# 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.

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.



Updated 11-Mar-2016

## Creating a Rehire Document

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**UAB HR Officer→ HR Transactions → ACT**

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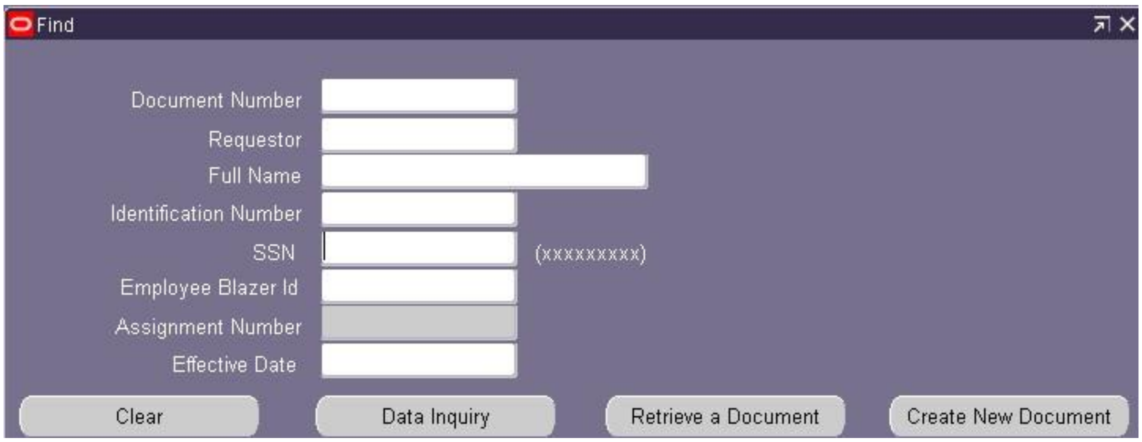
1. Selecting **ACT** opens the **ACT FIND WINDOW**.

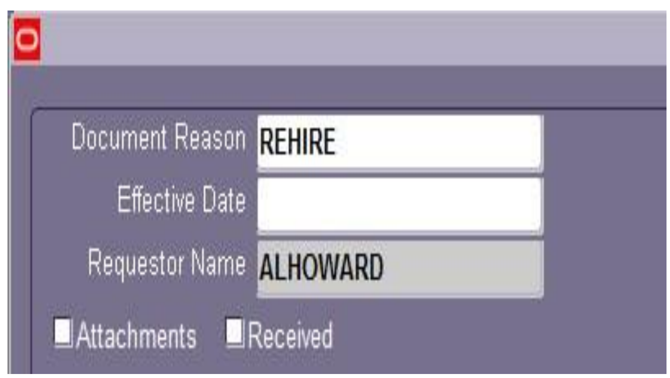



2. Enter the ***employee's Social Security Number*** in the **SSN** field; ***do not enter dashes***.

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.

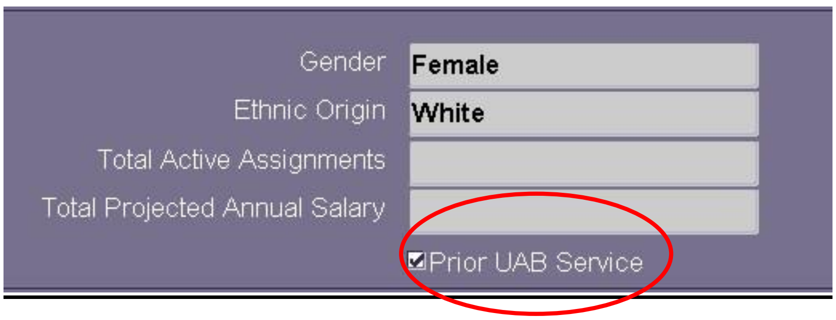



***Note: This date cannot be changed once you have submitted the document, Verify you have entered the correct rehire date.***

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*.**

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


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




**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.**

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

## 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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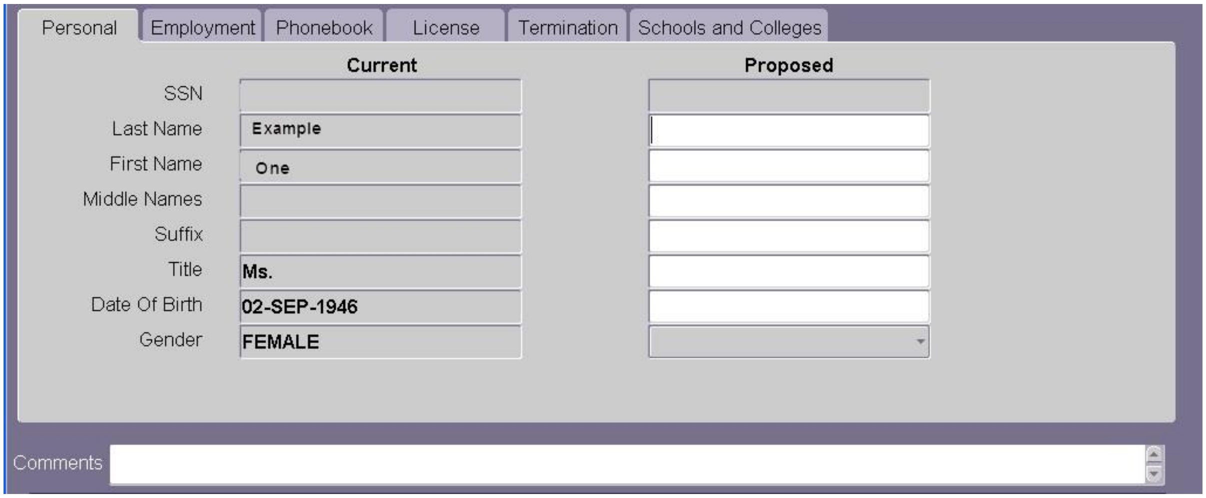
### Entering Personal Information

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

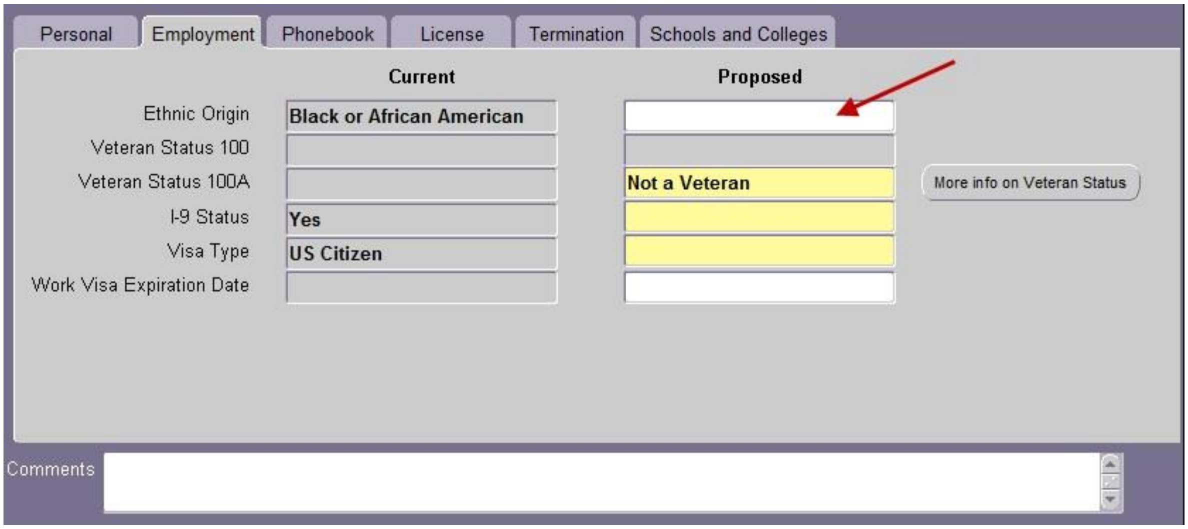



1. Verify each field, if changes are necessary; click in the appropriate **PROPOSED** field, enter the correction.

2. Click **SAVE** at the bottom of the form.

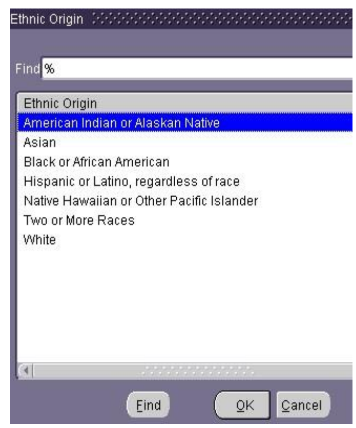
3. To proceed, click on the **EMPLOYMENT** tab.

## Entering Employment Information

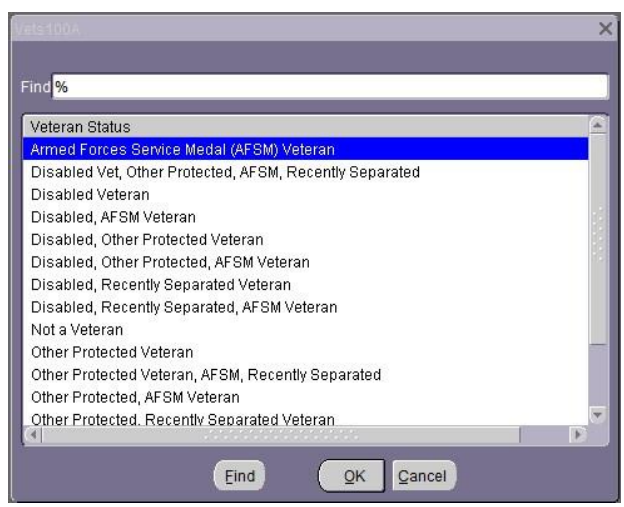



1. If the ethnic origin displaying in the current **Ethnic Origin** field is incorrect, click on the **LOV** in proposed **Ethnic Origin** field and select the ***employee's correct ethnic origin***. Click ***OK***.

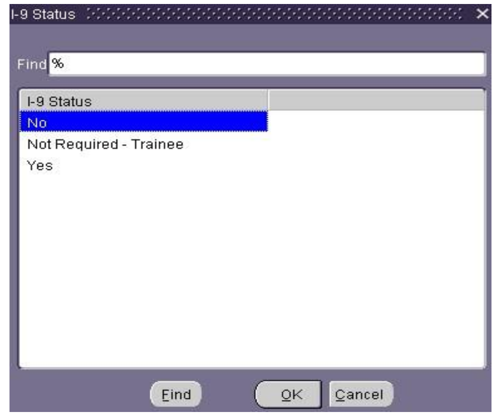
   ***NOTE: Employees have the ability to change their ethnic origin via the Self Service Application.***




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.**

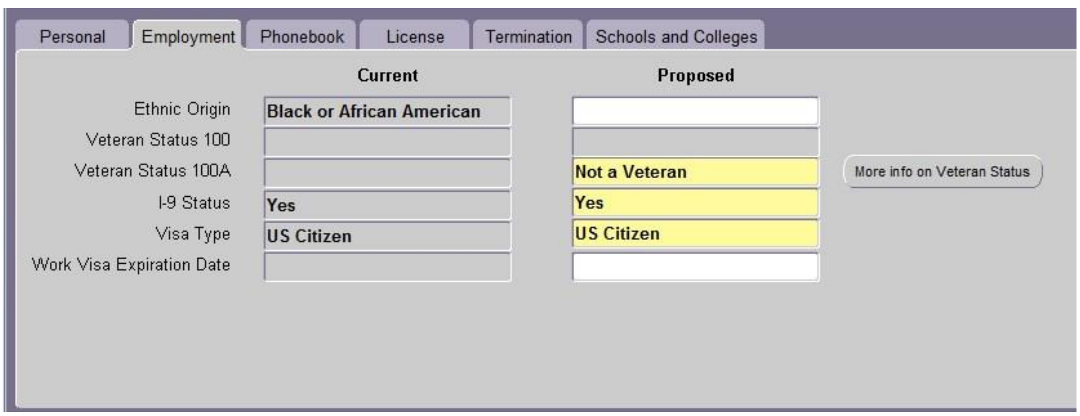


3. In the **I-9 STATUS** field, click the **LOV** and select the appropriate I-9 Status from the list. Click **OK**. For information regarding I-9's [**click here**]().




***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*.**

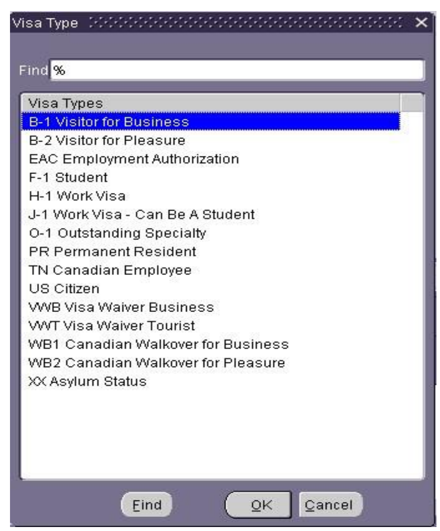
4. In the **VISA TYPE** field, click on the LOV.



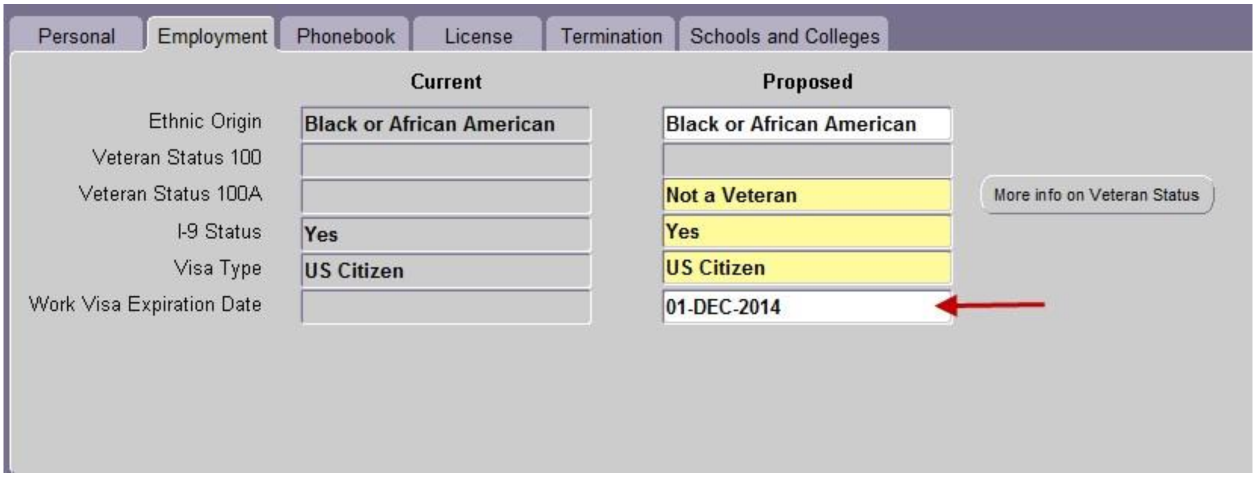

a. If the employee was born in the United States and has maintained citizenship in the United States, select **US CITIZEN** and click **OK.**

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: **https://www.uab.edu/students/international/scholars**




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

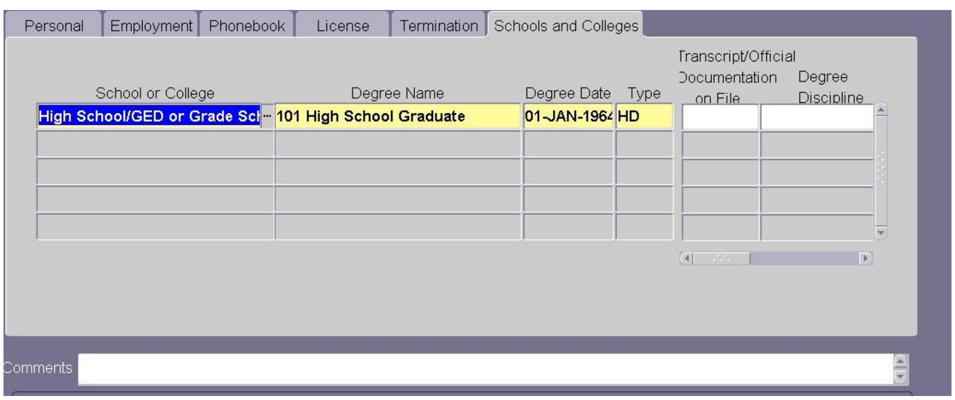



***Note:*** **The date entered in the WORK VISA EXPIRATION DATE field must be a *future* date.**

6. Proceed to complete the Schools and Colleges tab.

## Entering Schools and Colleges Information

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




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

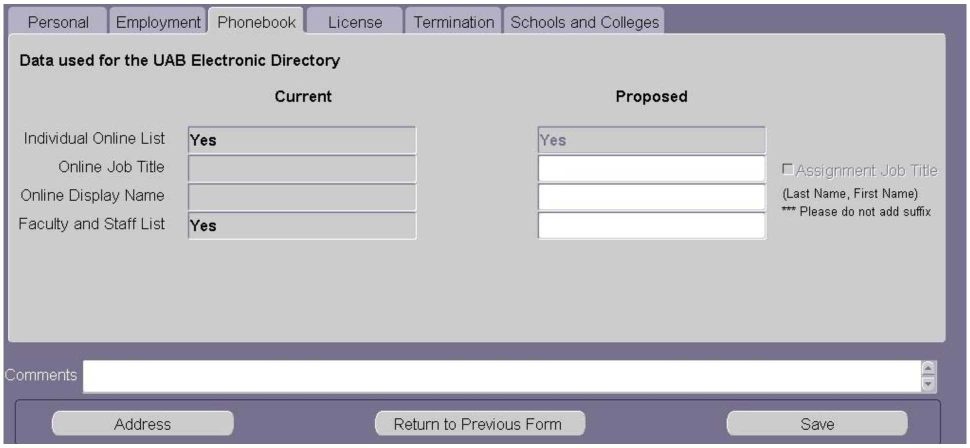
1. If previous Schools and Colleges information displays and is ***accurate***, click on the **SAVE** button located at the bottom of the form.

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 choosing the **Country** and 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**




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 ***<u>different</u>*** 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 ***<u>differently</u>*** than what was entered on the **PERSONAL** Tab. ***<u>The proper format for this field is: last name, first name. No space between the comma and first name.</u>***

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.*

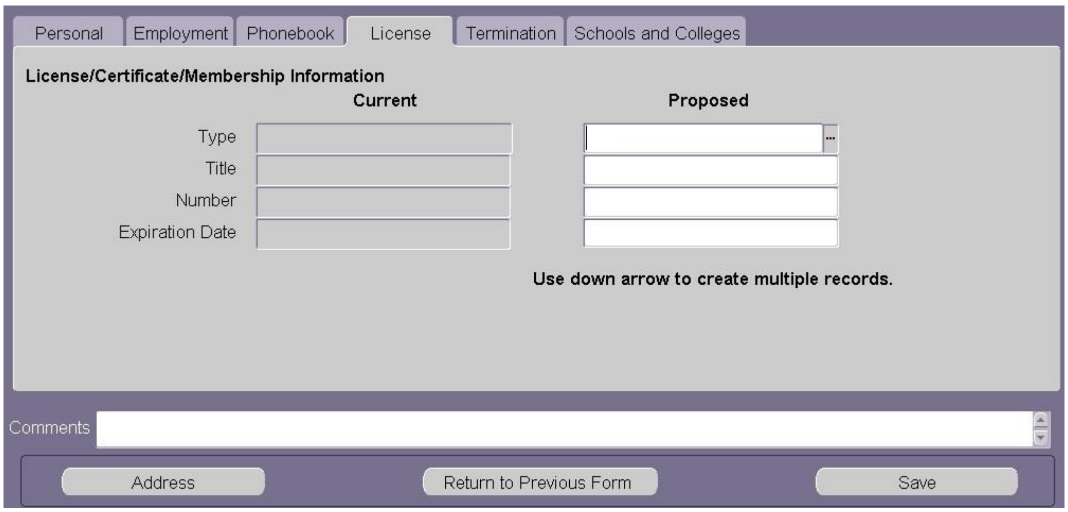
5. Click the **SAVE** button at the bottom of form.

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.

**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.***

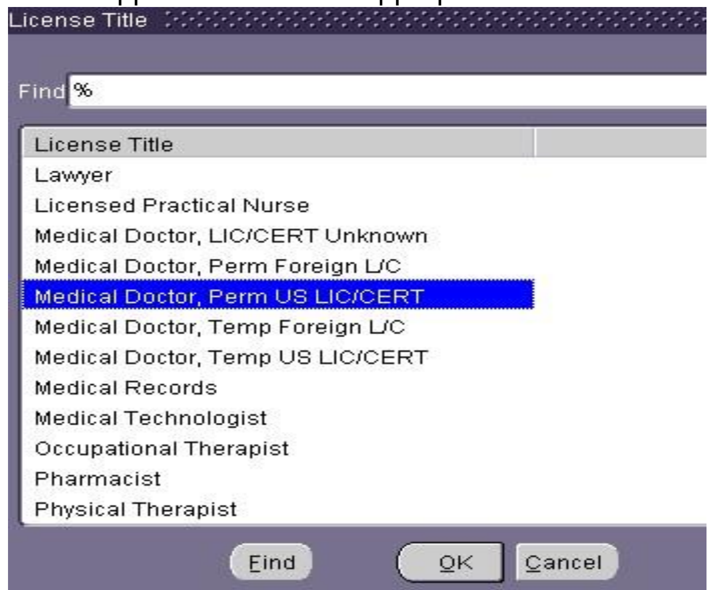


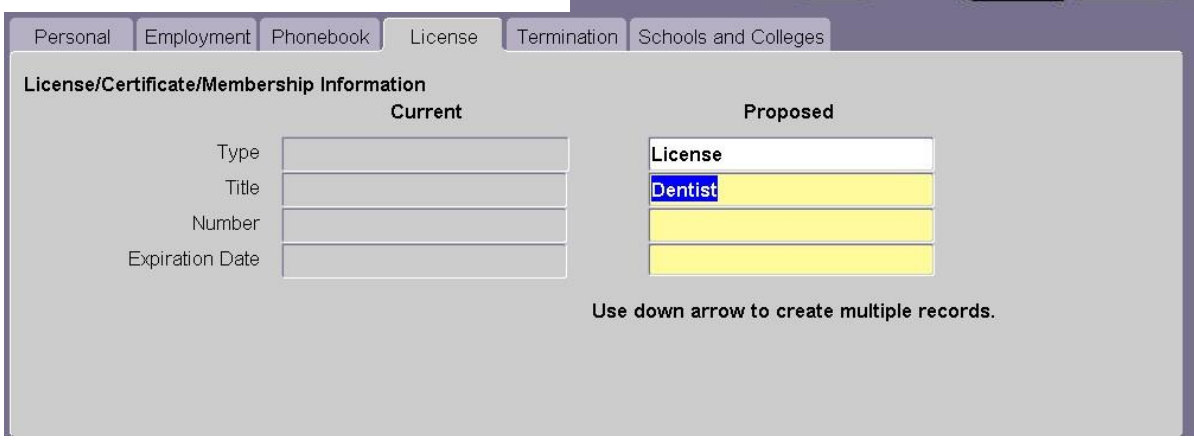

2. Using the LOV in the **TYPE** field; choose the ***appropriate License type***.

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

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

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




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-mm-yy*** format.

   ***Note: This date must be a future date.***

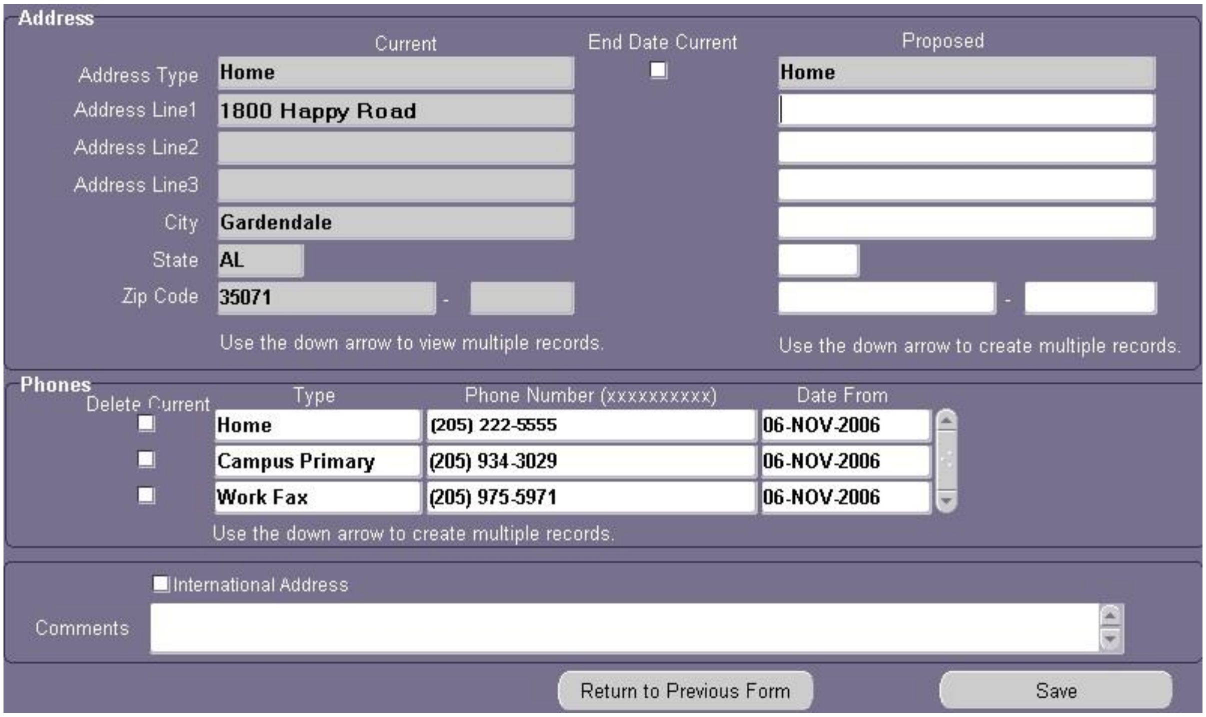
7. Click **SAVE** at the bottom of the form; click the **ADDRESS** button to update the employee's address information.

**<u>Entering Address and Phone Information</u>**

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.**

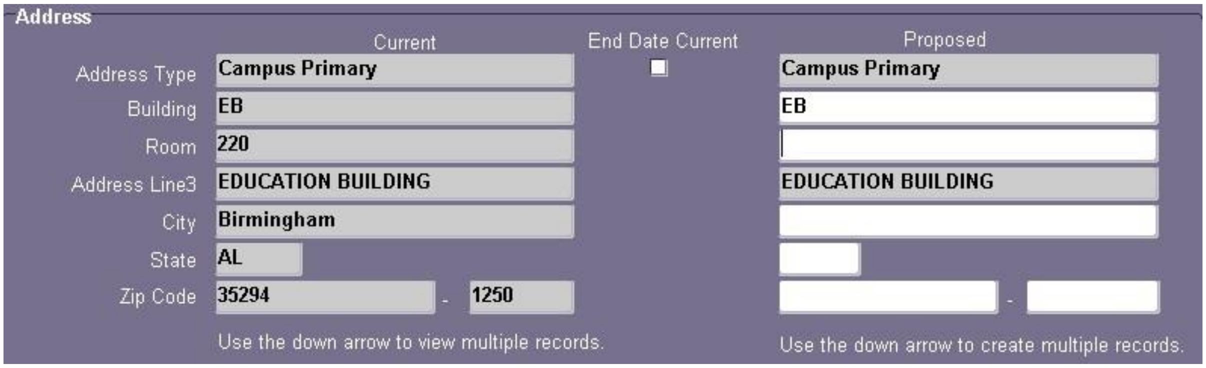




***<u>Note: If the employee has an international address and phone number, check the International Address checkbox. The Comments box will turn yellow indicating that it is now a required field. Enter the international address and phone number in the Comments box. The Campus Address should be entered 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.</u>***

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**.

2. 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.



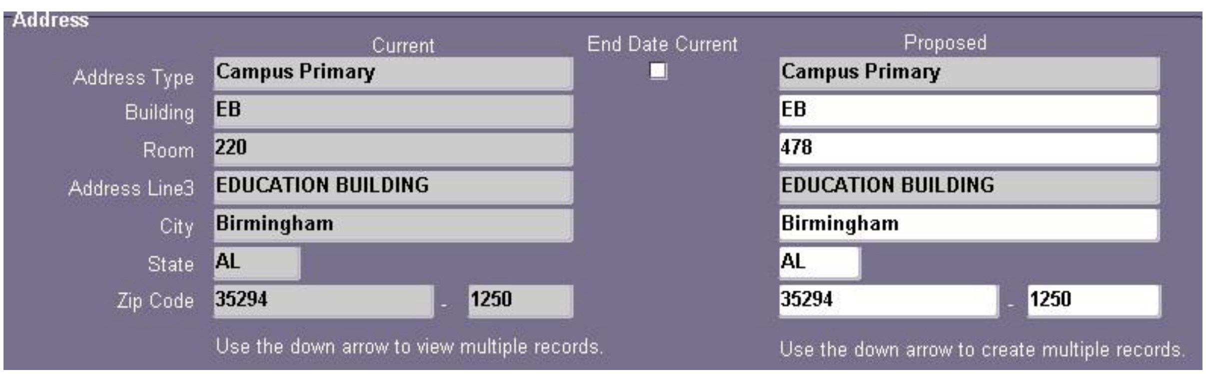

***Note: Building field LOV provides a listing of all UAB Buildings and Building Codes. This is a rather long list so be as specific as possible when trying to locate a building. Using the percent (%) sign and the first letter of the building name will help to limit the list.***

3. Enter the ***room or floor number*** in the **ROOM** field.

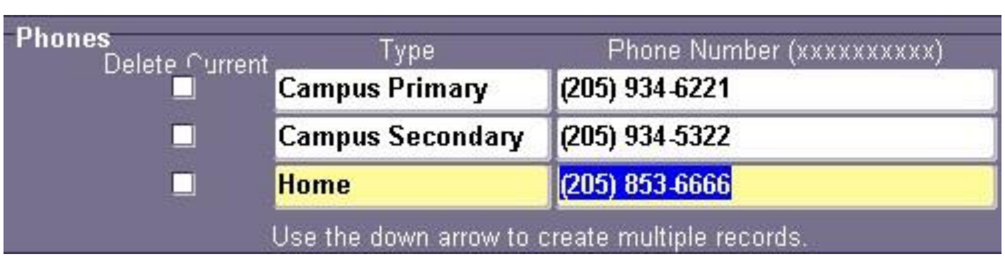
4. In the **CITY** field, type in the ***name of the city*** in which the UAB building is located. The **CITIES** LOV will open***;*** select the ***correct Zip Start-Zip End*** range for the UAB building selected. Click **OK***.*

5. 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.**

6. Repeat the steps 6 - 10 if a **CAMPUS SECONDARY** address is necessary.




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



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 Current | Type | Phone Number (xxxxxxxxxx) | Date From |
|---|---|---|---|
| ☐ | Campus Primary | (205) 934-6658 | 01-OCT-2009 |
| ☐ | Campus Secondary | (205) 934-7856 | 01-OCT-2009 |
| ☐ | 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.

**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.

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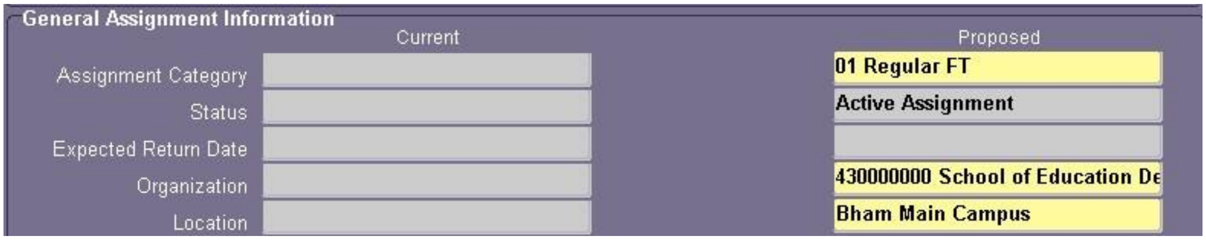
Click on the **ASSIGNMENT** button located on the **ACT MAIN FORM**. This will open the **ASSIGNMENT** form.

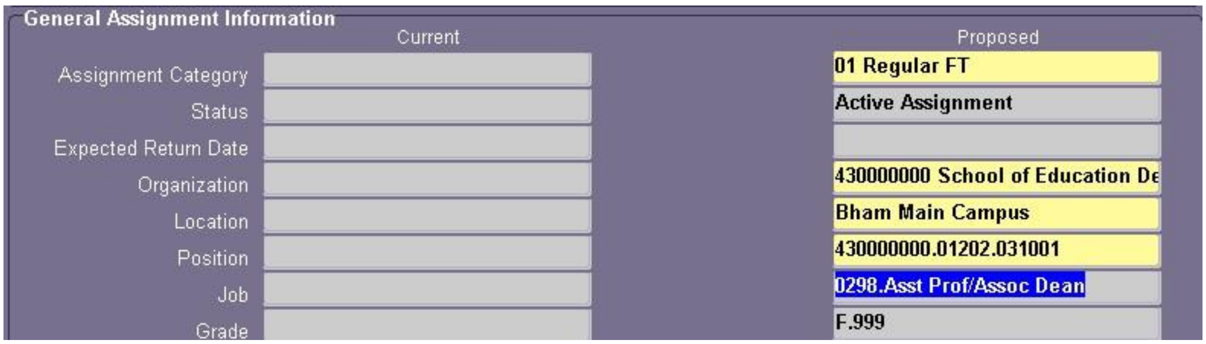

1. Select the ***appropriate assignment category*** from the **Assignment Category LOV, click OK**.


For a listing of UAB Assignment categories go to (You and UAB Handbook Section 2.1).
http://www.uab.edu/humanresources/home/policies/handbook
***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.

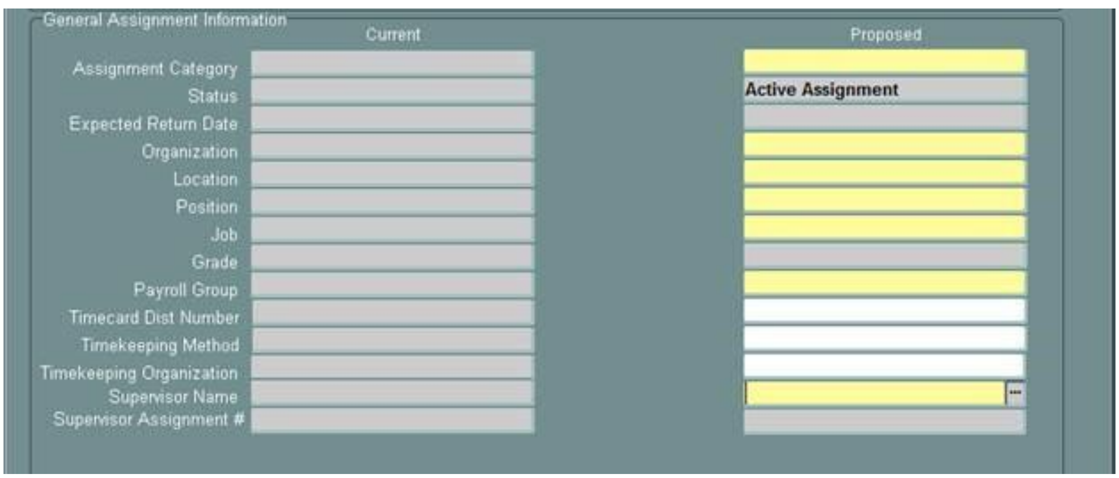
2. Click in the **Organization** field; type the ***appropriate organization*** in which the employee will be affiliated. Press **Enter**. The **Location** field will automatically populate, or use the Location LOV to select location.



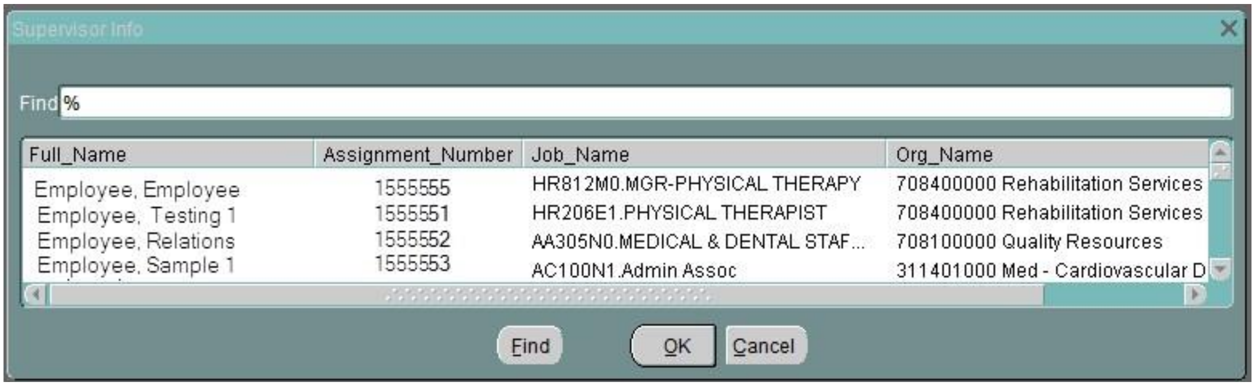

3. Click in the **POSITION** field, select the ***position code*** from the position LOV. A listing of both vacant and filled positions within the selected organization will be displayed. Click on the position number the employee is to be assigned. The **JOB** field and **GRADE** field will auto populate.




4. Click on the LOV located in the Supervisor Name field. This will open the Supervisor Info form.

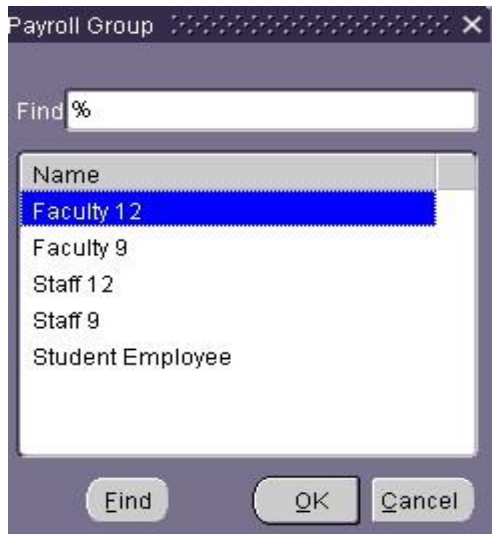



Use the Find window to locate the Supervisor by entering the supervisor's last name, organization number or employee id number.
Choose the name of the appropriate Supervisor and the Supervisor Assignment # field will auto populate displaying the supervisor's employee id number.




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

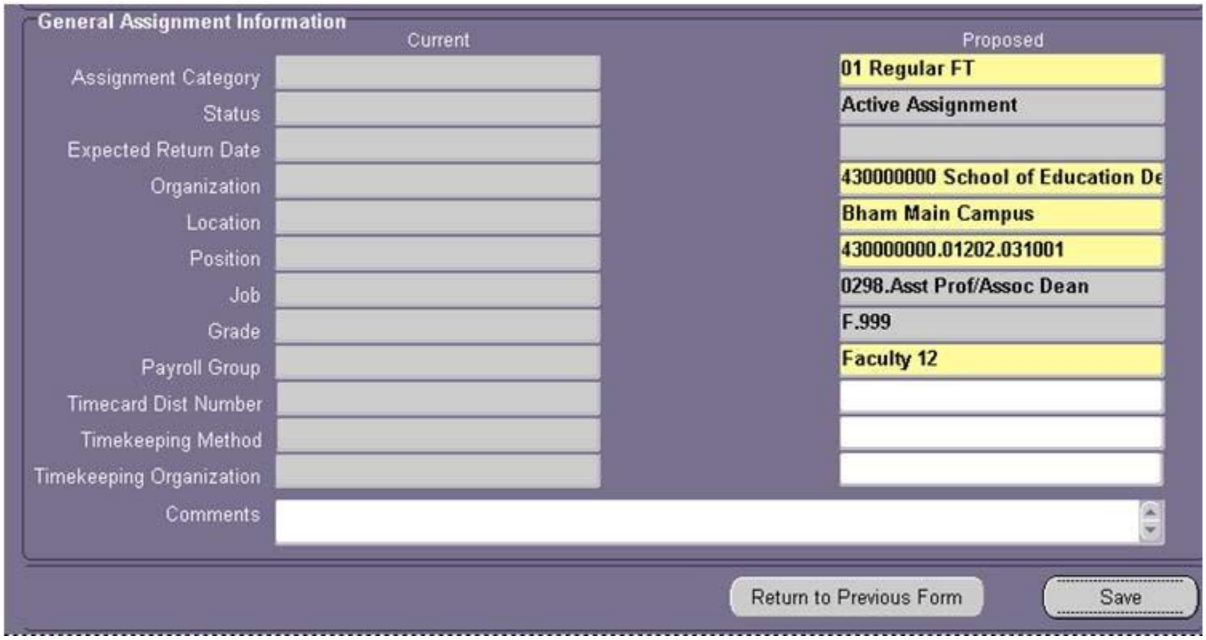
***Note: Faculty 12 = Faculty who work 12 months of the year. Faculty 9 = Faculty who work 9 months of the year. Staff 12 = Staff who work 12 months of the year. Staff 9 = Staff who work 9 months of the year.***




6. 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.

7. If this is a monthly assignment, leave the above three fields blank.

8. Click the **SAVE** button at the bottom of the form.




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

## Completing the Salary Form

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

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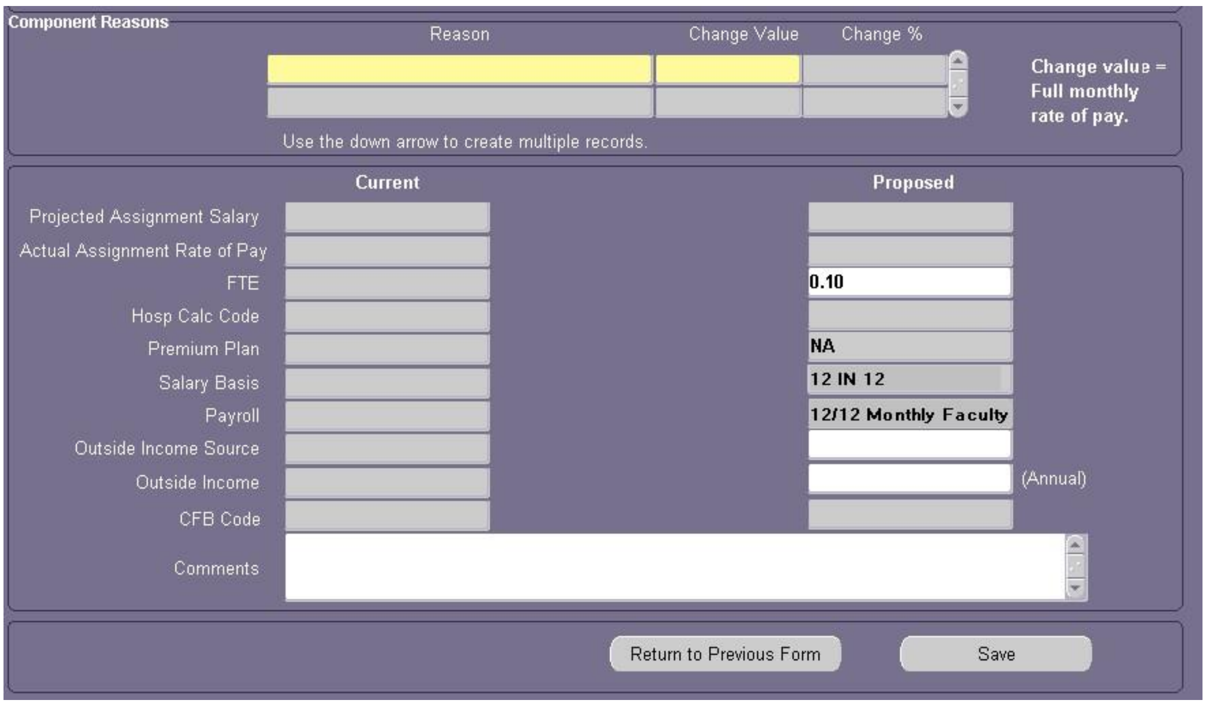
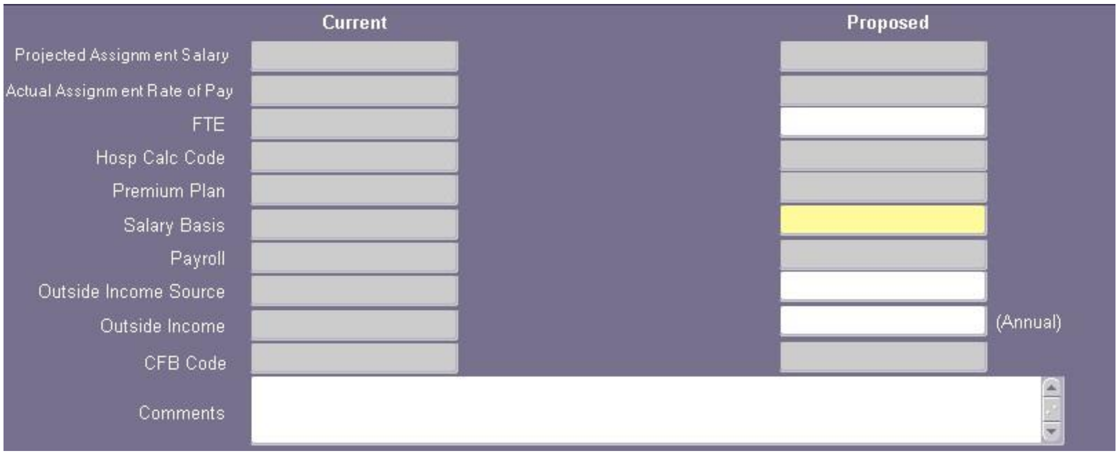
Click the **SALARY** button at the bottom of the **ASSIGNMENT** form or the **ACT MAIN FORM.** This will open the **SALARY** form.

**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.**

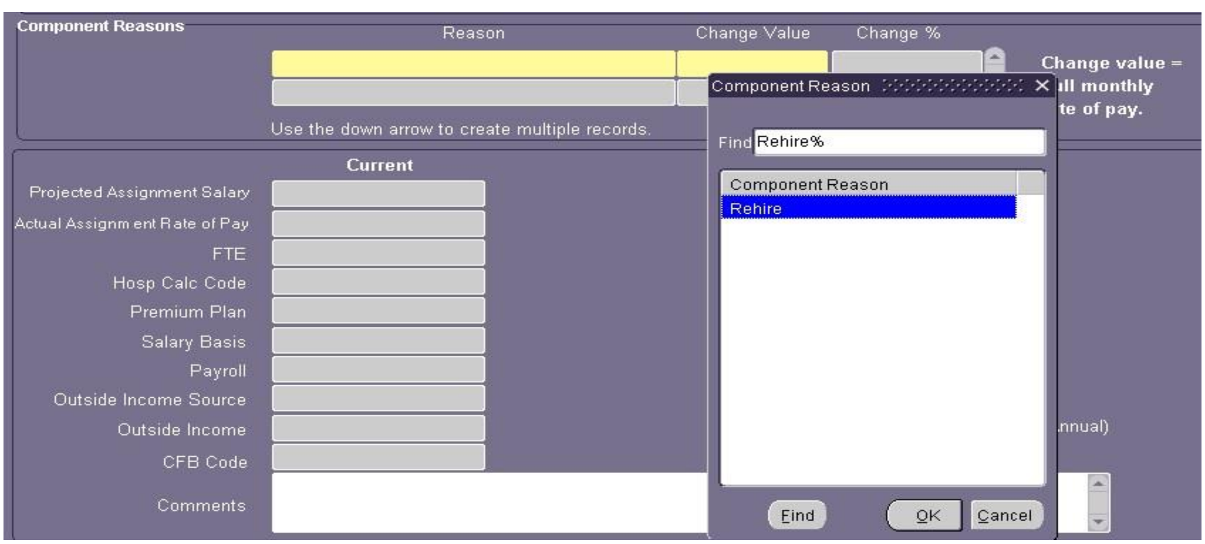



**Note: For Hospital Organizations the Premium Plan, Salary Basis and Payroll fields will auto populate based on the position code entered on the Assignment form.**

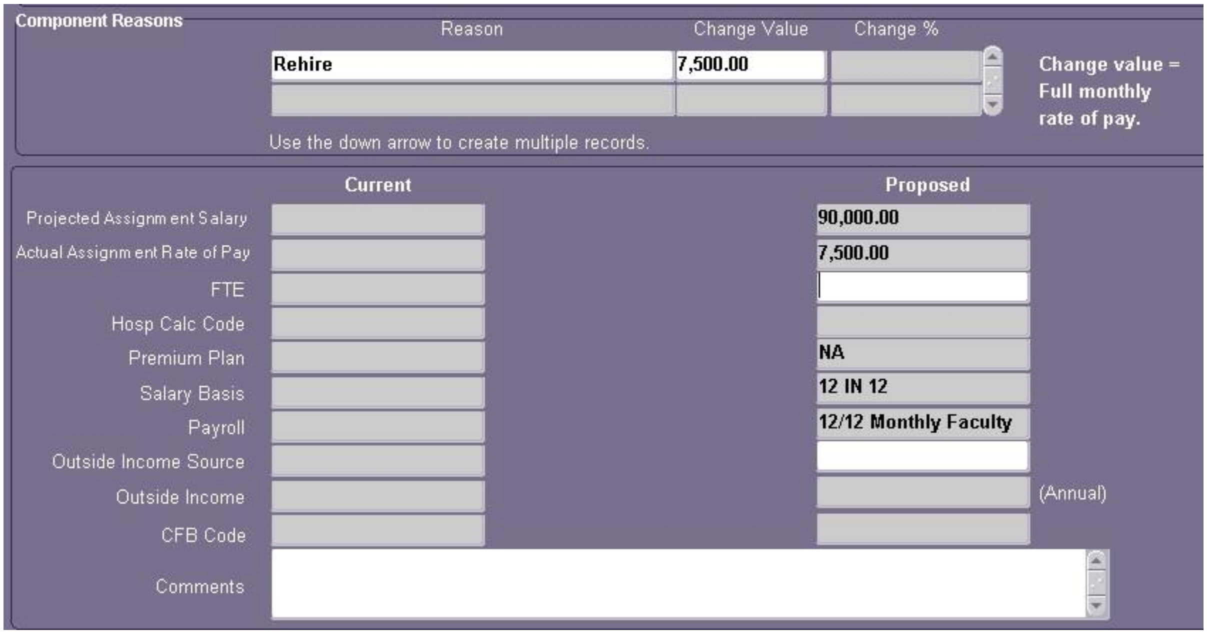



A. **SALARY BASIS** field is a required field, using the LOV select the appropriate **SALARY BASIS** type; click **OK**.


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**.



2. 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.



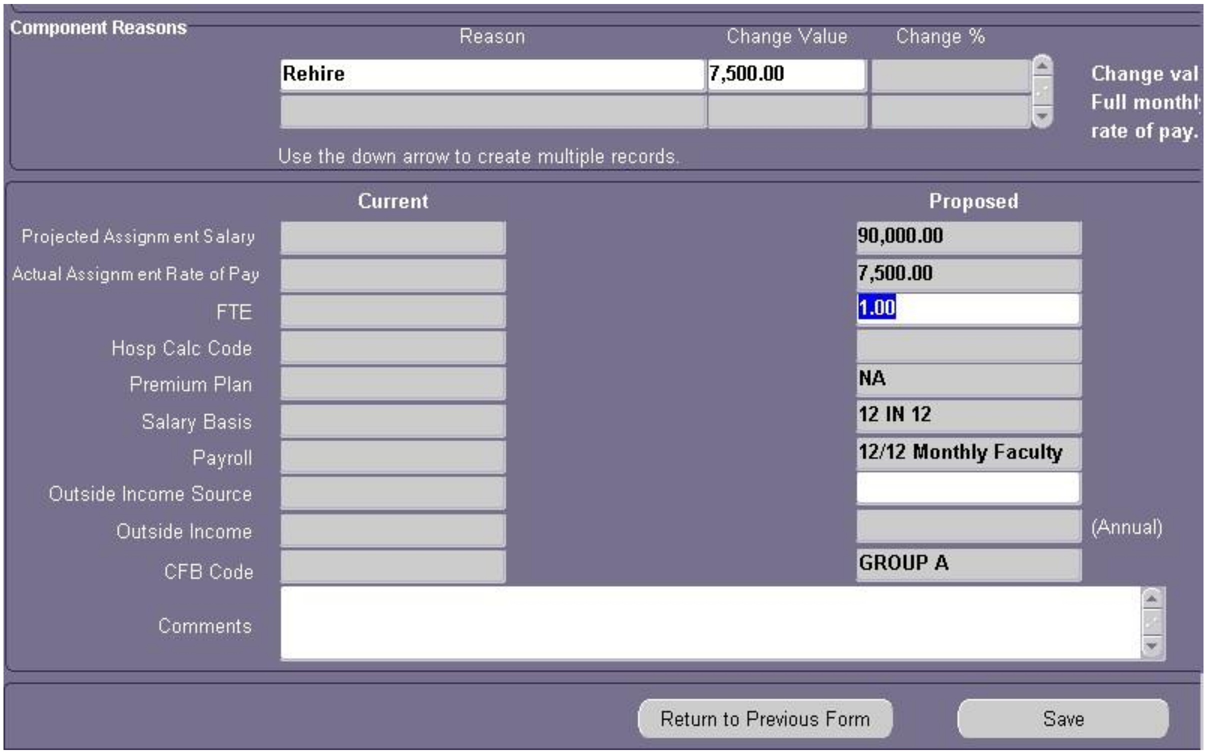

3. Enter the ***full-time equivalency*** for the employee in the **FTE** field. This number should be between 0.01 and 1.0. Even though this is not a required field, it is ***strongly recommended*** that you enter this information for Records. For explanation of FTE values **FOR HOSPITAL ONLY** ***click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

4. 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.***

5. Enter the ***amount of income provided by this source*** in the **Outside Income** field, if applicable. ***This should be an annual amount***.

6. Enter ***comments***, if applicable, in the **Comments** field at the bottom of this form. Comments entered here will appear on the **ACT Main Form**.




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**.

## 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.

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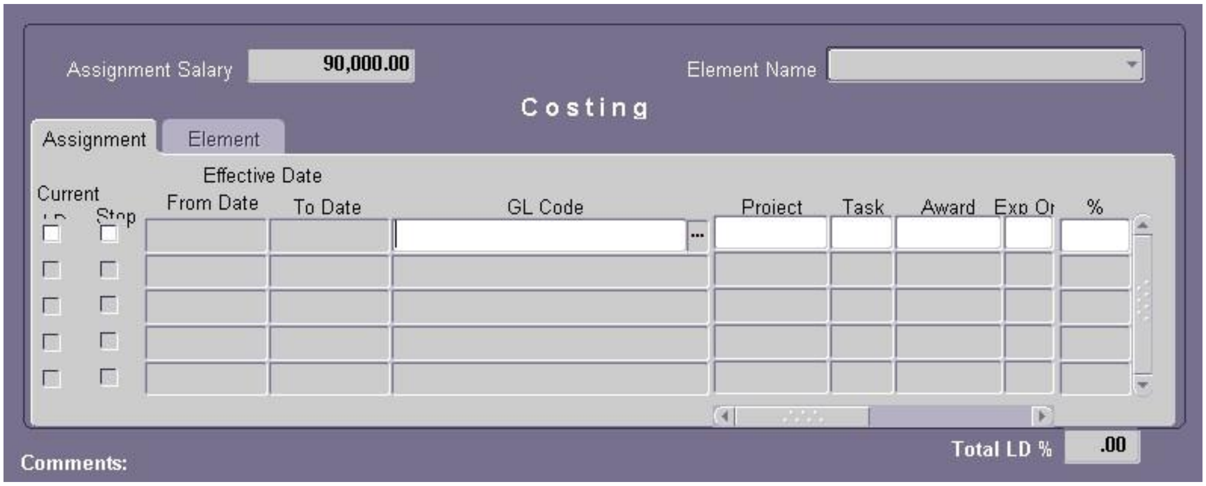
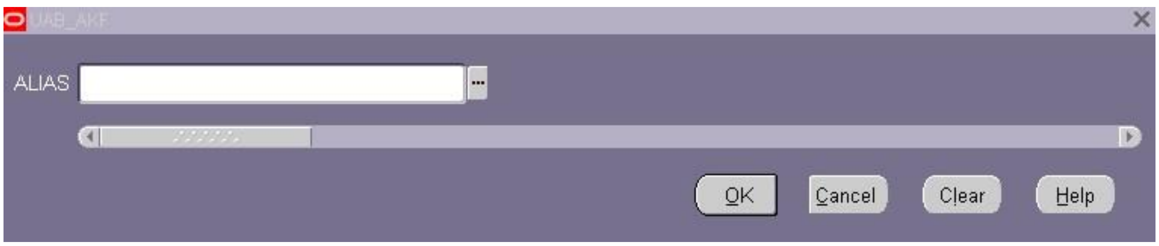
Click the **LABOR SOURCE** button at the bottom of the **ASSIGNMENT** form or the **ACT MAIN FORM**

## Entering General Ledger (GL) Information




1. Click on the **GL CODE** LOV. This opens the **UAB_AKF FIND** window.



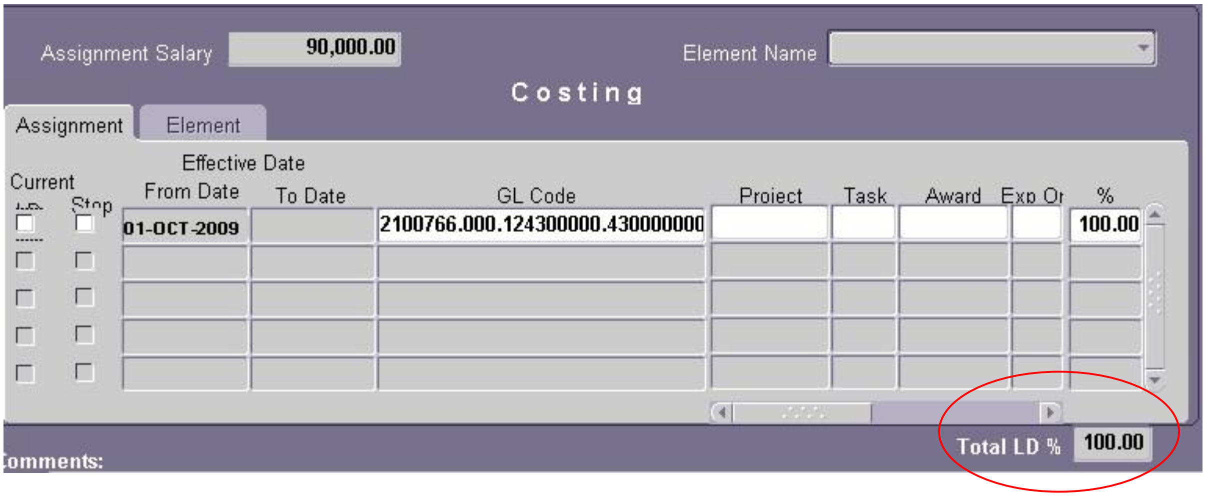

2. Enter the ***ten-digit GL Account number*** in the **ALIAS** field; click **OK**. This opens the window below. All but the **OBJECT** field has been auto populated.


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. **<u>Only one funding source is allowed for each record/row.</u>**

***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.***

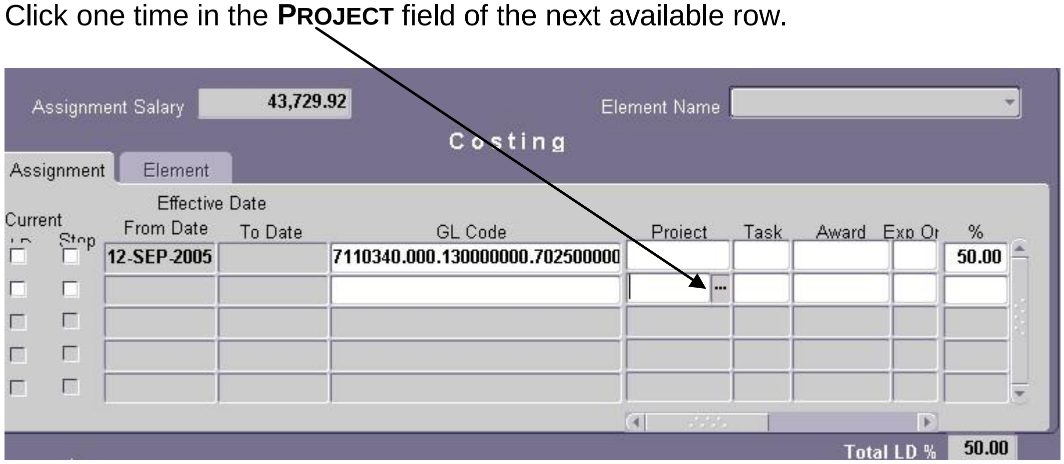
5. Repeat the above steps to enter all GL account funding sources. The **TOTAL LD %** field has to total **<u>100%</u>** before you can save the document.




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

## <u>Entering Grant (GA) Funding Sources</u>

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



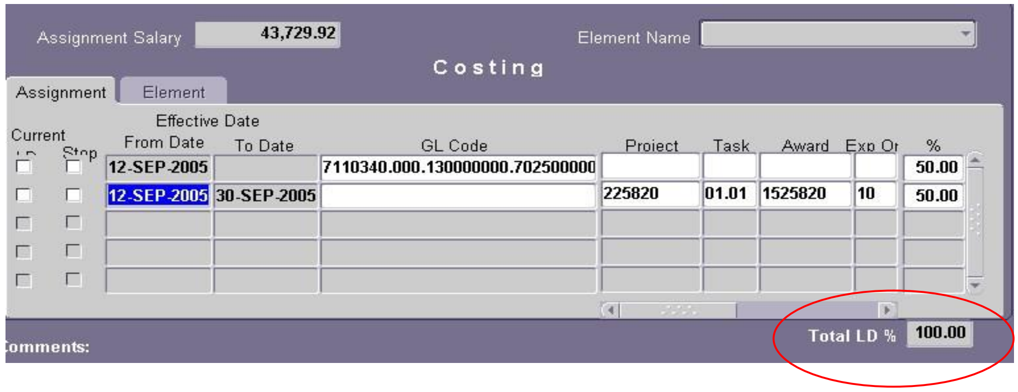

2. Type the ***project number*** in the **PROJECT** field or choose the ***Project number*** from the LOV. Press the **TAB** key or click in the next **TASK** field.
3. Type the ***task number*** in the **TASK** field or choose the ***Task number*** from the LOV. **TAB** to the **AWARD** field or click 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.

***<u>Note: For the hospital, this will be 70. For the university, this will be 10.</u>***

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*.**




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.

## 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.

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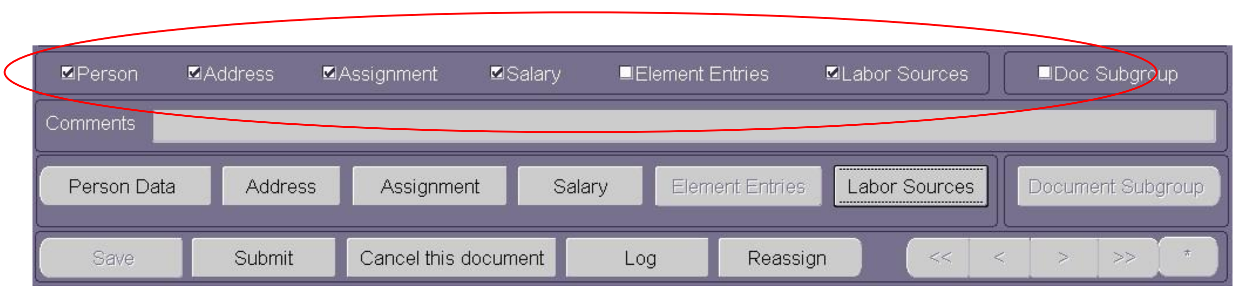



1. On the **ACT MAIN FORM,** verify checks have been inserted in the checkbox next to **PERSON, ADDRESS, ASSIGNMENT, SALARY** and **LABOR SOURCES**.

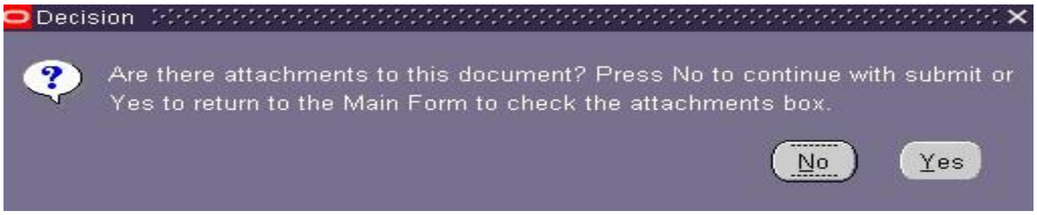
***Note: A check will be inserted when REQUIRED FIELDS on all screens and tabs have been completed. All check boxes must be checked (excluding Element Entries, except on Status 99 New Hire Document) before you submit the document.***

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.

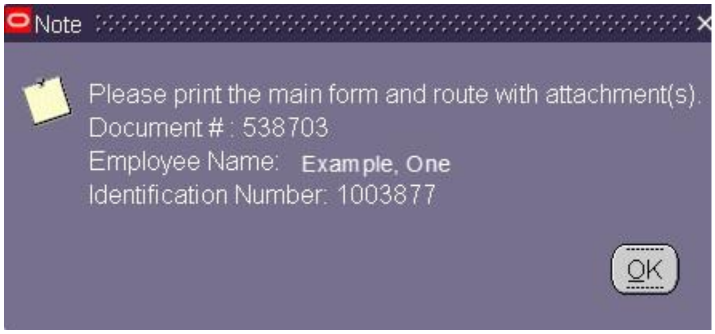
5. If the document was submitted without a checkmark in the **ATTACHMENTS** box on the **ACT MAIN FORM**, the following **DECISION** window displays.




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.

## 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.

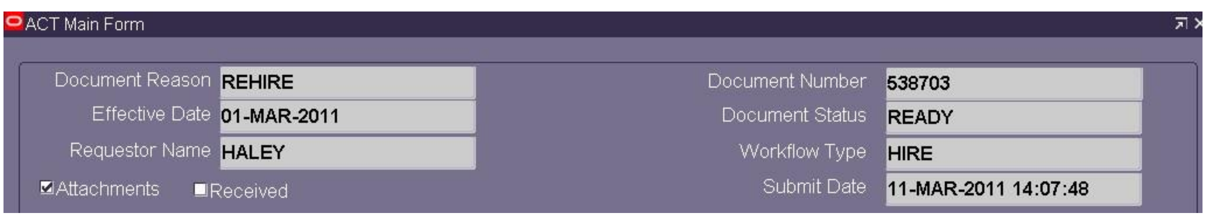
9. The **DOCUMENT STATUS** on the **ACT MAIN FORM** changes to **READY**.

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

****** *<u>BE SURE TO RECORD YOUR DOCUMENT NUMBER BEFORE EXITING THE REHIRE DOCUMENT</u>*. 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**.




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

***RETURN TO TOP***