main Form

Document Reason	FMLA WITH PAY	Document Number	
Effective Date	01-APR-2011	Document Status	
Requestor Name	HALEY	Workflow Type	
<input type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

- 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	FMLA WITH PAY	Document Number	536193
Effective Date	01-APR-2011	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

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

General Assignment Information

	Current	Proposed
Assignment Category	01 Regular FT	
Status	Active Assignment	Leave With Pay
Expected Return Date		
Organization	464000000 Government	
Location	Bham Main Campus	
Position	464000000.01001.031001	
Job	AC100N1.Admin Assoc	
Grade	W.G13	
Payroll Group	Staff 12	
Timecard Dist Number		
Timekeeping Method	TEL	
Timekeeping Organization		
Comments		

- Click in the **EXPECTED RETURN DATE** field. Enter the expected return to work date for the employee using the calendar LOV. The **EXPECTED RETURN DATE** is the **projected date** the employee anticipates returning to work.

General Assignment Information

	Current	Proposed
Assignment Category	01 Regular FT	
Status	Active Assignment	Leave With Pay
Expected Return Date		30-MAY-2011

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**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 all Family/Medical Leave of Absence documents. For a list of attachments required by HRM Records Administration, [click here](#).**

The screenshot shows the 'ACT Main Form' window. It contains several fields: 'Document Reason' is 'FMLA WITH PAY', 'Effective Date' is '01-APR-2011', and 'Requestor Name' is 'HALEY'. On the right, 'Document Number' is '536193', 'Document Status' is 'OPEN', and 'Workflow Type' is 'LEAVES'. At the bottom left, there are checkboxes for 'Attachments' (checked) and 'Received' (unchecked). A 'Submit Date' field is also present.

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

The screenshot shows the bottom section of the 'ACT Main Form'. It features a row of checkboxes: 'Person', 'Address', 'Assignment' (checked), 'Salary', 'Element Entries', 'Labor Sources', and 'Doc Subgroup'. Below this is a 'Comments' text area. Underneath the comments are buttons for 'Person Data', 'Address', 'Assignment', 'Salary', 'Element Entries', 'Labor Sources', and 'Document Subgroup'. At the very bottom are buttons for 'Save', 'Submit', 'Cancel this document', 'Log', 'Reassign', and navigation arrows.

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

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