Appoint, Change and Terminate (ACT) Documentation
Nonrecurring Element Document

Nonrecurring Element ACT Documents are processed when ***active exempt (monthly paid) employees*** are to be paid for work performed ***outside of*** or ***in addition to*** their usual and customary job duties or for special payments, programs and awards.

Nonrecurring Element ACT Documents are processed when ***active non-exempt (biweekly paid) employees*** are to be paid for special payments, programs or awards.

For more information on payments requiring the use of a ***Nonrecurring Element ACT Document***, *go to UAB Policies and Procedures webpage*, (HRM Policy 130 – Special Payments).
Copy and paste link into URL:
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail

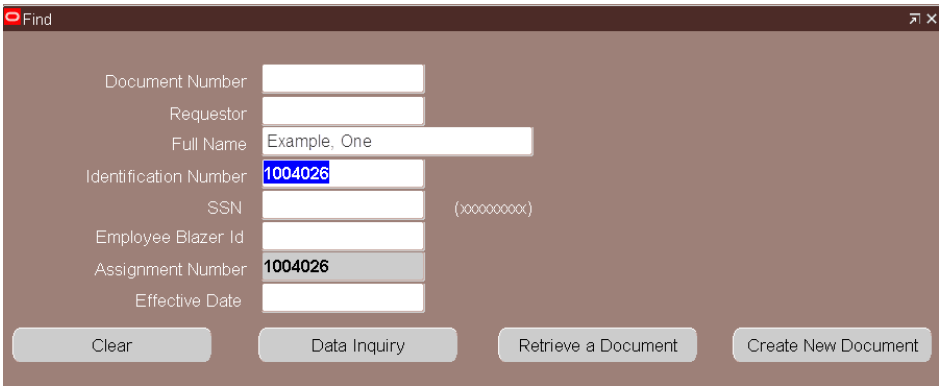
Information you need to know before processing a Nonrecurring Element ACT Document:

- ***Nonrecurring Element ACT Documents*** ***cannot*** be reassigned between requestors and can only be created on an ***active*** assignment.
- The **ELEMENT ENTRIES** and the **ENTRY VALUE** forms are open for update.
- The **LABOR SOURCE** form is available for ***Element Level*** costing only.
- To access UAB biweekly and monthly payroll deadlines, go to the Financial Affairs webpage.
  Copy and paste link into URL:
  http://uabcalendar.infomedia.com/ActiveDataCalendar
- For detailed descriptions of UAB pay elements go to Financial Affairs webpage.
  Copy and paste link into URL:
  http://uabfinancial.infomedia.com/content.asp?id=303268

See below for step by steps instructions on how to create a ***Nonrecurring Element ACT Document***.

UAB HR Officer → HR Transactions → ACT → Find Window

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



2. Click on the **CREATE NEW DOCUMENT** button.

Note: ***The EMPLOYEE ASSIGNMENT window displays when an individual has multiple active assignments. Verify the correct assignment is highlighted before clicking on OK.***

3. The **ACT MAIN FORM** opens; click once in the **DOCUMENT REASON** field. Use the **DOCUMENT REASON LOV** to choose **NONRECURRING ELEMENT**.

4. Once 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**.

Note: ***The EFFECTIVE DATE of the document must be the beginning of the pay period in which the service is/was performed, or the beginning of the current pay period in which the special payment is to be paid.***

5. Click the **Save** button at the bottom of the form. The system will assign a **DOCUMENT NUMBER** and the **DOCUMENT STATUS** will be **OPEN**.

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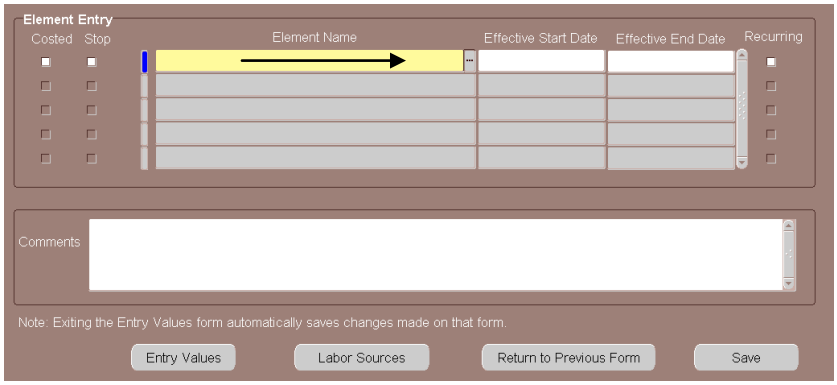
Nonrecurring Element Document

6. Click on the **ELEMENT ENTRIES** button.

The **ELEMENT ENTRY** form will open.



7. Click on the ***LOV*** located in the **ELEMENT NAME** ***(yellow)*** field; select the appropriate **ELEMENT NAME** to be paid (see sample listing below), for detailed descriptions of UAB pay elements, ***click here***.

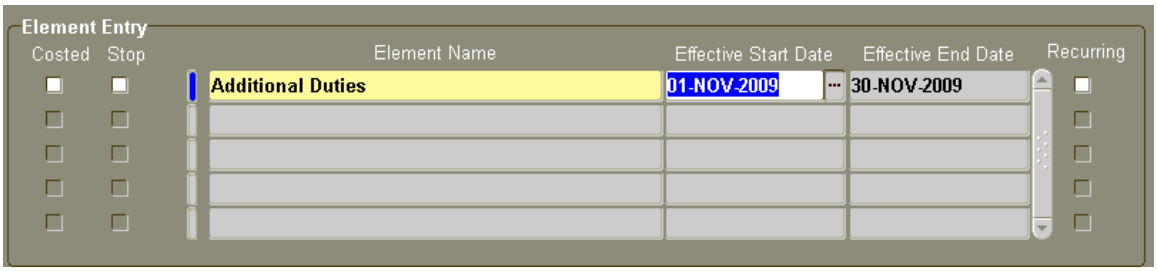
Notes:

- ***Nonrecurring Element payments are subject to employee tax withholdings and Teachers Retirement withholdings.***
- ***Nonrecurring Element payments are subject to CFB rates.***
- ***Nonrecurring Element payments are effort reportable when a "work" element is selected and the element is "costed" to a grant (PTAOE) account string.***

8. Once the correct **ELEMENT NAME** is selected, click the **OK** button at the bottom of the **ELEMENT** listing.

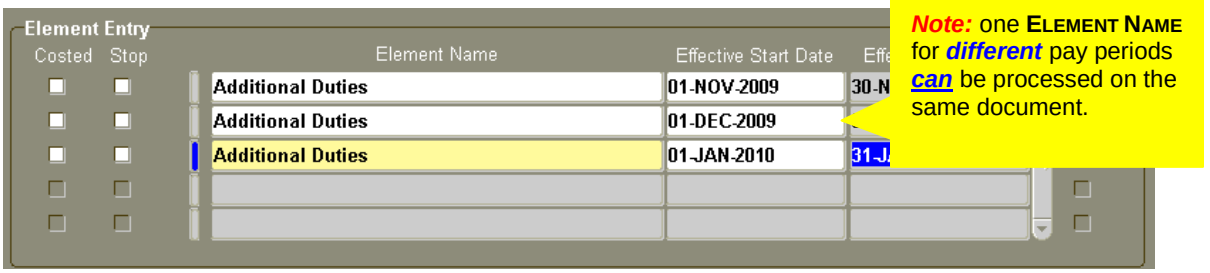
Updated 20-JUL-2012

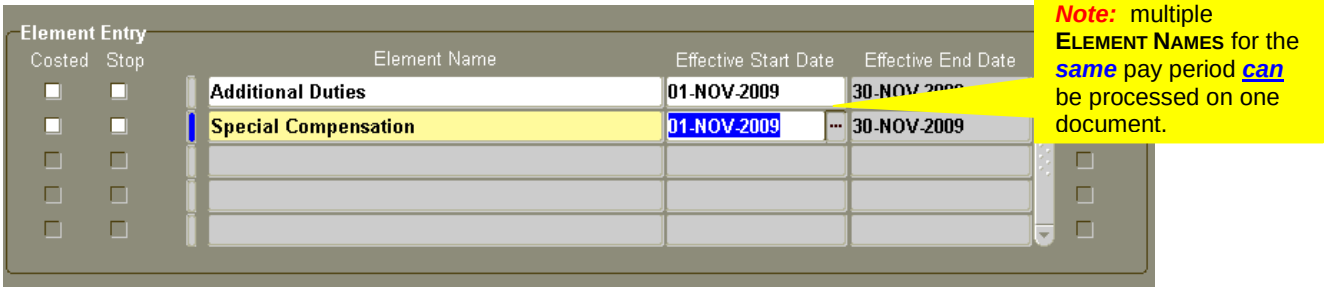
The **ELEMENT NAME** field, **EFFECTIVE START DATE** and **EFFECTIVE END DATE** fields will populate.



Note: ***The EFFECTIVE START DATE will automatically populate with the DOCUMENT EFFECTIVE DATE, it can be changed if necessary. The EFFECTIVE END DATE will be the end of the pay period in which the element is to be paid; the system will automatically enter this date.***

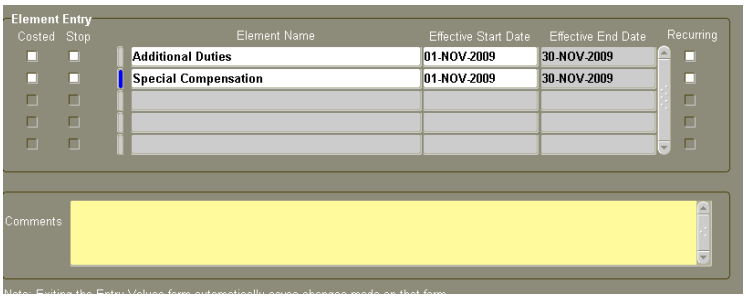
Multiple payments can be processed on the same document ***(see guidelines below)***.





Once the **ELEMENT NAME**(s) to be paid have been entered with the correct **EFFECTIVE START DATES,** details pertaining to the payment ***must*** be entered in the **COMMENTS** section. ***Comments should explain the purpose of the payment***.

9. Click in the **COMMENTS** field and enter a detailed explanation or purpose of payment(s).

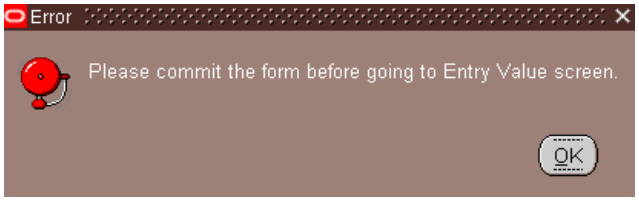


10. Click the **SAVE** button located at the bottom of the **ELEMENT ENTRY** form.

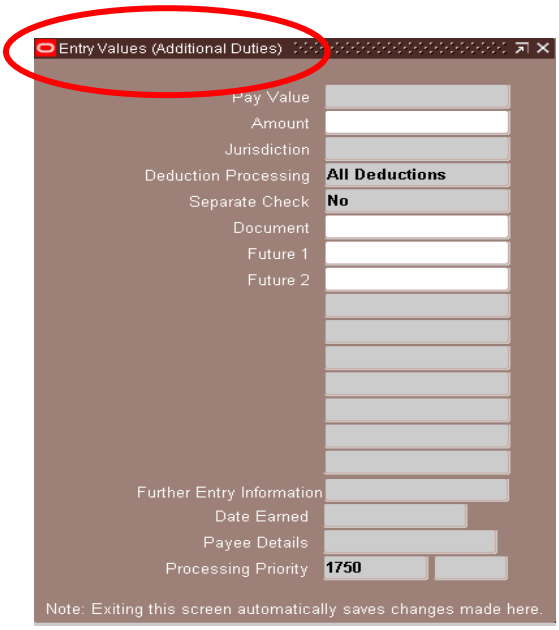
11. Highlight the first element in the **ELEMENT NAME** field.

12. Click on the Entry Values button.

Note: If you receive the error displayed on the right, click **OK** to return to the **ELEMENT ENTRY** form and click on the **SAVE** button.

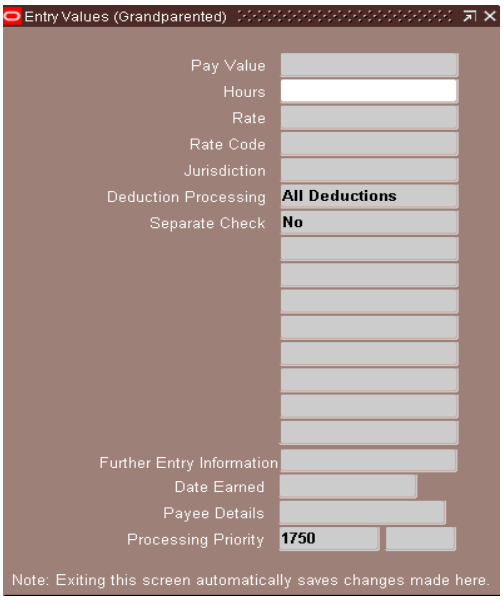


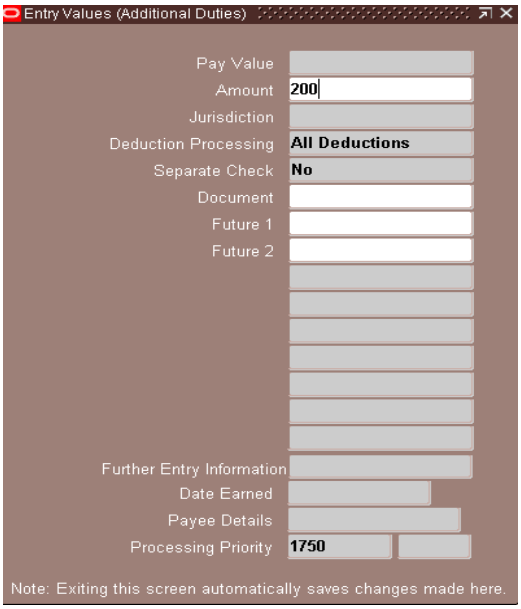
The **ENTRY VALUES** form will display; the selected **ELEMENT NAME** will display at the top of the form.



The **ENTRY VALUES** form will change based on the element selected. The element selected will determine whether you enter the number of hours to be paid or a specific monetary amount.

13. Enter the ***number of hours*** or the ***monetary amount***.





14. Click the **X** in the upper right corner of the window to save and close the form.

Note: When paying multiple elements on the same document, an **ENTRY VALUES** form must be completed for each **ELEMENT NAME**.

15. Click the **SAVE** button at the bottom of the **ELEMENT ENTRY** form.

Note: ***Payments to an employee via a Nonrecurring Element ACT document will default to the employee's assignment level funding. The element must be "costed" if the element is to be paid from a funding source different than the employee's assignment level funding. For instructions on "Costing" a nonrecurring element payment, click here.***

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

17. Click in the **ATTACHMENTS** check box ***if*** attachments will be sent to Central HR or Payroll Services.

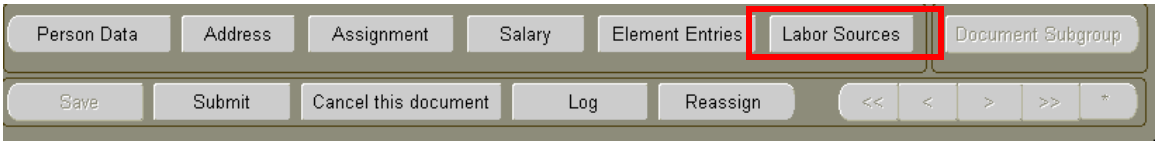
18. Click on the **SUBMIT** button.

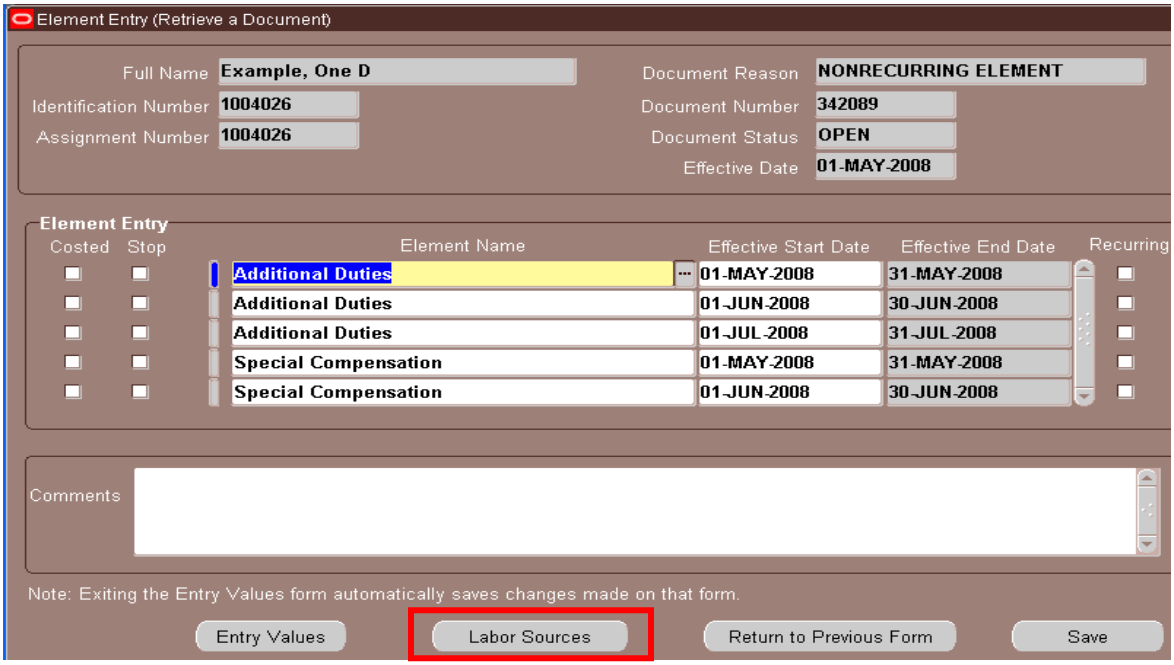
19. The **DOCUMENT STATUS** will change to **READY**; the document will enter the Workflow Approval path.

Return to Top

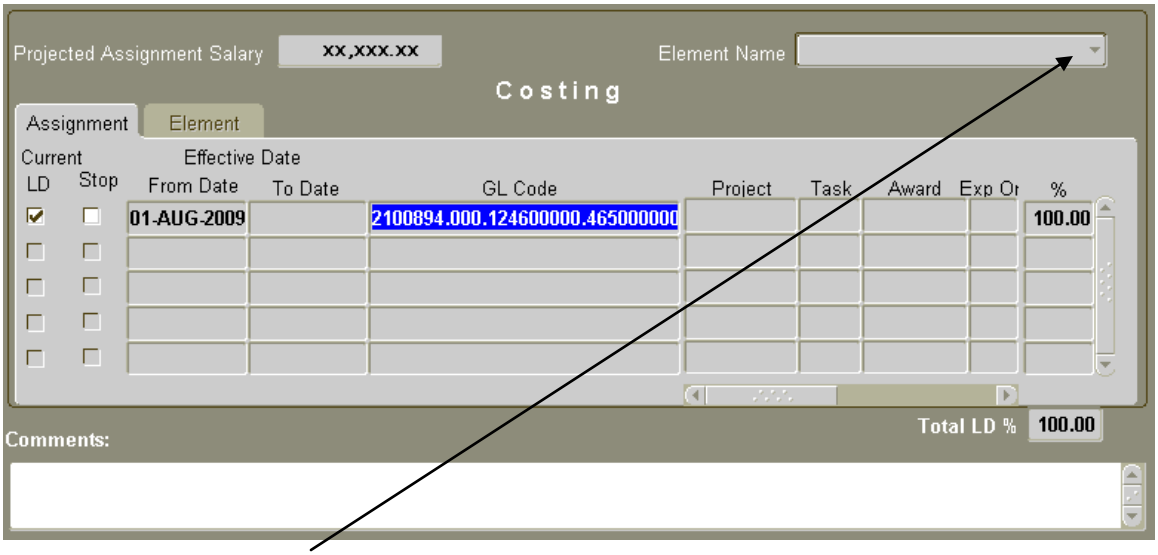
Costing a Nonrecurring Element Payment

1. From the **ACT MAIN FORM** or the **ELEMENT ENTRIES** form, click on the **LABOR SOURCES** button.



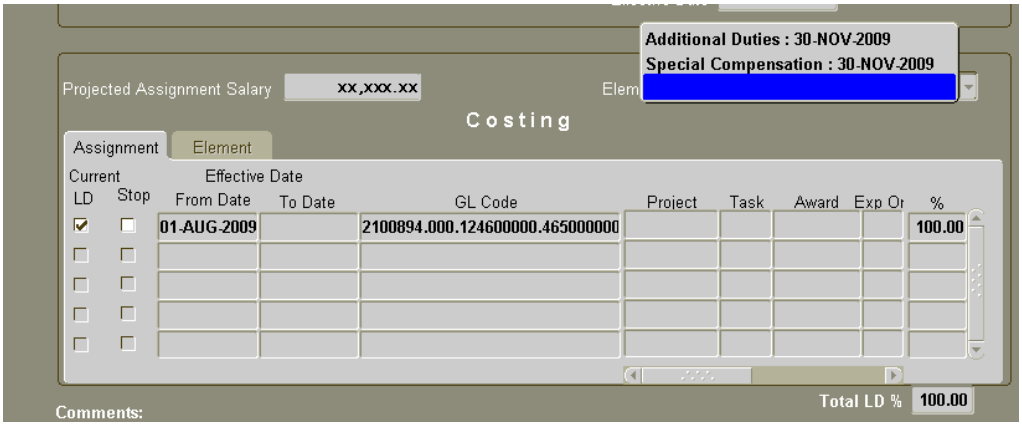


2. The **LABOR SOURCES** form opens.



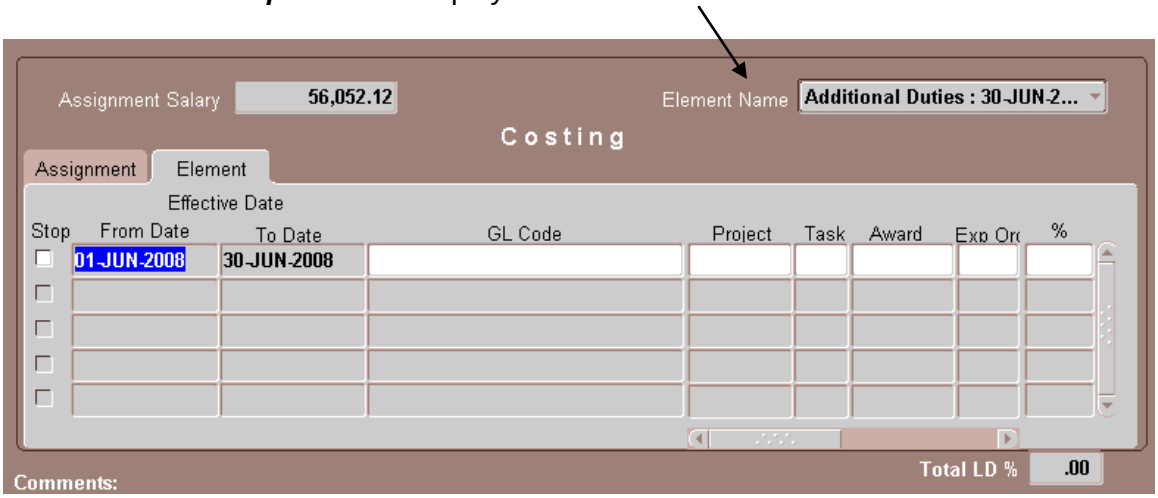
3. Click on the ***drop down arrow*** in the **ELEMENT NAME** box.

4. A listing of **ELEMENT NAMES** entered will display.

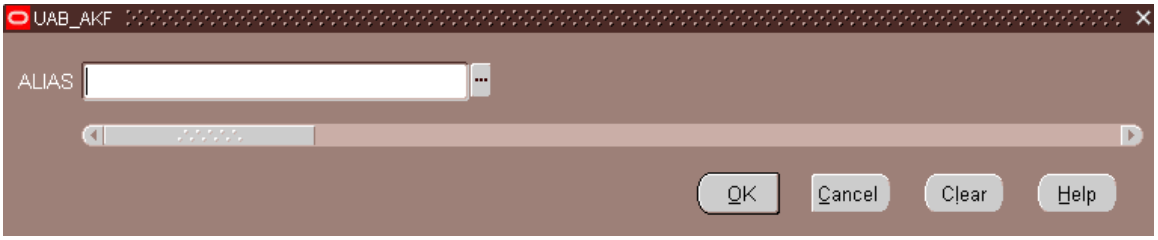


Note: Costing an element changes the labor source account(s) on the selected element only. Each element must be costed separately. If you chose not to cost an element, the payment will default to the employee's assignment level funding.

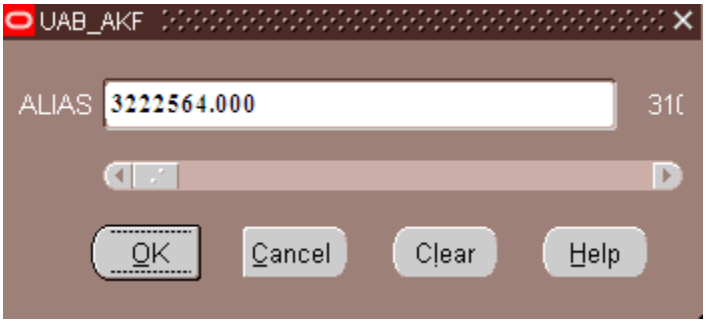
5. Select the ***element and period*** to be costed. The **COSTING** fields will open; the ***element name and period*** will display in the **ELEMENT NAME** field.



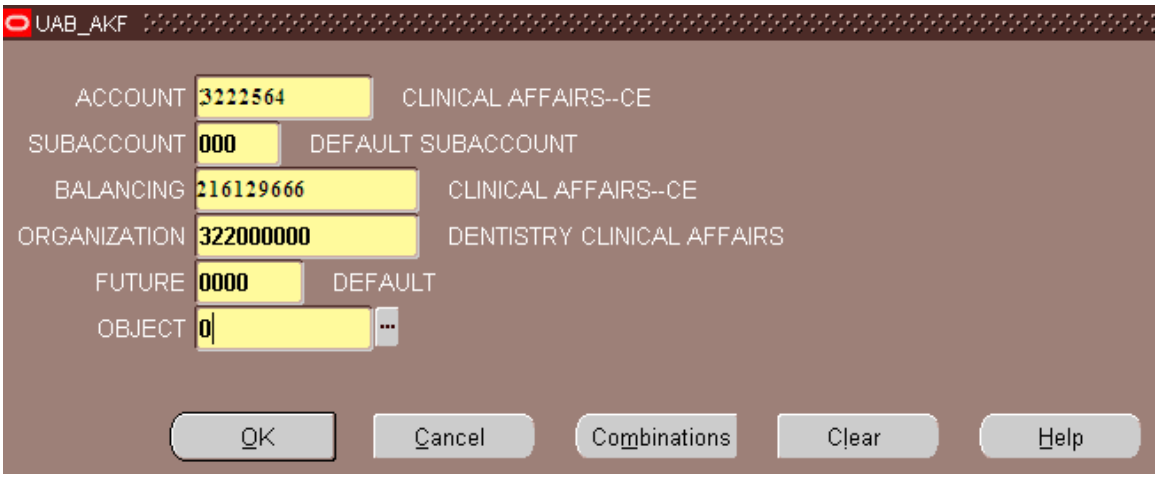
6. If the element is to be paid from a GL account; click in the **GL CODE** field.
7. Click on the **LOV**. This opens the **UAB_AKF FIND WINDOW**.



8. Enter ***the seven digit account number*** (**ALIAS**) or use the **LOV** to perform a search. Enter as much information as possible to limit your search.

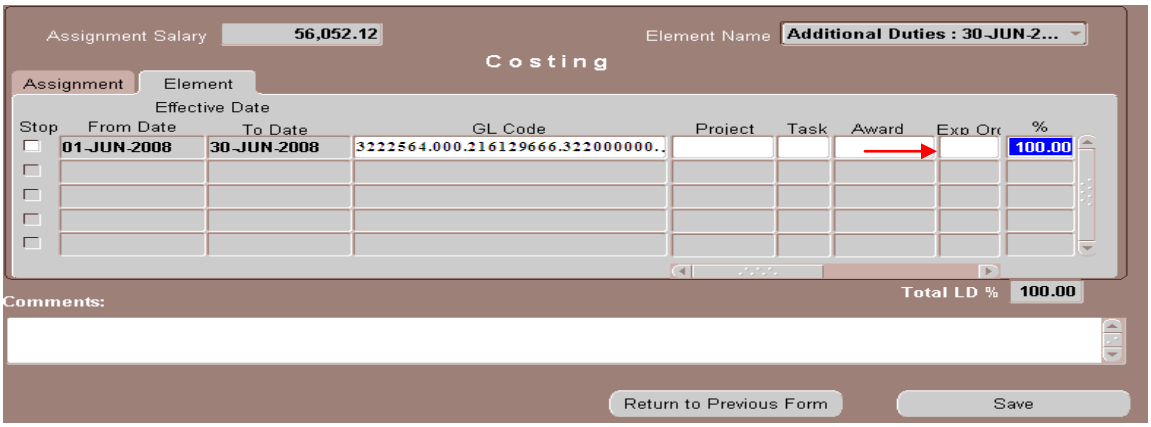


9. Once the **ALIAS** is entered, click on the **OK** button. The **UAB_AKF** window will open displaying the account string.



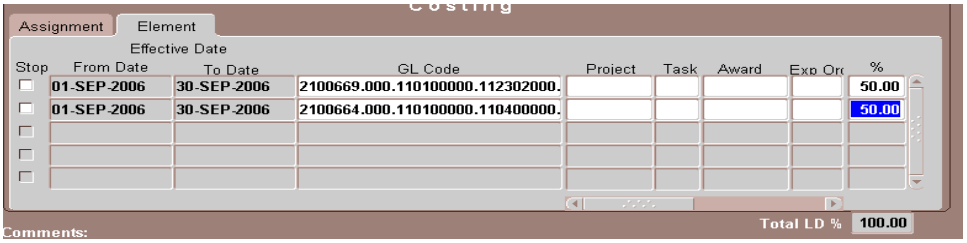
10. Type ***"0" zero*** in the **OBJECT** field. Click **OK**.

11. The **LABOR SOURCES** form displays the account string information in the **GL CODE** field.



12. Type in the ***percent of the element to be charged to this account*** in the **%** field. Only one funding source is allowed for each record/row.

13. If the element is to be paid from multiple accounts; click in the next available line and repeat Steps 6 – 12 for GL accounts or Steps 15 and 16 for Grant accounts.

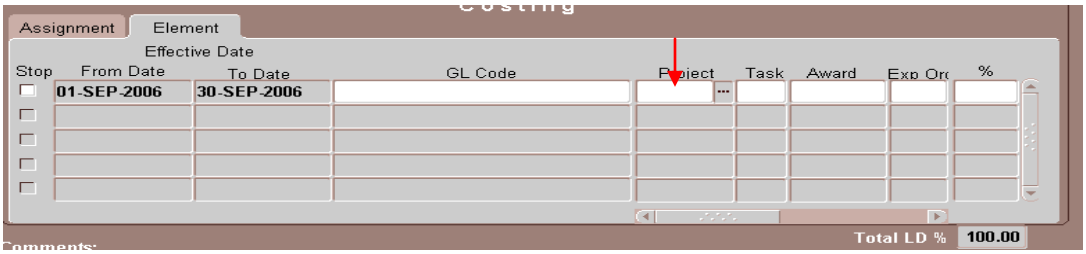


Note: The **TOTAL LD%** must equal **100%** for each element costed.

14. Repeat the above steps, as needed, for entering all GL account funding sources.

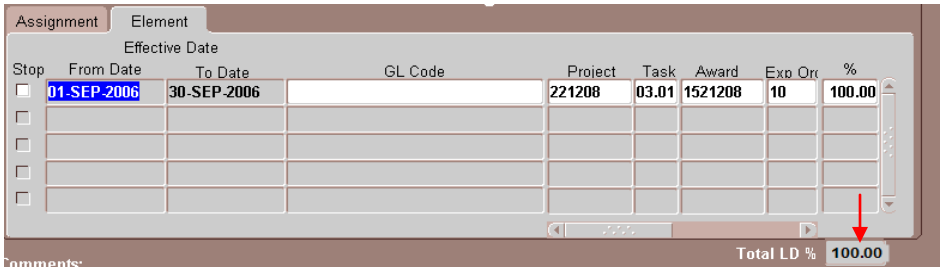
Entering Grant Funding Sources

15. If element is to be charge to a grant, click once in the **PROJECT** field.



- Choose the ***project number*** from the LOV in the **PROJECT** field or ***type the grant number in the field.***
- Choose the ***task number*** from the LOV in the **Task** field or ***type the number into the field.***
- Choose the ***award number*** from the LOV in the **AWARD** field or ***type the number into the field.***
- Choose the ***organization number*** from the LOV in the **EXPENDITURE ORGANIZATION** field or type ***the number into the field***. For the hospital, this number is **70**. For the university, the number is ***10.***

16. Type in ***the percent of the employee's effort to be charged to this account*** in the **%** field. Only one funding source is allowed for each record/row.



Note: The **TOTAL LD%** must equal **100%** for each element costed.

If the element is to be paid from multiple funding sources, click in the next available line and repeat Steps 6 – 12 for GL accounts or Steps 15 and 16 for Grant accounts.

17. Enter comments, if applicable, in the **COMMENTS** field at the bottom of this form.

18. Click on the **RETURN TO PREVIOUS FORM** button at the bottom of the **ELEMENT ENTRY** form to return to the **ACT MAIN FORM**. ***Click here*** to proceed with submitting the Nonrecurring Element ACT document.