

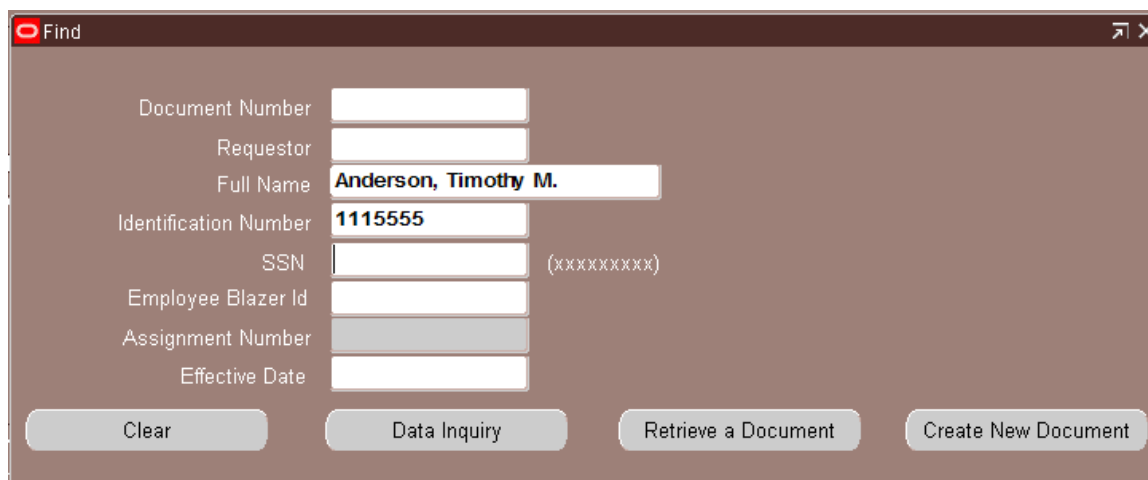
Appoint, Change and Terminate (ACT) Documentation Military Leave without Pay

The **MILITARY LEAVE WITHOUT PAY** document reason is used when an employee called to active duty has utilized their 21 (8 hour working days) of Military Leave pay for the current calendar (Jan. – Dec.) year and **does not have** or **elects not utilize** accrued vacation or personal holiday time to remain in a “with pay status” for the ordered military leave period.

When using the **MILITARY LEAVE WITHOUT PAY** document reason, the **ACT MAIN FORM** and the **ASSIGNMENT FORM** are the only forms you will be able to access.

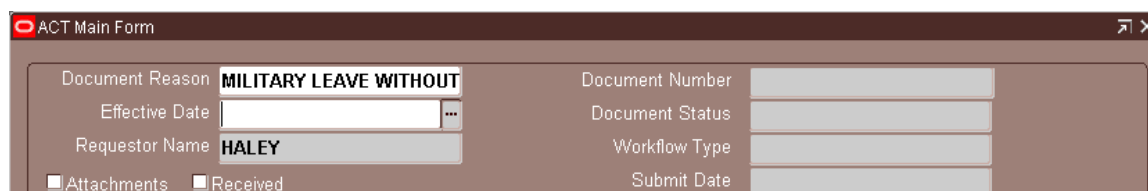
UAB HR Officer → HR Transactions → ACT → Find Window

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



The screenshot shows a 'Find' window with a search form. The fields are: Document Number (empty), Requestor (empty), Full Name (Anderson, Timothy M.), Identification Number (1115555), SSN (empty with a mask (xxxxxxxx)), Employee Blazer Id (empty), Assignment Number (empty), and Effective Date (empty). At the bottom, there are four buttons: Clear, Data Inquiry, Retrieve a Document, and 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 **MILITARY LEAVE WITHOUT PAY** or type the words **Military Leave without Pay** in the **DOCUMENT REASON** field.



The screenshot shows the 'ACT Main Form' with the following fields: Document Reason (MILITARY LEAVE WITHOUT), Effective Date (empty with a dropdown arrow), Requestor Name (HALEY), Attachments (checkbox), Received (checkbox), Document Number (empty), Document Status (empty), Workflow Type (empty), and Submit Date (empty).

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- 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	MILITARY LEAVE WITHOUT	Document Number	
Effective Date	31-JAN-2007	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	MILITARY LEAVE WITHOUT	Document Number	238209
Effective Date	31-JAN-2007	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

- Click on the **ASSIGNMENT** button at the bottom of the **ACT MAIN FORM**. The **ASSIGNMENT FORM** will open.

Person Address Assignment Salary Element Entries Labor Sources

Comments

Person Data Address Assignment Salary Element Entries Labor Sources

Save Submit Cancel this document Log Reassign << < > >> *

Assignment (Create New Document)

Full Name	Anderson, Timothy M	Document Reason	MILITARY LEAVE WITHOUT PAY
Identification Number	1115555	Document Number	238209
Assignment Number	1115555	Document Status	OPEN
		Effective Date	31-JAN-2007

Effective Date From	08-FEB-2004	Shift Differential Code	NA
Effective Date To	31-DEC-4712	Grandparented	
Primary	Y	Effort Report Eligible	

General Assignment Information		
Current	Proposed	
Assignment Category	01 Regular FT	
Status	Active Assignment	Leave Without Pay
Expected Return Date		
Organization	263005000 Campus Recreation	
Location	Bham Main Campus	

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8. Click in the **EXPECTED RETURN DATE** field. Enter the *expected return date or the next leave of absence change date* for the employee.

General Assignment Information		Current	Proposed
Assignment Category	01 Regular FT		
Status	Active Assignment		Leave Without Pay
Expected Return Date			01-JAN-2008
Organization	263005000 Campus Recreation		

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 *Checkmark* will appear. *Attachments are required for Military Leave of Absence documents. For a list of attachments required by HRM Records Administration, [click here](#).*

ACT Main Form	
Document Reason	MILITARY LEAVE WITHOUT
Effective Date	31-JAN-2007
Requestor Name	HALEY
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received
Document Number	238209
Document Status	OPEN
Workflow Type	LEAVES
Submit Date	

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

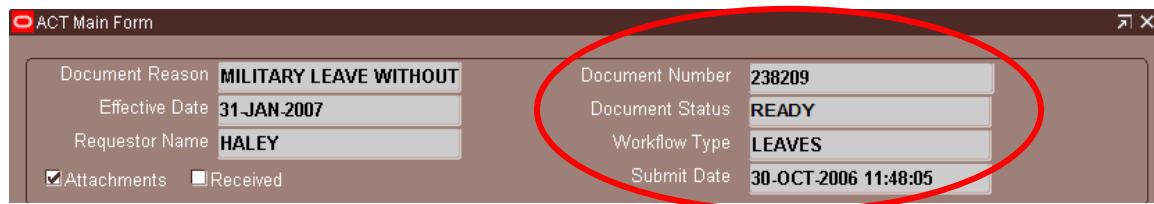
ACT Main Form					
<input type="checkbox"/> Person	<input type="checkbox"/> Address	<input checked="" type="checkbox"/> Assignment	<input type="checkbox"/> Salary	<input type="checkbox"/> Element Entries	<input type="checkbox"/> Labor Sources
Comments					
Person Data	Address	Assignment	Salary	Element Entries	Labor Sources
Save	Submit	Cancel this document	Log	Reassign	<< < > >> *

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

Note	
Please print the main form and route with attachment(s).	
Document # : 238209	
Employee Name: Anderson, Timothy M.	
Identification Number: 1115555	
OK	

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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.



The screenshot shows the 'ACT Main Form' window. It contains two columns of fields. The left column includes 'Document Reason' (MILITARY LEAVE WITHOUT), 'Effective Date' (31-JAN-2007), 'Requestor Name' (HALEY), and checkboxes for 'Attachments' (checked) and 'Received' (unchecked). The right column includes 'Document Number' (238209), 'Document Status' (READY), 'Workflow Type' (LEAVES), and 'Submit Date' (30-OCT-2006 11:48:05). A red oval highlights the 'Document Number', 'Document Status', 'Workflow Type', and 'Submit Date' fields.

Document Reason	MILITARY LEAVE WITHOUT	Document Number	238209
Effective Date	31-JAN-2007	Document Status	READY
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	30-OCT-2006 11:48:05

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