

Auto ACT Document — Failed

Auto ACT documents are processed for University Campus 01 and 03 status new hires and rehires processed via Taleo ATS. If an Auto ACT document fails, the hiring department is responsible for ensuring the ACT document is completed and manually submitted.

IF AN AUTO ACT DOCUMENT FAILS:

- 1. The department contacts will be notified in two ways:
 - a. Email Notification (PAR/CRF submitter and Level 1 WAM Approver)
 - b. Personal Oracle
 Worklist (Level 1 WAM Approver)
- 2. The PAR/CRF submitter (person who submits the PAR/CRF request) receives an email notification to their uab. edu accountand Level 1 WAM Approvers for Hire type documents receivean email notification and FYI notification in their Oracle personal worklist.
- 3. Upon review of the document reason for failure, the hiring department should make the necessary changes in Oracle and submit for further review and approval.

A. Sample Auto-ACT Fail Email Notification

Auto Creation of ACT Document for Rehire - Doe, Jane - Failed
DoNotReply@uab.adu To Crane, Adriene Ware; Flores, Bryan N; Banks, Josephine Jacisson; Hunter, Oscar; E HRM-HRIS_OP
E
FYI, the following record was not able to be submitted to ACT. The system will automatically attempt to re-submit the ACT document tomorrow.
**** The PAR requestor or Hiring Manager should email the correct information for the error listed below to usbjobs@usb.edu. This information must be emailed by 3pm. ***
Requestor Name: Hunter, Occar E. Jr.
Employee Name: Doe, Jane Org: 114401000 Employment
Job: EG505N0.1RM Specialist
Hire Date: 01/14/2023
The document could not be submitted for the following reason(s):
 Position number not tound or is end dated and no requested effective date to generate position string.
Please do not raply to this message. For questions or concerns about this message please contact uabjobs@uab.edu.

B. Sample Auto-ACT Fail Oracle Worklist Notification

ction Re	quired: Auto Submission of ACT Document for New Hire - Johnson, Jane - Failed to Submit
To	Smth, im
Sent	31-Jan-2023 23.02.25
Closed	01-#eb-2023 18.11.38
ID	226414914
Responder	Smith, Jm
FYI, the fol	lowing New Hire document (ACT document #1696492) failed to submit. This document has been created in an OPEN status. Please complete the missing fields in ACT and submit for approvals.
Requestor Employee Org: 31200 Job: CG20	nert #: 1698492 Name: Rogers, Arthuar Jamei, Johnson, Jane 0000 Oppt of Medical Education N20 CFFICE ASSOCIATE II 02/27/2023
	ent could not be submitted for the following reason(s): I Form Data error
For questio	ns or concerns about this message please contact uabiobs@uab edu.

Below are common reasons that the Auto ACT fails:

- Date of birth given does not match value in Oracle
- Assignment Form data error
- The following information is missing from the document (the document cannot be submitted until all required information has been entered): 19 STATUS — PERSON FORM, EMPLOYMENT TAB VISA TYPE — PERSON FORM, EMPLOYMENT TAB
- LD Form Invalid GL string

Note: Some Auto ACT documents fail due to information entered in the PAR/CRF or information entered incorrectly by the candidate in Taleo post contingent offer (e.g., DOB or SSN).