

Appoint, Change and Terminate (ACT) Documentation Personal Leave without Pay

The **PERSONAL LEAVE WITHOUT PAY** document reason is used when the employee does not have accrued vacation and personal holiday time available to remain in a “pay status” for the approved personal leave of absence.

When using the **PERSONAL LEAVE WITHOUT PAY** document reason, the **ACT MAIN FORM** and the **ASSIGNMENT FORM** are the only forms you will be able to access.

UAB HR Officer → HR Transactions → ACT → Find Window

1. Use the **FIND WINDOW** to locate the employee.



Find

Document Number

Requestor

Full Name **Shelton, Anna T.**

Identification Number **1011111**

SSN (xxxxxxxx)

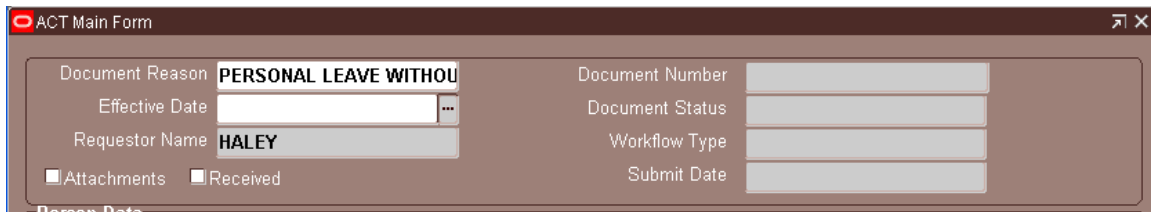
Employee Blazer Id

Assignment Number

Effective Date

Clear Data Inquiry Retrieve a Document Create New Document

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 **PERSONAL LEAVE WITHOUT PAY** or type the words **Personal Leave without Pay** in the **DOCUMENT REASON** field.



ACT Main Form

Document Reason **PERSONAL LEAVE WITHOU**

Effective Date ...

Requestor Name **HALEY**

Attachments Received

Document Number

Document Status

Workflow Type

Submit Date

Person Data

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- Click inside the **EFFECTIVE DATE** field, choose an effective date from the Calendar LOV or type in the **desired date**. Remember to use the **DD-MM-YYYY** format.

Document Reason	PERSONAL LEAVE WITHOUT PAY	Document Number	
Effective Date	01-JUL-2006	Document Status	
Requestor Name	HALEY	Workflow Type	
<input type="checkbox"/> Attachments <input type="checkbox"/> Received		Submit Date	

- 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**.

Document Reason	PERSONAL LEAVE WITHOUT PAY	Document Number	197103
Effective Date	01-JUL-2006	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input type="checkbox"/> Attachments <input type="checkbox"/> Received		Submit Date	

Person Data			
Name	Shelton, Anna T.	Gender	Female
Identification Number	1011111	Ethnic Origin	White / Non Hispanic
SSN		Total Active Assignments	1
Latest Hire Date	03-MAY-2004	Total Annual Salary	xx,xxx.xx
Date of Birth	03-AUG-1985	<input type="checkbox"/> Prior UAB Service	

Assignment Data			
Assignment Number	1011111	Assignment Status	Active Assignment
Assignment Category	01 Regular FT	Organization	707400000 Perioperative Se
Job	CP315N0.Unit Secretary	Position	707400000.02804.031001
FTE	1	Primary	Y
Assignment Salary	xx,xxx.xx	Payroll	Biweekly

Person Address Assignment Salary Element Entries Labor Sources

Comments

Person Data Address **Assignment** Salary Element Entries Labor Sources

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

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

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Assignment (Create New Document)

Full Name	Shelton, Anna T.	Document Reason	PERSONAL LEAVE WITHOUT PAY
Identification Number	1011111	Document Number	197103
Assignment Number	1011111	Document Status	OPEN
		Effective Date	01-JUL-2006

Effective Date From	09-JAN-2005	Shift Differential Code	G1
Effective Date To	31-DEC-4712	Grandparented	
Primary	Y	Effort Report Eligible	

General Assignment Information

	Current	Proposed
Assignment Category	01 Regular FT	
Status	Active Assignment	Leave Without Pay
Expected Return Date		
Organization	707400000 Perioperative Services	
Location	Bham Main Campus	
Position	707400000.02804.031001	
Job	CP315N0.Unit Secretary	
Grade	W.G06	
Payroll Group	Staff 12	
Timecard Dist Number		
Timekeeping Method	TAMS	
Timekeeping Organization		
Comments		

Salary Labor Sources Element Entries Return to Previous Form Save

- Click in the **EXPECTED RETURN DATE** field. Enter the expected return date for the employee using the calendar LOV.

General Assignment Information

	Current	Proposed
Assignment Category	01 Regular FT	
Status	Active Assignment	Leave With Pay
Expected Return Date		20-AUG-2006 ...

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.

- 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**.
- Click on the **SAVE** button at the bottom of the **ASSIGNMENT** form.
- Click on the **RETURN TO PREVIOUS FORM** button to return to the **ACT MAIN FORM**.

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12. Click in the **ATTACHMENT** box; a **Checkmark** will appear. **Attachments are required for Personal Leave of Absence documents. For a list of attachments required by HRM Records Administration, [click here](#).**

The screenshot shows the 'ACT Main Form' with the following data:

Document Reason	PERSONAL LEAVE WITHOU	Document Number	197103
Effective Date	01-JUL-2006	Document Status	OPEN
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	

Person Data

Name	Shelton, Anna T.	Gender	Female
Identification Number	1011111	Ethnic Origin	White / Non Hispanic
SSN		Total Active Assignments	1
Latest Hire Date	03-MAY-2004	Total Annual Salary	xx,xxx.xx
Date of Birth	03-AUG-1985	<input type="checkbox"/> Prior UAB Service	

Assignment Data

Assignment Number	1011111	Assignment Status	Active Assignment
Assignment Category	01 Regular FT	Organization	707400000 Perioperative Se
Job	CP315N0.Unit Secretary	Position	707400000.02804.031001
FTE	1	Primary	Y
Assignment Salary	xx,xxx.xx	Payroll	Biweekly

Person Address Assignment Salary Element Entries Labor Sources

Comments

Person Data Address Assignment Salary Element Entries Labor Sources

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

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

14. Click on the **SUBMIT** button at the bottom of the **ACT MAIN FORM**. The following **NOTE** appears. Click **OK**.

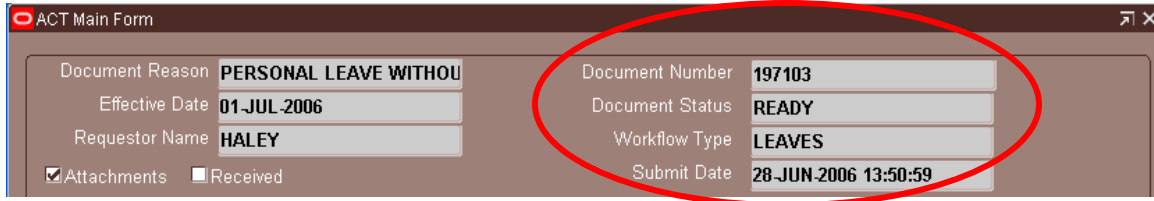
The Note dialog box contains the following text:

Please print the main form and route with attachment(s).
Document #: 197103
Employee Name: Shelton, Anna T.
Identification Number: 1011111

OK

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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.



The screenshot shows the 'ACT Main Form' window. The form contains the following fields:

Document Reason	PERSONAL LEAVE WITHOU	Document Number	197103
Effective Date	01-JUL-2006	Document Status	READY
Requestor Name	HALEY	Workflow Type	LEAVES
<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Received	Submit Date	28-JUN-2006 13:50:59

The 'Document Status' field, which contains the value 'READY', is circled in red in the original image.

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