

# Essential Details for the OnBase-ACT Integration

This document provides information for employees who submit and approve ACT Documents.

## What is Changing?

- **Integrated Attachments within ACT:** All attachments for ACT documents (outside of Auto-ACT) will now be submitted via OnBase and will be accessible to all approvers in the ACT approval path.
- **Sunset of ACT Attachment System:** With the new OnBase attachment process, the legacy ACT attachment system will be sunset.
- **Important Note:** ACT documents with missing supporting documentation or documents requiring revisions will be returned to the requestor to allow for corrected documentation to be uploaded.

## Why the Change to OnBase-ACT Integration?

- **Improved Process with added features:** A single process for submitting supporting documentation while also making it accessible to all approvers in the workflow path.
- **Enhanced Review and Audit:** Allows for comprehensive review and audit of supporting documentation throughout the ACT document workflow.

## Go-Live Date

- **Target Date:** The week of July 29.

## Impacted Users and Access Control

- **Affected Users:** All Oracle HR & Finance users who submit and approve ACT documents.
- **Current Users:** Employees with Oracle HR Officer Responsibility and those listed in WAM as approvers for ACT documents will be granted access programmatically.
- **New Access Requests & Controls:** See table below.

ACCESS GRANTED	ACCESS REMOVED
<ul style="list-style-type: none"> <li>» Upon submission and full approval of an ACF request for an HR officer responsibility.</li> <li>» When an employee is added as a WAM approver for ACT documents.</li> </ul>	<ul style="list-style-type: none"> <li>» When an employee transfers or is terminated.</li> <li>» Upon end-dating an HR Officer responsibility.</li> <li>» If an employee is removed as a WAM approver for ACT documents.</li> </ul>

## Additional Information

- **Resources:** Training resources, FAQs, and additional information are available [online](#).
- **Support:** For questions or support regarding the OnBase-ACT Integration, contact HR Records Administration & Compliance at [hrmrecords@uab.edu](mailto:hrmrecords@uab.edu) or call 205-934-4408.