

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.

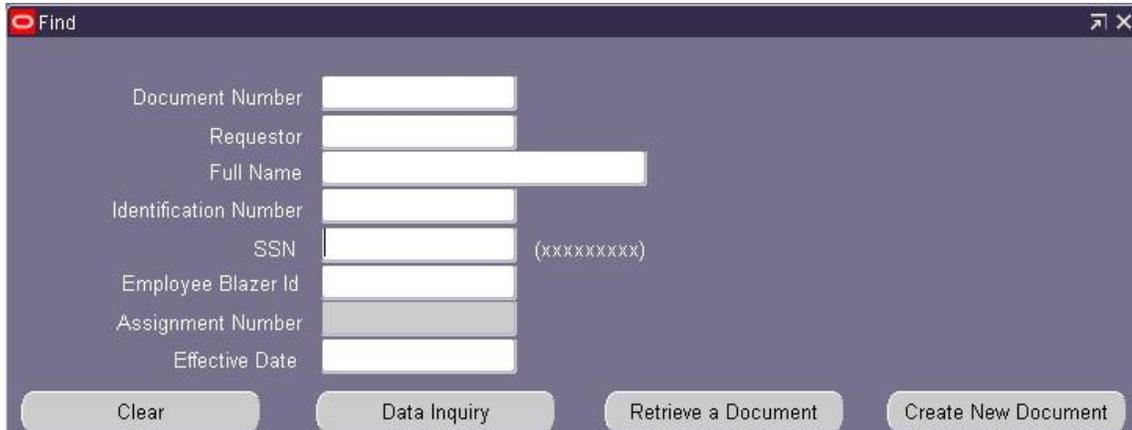
Instructions for completing each form on the rehire ACT document can be accessed by clicking on the section you wish to view; or by scrolling to the referenced page number.

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Creating a Rehire Document

UAB HR Officer → HR Transactions → ACT

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**.

Document Reason	REHIRE	Document Number	834342
Effective Date	24-AUG-2014	Document Status	OPEN
Requestor Name	ALHOWARD	Workflow Type	HIRE
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

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

Gender	Female
Ethnic Origin	White
Total Active Assignments	
Total Projected Annual Salary	
<input checked="" type="checkbox"/> 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.

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

Person Data	Address	Assignment	Salary	Element Entries	Labor Sources	Document Subgroup			
Save	Submit	Cancel this document	Log	Reassign	<<	<	>	>>	*

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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.

Entering Personal Information

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

The screenshot displays a web-based form titled 'Personal Data Form'. At the top, there are several tabs: 'Personal', 'Employment', 'Phonebook', 'License', 'Termination', and 'Schools and Colleges'. The 'Personal' tab is currently selected. The form is divided into two columns: 'Current' and 'Proposed'. The 'Current' column contains the following fields: SSN (empty), Last Name (Example), First Name (One), Middle Names (empty), Suffix (empty), Title (Ms.), Date Of Birth (02-SEP-1946), and Gender (FEMALE). The 'Proposed' column contains corresponding empty fields for each of these categories. At the bottom of the form, there is a 'Comments' field with a text input area and a small icon on the right side.

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

	Current	Proposed
Ethnic Origin	Black or African American	[Dropdown Menu]
Veteran Status 100		
Veteran Status 100A		Not a Veteran
I-9 Status	Yes	
Visa Type	US Citizen	
Work Visa Expiration Date		

Comments

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.

Ethnic Origin

Find %

- 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
- White

Find OK Cancel

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**.

Veteran Status

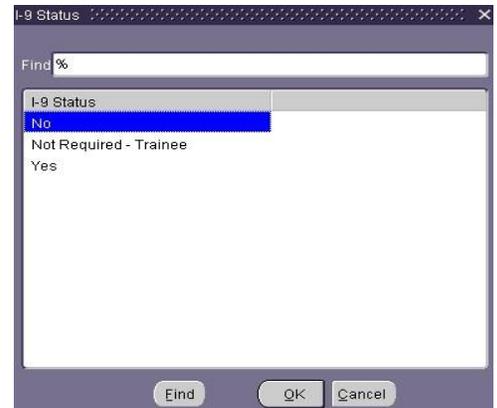
Find %

- 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
- Other Protected, Recently Separated Veteran

Find OK Cancel

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

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](#).

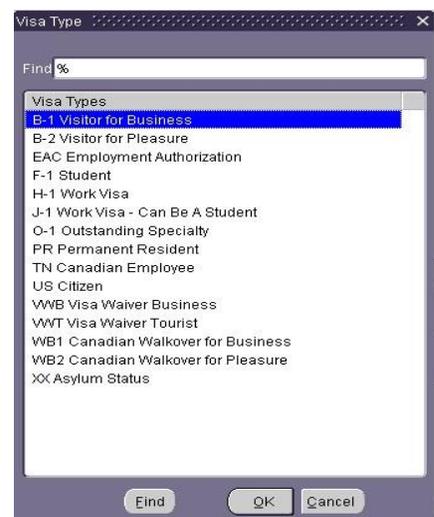


NOTE: There are only three options listed here -- Yes, No, and Not Required - Trainee. If the individual being rehired is considered an Employee you can submit the document with a No answer, but it will not be processed and completed until the I-9 has been received in Records Administration. If the individual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

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	Current	Proposed
Ethnic Origin	Black or African American	Black or African American
Veteran Status 100		
Veteran Status 100A		Not a Veteran
I-9 Status	Yes	Yes
Visa Type	US Citizen	US Citizen
Work Visa Expiration Date		01-DEC-2014

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.

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 choosing the **Country** and clicking on the next available line.
 - c. Enter Transcript and Degree Discipline information as required.

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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**

Personal | Employment | Phonebook | License | Termination | Schools and Colleges

Data used for the UAB Electronic Directory

	Current	Proposed	
Individual Online List	Yes	Yes	
Online Job Title			<input type="checkbox"/> Assignment Job Title
Online Display Name			(Last Name, First Name)
Faculty and Staff List	Yes		*** Please do not add suffix

Comments

Address | Return to Previous Form | Save

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.

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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.**

Personal Employment Phonebook **License** Termination Schools and Colleges

License/Certificate/Membership Information

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

Use down arrow to create multiple records.

Comments

Address Return to Previous Form 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.

Name
Certification
License
Membership
Professional Competency Certification

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

License Title

Find %

License Title
Lawyer
Licensed Practical Nurse
Medical Doctor, LIC/CERT Unknown
Medical Doctor, Perm Foreign L/C
Medical Doctor, Perm US LIC/CERT
Medical Doctor, Temp Foreign L/C
Medical Doctor, Temp US LIC/CERT
Medical Records
Medical Technologist
Occupational Therapist
Pharmacist
Physical Therapist

Find OK Cancel

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

Personal Employment Phonebook License Termination Schools and Colleges

License/Certificate/Membership Information

	Current	Proposed
Type		License
Title		Dentist
Number		
Expiration Date		

Use down arrow to create multiple records.

- Type the **License Number** in the **NUMBER** field, if applicable.
- 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.*

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

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.

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

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

International Address
 Comments

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.



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.

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

Address		Current	End Date	Current	Proposed
Address Type	Campus Primary	<input type="checkbox"/>			Campus Primary
Building	EB				EB
Room	220				
Address Line3	EDUCATION BUILDING				EDUCATION BUILDING
City	Birmingham				
State	AL				
Zip Code	35294 - 1250				
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.

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.

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

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

Phones		Type	Phone Number (xxxxxxxxxx)
Delete	<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.			

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

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

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.

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

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.

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

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

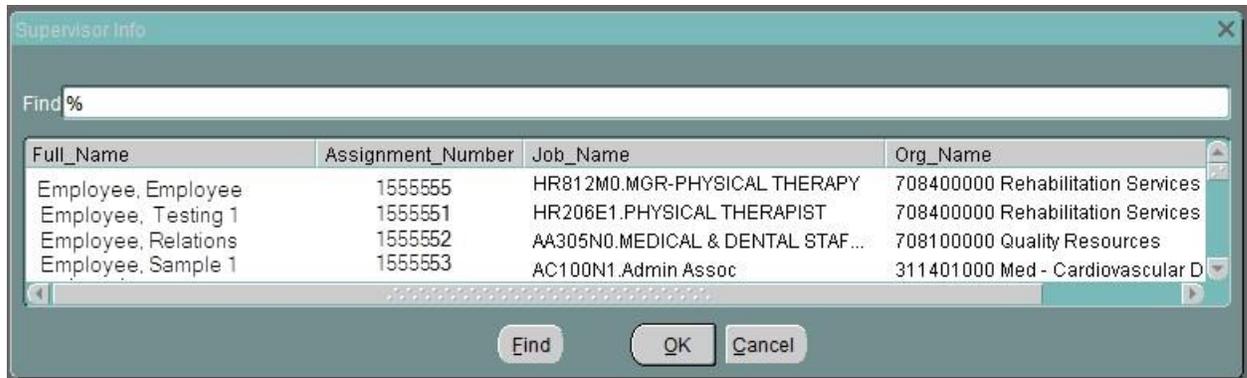
- Click on the LOV located in the Supervisor Name field. This will open the Supervisor Info form.

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			
Supervisor Name			
Supervisor Assignment #			

Use the Find window to locate the Supervisor by entering the supervisor's last name, organization number or employee id number.

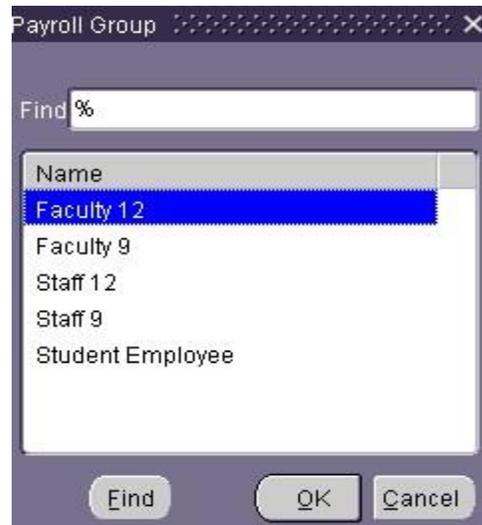
Choose the name of the appropriate Supervisor and the Supervisor Assignment # field will auto populate displaying the supervisor's employee id number.

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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.
- 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.
 - 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.
 - 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.

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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	

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

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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 %

Change value = Full monthly rate of pay.

Use the down arrow to create multiple records.

	Current	Proposed	
Projected Assignment Salary			
Actual Assignment Rate of Pay			
FTE		0.10	
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			

Return to Previous Form Save

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.

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	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 style="width: 100%;" 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

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**.

	Reason	Change Value	Change %
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Use the down arrow to create multiple records.			

	Current
Projected Assignment Salary	<input type="text"/>
Actual Assignment Rate of Pay	<input type="text"/>
FTE	<input type="text"/>
Hosp Calc Code	<input type="text"/>
Premium Plan	<input type="text"/>
Salary Basis	<input type="text"/>
Payroll	<input type="text"/>
Outside Income Source	<input type="text"/>
Outside Income	<input type="text"/>
CFB Code	<input type="text"/>
Comments	<input style="width: 100%;" type="text"/>

Component Reason

Find Rehire%

Component Reason
Rehire

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- 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**.

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Component Reasons		Reason	Change Value	Change %	
		Rehire	7,500.00		Change val Full monthl 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**.

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

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Assignment Salary: 90,000.00 Element Name: [Dropdown]

Costing

Assignment Element

Current	Stop	Effective Date		GL Code	Project	Task	Award	Exp Or	%
<input type="checkbox"/>	<input type="checkbox"/>	From Date	To Date						
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								

Comments: _____ Total LD %: .00

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

UAB_AKF

ALIAS: [Text Field]

OK Cancel Clear 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.

UAB_AKF

ACCOUNT: 2100766 EDU-ACADEMIC SUPPORT

SUBACCOUNT: 000 DEFAULT SUBACCOUNT

BALANCING: 124300000 SCH EDU GEN OPER FDS

ORGANIZATION: 430000000 SCHOOL OF EDUCATION DEAN'S OFFICE

FUTURE: 0000 DEFAULT

OBJECT: [Text Field]

OK Cancel Combinations Clear Help

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.*

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- 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.

Assignment Salary: 90,000.00 Element Name: [dropdown]

Costing

Assignment Element

Current		Effective Date		GL Code	Project	Task	Award	Exp Or	%
From Date	To Date	From Date	To Date						
<input checked="" 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"/>								

Comments:

Total LD % 100.00

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

Entering Grant (GA) Funding Sources

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

Assignment Salary: 43,729.92 Element Name: [dropdown]

Costing

Assignment Element

Current		Effective Date		GL Code	Project	Task	Award	Exp Or	%
From Date	To Date	From Date	To Date						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12-SEP-2005		7110340.000.130000000.702500000	...				50.00
<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 % 50.00

- 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.
- 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.
- Type the **award number** in the **AWARD** field or choose the **Award number** from the LOV. **TAB** to or click in the next field.
- 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.

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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.

Current	Stop	Effective Date	From Date	To Date	GL Code	Project	Task	Award	Exp Or	%
<input type="checkbox"/>	<input type="checkbox"/>	12-SEP-2005			7110340.000.130000000.702500000					50.00
<input type="checkbox"/>	<input type="checkbox"/>	12-SEP-2005	30-SEP-2005			225820	01.01	1525820	10	50.00

Comments: Total LD % 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.

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.

Person
 Address
 Assignment
 Salary
 Element Entries
 Labor Sources
 Doc Subgroup

Comments

Person Data
 Address
 Assignment
 Salary
 Element Entries
 Labor Sources
 Document Subgroup

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

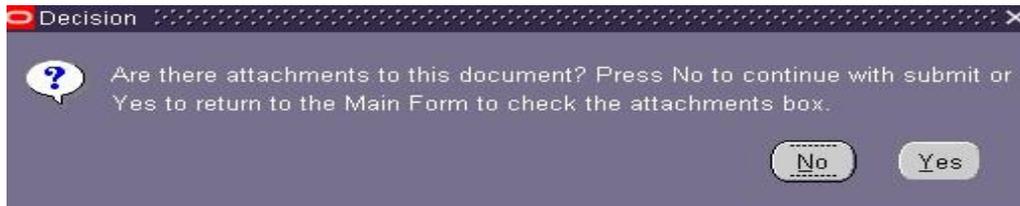
1. On the **ACT MAIN FORM**, verify checks have been inserted in the checkbox next to **PERSON, ADDRESS, ASSIGNMENT, SALARY** and **LABOR SOURCES**.

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.

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

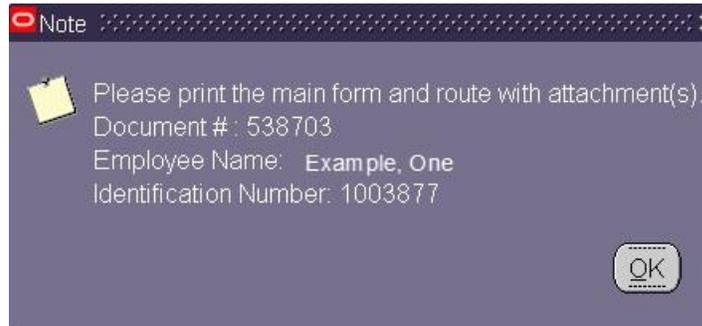
3. Before submitting the document make certain all information is correct. **Changes cannot be made once the Rehire document has been submitted.**
4. Click the **SUBMIT** button.
5. If the document was submitted without a checkmark in the **ATTACHMENTS** box on the **ACT MAIN FORM**, the following **DECISION** 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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