Appoint, Change and Terminate (ACT) Documentation
Sabbatical Half Pay

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.
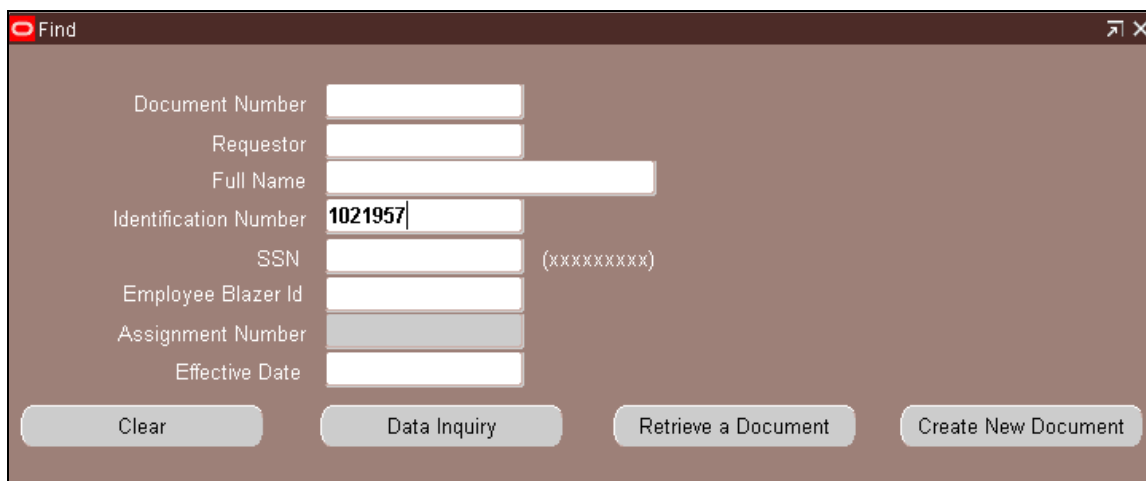
__Click here__ to review UAB *__Policy 304.E__* Sabbatical Leave.
__Click here__ to access the *__Faculty Request for Approval of Sabbatical or Leave without Pay Form.__*

The **SABBATICAL HALF PAY** document reason is used to place a Faculty member on a Sabbatical Leave of Absence for a period of one-full year (12 months) at half pay.

UAB HR Officer → HR Transactions → ACT → Find Window

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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 **SABBATICAL HALF PAY** or type the words *Sabbatical Half 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.

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.**

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

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 one year (12 months) from the **DOCUMENT EFFECTIVE DATE**.

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**.

General Assignment Information	Current	Proposed
Assignment Category	01 Regular FT	
Status	Active Assignment	Sabbatical Half Pay
Expected Return Date		01-JUL-2007
Organization	454000000 Mathematics	
Location	Bham Main Campus	
Position	454000000.51501.031001	
Job	0AS5.Asst Prof Nat Sci and Math 1	
Grade	U.160	
Payroll Group	Faculty 12	
Timecard Dist Number		
Timekeeping Method		
Timekeeping Organization		
Comments	Sabbatical full year (12months) with half pay.	

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**.

12. Click in the **ATTACHMENT** box; a *Checkmark* will appear. *Attachments are required for Sabbatical Half Pay documents. For a list of attachments required by HRM Records Administration, click here.*
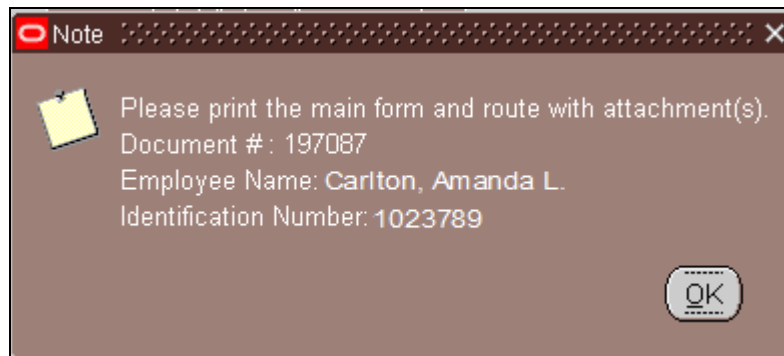
ACT Main Form			
Document Reason	SABBATICAL HALF PAY	Document Number	197087
Effective Date	01-JUL-2006	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
☑ Attachments ☐ Received		Submit Date	

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

☐ 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**.

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.

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