

Appoint, Change and Terminate (ACT) Documentation Processing a Medical Leave of Absence with pay and without pay

The following documentation explains how to process a Medical Leave of Absence where a portion of the leave is with pay and a portion of the leave is without pay.

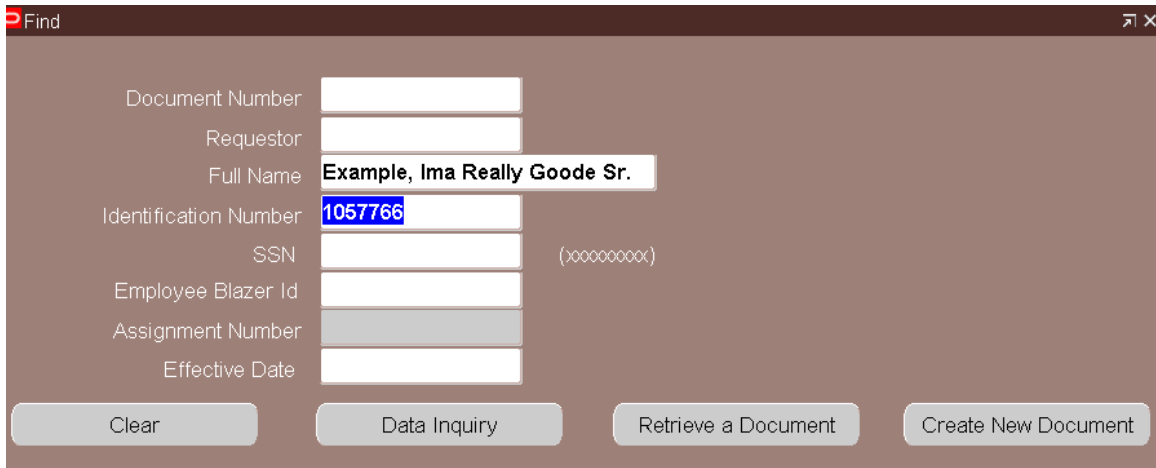
Scenario: *Ima Really Goode Example Sr has been approved for a Medical Leave of Absence effective July 5, 2011 through August 28, 2011. She has enough accrued benefit time to be paid through July 31, 2011. She will return to work on August 29, 2011.*

Accrued sick leave, personal holidays and vacation time must be paid at the beginning of the medical leave of absence before entering a “non-paid status”. When an employee has accrued benefit time available, [\(Step One\)](#) a **Medical Leave with Pay Document** must be created for the period of time in which the employee will receive pay. Once the employee’s accrued benefit time is exhausted, the employee will no longer receive a paycheck from UAB and must to be placed in a “non-paid status”. [\(Step Two\)](#) A **Medical Leave without Pay Document** must be created for the duration of the medical leave of absence.

UAB HR Officer → HR Transactions → ACT → Find Window

(Step One): **Creating a Medical Leave with Pay Document**

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



2. Click on the **CREATE NEW DOCUMENT** button.
3. The **ACT MAIN FORM** will open. Click once in the **DOCUMENT REASON** field.

Appoint, Change and Terminate (ACT) Documentation Processing a Medical Leave of Absence with pay and without pay

- Use the **DOCUMENT REASON** LOV to choose **MEDICAL LEAVE WITH PAY** or type the words **Medical Leave with Pay** in the **DOCUMENT REASON** field.

ACT Main Form

Document Reason	MEDICAL LEAVE WITH PAY	Document Number	
Effective Date		Document Status	
Requestor Name	HALEY	Workflow Type	
<input type="checkbox"/> Attachments <input type="checkbox"/> Received		Submit Date	

- 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.

ACT Main Form

Document Reason	MEDICAL LEAVE WITH PAY	Document Number	
Effective Date	05-JUL-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	MEDICAL LEAVE WITH PAY	Document Number	536200
Effective Date	05-JUL-2011	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input type="checkbox"/> Attachments <input type="checkbox"/> Received		Submit Date	

Person Data	
Name	Example, Ima Really Goode
Identification Number	1057766
SSN	789-45-6123
Service Date	01-APR-2011
Date of Birth	29-DEC-1982
Gender	Female
Ethnic Origin	Two or More Races
Total Active Assignments	1
Total Projected Annual Salary	60,000.00
<input type="checkbox"/> Prior UAB Service	

Assignment Data	
Assignment Number	1057766
Assignment Category	01 Regular FT
Job	0125.Proff/Chairman
FTE	1
Projected Assignment Salary	60,000.00
Assignment Status	Active Assignment
Organization	352000000 Nutrition Science
Position	352000000.01604.081001
Primary	Y
Payroll	12/12 Monthly Faculty

☐ 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 << < > >> *

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

Appoint, Change and Terminate (ACT) Documentation Processing a Medical Leave of Absence with pay and without pay

General Assignment Information		Current	Proposed
Assignment Category	01 Regular FT		
Status	Active Assignment		Leave With Pay
Expected Return Date			
Organization	352000000 Nutrition Sciences Cha		
Location	Bham Main Campus		
Position	352000000.01604.081001		
Job	0125.Prof/Chairman		
Grade	F.999		
Payroll Group	Faculty 12		
Timecard Dist Number			
Timekeeping Method			
Timekeeping Organization			
Comments			

Return to Previous Form Save

8. Click in the **EXPECTED RETURN DATE** field. Enter the date the employee will enter into a “non-paid status” using the calendar LOV.

General Assignment Information		Current	Proposed
Assignment Category	01 Regular FT		
Status	Active Assignment		Leave With Pay
Expected Return Date			01-AUG-2011

Note: This date is determined by adding the employee's benefit time accrual balances and updates the employee will receive during the with pay portion of the leave of absence. Once all accrued and earned benefit time has been paid, the employee will enter a “non-paid” status.

9. Enter similar comment in the **COMMENTS** field at the bottom of the **ASSIGNMENT** form. Comments entered here will appear on the **ACT MAIN FORM**.

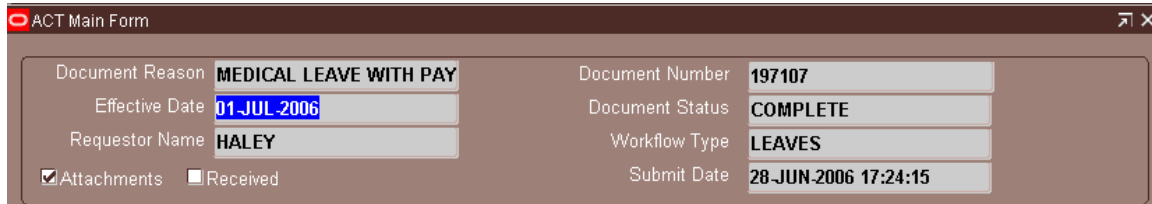
Comments	Will enter a without pay status starting 01-Aug-2011.
----------	---

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

ACT Main Form	
Document Reason	MEDICAL LEAVE WITH PAY
Effective Date	05-JUL-2011
Requestor Name	HALEY
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received
Document Number	536200
Document Status	OPEN
Workflow Type	LEAVES
Submit Date	

Appoint, Change and Terminate (ACT) Documentation Processing a Medical Leave of Absence with pay and without pay

13. Click on the **SUBMIT** button at the bottom of the **ACT MAIN FORM**. A **NOTE** appears. Click **OK**. Print the **ACT MAIN FORM**; attach to the front of attachments being routed to HRM Records Administration for approval.
14. The **DOCUMENT STATUS** field changes to **READY**; the document enters workflow for approval.
15. Once the **MEDICAL LEAVE WITH PAY** document is approved through the Workflow Approval Path the Document Status changes to “**COMPLETE**”



The screenshot shows a window titled "ACT Main Form" with a close button. It contains two columns of fields. The left column has "Document Reason" (MEDICAL LEAVE WITH PAY), "Effective Date" (01-JUL-2006), "Requestor Name" (HALEY), and checkboxes for "Attachments" (checked) and "Received" (unchecked). The right column has "Document Number" (197107), "Document Status" (COMPLETE), "Workflow Type" (LEAVES), and "Submit Date" (28-JUN-2006 17:24:15).

Document Reason	MEDICAL LEAVE WITH PAY	Document Number	197107
Effective Date	01-JUL-2006	Document Status	COMPLETE
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	28-JUN-2006 17:24:15

Proceed onto [Step Two: Creating a Medical Leave without Pay Document.](#)

Appoint, Change and Terminate (ACT) Documentation Processing a Medical Leave of Absence with pay and without pay

Step Two: Creating a Medical Leave without Pay Document

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, Ima Really Goode Sr.
Identification Number	1057766
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 **MEDICAL LEAVE WITHOUT PAY** or type the words **Medical Leave without Pay** in the **DOCUMENT REASON** field.

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

Document Reason: MEDICAL LEAVE WITHOUT

Effective Date: [Field]

Requestor Name: HALEY

Document Number: [Field]

Document Status: [Field]

Workflow Type: [Field]

Submit Date: [Field]

Person Data:

Field	Value
Name	
Identification Number	
SSN	
Latest Hire Date	
Date of Birth	
Gender	
Ethnic Origin	
Total Active Assignments	
Total Annual Salary	
Prior UAB Service	<input type="checkbox"/>

Assignment Data:

Field	Value
Assignment Number	
Assignment Category	
Job	
FTE	
Assignment Salary	
Assignment Status	
Organization	
Position	
Primary	
Payroll	

Person ☐ **Address** ☐ **Assignment** ☐ **Salary** ☐ **Element Entries** ☐ **Labor Sources** ☐

Comments: [Field]

Buttons at the bottom: Save, Submit, Cancel this document, Log, Reassign, <<, <, >, >>, *

Appoint, Change and Terminate (ACT) Documentation Processing a Medical Leave of Absence with pay and without pay

- Click inside the **EFFECTIVE DATE** field. The effective date will be the date entered in the **EXPECTED RETURN DATE** field on the **LEAVE WITH PAY** document. Remember to use the **DD-MMM-YYYY** format.

General Assignment Information

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

ACT Main Form

Document Reason: MEDICAL LEAVE WITHOUT
 Effective Date: 01-AUG-2011
 Requestor Name: HALEY
☐ Attachments ☐ Received

Document Number:
 Document Status:
 Workflow Type:
 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: MEDICAL LEAVE WITHOUT
 Effective Date: 01-AUG-2011
 Requestor Name: HALEY
☐ Attachments ☐ Received

Document Number: 536201
 Document Status: OPEN
 Workflow Type: LEAVES
 Submit Date:

Person Data

Name: Example, Ima Really Goode
 Identification Number: 1057766
 SSN: 789-45-6123
 Service Date: 01-APR-2011
 Date of Birth: 29-DEC-1982
 Gender: Female
 Ethnic Origin: Two or More Races
 Total Active Assignments: 1
 Total Projected Annual Salary: 60,000.00
☐ Prior UAB Service

Assignment Data

Assignment Number: 1057766
 Assignment Category: 01 Regular FT
 Job: 0125.Prof/Chairman
 FTE: 1
 Projected Assignment Salary: 60,000.00
 Assignment Status: Leave With Pay
 Organization: 352000000 Nutrition Science
 Position: 352000000.01604.081001
 Primary: Y
 Payroll: 12/12 Monthly Faculty

☐ 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 << < > >> *

Note: ASSIGNMENT STATUS field currently displays the employee in a “Leave with Pay” status.

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

Appoint, Change and Terminate (ACT) Documentation Processing a Medical Leave of Absence with pay and without pay

General Assignment Information		Current	Proposed
Assignment Category	01 Regular FT		
Status	Leave With Pay		Leave Without Pay
Expected Return Date	01-AUG-2011		
Organization	352000000 Nutrition Sciences Cha		
Location	Bham Main Campus		
Position	352000000.01604.081001		
Job	0125.Prof/Chairman		
Grade	F.999		
Payroll Group	Faculty 12		
Timecard Dist Number			
Timekeeping Method			
Timekeeping Organization			
Comments	<div style="border: 1px solid black; height: 20px;"></div>		
		Return to Previous Form	Save

Notice: EFFECTIVE DATE of Document and CURRENT EXPECTED RETURN DATE are the same date.

Note: The CURRENT STATUS field displays LEAVE WITH PAY indicating the employee is in a “pay status”; this document will move the employee into a “non-paid status” as displayed in the PROPOSED STATUS field LEAVE WITHOUT PAY.

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

General Assignment Information		Current	Proposed
Assignment Category	01 Regular FT		
Status	Leave With Pay		Leave Without Pay
Expected Return Date	01-AUG-2011		29-AUG-2011

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 **ATTACHMENT** 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](#).**

Appoint, Change and Terminate (ACT) Documentation Processing a Medical Leave of Absence with pay and without pay

Document Reason	MEDICAL LEAVE WITHOUT	Document Number	536201
Effective Date	01-AUG-2011	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

13. Click on the **SUBMIT** button at the bottom of the **ACT MAIN FORM**. The following **NOTE** appears. Click **OK**.
14. Print the **ACT MAIN FORM**; attach to the front of attachments to be forwarded to HRM Records Administration for approval.
15. The **DOCUMENT STATUS** field changes to **READY**; the document enters workflow for approval.

[RETURN TO TOP](#)