

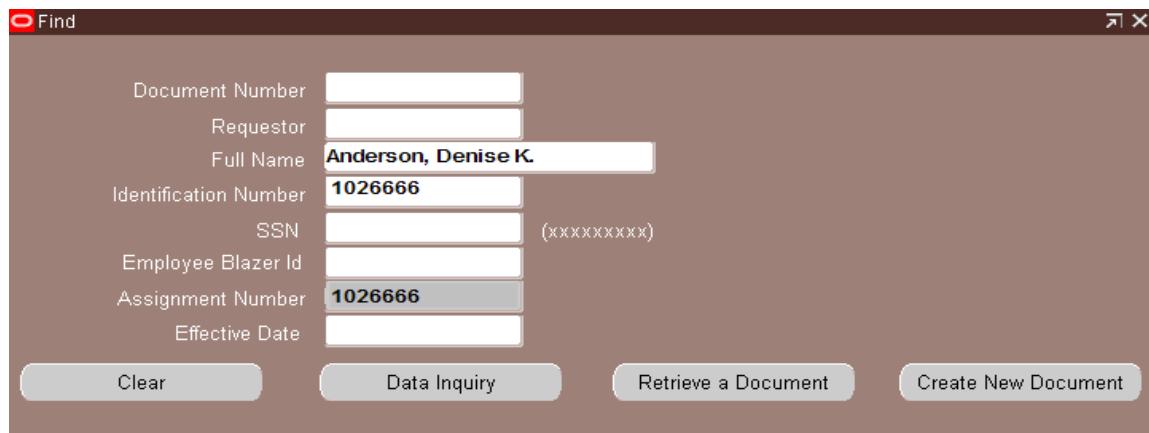
Appoint, Change and Terminate (ACT) Documentation Personal Leave with Pay

The **PERSONAL LEAVE WITH PAY** document reason is used when an employee has sufficient accrued vacation and personal holiday time available to continue in a “pay status” for the entire personal leave of absence.

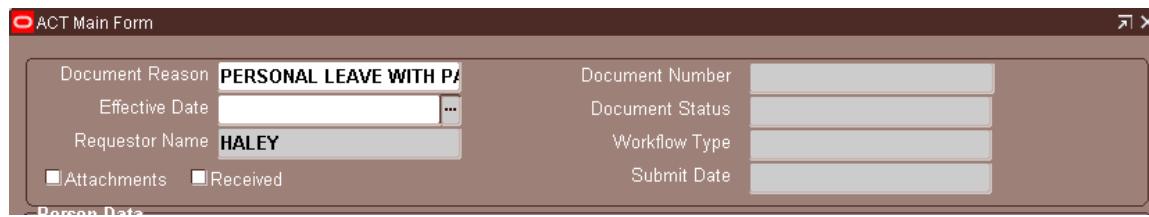
When using the **PERSONAL LEAVE WITH PAY** document reason, the **ACT MAIN FORM** and the **ASSIGNMENT FORM** are the only forms you will be able to access.

UAB HR Officer → HR Transactions → ACT → Find Window

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



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 **PERSONAL LEAVE WITH PAY** or type the words **Personal Leave with Pay** in the **DOCUMENT REASON** field.



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.

Appoint, Change and Terminate (ACT) Documentation Personal Leave with Pay

ACT Main Form

Document Reason	PERSONAL LEAVE WITH PA	Document Number	
Effective Date	01-JUL-2006	Document Status	
Requestor Name	HALEY	Workflow Type	
<input type="checkbox"/> Attachments <input type="checkbox"/> Received		Submit Date	

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**.

ACT Main Form

Document Reason	PERSONAL LEAVE WITH PA	Document Number	197100
Effective Date	01-JUL-2006	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input type="checkbox"/> Attachments <input type="checkbox"/> Received		Submit Date	

Person Data

Name	Anderson, Denise K.	Gender	Female
Identification Number	1026666	Ethnic Origin	White / Non Hispanic
SSN		Total Active Assignments	1
Latest Hire Date	25-OCT-2004	Total Annual Salary	xx,xxx.xx
Date of Birth	10-JUN-1978	<input type="checkbox"/> Prior UAB Service	

Assignment Data

Assignment Number	1030339	Assignment Status	Active Assignment
Assignment Category	01 Regular FT	Organization	390001000 Civitan Internatio
Job	HR306E1.Occupational Ther	Position	390001000.01201.040901
FTE	1	Primary	Y
Assignment Salary	xx,xxx.xx	Payroll	Monthly

Person Address Assignment Salary Element Entries Labor Sources

Comments:

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

Appoint, Change and Terminate (ACT) Documentation Personal Leave with Pay

Assignment (Create New Document)

Full Name	Anderson, Denise K.	Document Reason	PERSONAL LEAVE WITH PAY			
Identification Number	1026666	Document Number	197100			
Assignment Number	1026666	Document Status	OPEN			
		Effective Date	01-JUL-2006			
Effective Date From	01-OCT-2005	Shift Differential Code				
Effective Date To	31-DEC-4712	Grandparented				
Primary	Y	Effort Report Eligible				
General Assignment Information <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> Assignment Category Status Expected Return Date Organization Location Position Job Grade Payroll Group Timecard Dist Number Timekeeping Method Timekeeping Organization Comments </td> <td style="width: 50%; vertical-align: top;"> Current 01 Regular FT Active Assignment 390001000 Civilian International Re Bham Main Campus 390001000.01201.040901 HR306E1.Occupational Therapist I W.G16 Staff 12 Comments </td> <td style="width: 50%; vertical-align: top;"> Proposed Leave With Pay Comments </td> </tr> </table>				Assignment Category Status Expected Return Date Organization Location Position Job Grade Payroll Group Timecard Dist Number Timekeeping Method Timekeeping Organization Comments	Current 01 Regular FT Active Assignment 390001000 Civilian International Re Bham Main Campus 390001000.01201.040901 HR306E1.Occupational Therapist I W.G16 Staff 12 Comments	Proposed Leave With Pay Comments
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<input type="button" value="Salary"/> <input type="button" value="Labor Sources"/> <input type="button" value="Element Entries"/> <input type="button" value="Return to Previous Form"/> <input type="button" value="Save"/>						

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

General Assignment Information

Assignment Category	01 Regular FT	Proposed
Status	Active Assignment	Leave With Pay
Expected Return Date	20-AUG-2006	...

Note: Entering the Expected Return Date does not automatically return the employee from leave. A RETURN FROM LEAVE DOCUMENT MUST BE PROCESSED BEFORE THE EMPLOYEE WILL BE RETURNED TO AN ACTIVE STATUS.

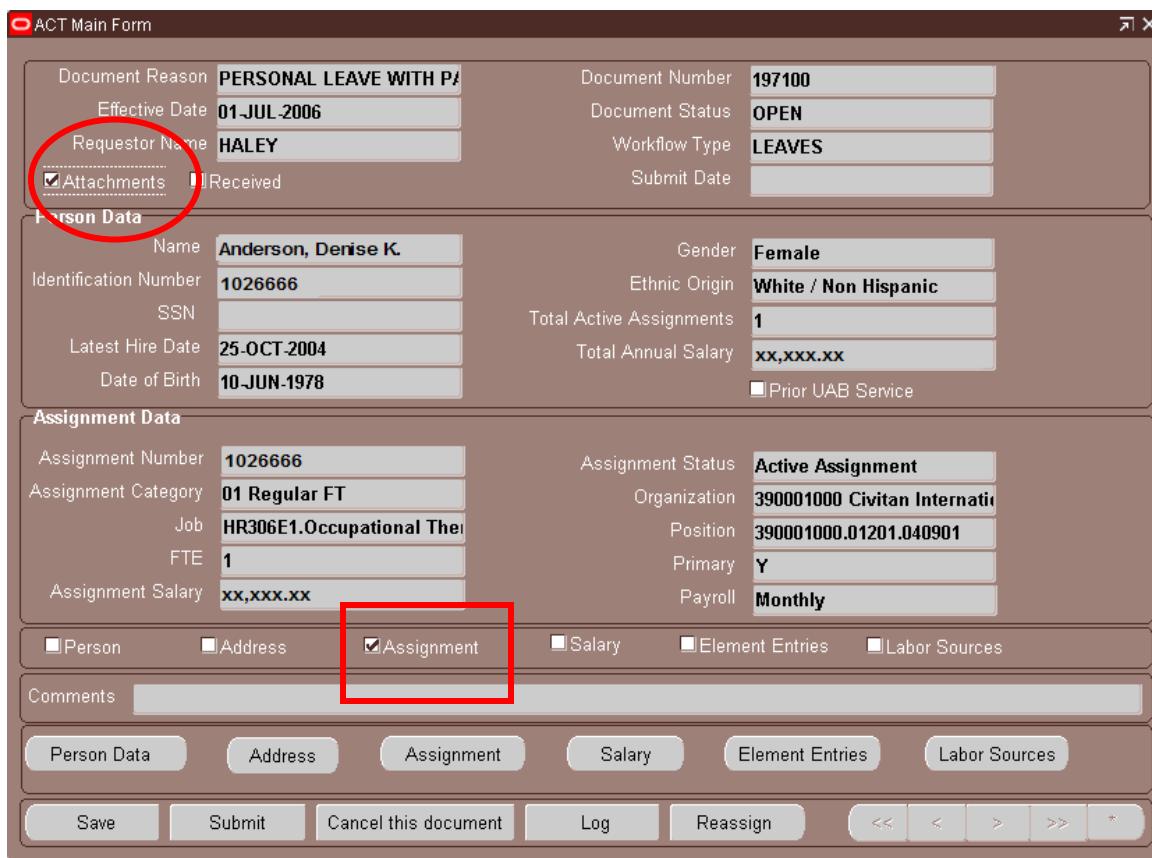
9. Enter comments, if applicable, in the **COMMENTS** field at the bottom of the **ASSIGNMENT** form. Comments entered here will appear on the **ACT MAIN FORM**.

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**.

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



Document Reason: PERSONAL LEAVE WITH PAY
Effective Date: 01-JUL-2006
Requestor Name: HALEY
 Attachments **Received**

Document Number: 197100
Document Status: OPEN
Workflow Type: LEAVES
Submit Date: [empty]

Person Data:

Name:	Anderson, Denise K.	Gender:	Female
Identification Number:	1026666	Ethnic Origin:	White / Non Hispanic
SSN:	[empty]	Total Active Assignments:	1
Latest Hire Date:	25-OCT-2004	Total Annual Salary:	xx,xxx.xx
Date of Birth:	10-JUN-1978	<input type="checkbox"/> Prior UAB Service	

Assignment Data:

Assignment Number:	1026666	Assignment Status:	Active Assignment
Assignment Category:	01 Regular FT	Organization:	390001000 Civitan Internat
Job:	HR306E1.Occupational Ther	Position:	390001000.01201.040901
FTE:	1	Primary:	Y
Assignment Salary:	xx,xxx.xx	Payroll:	Monthly

Person Address Assignment Salary Element Entries Labor Sources

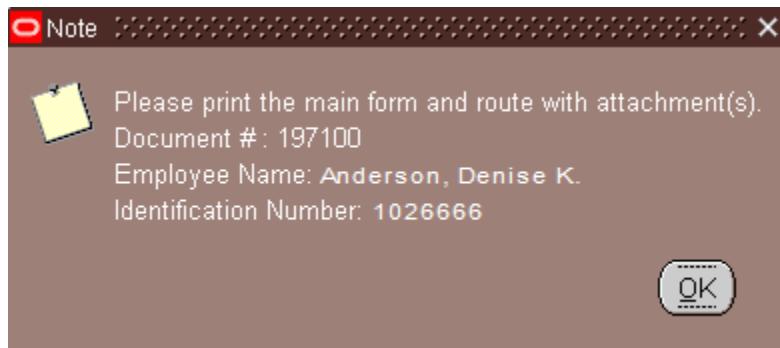
Comments: [empty]

Buttons: Person Data, Address, Assignment, Salary, Element Entries, Labor Sources

Bottom Buttons: Save, Submit, Cancel this document, Log, Reassign, <<, <, >, >>, *

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

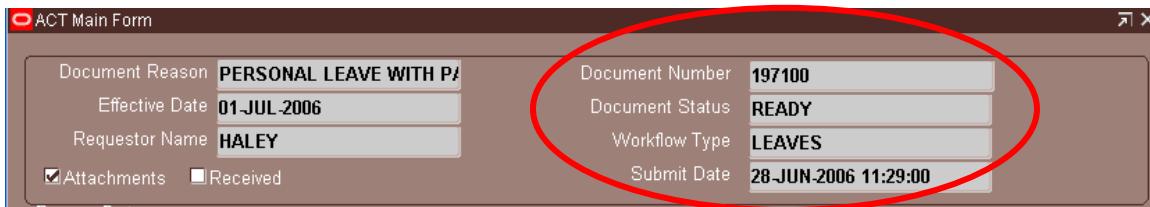
14. Click on the **SUBMIT** button at the bottom of the **ACT MAIN FORM**. The following **NOTE** appears. Click **OK**.



15. Print the **ACT MAIN FORM**; attach to the front of attachments to be forwarded to HRM Records Administration for approval.

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16. The **DOCUMENT STATUS** field changes to **READY**; the document enters workflow for approval.



ACT Main Form

Document Reason	PERSONAL LEAVE WITH PAY	Document Number	197100
Effective Date	01-JUL-2006	Document Status	READY
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	28-JUN-2006 11:29:00

[RETURN TO TOP](#)