

Appoint, Change and Terminate (ACT Documentation) Creating a Family Medical Leave of Absence (FMLA) without Pay Document

The **FMLA WITHOUT PAY** document reason is used when the employee has **exhausted all** or is **not eligible** to utilize accrued sick leave, personal holiday and vacation time during the FMLA period.

Note: If the employee has accrued benefit time available, you will not be allowed to process a FMLA without Pay document.

When using the **FMLA WITHOUT PAY** document reason, the **EXPECTED RETURN TO WORK** field located on the **ASSIGNMENT FORM** is the only field available for update.

UAB HR Officer → HR Transactions → ACT → Find Window

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



The screenshot shows the ACT Find window with the following data in the search fields:

Document Number	
Requestor	
Full Name	Test, Case E
Identification Number	1013225
SSN	(xxxxxxxx)
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 WITHOUT PAY** or type the words **FMLA without Pay** in the **DOCUMENT REASON** field.



The screenshot shows the ACT Main Form with the following data in the Document Reason field:

Document Reason	FMLA WITHOUT PAY
Effective Date	
Requestor Name	HALEY
<input type="checkbox"/> Attachments	<input type="checkbox"/> Received

On the right side of the form, other fields are present but empty:

Document Number	
Document Status	
Workflow Type	
Submit Date	

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.



The screenshot shows the ACT Main Form with the following data in the Effective Date field:

Document Reason	FMLA WITHOUT PAY
Effective Date	01-APR-2011
Requestor Name	HALEY
<input type="checkbox"/> Attachments	<input type="checkbox"/> Received

On the right side of the form, other fields are present but empty:

Document Number	
Document Status	
Workflow Type	
Submit Date	

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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**.

Document Reason	FMLA WITHOUT PAY	Document Number	536194
Effective Date	01-APR-2011	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input type="checkbox"/> Attachments		<input type="checkbox"/> Received	
		Submit Date	

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

General Assignment Information	
Current	
Assignment Category	01 Regular FT
Status	Active Assignment
Expected Return Date	
Proposed	
Leave Without Pay	

8. Click in the **EXPECTED RETURN DATE** field. Enter the employee's expected return to work date using the calendar LOV. The **EXPECTED RETURN DATE** should be the projected date the employee will actually be returning to work.

General Assignment Information	
Current	
Assignment Category	01 Regular FT
Status	Active Assignment
Expected Return Date	31-MAY-2011
Proposed	
Leave Without Pay	

Note: Entering the date in the EXPECTED RETURN DATE field does not automatically return the employee from leave. You will need to process a Return from Leave document before the employee will be returned to a "Pay Status". The employee will not be paid until the Return from Leave document is in "Complete" status.

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

10. Click on the **SAVE** button.

11. Click on the **RETURN TO PREVIOUS FORM** button to return to the **ACT MAIN FORM**.

12. Click in the **ATTACHMENTS** box; a **Check mark** will appear. ***Attachments are required for all Medical Leave of Absence documents. For a list of attachments required by HRM Records Administration, [click here](#).***

Document Reason	FMLA WITHOUT PAY	Document Number	536194
Effective Date	01-APR-2011	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments		<input type="checkbox"/> Received	
		Submit Date	

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The screenshot shows the top toolbar of the ACT Main Form. There are several buttons: Person, Address, Assignment (which has a red circle around it), Salary, Element Entries, Labor Sources, and Doc Subgroup. Below the toolbar is a 'Comments' field and a navigation bar with tabs: Person Data, Address, Assignment, Salary, Element Entries, Labor Sources, and Document Subgroup. At the bottom are buttons for Save, Submit, Cancel this document, Log, Reassign, and navigation arrows.

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