

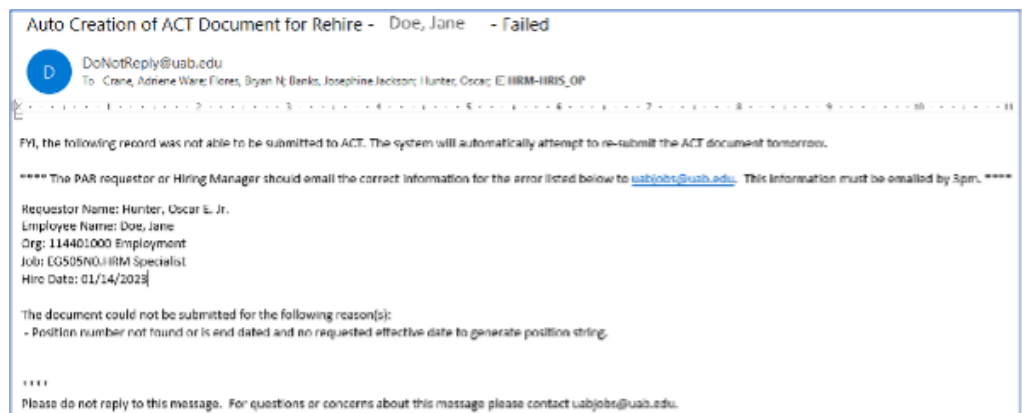
Auto ACT Document — Failed

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 account and Level 1 WAM Approvers for Hire type documents receive an 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



B. Sample Auto-ACT Fail Oracle Worklist Notification



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): I9 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).