

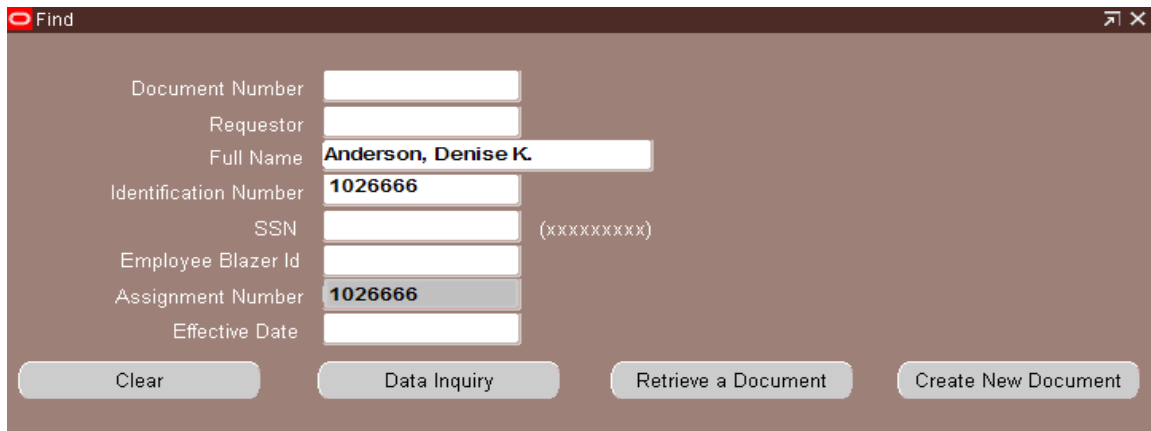
Appoint, Change and Terminate (ACT) Documentation Personal Leave with Pay

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.

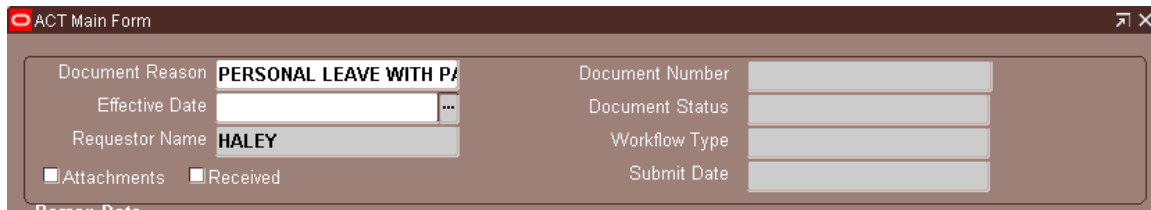


The screenshot shows the 'Find' window with the following fields and values:

| Field | Value |
|-----------------------|---------------------|
| Document Number | |
| Requestor | |
| Full Name | Anderson, Denise K. |
| Identification Number | 1026666 |
| SSN | (xxxxxxxx) |
| Employee Blazer Id | |
| Assignment Number | 1026666 |
| 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 **PERSONAL LEAVE WITH PAY** or type the words *Personal Leave with Pay* in the **DOCUMENT REASON** field.



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

| Field | Value |
|-----------------|------------------------|
| Document Reason | PERSONAL LEAVE WITH PA |
| Effective Date | |
| Requestor Name | HALEY |
| Document Number | |
| Document Status | |
| Workflow Type | |
| Submit Date | |

Buttons: Attachments, Received.

5. 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.

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 Internati |
| 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

Person Data Address Assignment Salary Element Entries Labor Sources

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

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

| | Current | Proposed |
|--------------------------|-----------------------------------|----------------|
| Assignment Category | 01 Regular FT | |
| Status | Active Assignment | Leave With Pay |
| Expected Return Date | | |
| Organization | 390001000 Civitan International R | |
| Location | Bham Main Campus | |
| Position | 390001000.01201.040901 | |
| Job | HR306E1.Occupational Therapist I | |
| Grade | W.G16 | |
| Payroll Group | Staff 12 | |
| Timecard Dist Number | | |
| Timekeeping Method | | |
| Timekeeping Organization | | |
| Comments | | |

Salary Labor Sources Element Entries Return to Previous Form Save

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

General Assignment Information

| | Current | Proposed |
|----------------------|-------------------|----------------|
| Assignment Category | 01 Regular FT | |
| 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](#).**

The screenshot shows the 'ACT Main Form' with the following data:

| Document Reason | | Document Number |
|------------------------|--|-----------------|
| PERSONAL LEAVE WITH P/ | | 197100 |

| Effective Date | Document Status |
|----------------|-----------------|
| 01-JUL-2006 | OPEN |

| Requestor Name | Workflow Type |
|----------------|---------------|
| HALEY | LEAVES |

| Submit Date |
|-------------|
| |

☒ Attachments ☐ Received

Person Data

| Name | Gender |
|---------------------|--------|
| Anderson, Denise K. | Female |

| Identification Number | Ethnic Origin |
|-----------------------|----------------------|
| 1026666 | White / Non Hispanic |

| SSN | Total Active Assignments |
|-----|--------------------------|
| | 1 |

| Latest Hire Date | Total Annual Salary |
|------------------|---------------------|
| 25-OCT-2004 | xx,xxx.xx |

| Date of Birth | Prior UAB Service |
|---------------|--------------------------|
| 10-JUN-1978 | <input type="checkbox"/> |

Assignment Data

| Assignment Number | Assignment Status |
|-------------------|-------------------|
| 1026666 | Active Assignment |

| Assignment Category | Organization |
|---------------------|-----------------------------|
| 01 Regular FT | 390001000 Civitan Internati |

| Job | Position |
|---------------------------|------------------------|
| HR306E1.Occupational Ther | 390001000.01201.040901 |

| FTE | Primary |
|-----|---------|
| 1 | Y |

| Assignment Salary | Payroll |
|-------------------|---------|
| xx,xxx.xx | Monthly |

☐ 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

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**.

Note

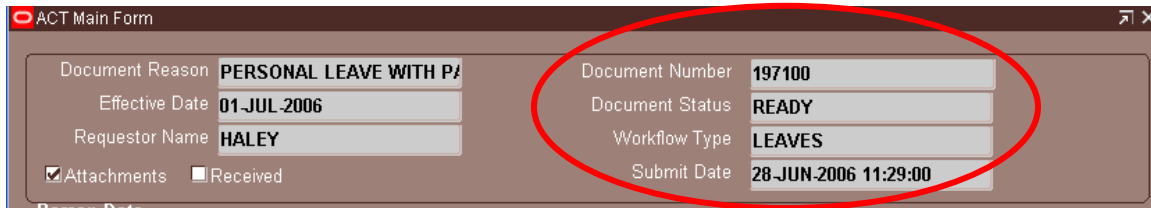
Please print the main form and route with attachment(s).
Document #: 197100
Employee Name: Anderson, Denise K.
Identification Number: 1026666

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 P/ | 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](#)