Appoint, Change and Terminate (ACT) Documentation
New Trainee Award

The **NEW TRAINEE AWARD** ACT document is completed by the HR Officer to **appoint** all **new trainees** who have **never** been affiliated with UAB in an active trainee or employee status.

The information entered on the ***New Trainee Award*** ACT document provides the data needed for a trainee to be paid. It also creates the official personnel record for that individual. While it may seem to be a rather lengthy process, much of the data is used for reporting throughout the University and to external agencies; therefore, providing as much data as possible and ensuring its accuracy is important. It is recommended before starting this procedure, you have all of the relevant information in front of you, and that it is completed in sequential order.

For additional Student Trainee information, go to Financial Affairs webpage.
Copy and paste link into URL:
http://uabfinancial.infomedia.com/content.asp?id=361681

Instructions for completing each individual form on the **NEW TRAINEE AWARD** ACT document can be accessed by scrolling to the referenced page number or by clicking on the description.

Creating a New Trainee Award

UAB HR Officer→ HR Transactions → ACT → Find Window

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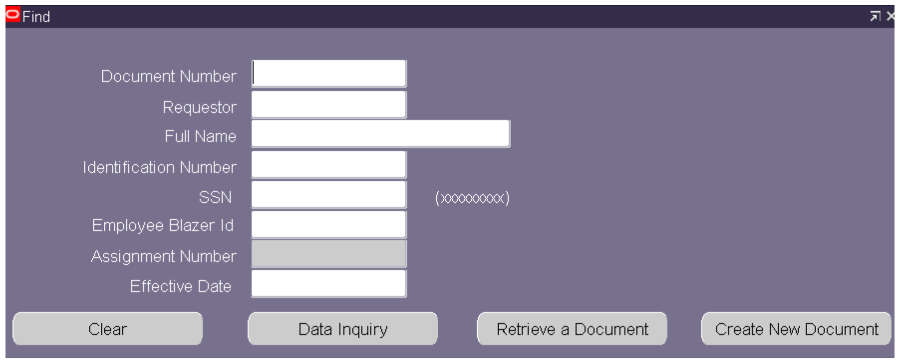
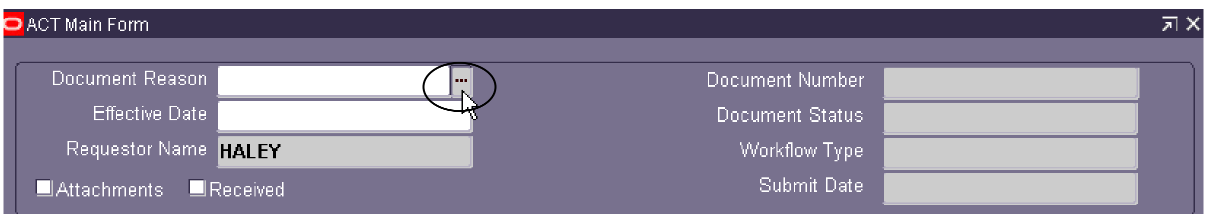
1. Selecting **ACT** opens the **ACT FIND** window.



2. Click on the **CREATE NEW DOCUMENT** button; a blank **ACT MAIN FORM** will open.



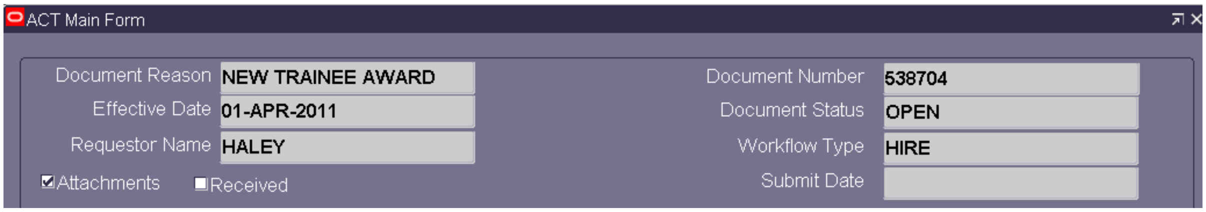
3. Click on the **LOV** box in the **DOCUMENT REASON** field.

4. Choose ***New Trainee Award***, click ***OK***. Once you click OK you will be directed back to the **ACT MAIN FORM**.

5. Enter the ***Effective Date*** in the **EFFECTIVE DATE** field. ***Note: This date cannot be changed once you have submitted the document, Verify you have entered the correct hire date.*** Use the calendar **LOV** or type in the desired date using the ***DD-MMM-YY*** Format.

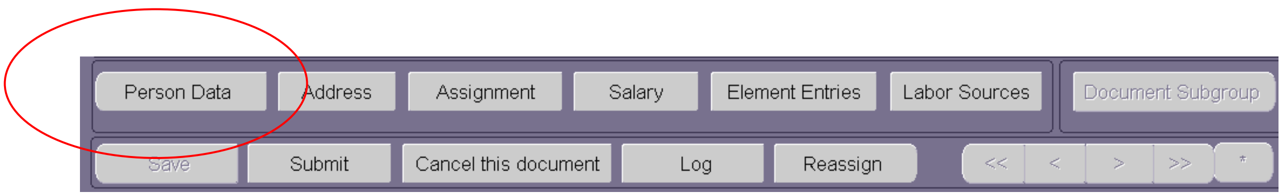
6. Click **ATTACHMENTS** box to indicate attachments ***will be*** accompanying the new hire document. For list of Attachments to accompany a New Trainee Award, ***click here***.

7. Click **SAVE**. The system will assign a **Document Number** and the **DOCUMENT STATUS** is ***OPEN.*** **The document reason and/or effective date *CANNOT* be changed once the Document Number is created.**



***BE SURE TO RECORD YOUR DOCUMENT NUMBER BEFORE YOU EXIT THE NEW TRAINEE AWARD*. You will not be able to locate the new employee by their name, Social Security number, or employee ID number until the document has reached a COMPLETE status.**

8. Click the **PERSON DATA** button located at the bottom of the **ACT MAIN FORM**.

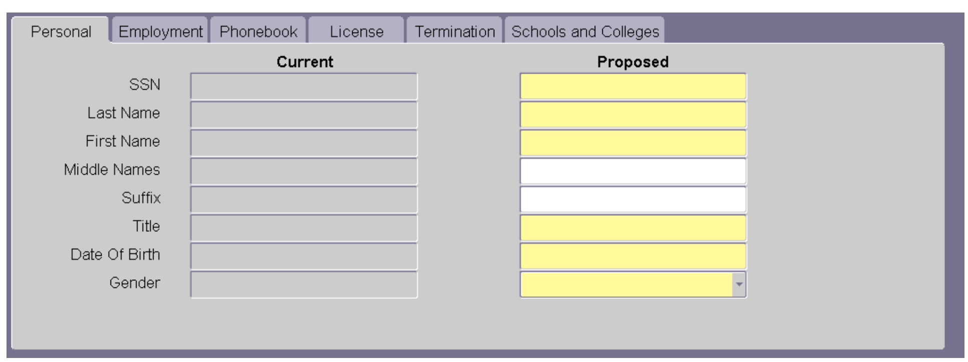


The Person Data screen contains the demographic information and other employee data that is grouped into five subforms and two buttons on the ACT form. The subforms to be completed on a New Trainee Award document are Personal, Employment, Directory, License and Termination if a there is a known termination date. The two related buttons contain Address and Schools and Colleges data. Instructions for each subform and each button are listed separately.

Entering Person Data

1. Click on the ***PERSON DATA*** tab at the bottom of the **ACT MAIN FORM**.

2. The **PERSON DATA SCREEN** opens. **<u>Required fields are yellow and must be completed before you can save the form and move on</u>**.



3. Enter the ***employee's Social Security number*** in the **SSN** field; ***<u>do not enter dashes</u>***. Press **TAB** or click in the next field.

4. Enter the ***employee's last name*** exactly as it should appear in the **LAST NAME** field. ***<u>Remember this is the employee's official UAB electronic document. The FIRST letters of all names are to be capitalized; REMAINING letters are to be lower case.</u>*** Press **TAB** or click in the next field.

5. Enter the ***employee's first name*** exactly as it should appear in the **First Name** field. Press **TAB** or click in the next field.

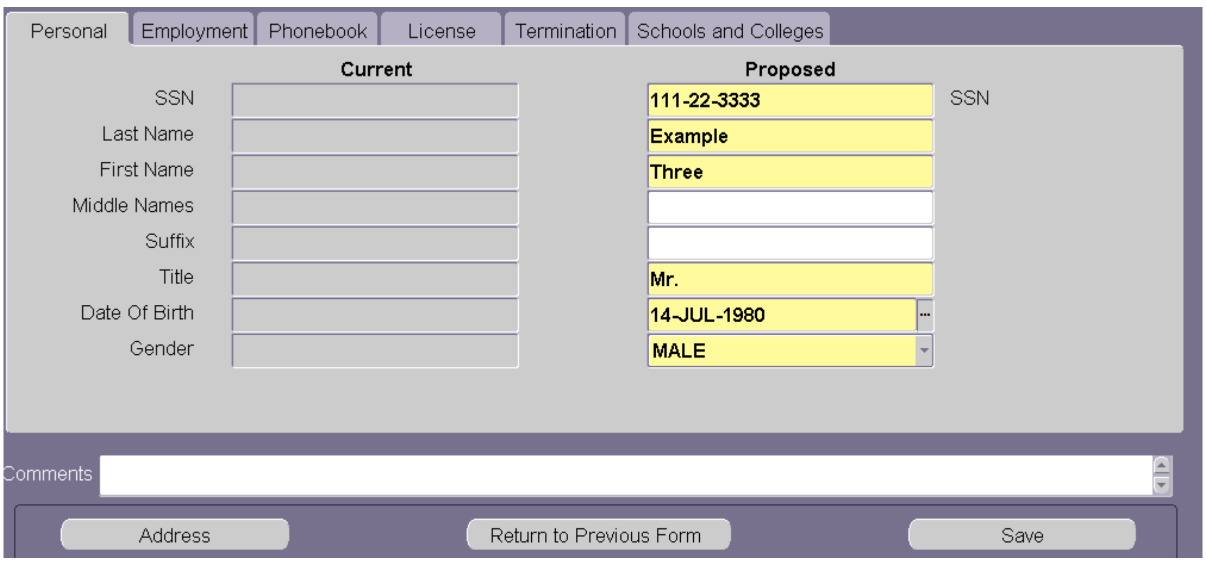
6. Enter the ***employee's middle name***, if known, in the **Middle Name** field. Press **TAB** or click in the next field.

7. Enter the ***employee's suffix***, in the **Suffix** field if applicable. ***Example: Sr., Jr., III, etc.*** Press **TAB** or click in the next field.

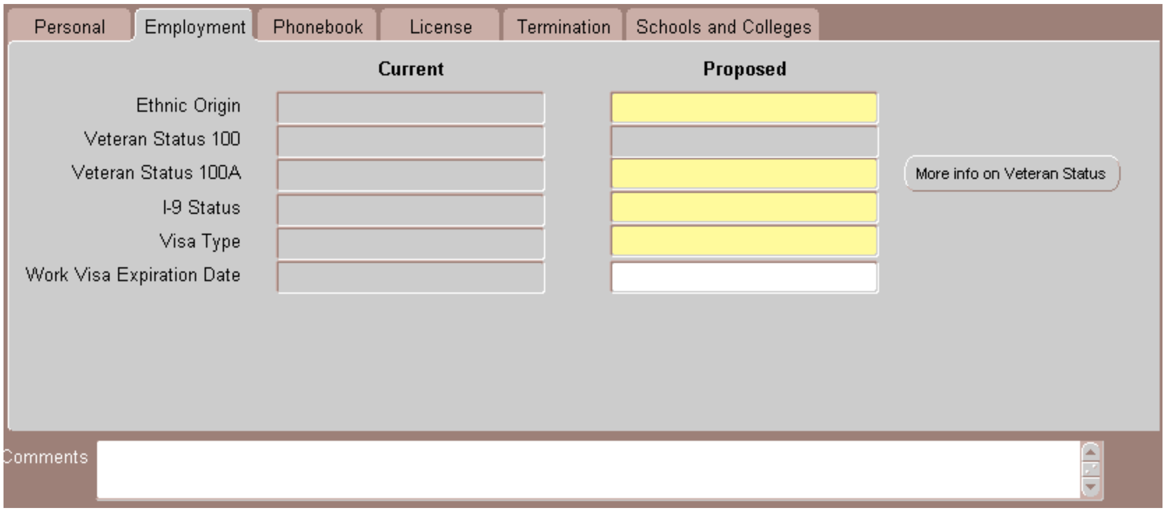
8. Click once in the **Title** (Mr. Mrs. Miss) field. Choose ***appropriate title*** from LOV or type it directly into the field. ***Once you have selected the title, the Gender field will automatically populate based on title choice***.

9. Click once in the **Date of Birth** Field. Enter the ***employee's birth date*** using the ***DD-MMM-YY*** format.

9. Click the **Save** button at the bottom of the screen; the screen will move to the **Employment** Tab.

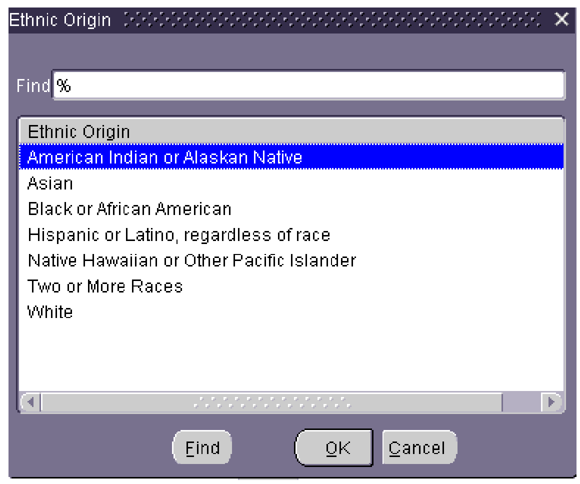


Entering Employment Information

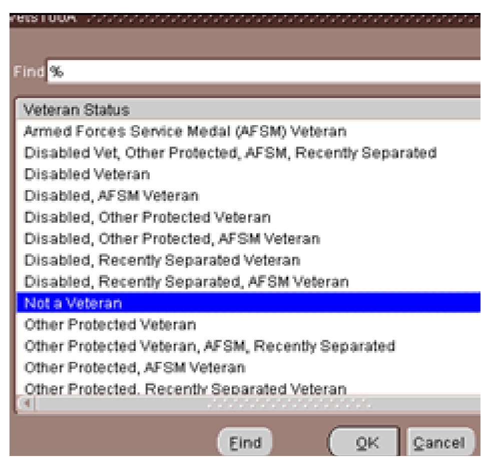


1. Click on the **LOV** in proposed **ETHNIC ORIGIN** field and select the ***employee's correct ethnic origin***. Click ***OK***.

   NOTE: Trainees have the ability to change their ethnic origin via the Self Service Application.



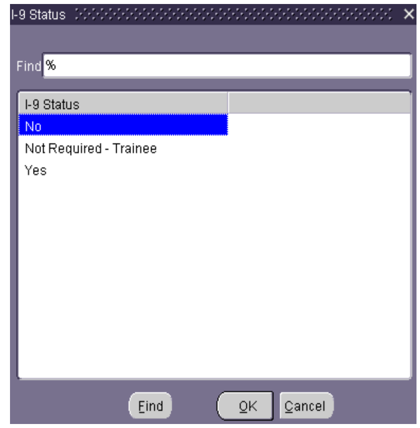
2. Click in the **VETERANS STATUS 100A** field; **Not a Veteran** will automatically default; however, if the employee has presented a completed **"Invitation to Self Identify Form"** click the **LOV** for veteran status options and select the correct veteran status. To see reporting requirements and veteran status definitions click on the **"More Info on Veteran Status"** button. Once the appropriate veteran status is selected, click **OK**.



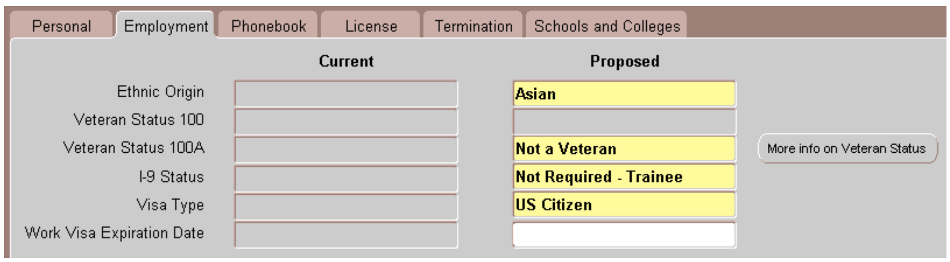
1. In the **I-9 STATUS** field, click the **LOV** and select the appropriate I-9 Status from the list. Click **OK**.

   For information regarding I-9's go to Records Administration webpage.
   Copy & paste link into URL:
   http://www.hrm.uab.edu/main/records/form_I9.html
   .

   <u>NOTE:</u> There are only three options listed: Yes, No, and Not Required - Trainee. Individuals who are considered to be a <u>Trainee</u> are not required to complete an I-9.



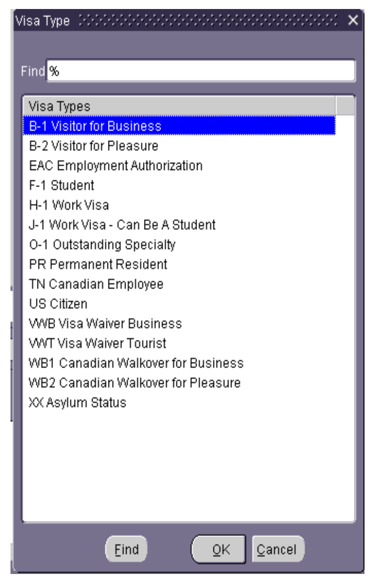
2. In the **VISA TYPE** field click on the LOV.



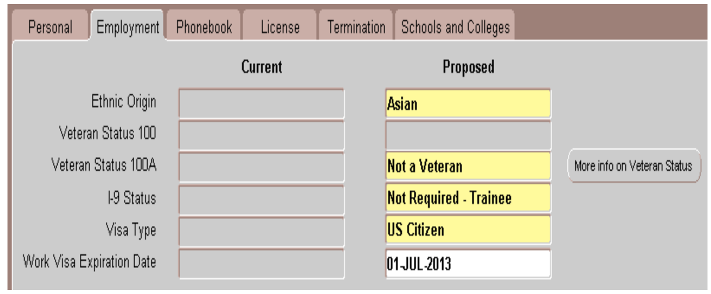
   a. If the individual was born in the United States and has maintained citizenship in the United States, select **US CITIZEN** from the LOV and click **OK.**

   b. If individual is considered a non-resident alien, select the appropriate ***Visa Type*** from the **LOV** and click **OK**.

   For more information on Visa Types, go to International Scholars Services (ISS) webpage.
   Copy and paste link into URL:
   http://main.uab.edu/Sites/students/53998/

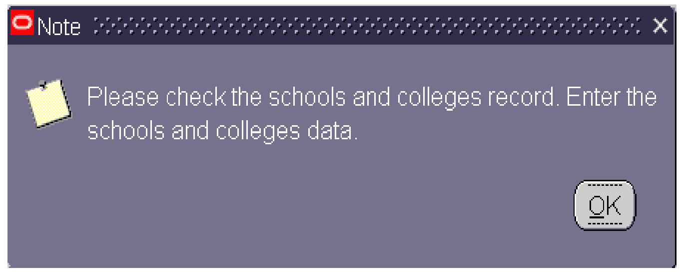


3. When required, enter future ***Work Visa Expiration Date***. Date can be typed directly into the field using the dd/mmm/yyyy and must be a ***future*** date.



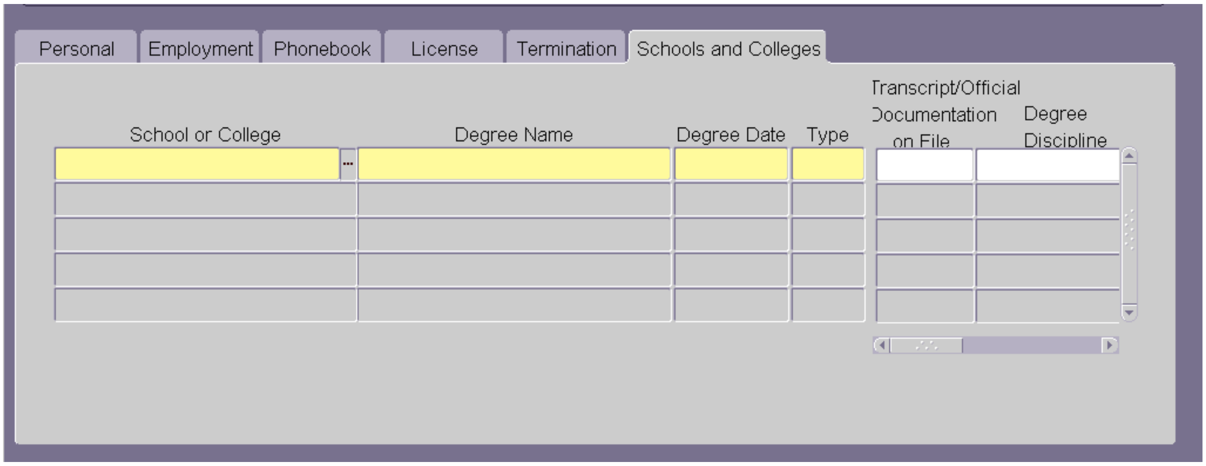
4. Click the **SAVE** button at the bottom of the screen; the **NOTE** to the right will display.

5. Click OK and proceed to enter the Schools and Colleges Information.

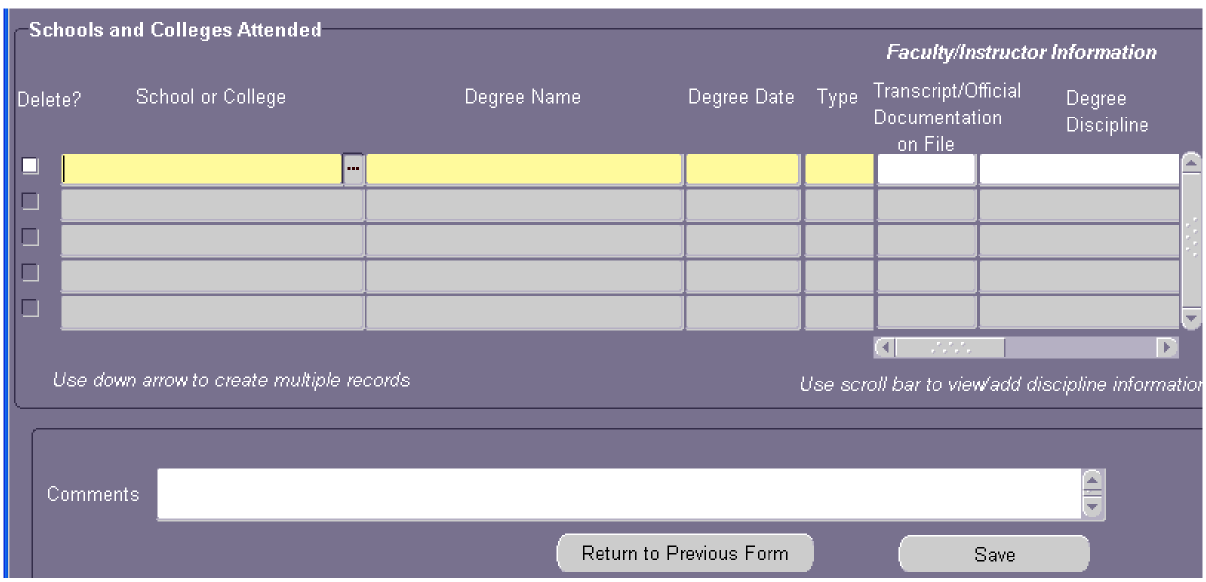


Entering Schools and Colleges Information

1. To enter the trainee's educational information, click the **SCHOOLS AND COLLEGES** tab.



2. Select the ***name of the school or college*** from the LOV.

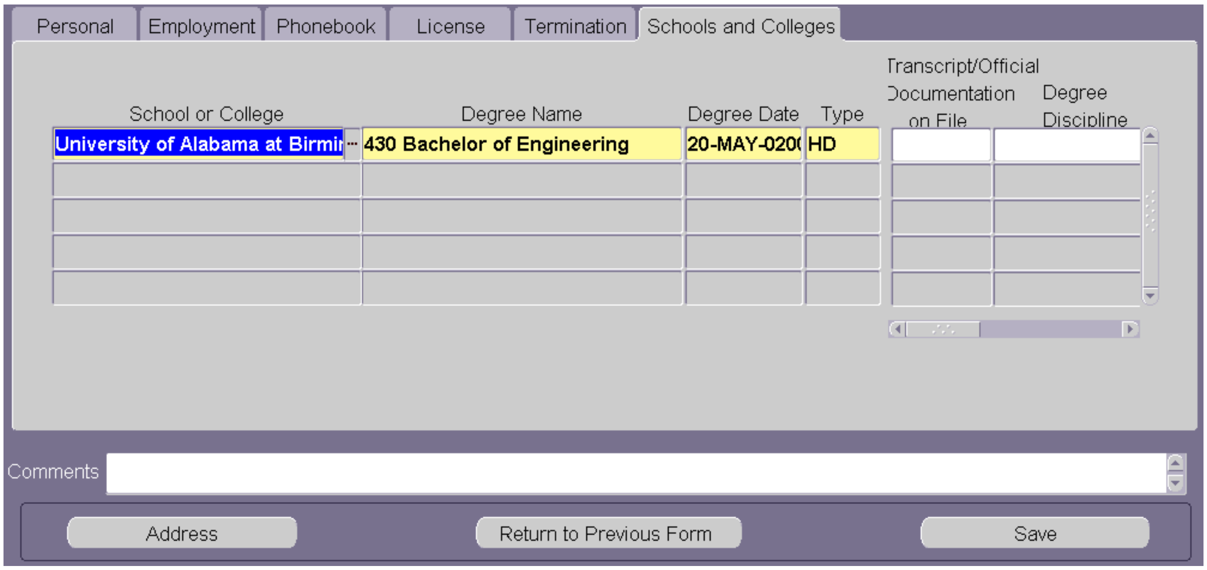


Note: ***The School and College LOV include listings of Institutions within the United States however; if the institution does not appear in the LOV listing, select Institution Not Available in Listing. For Institutions outside of the United States select Foreign University.***

3. Click in the **DEGREE NAME** field. Using the LOV, select the appropriate degree. ***Enter the highest level of degree the employee has earned, (Examples: High School Graduate, GED, Post High School Coursework, Bachelors, Masters, or PhD etc.*** Click **OK.**

4. Click in the **Degree Date** field. Enter the ***degree date*** using the ***dd-mmm-yy*** format or use the Calendar LOV.

5. Click in the **Type** field. Select ***Other Degree* (OD)** or ***Highest Degree (HD)*** from the LOV. A person can only have one highest degree. All others must be marked as Other Degree (OD).

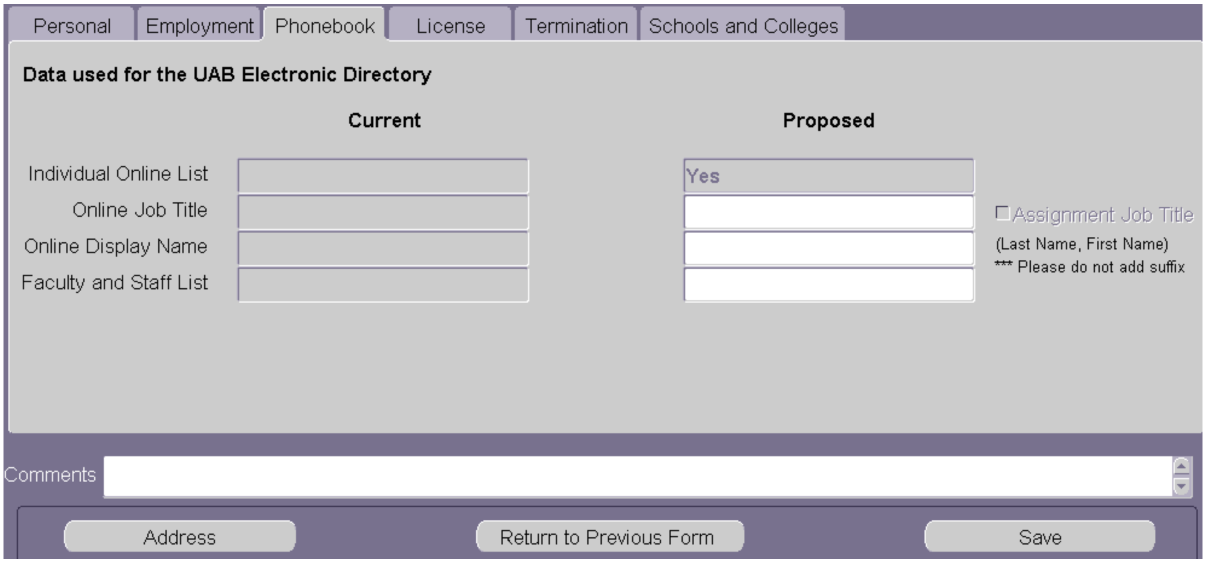


6. Repeat the above steps, as necessary, until all degrees are entered. Use the down arrow on the keyboard to create multiple records if necessary.

7. Click the ***Save*** button; then click on **Phonebook** tab to proceed with enter the trainee's phonebook information.

Entering Phonebook Information

Click on the **PHONEBOOK** tab located on the **PERSON DATA FORM**



1. **INDIVIDUAL ONLINE LIST** field defaults to **Yes**. All employees will be listed in the UAB Electronic phonebook.

2. Click in the **ONLINE JOB TITLE** field ***only*** if the employee's title to be listed in either the UAB paper phonebook or electronic phonebook is ***different*** than the assigned job title. Enter the ***desired job title***.

3. Click in the **ONLINE DISPLAY NAME** field ***only*** if the employee's name is to be listed in either the UAB paper phonebook or electronic phonebook ***differently*** than what was entered on the **PERSONAL** Tab. ***The proper format for this field is: last name, first name. No space between the comma and first name.***

4. Click the **LOV** in the **FACULTY AND STAFF LIST** field. Choosing ***Yes*** will include the employee in the UAB paper phonebook listing; choosing ***No*** will exclude the employee. Click **OK. ****

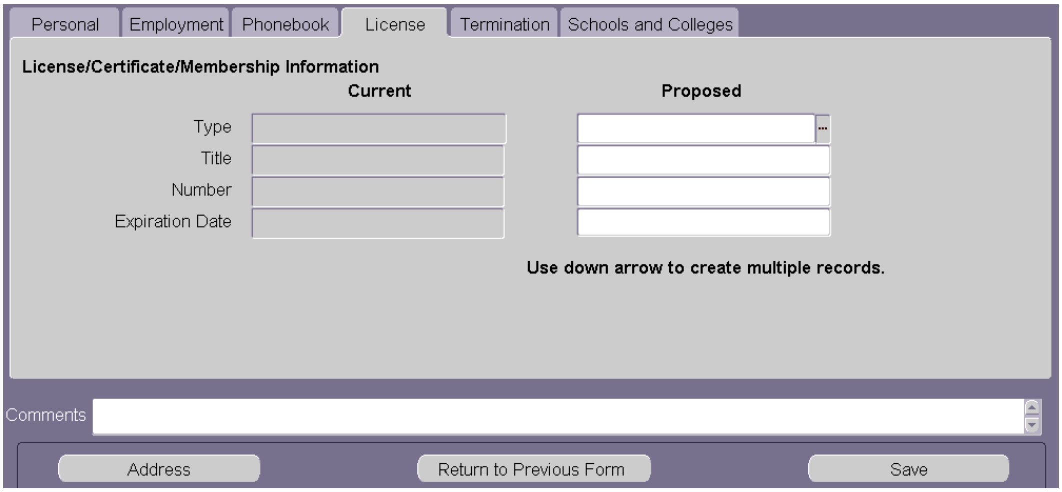
***** After December 2009, the white pages section of the UAB "paper" Phonebook will be made available online as a pdf. Faculty and Staff employees with "Yes" in the Faculty and Staff List field will be included in the online pdf.***

5. Click the **SAVE** button at the bottom of form.

6. Proceed onto the **LICENSE** tab or **TERMINATION** tab if applicable.

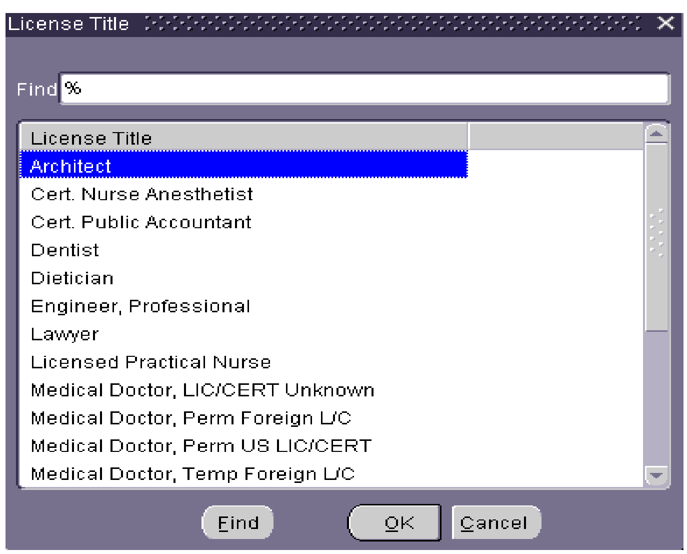
Entering License, Certification, Membership Information

1. Click on the **LICENSE** tab if applicable. ***Note: Information entered on this tab is entered only when the trainee does, in fact, holds a professional license, membership or certification.***



2. Using the LOV in the **TYPE** field; choose the ***appropriate License type***. ***Note: If you choose <u>License</u>, the Title, Number, and Expiration Date fields become <u>required</u> fields.***

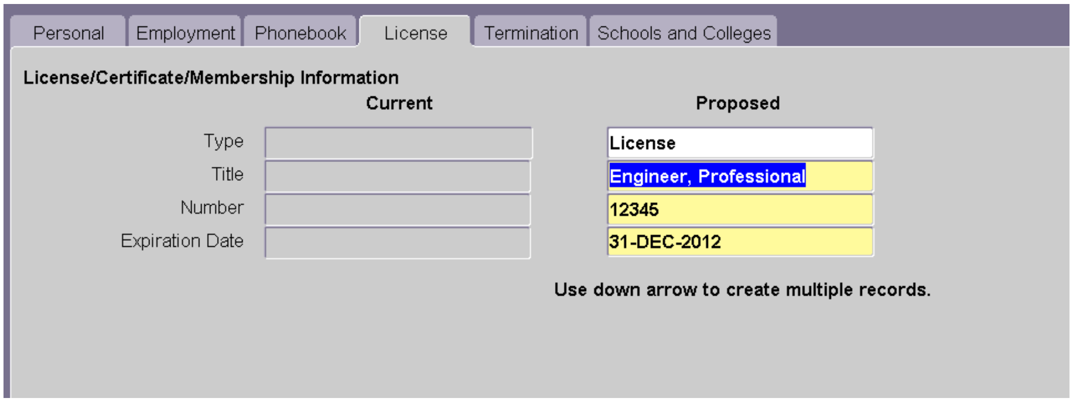
3. If you select ***License***, a screen listing of **LICENSE TITLES** appears. Select the appropriate ***License title***, Click **OK**.



4. If you select ***Certification, Membership or Professional Competency***, you will need to type ***the appropriate title*** in the **TITLE** field**.**

5. Type the ***License Number*** in the **NUMBER** field, if applicable.

6. In the **EXPIRATION DATE** field, choose the ***expiration date*** from the Calendar LOV or type the ***date*** in the **EXPIRATION DATE** field using the ***dd-mmm-yy*** format. ***Note: This date must be a future date.***

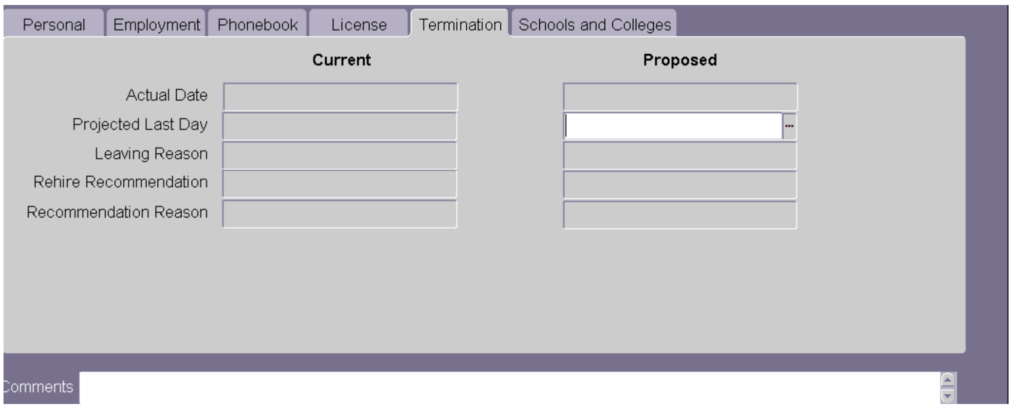


7. Click **SAVE** at the bottom of the screen; click the **TERMINATION** tab.

Entering Termination Information

The **Termination** tab is completed in a **NEW TRAINEE AWARD** Document ***only*** when you are entering a new trainee with a ***known termination date*** from the beginning of their time at UAB.

1. Click on the **TERMINATION** tab.

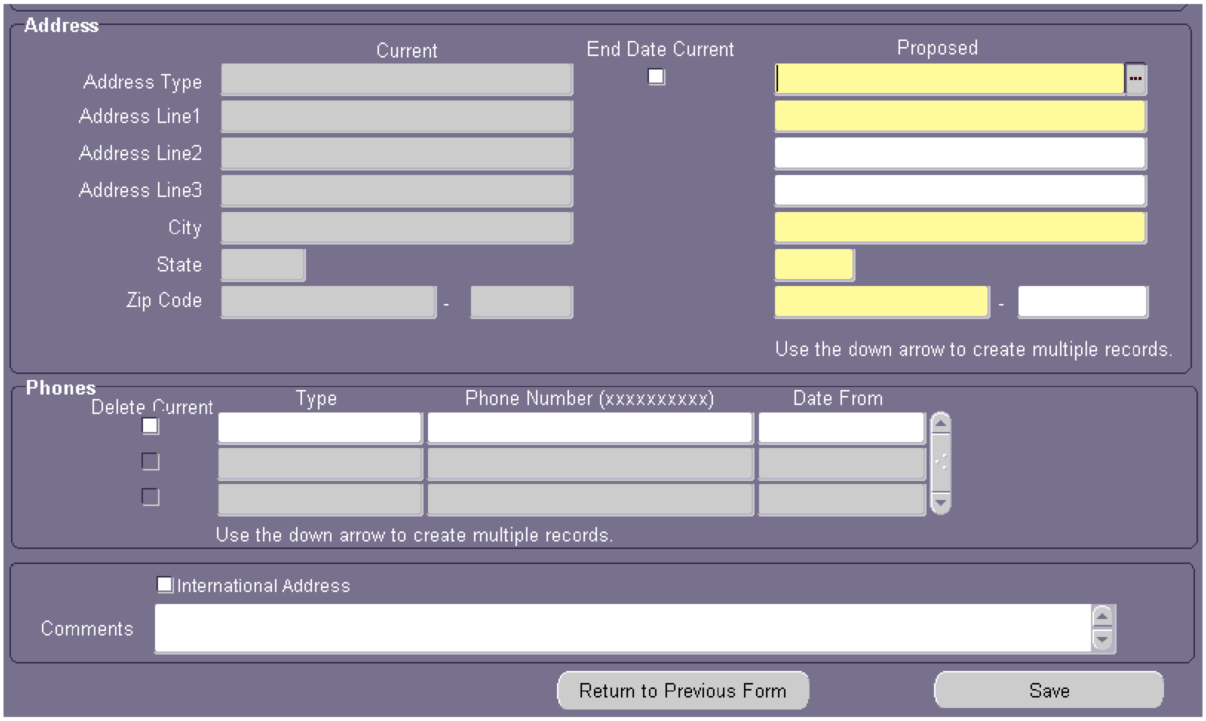


2. Click in the **PROJECTED LAST DAY OF WORK** field; enter the ***Projected Last Day of Work*** from the Calendar LOV or Type the date in the field, using the **ddmmmyy** format.

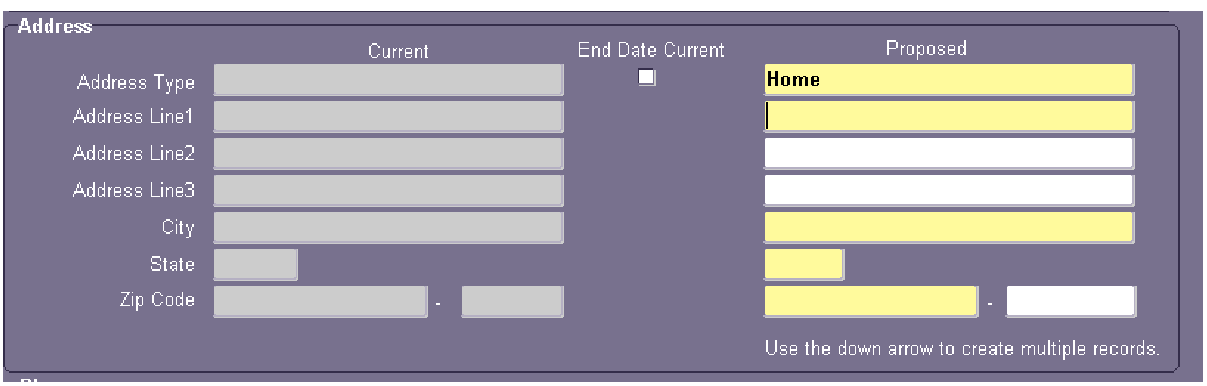
3. Click the **SAVE** button at the bottom of the form; click the **ADDRESS** button at the bottom of the screen.

Entering Address and Phone Information

Note: All trainees must have a local (US) address and/or campus address in order to receive correspondence. Employee's can change their home address through the Self Service once their New Hire Document is in COMPLETE status, Campus Address and phone numbers must be changed via a Data Change ACT Document.

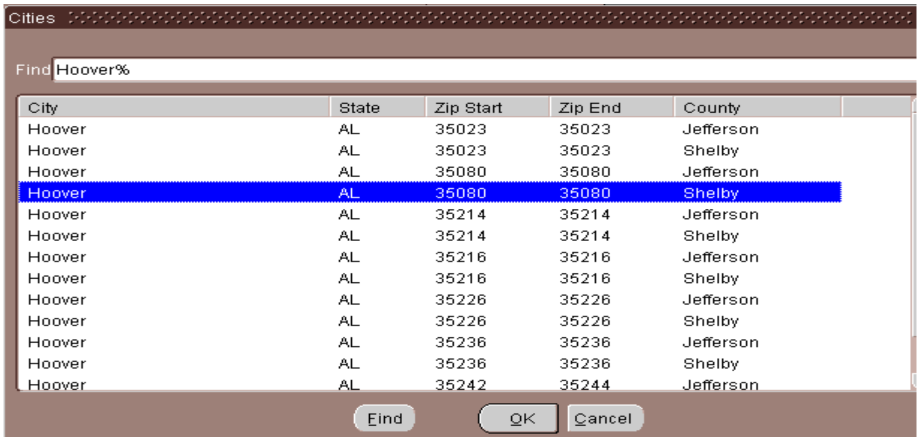


1. Type ***Home*** or make the selection from the LOV in the **ADDRESS TYPE** field. Click **OK.**



2. Enter the ***trainee's street address*** in the **ADDRESS LINE1** field. There are two more address lines available if needed.

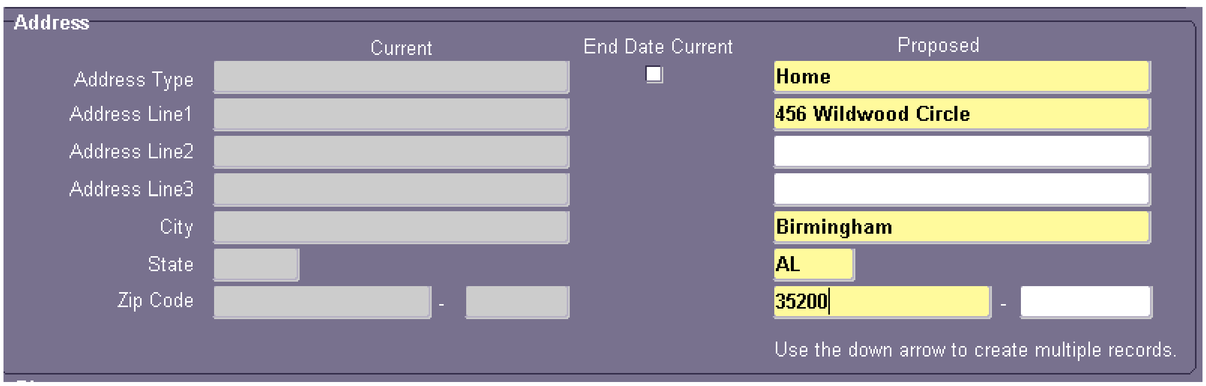
3. In the **CITY** field, click on the ***LOV***, the LOV brings up a **FIND** field. In the **FIND** field type ***the name of the city in which the employee lives***, and click **OK**. A listing of City, State, Zip Start, Zip End and County will appear.



City	State	Zip Start	Zip End	County
Hoover	AL	35023	35023	Jefferson
Hoover	AL	35023	35023	Shelby
Hoover	AL	35080	35080	Jefferson
Hoover	AL	35080	35080	Shelby
Hoover	AL	35214	35214	Jefferson
Hoover	AL	35214	35214	Shelby
Hoover	AL	35216	35216	Jefferson
Hoover	AL	35216	35216	Shelby
Hoover	AL	35226	35226	Jefferson
Hoover	AL	35226	35226	Shelby
Hoover	AL	35236	35236	Jefferson
Hoover	AL	35236	35236	Shelby
Hoover	AL	35242	35244	Jefferson

4. Highlight the ***correct zip code range*** for the city and county in which the employee lives. Click ***OK***. This will populate the City and State field.

5. Click in the **ZIP CODE** field, type the ***correct Zip Code.*** Click **SAVE.**



***Note:* If the trainee has an international address and phone number, check the International Address checkbox. The Comments box will turn yellow indicating that it is now a required field. Enter the international address and phone number in the Comments box. The Campus Address should be entered as Home in the Address Type field. The Department name on Address Line 1, Street Address on Address Line 2 and the building and room number on Address Line 3.**

6. To enter the **campus address**, click in the **ADDRESS TYPE** field and ***press the down arrow***. The **ADDRESS TYPE** field becomes blank. Click on the **LOV** and select ***Campus Primary.*** Click **OK.**

7. Enter the ***two letter building code*** in the **BUILDING** field. Click in the **ROOM NUMBER** field, the **ADDRESS LINE3** field will populate with the UAB building associated with the two letter code entered.

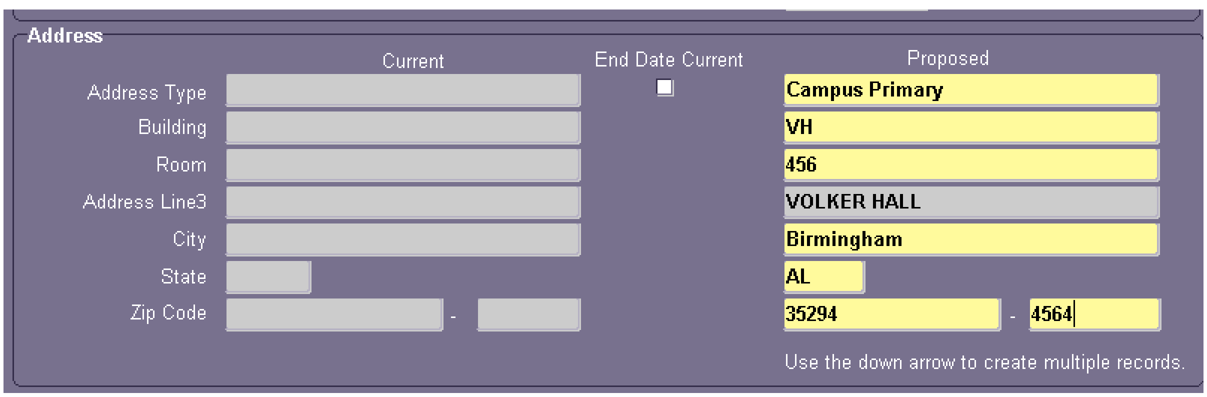
   Note: Building field LOV provides a listing of all UAB Buildings and Building Codes. This is a rather long list so be as specific as possible when trying to locate a building. Using the percent (%) sign and the first letter of the building name will help to limit the list.

8. Enter the ***room or floor number*** in the **ROOM** field.

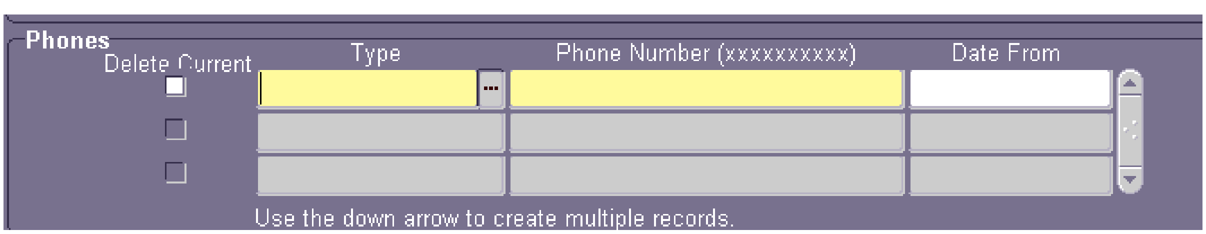
9. In the **CITY** field, type in the ***name of the city*** in which the UAB building is located. The **CITIES** LOV will open***;*** select the ***correct Zip Start-Zip End*** range for the UAB building selected. Click **OK**.

10. Enter the ***four-digit zip code extension*** for the department in which the employee will be working to ensure that the employee receives his or her campus mail. Click **SAVE**

11. Repeat the steps 6 - 10 if a Campus Secondary address is necessary.



12. To enter phone numbers for a trainee click in the **TYPE** field located in the Phones region of the form.



13. Type ***Home*** in the **TYPE** field or choose ***Home*** from the LOV.

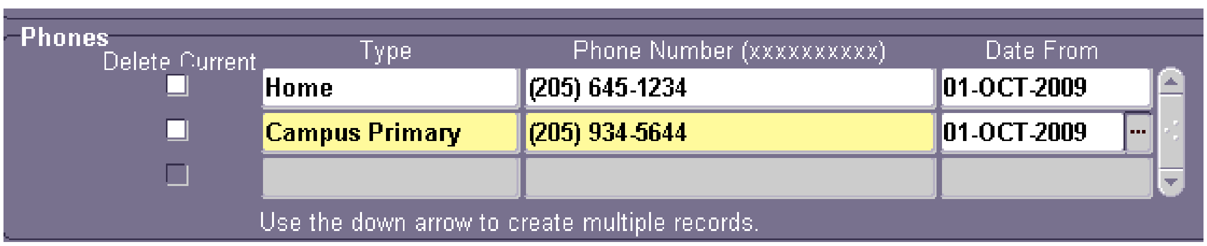
14. Enter the ***trainee's ten digit home phone number*** in the **Phone Number** field without dashes.

15. Type the ***effective start date*** in the **Date From** field or use the calendar LOV. ***<u>Usually this is the effective date of the document</u>***.

16. Click in ***the row under the Home phone listing***. Type in ***Campus Primary*** or choose ***Campus Primary*** from the **Phones Type** LOV.

17. Enter the ***ten digit campus telephone number***.

18. Type the ***effective start date*** in the **Date From** field or use the Calendar LOV. ***<u>Usually this is the effective date of the document</u>***. Click the **Save.**



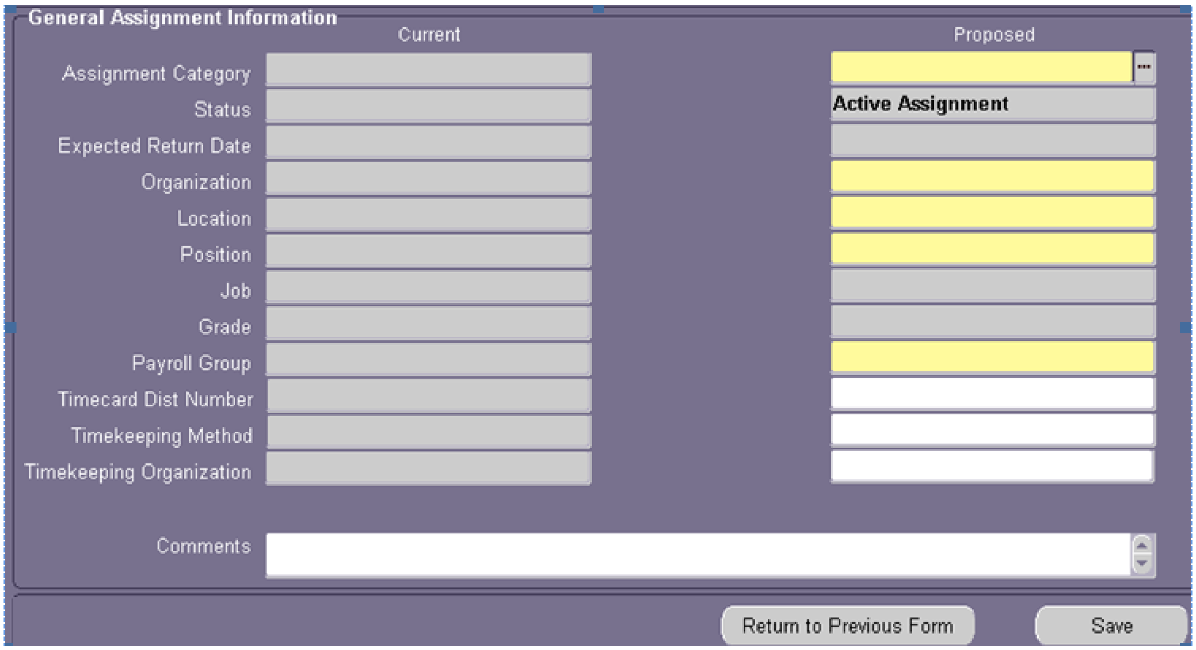
Note: Repeat these steps to enter additional phone numbers for the employee. Use the down arrow on your keyboard to enter multiple records, if necessary.

19. Click on **Return to Previous** to return to the **Person Data** form.

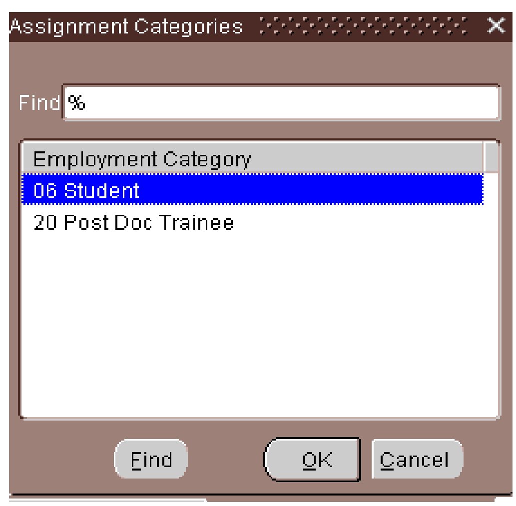
The information on the Assignment screen identifies the trainee's assignment category, the organization and position number the trainee is affiliated with, and the timekeeping organization.

Entering Assignment Information

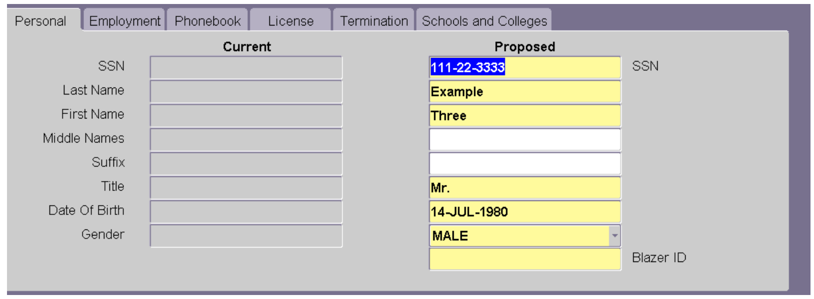
1. Click on the **ASSIGNMENT** button located on the **ACT MAIN FORM**. This will open the **ASSIGNMENT** form.



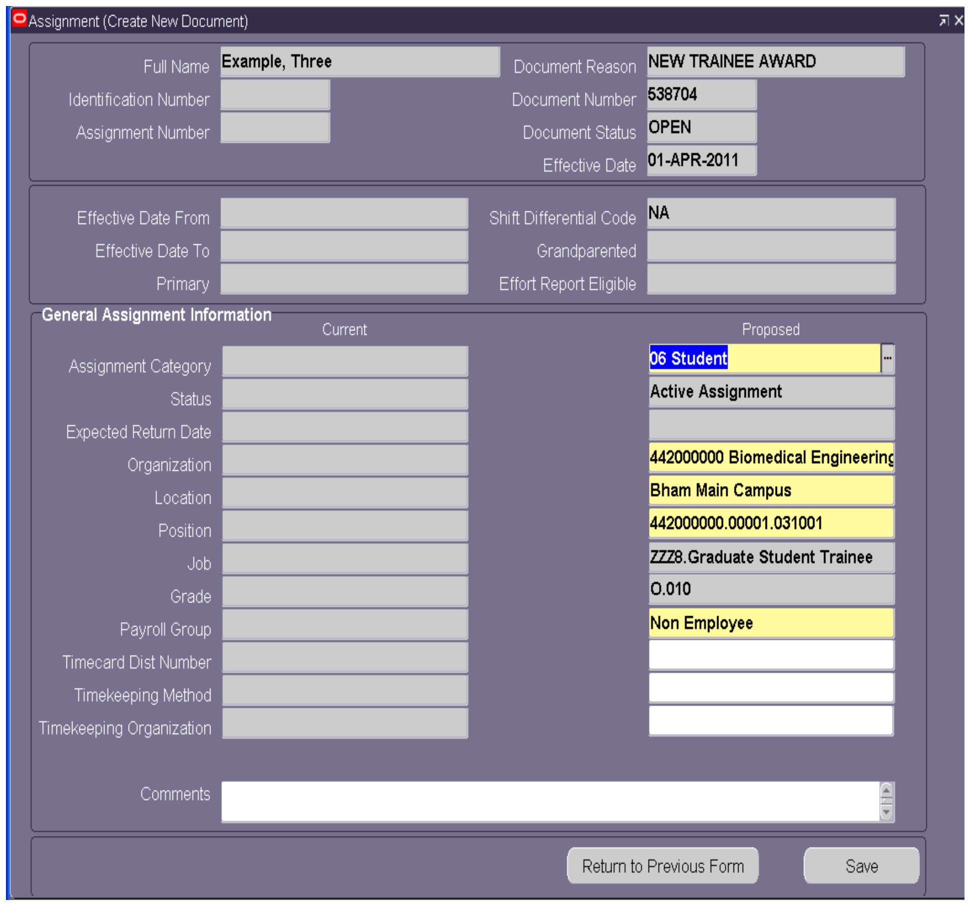
2. Select the ***appropriate assignment category*** from the **ASSIGNMENT CATEGORY LOV.** This can only be ***06 Student*** or ***20 Post Doc Trainee***. Click ***OK***.



Note: When the ***06 Student*** assignment category is selected, return to the ***Person Data Form*** and enter the student's ***Blazer ID*** in the required **BLAZER ID** field.



3. Click in the **ORGANIZATION** field; type the ***appropriate organization*** in which the employee will be affiliated. Press **ENTER**. The **LOCATION** field will automatically populate, or use the Location LOV to select location.



4. Click in the **POSITION** field, select the ***position code*** from the position LOV. This LOV will contain only the position codes affiliated with the organization you have chosen. It will display all of the positions available for the organization - both vacant and filled. By entering the correct position, the **JOB** field, **GRADE** field and **PAYROLL GROUP** will be auto populated.

5. Click the **SAVE** button at the bottom of the form; click on **THE RETURN TO PREVIOUS FORM** button to return to the **ACT MAIN FORM**.

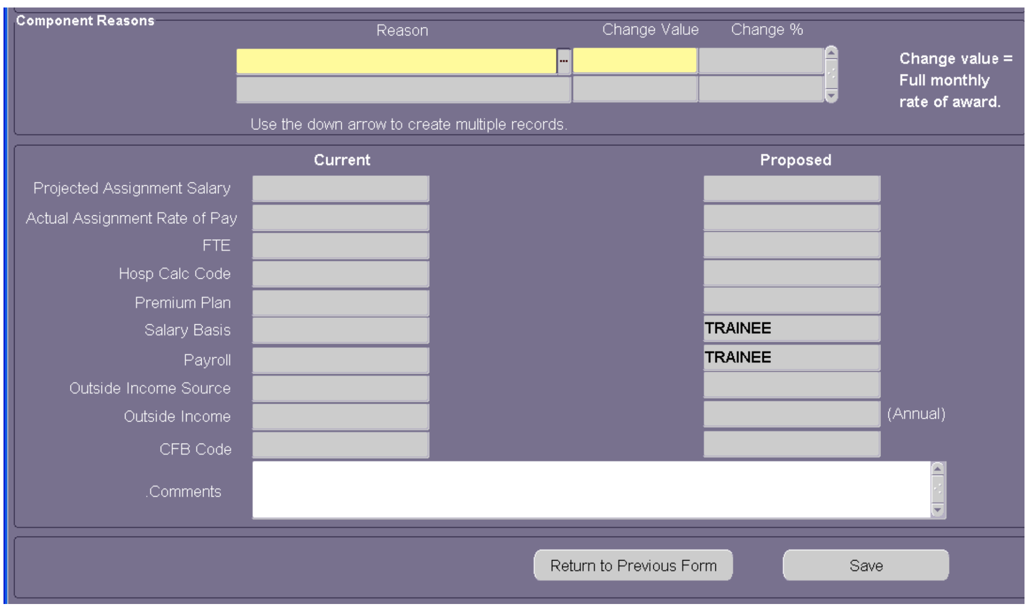
The Salary information should be completed before entering the Labor Sources data.

Entering Salary Information

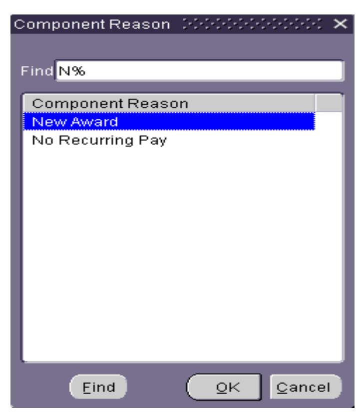
Note: Salary Basis and Payroll fields are auto populated with Trainee. For information on processing pay for a Trainee, go to Financial Affairs webpage.
Copy and paste link to URL:
http://uabfinancial.infomedia.com/content.asp?id=361681

1. Click the **SALARY** button at the bottom of **ACT MAIN FORM.**

This will open the **SALARY** Screen.



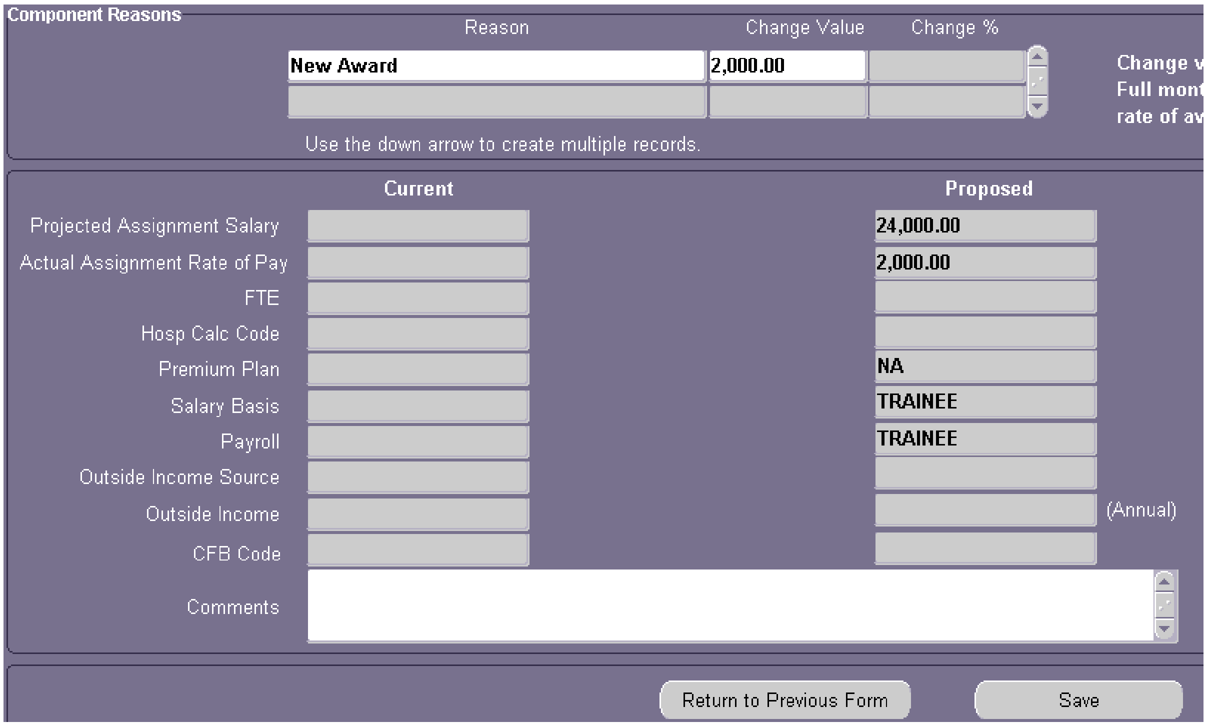
2. In the **COMPONENT REASONS** section, click in the **REASON** Field, both the **REASON** and **CHANGE VALUE** are yellow required fields. Using the LOV in the Reason field select the appropriate component reason, click **OK**.



Note: Selecting the component reason **NEW AWARD** will initiate a monthly payment to the Trainee for the designated amount until an ACT document is approved to end the payment; selecting the component reason **NO RECURRING PAY** requires a ***Nonrecurring Element*** ACT document be processed before payment will be initiated to the trainee.

3. When ***New Award*** is selected as the Component Reason, click in the **CHANGE VALUE** field; enter the monthly dollar amount the trainee is to receive each month. The **PROPOSED ASSIGNMENT SALARY** and the **ASSIGNMENT RATE OF PAY** fields will automatically populate.

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**.



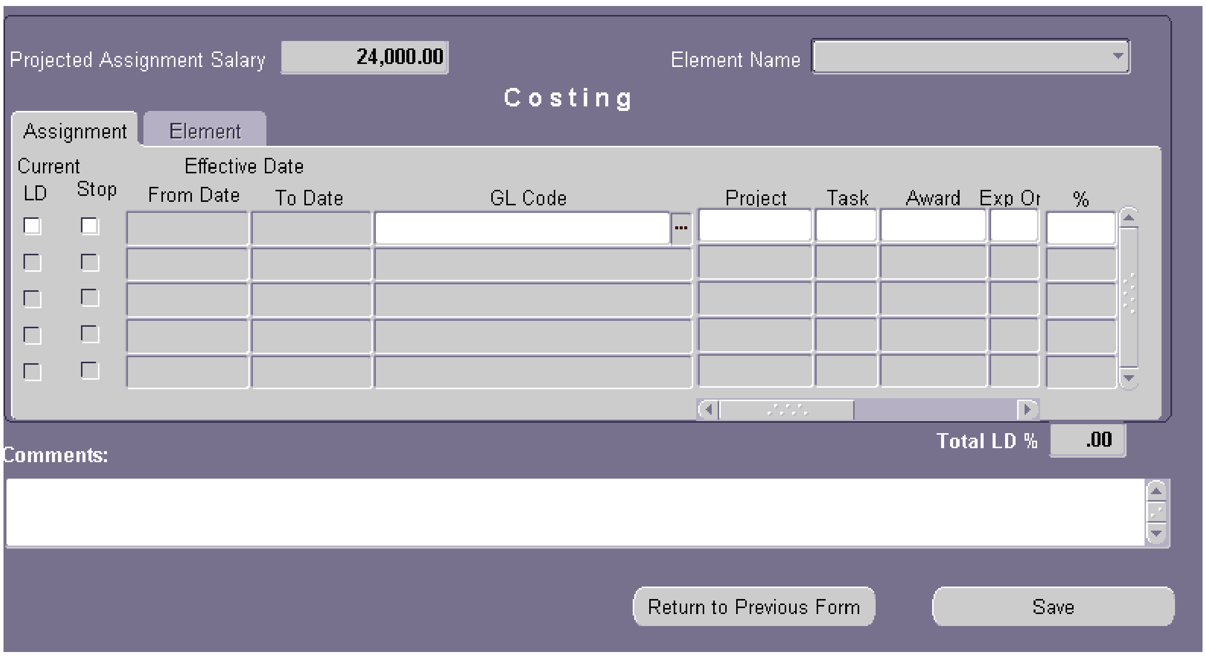
5. Click the **SAVE** button; then click **RETURN TO PREVIOUS FORM** button. This returns you to the **ACT MAIN FORM**.

6. Click the **LABOR SOURCE** button at the bottom of the **ACT MAIN FORM**.

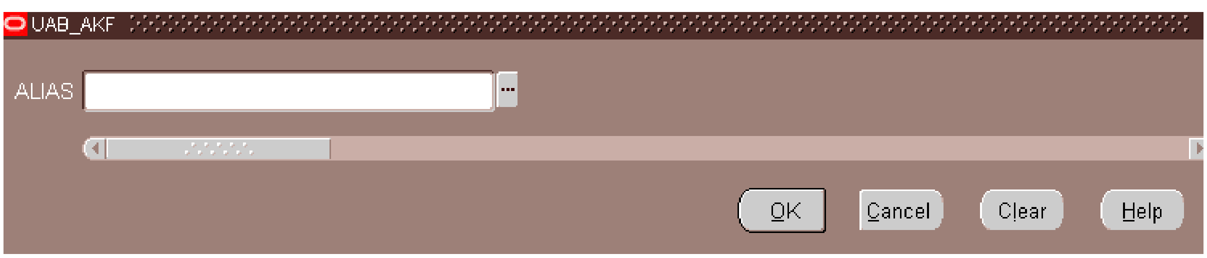
Entering Labor Sources

LABOR SOURCES indicate which account strings a trainee's monthly payment will be costed (charged) to. Because the GL and GA account structures are different, there are differences in entering the account string data.

Entering General Ledger (GL) Information



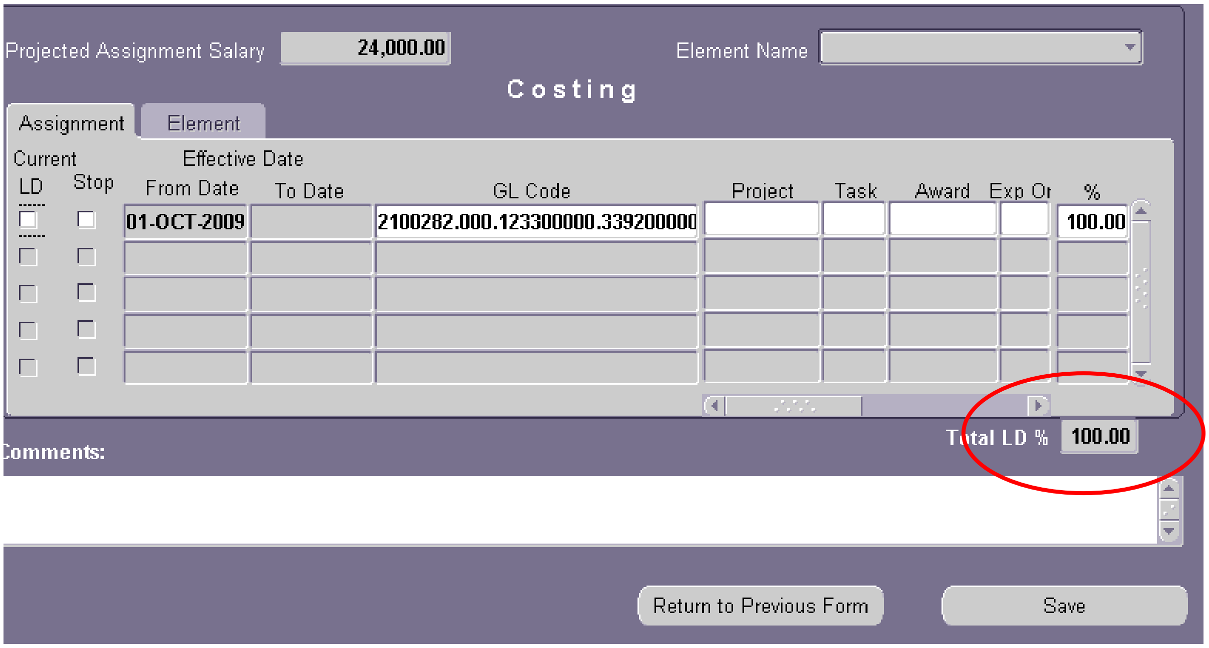
1. Click on the **GL CODE** LOV. This opens the **UAB_AKF FIND** window.



2. Enter the ***ten-digit GL Account number*** in the **ALIAS** field; click **OK**. This opens the window below. All but the **OBJECT** field has been auto populated.

3. Click in the **OBJECT** field and enter ***Zero* (0)**; Click **OK**. You will be taken back to the **LABOR SOURCE** form.

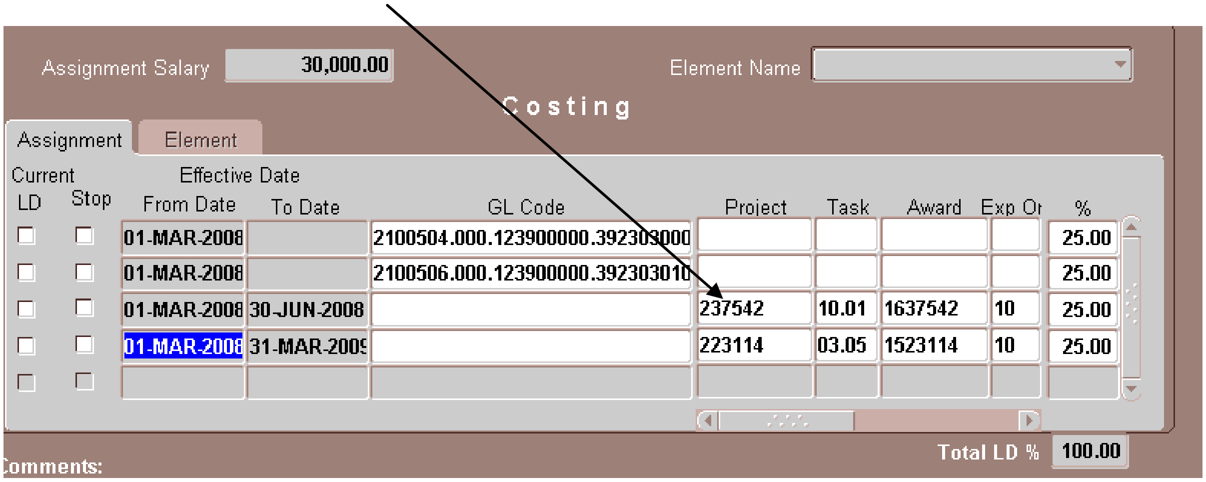
4. Type in the ***percent of the trainee's funding*** to be paid from the GL account string entered. **Only one funding source is allowed for each record/row.**



5. Once the **TOTAL LD%** field equals 100%, click **SAVE**.

Entering Grant (GA) Funding Sources

1. Click one time in the **PROJECT** field of the next available row.



2. Type the ***project number*** in the **PROJECT** field or choose the ***Project number*** from the LOV. Press the **TAB** key or click in the next **TASK** field.
3. Type the ***task number*** in the **TASK** field or choose the ***Task number*** from the LOV. **TAB** to the **AWARD** field or click in the **AWARD** field.

4. Type the ***award number*** in the **AWARD** field or choose the ***Award number*** from the LOV. **TAB** to or click in the next field.

5. Type in the ***organization number*** or choose the ***Expenditure Organization number*** from the LOV.

Note: For the hospital, this will be 70. For the university, this will be 10.

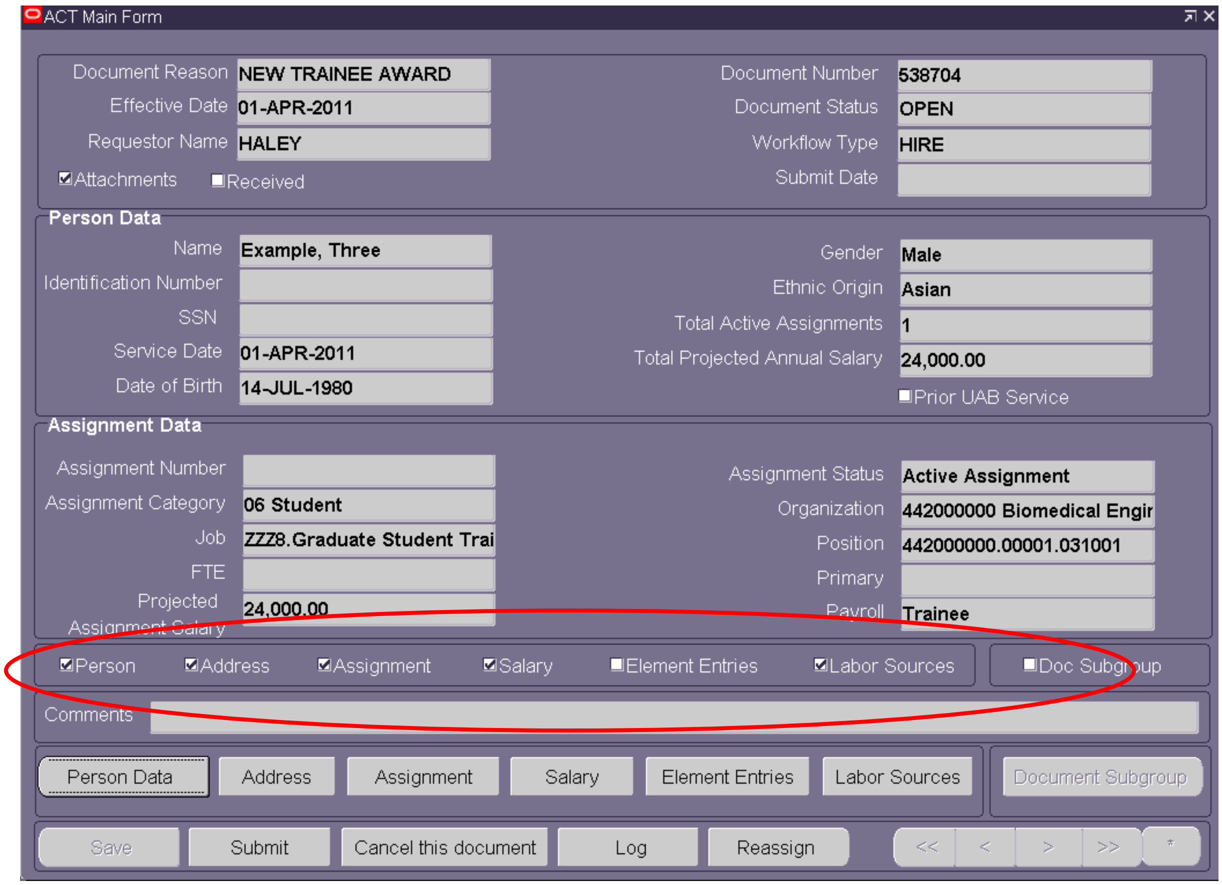
6. Type in the ***percent of the trainee's effort*** to be charged to the project number in the **%** field.

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

8. Click the **SAVE** button, then click on the **RETURN TO PREVIOUS FORM** button. This will return you to back to the **ACT MAIN FORM** window.

Submitting a New Trainee Award

The HR Officer verifies that all information is provided and all attachments are ready to be submitted. The HR Officer submits the **NEW TRAINEE AWARD** document for approval. At that point, the document status changes from **OPEN** to **READY** and enters the approval path.



1. On the **ACT MAIN FORM,** verify checks have been inserted in the checkbox next to **PERSON, ADDRESS, ASSIGNMENT, SALARY** and **LABOR SOURCES**.

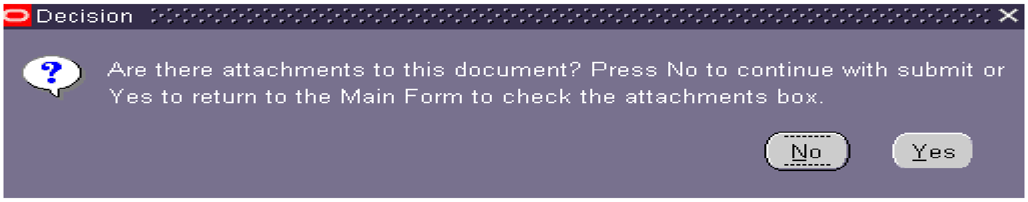
Note: A check will be inserted when REQUIRED FIELDS on all screens and tabs have been completed. All check boxes must be checked (excluding Element Entries) before you submit the document.

2. On the **ACTMAIN FORM**, verify a check is in the Attachments checkbox; assemble all attachments to be submitted with the document.

3. Before submitting the document make certain all information is correct. ***You will not be able to correct information within the document after submitting.***

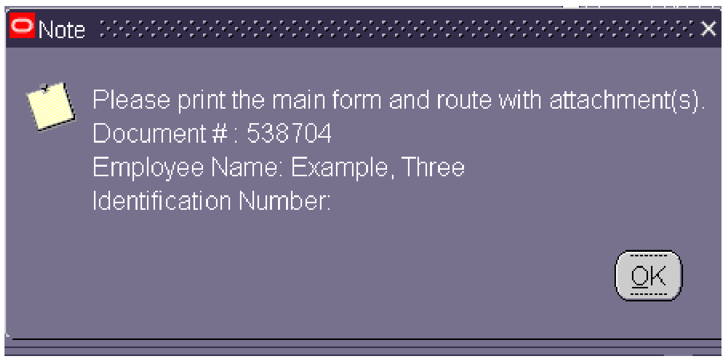
4. Click the **SUBMIT** button.

5. If you ***did not*** check the **ATTACHMENTS** checkbox, you will see the following message.



6. Click **YES** to return to the **ACT MAIN FORM** and check the **ATTACHMENTS** box and resubmit.

7. If you ***did*** check the **ATTACHMENTS** checkbox, you will see the following message.



8. Click **OK** and then print the **ACT MAIN FORM** and attach to the front of attachments that are going to be sent to Central HR.

9. The **DOCUMENT STATUS** changes to **READY**.

****** *BE SURE TO RECORD YOUR DOCUMENT NUMBER BEFORE YOU EXIT THE NEW HIRE DOCUMENT*. You will not be able to locate the new employee by name, social security number, or employee ID number until the document has reached COMPLETE status.**

10. Once the Document is submitted, and the document status changes to Ready, the document has entered the Approval Path. The Document Status will change throughout the levels of Approval. Once the document has been approved by all levels of Administration, the **DOCUMENT STATUS** will change to **COMPLETE**.

11. The requestor of the **NEW TRAINEE AWARD** will receive an email notification when a trainee's **NEW TRAINEE AWARD** has reached **COMPLETE** status and an **IDENTIFICATION NUMBER** has been assigned.

12. Notify the trainee of their identification number and inform them can now set up their ***Blazer ID***. For information on setting up a Blazer ID go to BlazerID Central.
Copy and paste link into URL:
https://idm.blazernet.uab.edu/bid/reg

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