

## **Appoint, Change and Terminate (ACT) Documentation**

### **Rehire ACT Document**

A **REHIRE** ACT document is used when rehiring individuals who have been affiliated with UAB in one of the following assignment categories: **Faculty, Employee, Intern/Resident, Trainee, Student** or **Volunteer**, and all active assignments have been terminated within the Administrative Systems prior to the effective reappointment date.

A **Rehire** document must be completed **IF** an individual terminated their assignment(s) **after** January, 2003. A **New Hire** document must be completed **IF** an individual terminated their assignment **before** January 2003. (For instructions on creating a New Hire document, [click here](#)).

The information entered on the rehire document provides the data needed for the employee to be paid. It also activates the official personnel record for the individual. It is recommended that before starting this procedure you have all of the completed supporting documentation in front of you and that you complete the form in sequential order.

Instructions for completing each form on the rehire ACT document can be accessed by clicking on the section you wish to view; or by scrolling to the referenced page number.

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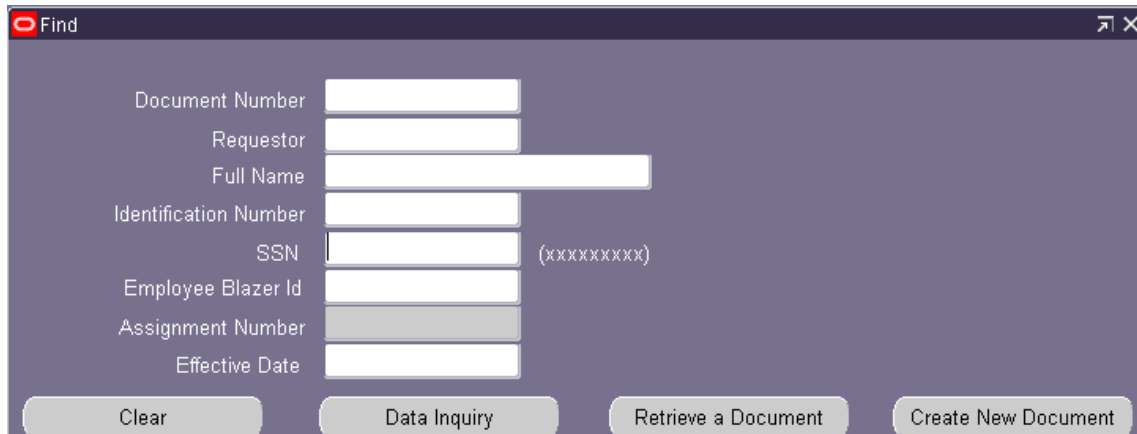
#### Creating a Rehire Document

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UAB HR Officer → HR Transactions → ACT

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



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

Field	Value
Document Number	
Requestor	
Full Name	
Identification Number	
SSN	(xxxxxxxx)
Employee Blazer Id	
Assignment Number	
Effective Date	

Buttons: Clear, Data Inquiry, Retrieve a Document, Create New Document

2. Enter the **employee's Social Security Number** in the **SSN** field; **do not enter dashes**.
3. Click on **CREATE NEW DOCUMENT**.
4. The **ACT MAIN FORM** will open. The system will populate the **DOCUMENT REASON** field with **REHIRE**.
5. Enter the **Effective Date** in the **EFFECTIVE DATE** field. Use the calendar **LOV** or type in the desired date using the **DD-MMM-YY** Format.



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

Field	Value
Document Reason	REHIRE
Effective Date	
Requestor Name	HALEY

Buttons: Attachments, Received

**Note: This date cannot be changed once you have submitted the document, Verify you have entered the correct rehire date.**

6. Click in the **ATTACHMENTS** checkbox indicating attachments **will be** accompanying the Rehire document. For list of Attachments to accompany a Rehire document, [click here](#).



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

Field	Value
Document Reason	REHIRE
Effective Date	01-MAR-2011
Requestor Name	HALEY

Buttons: ☒ Attachments, ☐ Received

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- Click **SAVE**. The system will assign a **DOCUMENT NUMBER** and the **DOCUMENT STATUS** is **OPEN**.

ACT Main Form

Document Reason	REHIRE	Document Number	538703
Effective Date	01-MAR-2011	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	HIRE
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

- The **PRIOR UAB SERVICE** box will now be checked.

Gender: Female

Ethnic Origin: White

Total Active Assignments:

Total Projected Annual Salary:

☒ Prior UAB Service

**Note:** The effective date can be changed at this point. Once you proceed to the **PERSON DATA** form and press the **SAVE** button, you **CAN NOT** return to the **ACT MAIN FORM** and change the **EFFECTIVE DATE**. You will have to cancel the document and start over.

- Click on the **PERSON DATA** button.

Person Data | Address | Assignment | Salary | Element Entries | Labor Sources | Document Subgroup

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

## Appoint, Change and Terminate (ACT) Documentation

### Rehire ACT Document

#### Completing the Person Data Form

The **PERSON DATA FORM** contains the employee's demographic information as it appeared in the Administrative Systems at the time of termination. It is essential to verify and update the following sub forms before submitting the Rehire document: **PERSONAL**, **EMPLOYMENT** (I-9 will be a required entry field), **DIRECTORY** and **LICENSE**. You will also need to verify and update the **ADDRESS** button and the **SCHOOLS AND COLLEGES** button located at the bottom of the **PERSON DATA** form. Instructions for each sub form and button are listed separately.

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#### Entering Personal Information

Click the **PERSON DATA** button located at the bottom of the **ACT MAIN FORM**. The **PERSON DATA** form opens.

The screenshot shows the 'PERSON DATA' form with the 'Personal' tab selected. The form is divided into two columns: 'Current' and 'Proposed'. The 'Current' column contains the following fields: SSN, Last Name (Example), First Name (One), Middle Names, Suffix, Title (Ms.), Date Of Birth (02-SEP-1946), and Gender (FEMALE). The 'Proposed' column contains empty fields for the same information. At the bottom of the form is a 'Comments' text area.

1. Verify each field, if changes are necessary; click in the appropriate **PROPOSED** field, enter the correction.
2. Click **SAVE** at the bottom of the form.
3. To proceed, click on the **EMPLOYMENT** tab.

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### Entering Employment Information

The screenshot shows the 'Employment' tab in the ACT system. It features two columns: 'Current' and 'Proposed'. The 'Current' column has input fields for 'Ethnic Origin', 'Veteran Status 100', 'Veteran Status 100A', 'I-9 Status', 'Visa Type', and 'Work Visa Expiration Date'. The 'Proposed' column has corresponding fields, with 'Ethnic Origin', 'Veteran Status 100', 'Veteran Status 100A', and 'Visa Type' highlighted in yellow. A button labeled 'More info on Veteran Status' is located to the right of the 'Proposed' fields. At the bottom, there is a 'Comments' section with a text area and a 'Find' button.

1. If the ethnic origin displaying in the current **ETHNIC ORIGIN** field is incorrect, click on the **LOV** in proposed **ETHNIC ORIGIN** field and select the *employee's correct ethnic origin*. Click **OK**.

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

This screenshot shows the 'Ethnic Origin' LOV. It has a 'Find %' search field at the top. Below it is a list of options: 'Ethnic Origin', 'American Indian or Alaskan Native', 'Asian', 'Black or African American', 'Hispanic or Latino, regardless of race', 'Native Hawaiian or Other Pacific Islander', 'Two or More Races', and 'White'. The 'Find' button is at the bottom left, and 'OK' and 'Cancel' buttons are at the bottom right.

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**.

This screenshot shows the 'Veteran Status' LOV. It has a 'Find %' search field at the top. Below it is a list of options: 'Veteran Status', 'Armed Forces Service Medal (AFSM) Veteran', 'Disabled Vet, Other Protected, AFSM, Recently Separated', 'Disabled Veteran', 'Disabled, AFSM Veteran', 'Disabled, Other Protected Veteran', 'Disabled, Other Protected, AFSM Veteran', 'Disabled, Recently Separated Veteran', 'Disabled, Recently Separated, AFSM Veteran', 'Not a Veteran', 'Other Protected Veteran', 'Other Protected Veteran, AFSM, Recently Separated', 'Other Protected, AFSM Veteran', and 'Other Protected, Recently Separated Veteran'. The 'Find' button is at the bottom left, and 'OK' and 'Cancel' buttons are at the bottom right.

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3. 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](http://www.hrm.uab.edu/main/records/form_I9.html)

***NOTE:*** There are only three options listed here -- Yes, No, and Not Required - Trainee. If the individual being rehired is considered an Employee you can submit the document with a No answer, but it will not be processed and completed until the I-9 has been received in Records Administration. If the individual being rehired is considered a Trainee, select Not Required-Trainee.

4. In the **VISA TYPE** field, click on the LOV.

- a. If the employee was born in the United States and has maintained citizenship in the United States, select **US CITIZEN** and click **OK**.
- b. If employee is considered a non-resident alien, select the appropriate **Visa Type** 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/>

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- When required, enter future **Work Visa Expiration Date**;  
Click on the **SAVE** button located at the bottom of the form.

The screenshot shows the 'Employment' tab of the ACT form. It features two columns: 'Current' and 'Proposed'. The 'Current' column has empty input fields for 'Ethnic Origin', 'Veteran Status 100', 'Veteran Status 100A', 'I-9 Status', 'Visa Type', and 'Work Visa Expiration Date'. The 'Proposed' column has dropdown menus for 'Ethnic Origin' (selected: White), 'Veteran Status 100' (selected: Not a Veteran), 'I-9 Status' (selected: Yes), 'Visa Type' (selected: US Citizen), and 'Work Visa Expiration Date' (selected: 01-JUL-2013). A 'More info on Veteran Status' button is located to the right of the 'Proposed' column. At the bottom, there is a 'Comments' text area and three buttons: 'Address', 'Return to Previous Form', and 'Save'.

	Current	Proposed
Ethnic Origin		White
Veteran Status 100		Not a Veteran
Veteran Status 100A		Yes
I-9 Status		US Citizen
Visa Type		01-JUL-2013
Work Visa Expiration Date		

Comments: [Text Area]

Buttons: Address, Return to Previous Form, Save

**Note:** The date entered in the WORK VISA EXPIRATION DATE field must be a future date.

- Proceed to complete the Schools and Colleges tab.

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### Entering Schools and Colleges Information

The screen will advance to the **SCHOOLS AND COLLEGES** tab.

The screenshot shows the 'Schools and Colleges' tab selected. It features a table with columns: School or College, Degree Name, Degree Date, Type, Transcript/Official Documentation on File, and Degree Discipline. The first row is populated with 'High School/GED or Grade School', '101 High School Graduate', '01-JAN-1964', 'HD', and empty fields for the last two columns. Below the table is a 'Comments' text area.

School or College	Degree Name	Degree Date	Type	Transcript/Official Documentation on File	Degree Discipline
High School/GED or Grade School	101 High School Graduate	01-JAN-1964	HD		

**Note:** when previous Schools and Colleges information displays, you should verify that the information displaying is accurate and/or up-to-date.

1. If previous Schools and Colleges information displays and is **accurate**, click on the **SAVE** button located at the bottom of the form.
2. If previous Schools and Colleges information is **not accurate**, you may:
  - a. Overwrite the existing information.
  - b. Enter additional School or College's, Degree Names, Degree Types by clicking on the next available line.
  - c. Enter Transcript and Degree Discipline information as required.

Click the **SAVE** button located at the bottom of the form before proceeding on to the Phonebook tab.

### Entering Phonebook Information

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

The screenshot shows the 'Phonebook' tab selected. It displays a form titled 'Data used for the UAB Electronic Directory' with two columns: 'Current' and 'Proposed'. The 'Current' column has 'Yes' entered for 'Individual Online List' and 'Faculty and Staff List'. The 'Proposed' column has 'Yes' entered for 'Individual Online List'. There are empty fields for 'Online Job Title', 'Online Display Name', and 'Faculty and Staff List' in the 'Proposed' column. A checkbox for 'Assignment Job Title (Last Name, First Name)' is also present. At the bottom, there is a 'Comments' text area and three buttons: 'Address', 'Return to Previous Form', and 'Save'.

Data used for the UAB Electronic Directory	
Current	Proposed
Individual Online List: Yes	Individual Online List: Yes
Online Job Title:	Online Job Title: <input type="text"/>
Online Display Name:	Online Display Name: <input type="text"/>
Faculty and Staff List: Yes	Faculty and Staff List: <input type="text"/>



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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.
7. To update the address and phone information, click on the **ADDRESS** button at the bottom of the **PERSON DATA** form; to return to the **ACT MAIN FORM**, click on the **RETURN TO PREVIOUS** button.

## Appoint, Change and Terminate (ACT) Documentation Rehire ACT Document

### Entering License, Certification, Membership Information

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

The screenshot shows a software interface with tabs: Personal, Employment, Phonebook, License, Termination, and Schools and Colleges. The 'License' tab is selected. Below the tabs is a section titled 'License/Certificate/Membership Information'. This section has two columns: 'Current' and 'Proposed'. Each column has four input fields: 'Type', 'Title', 'Number', and 'Expiration Date'. Below these fields is a note: 'Use down arrow to create multiple records.' At the bottom of the form is a 'Comments' text area and three buttons: 'Address', 'Return to Previous Form', and 'Save'.

2. Using the LOV in the **TYPE** field; choose the **appropriate License type**.

**Note: If you choose License, the Title, Number, and Expiration Date fields become required fields.**

The screenshot shows a list of values for the 'License' type. The list includes: Name, Certification, License (highlighted in blue), Membership, and Professional Competency Certification.

3. If **License** is selected, listing of **LICENSE TITLES** appears. Select the appropriate **License title**, Click **OK**.

The screenshot shows a list of values for the 'License Title' field. The list includes: License Title, Find %, and a list of titles: Lawyer, Licensed Practical Nurse, Medical Doctor, LIC/CERT Unknown, Medical Doctor, Perm Foreign L/C, Medical Doctor, Perm US LIC/CERT (highlighted in blue), Medical Doctor, Temp Foreign L/C, Medical Doctor, Temp US LIC/CERT, Medical Records, Medical Technologist, Occupational Therapist, Pharmacist, and Physical Therapist. At the bottom are buttons for 'Find', 'OK', and 'Cancel'.

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4. If **Certification, Membership or Professional Competency**, type *the appropriate title* in the **TITLE** field.

The screenshot shows a web form with a tabbed interface. The tabs are: Personal, Employment, Phonebook, License (selected), Termination, and Schools and Colleges. The main section is titled "License/Certificate/Membership Information". It is divided into two columns: "Current" and "Proposed".

	Current	Proposed
Type	<input type="text"/>	<input type="text" value="License"/>
Title	<input type="text"/>	<input type="text" value="Dentist"/>
Number	<input type="text"/>	<input type="text"/>
Expiration Date	<input type="text"/>	<input type="text"/>

Use down arrow to create multiple records.

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 form; click the **ADDRESS** button to update the employee's address information.

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#### Entering Address and Phone Information

Click on the **ADDRESS** button at the bottom of either the **ACT MAIN FORM** or **PERSON DATA** form.

*All employees must have a current 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 Rehire Document is in **COMPLETE** status. **Campus Addresses** and **ALL phone numbers** must be corrected on the Rehire document. The employee's new assignment location and phone number will display in the UAB Electronic Phonebook.*

Address		Current	End Date Current	Proposed
Address Type	Home	<input type="checkbox"/>		Home
Address Line1	1800 Happy Road			
Address Line2				
Address Line3				
City	Gardendale			
State	AL			
Zip Code	35071			
		Use the down arrow to view multiple records.		Use the down arrow to create multiple records.

Phones	Delete	Type	Phone Number (xxxxxxxx)	Date From
	<input type="checkbox"/>	Home	(205) 222-5555	06-NOV-2006
	<input type="checkbox"/>	Campus Primary	(205) 934-3029	06-NOV-2006
	<input type="checkbox"/>	Work Fax	(205) 975-5971	06-NOV-2006
Use the down arrow to create multiple records.				

☐ International Address

Comments

Return to Previous Form

Save

**Note: If the employee 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.**

<input checked="" type="checkbox"/> International Address
Comments

1. To enter the **campus address**, click in the **ADDRESS TYPE** field and **press the down arrow**. The **ADDRESS TYPE** field switches to **CAMPUS PRIMARY**.

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### Rehire ACT Document

- 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.

Address		Current	End Date	Current	Proposed
Address Type	<input type="text" value="Campus Primary"/>	<input type="checkbox"/>		<input type="text" value="Campus Primary"/>	
Building	<input type="text" value="EB"/>			<input type="text" value="EB"/>	
Room	<input type="text" value="220"/>			<input type="text"/>	
Address Line3	<input type="text" value="EDUCATION BUILDING"/>			<input type="text" value="EDUCATION BUILDING"/>	
City	<input type="text" value="Birmingham"/>			<input type="text"/>	
State	<input type="text" value="AL"/>			<input type="text"/>	
Zip Code	<input type="text" value="35294"/> - <input type="text" value="1250"/>			<input type="text"/> - <input type="text"/>	
Use the down arrow to view multiple records.				Use the down arrow to create multiple records.	

**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.

- Enter the **room or floor number** in the **ROOM** field.
- 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**.
- 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**.
- Repeat the steps 6 - 10 if a **CAMPUS SECONDARY** address is necessary.

Address		Current	End Date	Current	Proposed
Address Type	<input type="text" value="Campus Primary"/>	<input type="checkbox"/>		<input type="text" value="Campus Primary"/>	
Building	<input type="text" value="EB"/>			<input type="text" value="EB"/>	
Room	<input type="text" value="220"/>			<input type="text" value="478"/>	
Address Line3	<input type="text" value="EDUCATION BUILDING"/>			<input type="text" value="EDUCATION BUILDING"/>	
City	<input type="text" value="Birmingham"/>			<input type="text" value="Birmingham"/>	
State	<input type="text" value="AL"/>			<input type="text" value="AL"/>	
Zip Code	<input type="text" value="35294"/> - <input type="text" value="1250"/>			<input type="text" value="35294"/> - <input type="text" value="1250"/>	
Use the down arrow to view multiple records.				Use the down arrow to create multiple records.	

## Appoint, Change and Terminate (ACT) Documentation Rehire ACT Document

7. If phone numbers are changing, click once in the **PHONE NUMBER** field for the **TYPE** to be changed.

Phones		
Delete	Type	Phone Number (xxxxxxxxxx)
<input type="checkbox"/>	Campus Primary	(205) 934-6221
<input type="checkbox"/>	Campus Secondary	(205) 934-5322
<input type="checkbox"/>	Home	(205) 853-6666

Use the down arrow to create multiple records.

8. Enter the **employee's current ten digit phone number** in the **PHONE NUMBER** field without dashes.
9. Type the **effective start date** in the **DATE FROM** field or use the calendar LOV. **This is the effective date of the Rehire document.**
10. Repeat the above steps to change additional phone numbers for the employee. Use the down arrow on your keyboard to enter multiple records, if necessary.

Phones			
Delete	Type	Phone Number (xxxxxxxxxx)	Date From
<input type="checkbox"/>	Campus Primary	(205) 934-6658	01-OCT-2009
<input type="checkbox"/>	Campus Secondary	(205) 934-7856	01-OCT-2009
<input type="checkbox"/>	Home	(205) 853-6666	01-OCT-2009

Use the down arrow to create multiple records.

11. Click **SAVE** at the bottom of the form.
12. Click the **RETURN TO PREVIOUS** button at the bottom of the **ADDRESS** form to return to the **PERSON DATA** form.

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#### Completing the Assignment Form

The information on the Assignment form identifies the employee's employment status, which determines eligibility for employee benefits, the organization and position number the employee is affiliated with, and the timekeeping method used in submitting an employee's worked time to payroll.

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

Effective Date From:  Shift Differential Code:   
Effective Date To:  Grandparented:   
Primary:  Effort Report Eligible:   
**General Assignment Information**  
Current Proposed  
Assignment Category:   ...  
Status:  **Active Assignment**  
Expected Return Date:    
Organization:    
Location:    
Position:    
Job:    
Grade:    
Payroll Group:    
Timecard Dist Number:    
Timekeeping Method:    
Timekeeping Organization:    
Comments:   
Return to Previous Form Save

1. Select the **appropriate assignment category** from the **ASSIGNMENT CATEGORY LOV**. For a listing of UAB Assignment categories [click here](#). (You and UAB Section 2.1) Click **OK**.

**Note:** When either the **06 Student** or **11 Work Study Student** assignment categories is selected, return to the **Person Data Form** and enter the student's **Blazer ID** in the required **BLAZER ID** field.

Assignment Categories  
Find %  
Employment Category  
01 Regular FT  
02 Temporary FT  
03 Regular PT  
04 Irregular  
06 Student  
07 Resident  
11 Student/Work Study  
End OK Cancel

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- 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.

General Assignment Information	
Current	Proposed
Assignment Category	01 Regular FT
Status	Active Assignment
Expected Return Date	
Organization	430000000 School of Education De
Location	Bham Main Campus

- Click in the **POSITION** field, select the **position code** from the position LOV. A listing of both vacant and filled positions within the selected organization will be displayed. Click on the position number the employee is to be assigned. The **JOB** field and **GRADE** field will auto populate.

General Assignment Information	
Current	Proposed
Assignment Category	01 Regular FT
Status	Active Assignment
Expected Return Date	
Organization	430000000 School of Education De
Location	Bham Main Campus
Position	430000000.01202.031001
Job	0298.Asst Prof/Assoc Dean
Grade	F.999

- Select the **appropriate payroll group** from the **PAYROLL GROUP** LOV. Click **OK**

**Note: Faculty 12 = Faculty who work 12 months of the year. Faculty 9 = Faculty who work 9 months of the year. Staff 12 = Staff who work 12 months of the year. Staff 9 = Staff who work 9 months of the year.**

Payroll Group

Find %

Name
Faculty 12
Faculty 9
Staff 12
Staff 9
Student Employee

Find OK Cancel



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5. If this is a biweekly assignment, enter the employee's timekeeping information.
  - a. If the organization has designated several timekeeper approvers, the Workflow Officer for your organization may have assigned Timecard Distribution Numbers to each timekeeper. If your timekeepers have these numbers, enter the **timecard distribution number** of the person to whom this employee's timesheet should be distributed to in the **TIMECARD DIST NUMBER** field.
  - b. Enter **TAMS** (Hospital employees), **DB** (Design Build employees) or **TEL** (Time Entry, and Labor for the rest of the campus) in the **TIMEKEEPING METHOD FIELD** or use the LOV to enter the information.
  - c. If the timekeeping organization is different from the appointing organization, enter the **organization** in the **TIMEKEEPING ORGANIZATION** field or select it from the LOV.
6. If this is a monthly assignment, leave the above three fields blank.
7. Click the **SAVE** button at the bottom of the form.

General Assignment Information	
Current	Proposed
Assignment Category	01 Regular FT
Status	Active Assignment
Expected Return Date	
Organization	430000000 School of Education De
Location	Bham Main Campus
Position	430000000.01202.031001
Job	0298.Asst Prof/Assoc Dean
Grade	F.999
Payroll Group	Faculty 12
Timecard Dist Number	
Timekeeping Method	
Timekeeping Organization	
Comments	

8. Click the **RETURN TO PREVIOUS FORM** button at the bottom of the form to return to the **ACT MAIN FORM**.

## Appoint, Change and Terminate (ACT) Documentation Rehire ACT Document

### Completing the Salary Form

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

Click the **SALARY** button at the bottom of the **ASSIGNMENT** form or the **ACT MAIN FORM**. This will open the **SALARY** form.

**Note: The yellow required fields will be different according to the organization and the Payroll Group selected on the Assignment form. The yellow required fields must be completed first.**

Component Reasons			
	Reason	Change Value	Change %

Use the down arrow to create multiple records.

	Current	Proposed
Projected Assignment Salary		
Actual Assignment Rate of Pay		
FTE		0.10
Hosp Calc Code		NA
Premium Plan		12 IN 12
Salary Basis		12/12 Monthly Faculty
Payroll		
Outside Income Source		
Outside Income		(Annual)
CFB Code		
Comments		

Return to Previous Form      Save

**HOSP CALC CODE** field is a required field for Hospital Employees only. Click on the Hosp Calc Code LOV and select **B** from the listing.

	Current	Proposed
Projected Assignment Salary		
Actual Assignment Rate of Pay		
FTE		
Hosp Calc Code		B
Premium Plan		NA
Salary Basis		
Payroll		
Outside Income Source		
Outside Income		(Annual)
CFB Code		
Comments		

## Appoint, Change and Terminate (ACT) Documentation Rehire ACT Document

**Note: For Hospital Organizations the Premium Plan, Salary Basis and Payroll fields will auto populate based on the position code entered on the Assignment form.**

	Current	Proposed
Projected Assignment Salary	<input type="text"/>	<input type="text"/>
Actual Assignment Rate of Pay	<input type="text"/>	<input type="text"/>
FTE	<input type="text"/>	<input type="text"/>
Hosp Calc Code	<input type="text"/>	<input type="text"/>
Premium Plan	<input type="text"/>	<input type="text"/>
Salary Basis	<input type="text"/>	<input type="text"/>
Payroll	<input type="text"/>	<input type="text"/>
Outside Income Source	<input type="text"/>	<input type="text"/>
Outside Income	<input type="text"/>	<input type="text"/> (Annual)
CFB Code	<input type="text"/>	<input type="text"/>
Comments	<input type="text"/>	

- A. **SALARY BASIS** field is a required field, using the LOV select the appropriate **SALARY BASIS** type; click **OK**.

Select Salary Basis

Find %

Salary Basis
Hourly
Salary

Find OK Cancel

1. In the **COMPONENT REASONS** section, click in the **REASON** Field, both the **REASON** and **CHANGE VALUE** field now become yellow required fields. Using the LOV in the **REASON** field, select **Rehire**; click **OK**.

Component Reasons	Reason	Change Value	Change %
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Use the down arrow to create multiple records.			
<div> <div> <div>Projected Assignment Salary</div> <div>Actual Assignment Rate of Pay</div> <div>FTE</div> <div>Hosp Calc Code</div> <div>Premium Plan</div> <div>Salary Basis</div> <div>Payroll</div> <div>Outside Income Source</div> <div>Outside Income</div> <div>CFB Code</div> <div>Comments</div> </div> <div> <div>Current</div> <div>Proposed</div> </div> </div>			
<div> <div>Find Rehire%</div> <div> <div>Component Reason</div> <div>Rehire</div> </div> </div>			
<div> <div>Find</div> <div>OK</div> <div>Cancel</div> </div>			

## Appoint, Change and Terminate (ACT) Documentation Rehire ACT Document

- Click in the **CHANGE VALUE** field; enter either the **hourly rate** (for a bi-weekly paid employee) or the **monthly rate** (for a salaried employee). When you enter this information, the **PROPOSED ASSIGNMENT SALARY** and the **ASSIGNMENT RATE OF PAY** fields will automatically be entered.

Component Reasons		Reason	Change Value	Change %	
		Rehire	7,500.00		Change value = Full monthly rate of pay.
Use the down arrow to create multiple records.					

	Current	Proposed	
Projected Assignment Salary		90,000.00	
Actual Assignment Rate of Pay		7,500.00	
FTE			
Hosp Calc Code			
Premium Plan		NA	
Salary Basis		12 IN 12	
Payroll		12/12 Monthly Faculty	
Outside Income Source			
Outside Income			(Annual)
CFB Code			
Comments			

- Enter the **full-time equivalency** for the employee in the **FTE** field. This number should be between 0.01 and 1.0. Even though this is not a required field, it is **strongly recommended** that you enter this information for Records. For explanation of FTE values **FOR HOSPITAL ONLY** [click here](#).

- If the employee is receiving funds from either the **VA** or **Eye Foundation**, use the LOV in the **OUTSIDE INCOME SOURCE** field; select the appropriate, if applicable. Click **OK**.

**Note: There are only two outside income sources -- VA and Eye Foundation.**

- Enter the **amount of income provided by this source** in the **OUTSIDE INCOME** field, if applicable. **This should be an annual amount.**
- Enter **comments**, if applicable, in the **COMMENTS** field at the bottom of this form. Comments entered here will appear on the **ACT MAIN FORM**.

## Appoint, Change and Terminate (ACT) Documentation Rehire ACT Document

Component Reasons		Reason	Change Value	Change %	
		Rehire	7,500.00		Change val Full month rate of pay.
Use the down arrow to create multiple records.					

	Current	Proposed	
Projected Assignment Salary		90,000.00	
Actual Assignment Rate of Pay		7,500.00	
FTE		1.00	
Hosp Calc Code			
Premium Plan		NA	
Salary Basis		12 IN 12	
Payroll		12/12 Monthly Faculty	
Outside Income Source			
Outside Income			(Annual)
CFB Code		GROUP A	
Comments			

Return to Previous Form
Save

7. Click the **SAVE** button; click **RETURN TO PREVIOUS FORM** button to return to the **ACT MAIN FORM**.
8. Click the **LABOR SOURCE** button at the bottom of the **ACT MAIN FORM**.

## Appoint, Change and Terminate (ACT) Documentation Rehire ACT Document

### Completing the Labor Sources Form

The Labor Sources indicate what account strings the employee's salary and associated fringe benefits will be costed (charged) to. Because the GL and GA account structures are different, there are differences in entering the account string data.

Click the **LABOR SOURCE** button at the bottom of the **ASSIGNMENT** form or the **ACT MAIN FORM**

### Entering General Ledger (GL) Information

The screenshot shows the 'Costing' form. At the top, 'Assignment Salary' is 90,000.00 and 'Element Name' is a dropdown. Below is a table with columns: 'Current' (checkbox), 'Stop' (checkbox), 'Effective Date' (From Date, To Date), 'GL Code' (dropdown), 'Project', 'Task', 'Award', 'Exp Or', and '%'. The table has 5 rows. At the bottom right, 'Total LD %' is .00. A 'Comments:' field is at the bottom left.

1. Click on the **GL CODE** LOV. This opens the **UAB\_AKF FIND** window.

The screenshot shows the 'UAB\_AKF FIND' window. It has an 'ALIAS' field with a dropdown arrow. Below it is a horizontal scrollbar. At the bottom are buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

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.

The screenshot shows the 'UAB\_AKF' window after selecting a GL Account number. It displays the following fields and values: 'ACCOUNT' 2100766, 'SUBACCOUNT' 000, 'BALANCING' 124300000, 'ORGANIZATION' 430000000, 'FUTURE' 0000, and 'OBJECT' (empty). To the right of these fields are labels: 'EDU-ACADEMIC SUPPORT', 'DEFAULT SUBACCOUNT', 'SCH EDU GEN OPER FDS', 'SCHOOL OF EDUCATION DEAN'S OFFICE', and 'DEFAULT'. At the bottom are buttons: 'OK', 'Cancel', 'Combinations', 'Clear', and 'Help'.

## Appoint, Change and Terminate (ACT) Documentation Rehire ACT Document

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 employee's funding** to be paid from the GL account string entered. **Only one funding source is allowed for each record/row.**

***Note: an employee can have multiple funding sources; each funding source will need to be entered individually. Use the down arrow key to move the cursor to the next available row.***

5. Repeat the above steps to enter all GL account funding sources. The **TOTAL LD %** field has to total **100%** before you can save the document.

The screenshot shows the 'Costing' section of the ACT form. At the top, 'Assignment Salary' is 90,000.00 and 'Element Name' is a dropdown. Below is a table with columns: Current, Stop, Effective Date (From Date, To Date), GL Code, Project, Task, Award, Exp Or, and %. The first row has '01-OCT-2009' in From Date, '2100766.000.124300000.430000000' in GL Code, and '100.00' in the % column. Below the table is a 'Total LD %' field circled in red, showing '100.00'. A 'Comments:' field is at the bottom left.

Current	Stop	Effective Date		GL Code	Project	Task	Award	Exp Or	%
		From Date	To Date						
<input type="checkbox"/>	<input type="checkbox"/>	01-OCT-2009		2100766.000.124300000.430000000					100.00
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								

Total LD % 100.00

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

## Appoint, Change and Terminate (ACT) Documentation Rehire ACT Document

### Entering Grant (GA) Funding Sources

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

The screenshot shows the 'Costing' form with 'Assignment Salary' at 43,729.92 and 'Element Name' as a dropdown. The 'Costing' tab is active. Below it is a table with columns: Current, Stop, Effective Date (From Date, To Date), GL Code, Project, Task, Award, Exp Or, and %. The first row has '12-SEP-2005' for From Date, '7110340.000.130000000.702500000' for GL Code, and '50.00' for %. The second row is empty, and an arrow points to its 'Project' field.

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.**

7. Type in the **percent of the employee's effort** to be charged to the project number in the **%** field.
8. Enter **comments**, if applicable, in the **COMMENTS** field at the bottom of this form. Comments here will appear on the **ACT MAIN FORM**.

**Note: TOTAL LD% must equal 100% before you can save the document.**

The screenshot shows the 'Costing' form with two rows of data. The first row has '12-SEP-2005' for From Date, '7110340.000.130000000.702500000' for GL Code, and '50.00' for %. The second row has '12-SEP-2005' for From Date, '30-SEP-2005' for To Date, '225820' for Project, '01.01' for Task, '1525820' for Award, '10' for Exp Or, and '50.00' for %. The 'Total LD %' at the bottom right is circled in red and shows '100.00'.

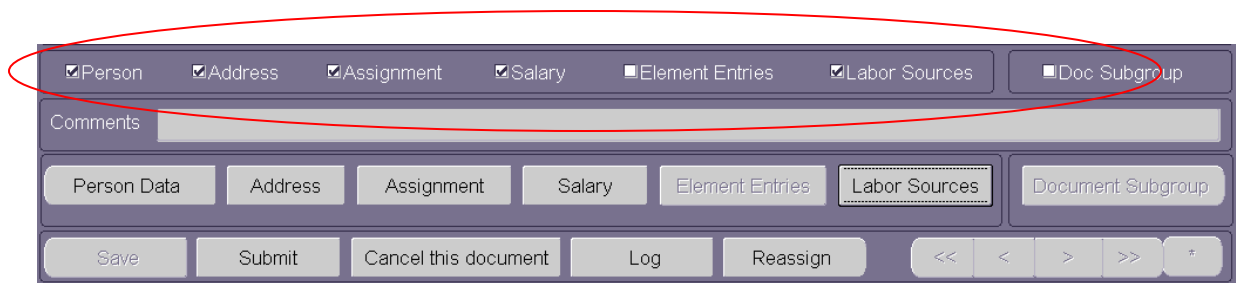
9. Click the **SAVE** button, then click on the **RETURN TO PREVIOUS FORM** button. This will return you to back to the **ACT MAIN FORM** window.



## Appoint, Change and Terminate (ACT) Documentation Rehire ACT Document

### Submitting the Rehire ACT Document

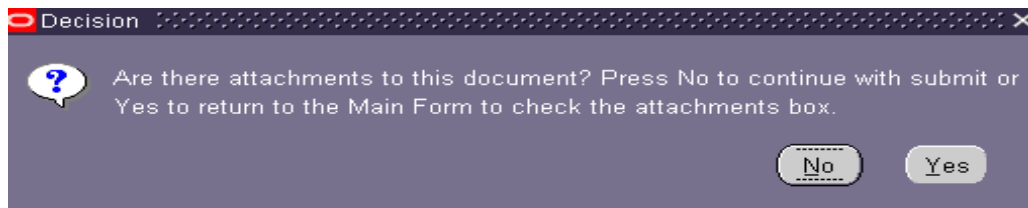
The HR Officer verifies that all information is provided and all attachments are ready to be submitted. The HR Officer submits the Rehire document for approval. At that point, the document status changes from **Open** to **Ready** and enters the approval path.



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

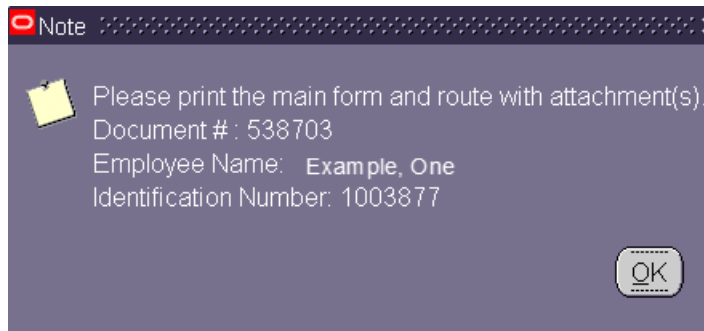
**Note:** A check will be inserted when **REQUIRED FIELDS** on all screens and tabs have been completed. All check boxes must be checked (excluding Element Entries, except on Status 99 New Hire Document) before you submit the document.

2. On the **ACT MAIN FORM** window, verify a checkmark appears in the **ATTACHMENTS** box; assemble all attachments to be submitted with Rehire document.
3. Before submitting the document make certain all information is correct. **Changes cannot be made once the Rehire document has been submitted.**
4. Click the **SUBMIT** button.
5. If the document was submitted without a checkmark in the **ATTACHMENTS** box on the **ACT MAIN FORM**, the following **DECISION** window displays.



6. Click **YES** to return to the **ACT MAIN FORM** and check the **ATTACHMENTS** box and resubmit.
7. Click **YES** to return to the **ACT MAIN FORM**; click in the **ATTACHMENTS** checkbox and resubmit the document.

## Appoint, Change and Terminate (ACT) Documentation Rehire ACT Document



8. Click **OK**; print the **ACT MAIN FORM** and attach to the front of the required attachments being sent to Central HR.
9. The **DOCUMENT STATUS** on the **ACT MAIN FORM** changes to **READY**.

**Note:** Once the Document Status changes to **READY**, all fields on all the forms will turn gray (inquiry or ready only).

**\*\*\*\* BE SURE TO RECORD YOUR DOCUMENT NUMBER BEFORE EXITING THE REHIRE 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 **REHIRE 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. When the document has been approved by all levels, the **DOCUMENT STATUS** will change to **COMPLETE**.



Document Reason	REHIRE	Document Number	538703
Effective Date	01-MAR-2011	Document Status	READY
Requestor Name	HALEY	Workflow Type	HIRE
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	11-MAR-2011 14:07:48

11. The requestor of the **REHIRE DOCUMENT** will receive an email notification when the employee's **REHIRE DOCUMENT** has reached **COMPLETE** status.

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