

Appoint, Change and Terminate (ACT) Documentation Sabbatical Full Pay Leave Document

Members of the tenure-earning or tenured faculty may apply for sabbatical leave. Refer to the [Faculty Handbook \(Section 7.4\)](#) for sabbatical leave guidelines, eligibility, and requesting procedures.

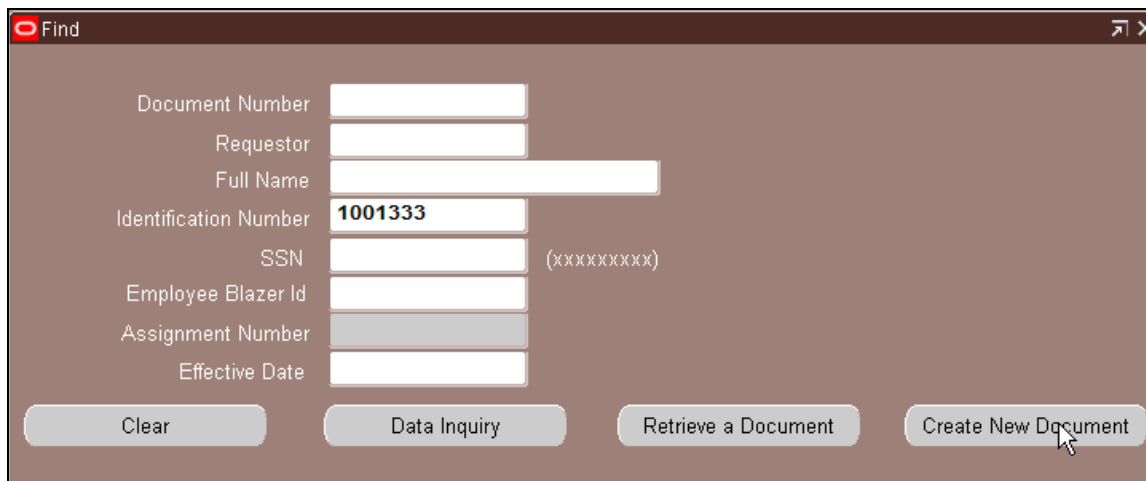
[Click here](#) to review UAB **Policy 304.E** Sabbatical Leave.

[Click here](#) to access the ***Faculty Request for Approval of Sabbatical or Leave without Pay Form***.

The **SABBATICAL FULL PAY** document reason is used to place a Faculty member on a Sabbatical Leave of Absence for a period of one-half year (6 months) at full pay.

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.

Appoint, Change and Terminate (ACT) Documentation Sabbatical Full Pay Leave Document

ACT Main Form

Document Reason: ... Document Number:

Effective Date: Document Status:

Requestor Name: **HALEY** Workflow Type:

☐ Attachments ☐ Received Submit Date:

Person Data

Name: Gender:

Identification Number: Ethnic Origin:

SSN: Total Active Assignments:

Service Date: Total Projected Annual Salary:

Date of Birth: ☐ Prior UAB Service

Assignment Data

Assignment Number: Assignment Status:

Assignment Category: Organization:

Job: Position:

FTE: Primary:

Projected Assignment Salary: Payroll:

☐ 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 << < > >> *

4. Use the **DOCUMENT REASON** LOV to choose **SABBATICAL FULL PAY** or type the words ***Sabbatical Full Pay*** in the **DOCUMENT REASON** field.

ACT Main Form

Document Reason: **SABBATICAL FULL PAY** Document Number:

Effective Date: ... Document Status:

Requestor Name: **HALEY** Workflow Type:

☐ Attachments ☐ Received Submit Date:

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.

ACT Main Form

Document Reason: **SABBATICAL FULL PAY** Document Number:

Effective Date: **01-JUL-2006** Document Status:

Requestor Name: **HALEY** Workflow Type:

☐ Attachments ☐ 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**.

Appoint, Change and Terminate (ACT) Documentation Sabbatical Full Pay Leave Document

ACT Main Form

Document Reason	SABBATICAL FULL PAY	Document Number	197086
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	Grissom, Anthony V.	Gender	Male
Identification Number	1001333	Ethnic Origin	White / Non Hispanic
SSN		Total Active Assignments	1
Service Date	01-OCT-1995	Total Projected Annual Salary	
Date of Birth	02-JUL-1943	<input type="checkbox"/> Prior UAB Service	

Assignment Data

Assignment Number	1001333	Assignment Status	Active Assignment
Assignment Category	01 Regular FT	Organization	311701600 Psych - Behavior
Job	0EQ4.Assoc Prof Psychiatry	Position	311701600.01801.031001
FTE	1	Primary	Y
Projected Assignment Salary		Payroll	12/12 Monthly Faculty

☐ 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.

Assignment (Create New Document)

Full Name	Grissom, Anthony V.	Document Reason	SABBATICAL FULL PAY
Identification Number	1001333	Document Number	197086
Assignment Number	1001333	Document Status	OPEN
		Effective Date	01-JUL-2006

Effective Date From	01-JAN-2004	Shift Differential Code	NA
Effective Date To	31-DEC-4712	Grandparented	
Primary	Y	Effort Report Eligible	No

General Assignment Information

Current	Proposed
Assignment Category	
Status	Sabbatical Full Pay
Expected Return Date	
Organization	
Location	
Position	
Job	
Grade	
Payroll Group	
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. The **EXPECTED RETURN DATE** will be six months from the Document Effective Date.

Appoint, Change and Terminate (ACT) Documentation

Sabbatical Full Pay Leave Document

General Assignment Information	
Current	Proposed
Assignment Category	01 Regular FT
Status	Active Assignment
Expected Return Date	01-JAN-2007

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.

- 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**.

General Assignment Information	
Current	Proposed
Assignment Category	01 Regular FT
Status	Active Assignment
Expected Return Date	01-JAN-2007
Organization	311701600 Psych - Behavioral Neu
Location	Bham Main Campus
Position	311701600.01801.031001
Job	0EQ4.Assoc Prof Psychiatry
Grade	F.570
Payroll Group	Faculty 12
Timecard Dist Number	
Timekeeping Method	
Timekeeping Organization	
Comments	Sabbatical 1/2 year, full pay

Salary
Labor Sources
Element Entries
Return to Previous Form
Save

- Click on the **SAVE** button at the bottom of the **ASSIGNMENT** form.
- Click on the **RETURN TO PREVIOUS FORM** button to return to the **ACT MAIN FORM**.
- Click in the **ATTACHMENT** box; a **Checkmark** will appear. **Attachments are required for Sabbatical Full Pay documents. For a list of attachments required by HRM Records Administration, [click here](#).**

ACT Main Form	
Document Reason	SABBATICAL FULL PAY
Effective Date	01-JUL-2006
Requestor Name	HALEY
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received
Document Number	197086
Document Status	OPEN
Workflow Type	LEAVES
Submit Date	

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

Appoint, Change and Terminate (ACT) Documentation Sabbatical Full Pay Leave Document

Person ☐ Address ☐ Assignment ☒ Salary ☐ Element Entries ☐ Labor Sources ☐
Comments

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 #: 197086
Employee Name: Grissom, Anthony V.
Identification Number: 1001333

OK

15. Print the **ACT MAIN FORM**; attach to the front of attachments to be forwarded to HRM Records Administration for approval.
16. The **DOCUMENT STATUS** field changes to **READY**; the document enters workflow for approval.

ACT Main Form

Document Reason	SABBATICAL FULL PAY	Document Number	197086
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	21-JUN-2006 10:39:44

[RETURN TO TOP](#)