

Appoint, Change and Terminate (ACT) Documentation Data Change

The **DATA CHANGE** document is used to insert, update or correct an employee's personnel record in the Administrative System. When using the Data Change document reason the HR Officer will be able to make changes to the following personal information fields when using a current or future document effective date: name, address, phone, schools and colleges, location of assignment, timecard distribution number, timekeeping method, timekeeping organization, and/or changes in FTE within the same assignment category. **Only select fields are available for change when using a retroactive effective date.**

UAB HR Officer → HR Transactions → ACT → Find Window

Creating a Data Change Document

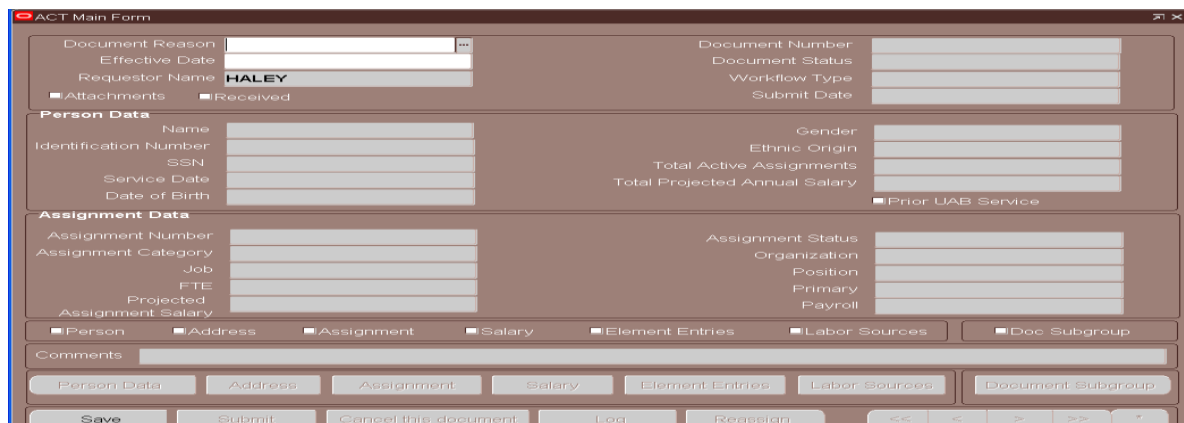
1. Locate the employee using the Find Window.



2. Click on the **CREATE NEW DOCUMENT** button.

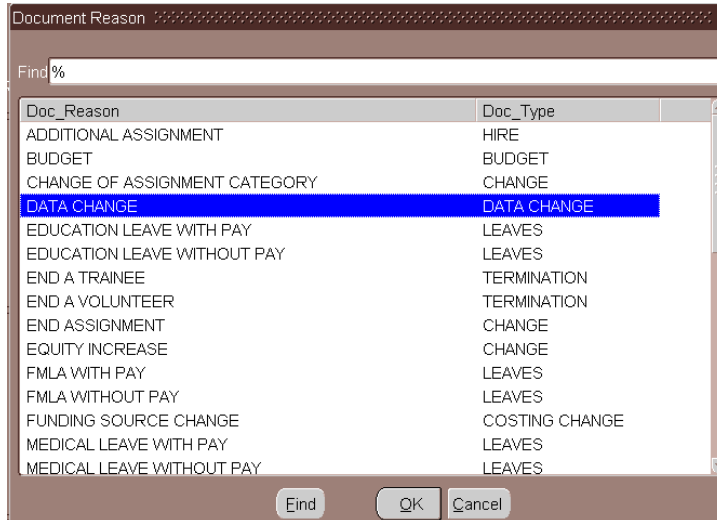
Note: After you click on the **CREATE NEW DOCUMENT** button you might see another window pop up. Some employees may have more than one assignment and could be listed several times. Make sure to select the correct assignment.

The **ACT MAIN FORM** will open.



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3. When the new document opens, click once in the **DOCUMENT REASON** field.
4. Use the **DOCUMENT REASON LOV** to choose **DATA CHANGE** or type the words **Data Change** in the **DOCUMENT REASON** field.



5. Click inside the **EFFECTIVE DATE** field, choose an effective date from the **CALENDAR LOV** or **type in the desired date**.
6. Click on the **SAVE** button at the bottom of the form.

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Updating Personal Data

To update or change the employee's personal information, click on the **PERSON DATA** button from the **ACT MAIN FORM**.

The screenshot shows the 'ACT Main Form' interface. At the top, there are fields for Document Reason (DATA CHANGE), Effective Date (01-APR-2011), Requestor Name (HALEY), Document Number (536139), Document Status (OPEN), Workflow Type (DATA CHANGE), and Submit Date. Below this is the 'Person Data' section with fields for Name (Example, Sheisa Good), Gender (Female), Identification Number (1044893), Ethnic Origin (White), SSN (789-66-4123), Total Active Assignments (1), Service Date (19-NOV-2007), Total Projected Annual Salary (34,320.00), and Date of Birth (02-SEP-1949). The 'Assignment Data' section includes Assignment Number (1044893), Assignment Status (Active Assignment), Assignment Category (01 Regular FT), Organization (352006000 Nutrition Science), Job (CG204N2.Office Assoc II), Position (352006000.21304.101121), FTE (1), Primary (Y), Projected Assignment Salary (34,320.00), and Payroll (Biweekly). At the bottom, there are tabs for Person, Address, Assignment, Salary, Element Entries, Labor Sources, and Doc Subgroup. The 'Person Data' tab is highlighted with a red box. Below the tabs are buttons for Save, Submit, Cancel this document, Log, Reassign, and navigation arrows.

When the **PERSON DATA** form opens, you should be on the **PERSONAL** tab.

Personal Tab

The screenshot shows the 'Personal' tab selected in the ACT Main Form. The 'Personal' tab is highlighted with a red box. The form is divided into 'Current' and 'Proposed' columns. The 'Current' column contains fields for SSN (789-66-4123), Last Name (Example), First Name (Sheisa), Middle Names (Good), Suffix, Title (Ms.), Date Of Birth (02-SEP-1949), and Gender (FEMALE). The 'Proposed' column contains empty fields for SSN, Last Name, First Name, Middle Names, Suffix, Title, Date Of Birth, and Gender. Below the form is a 'Comments' field and buttons for Address, Return to Previous Form, and Save.

1. Verify each field, if changes are necessary; click in the appropriate **PROPOSED** field, enter the correction.

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2. If it is necessary to change an employee's gender, click on the **DROP DOWN ARROW** in the **GENDER** field under the **PROPOSED** column. A selection box similar to the one below will open. Select the correct gender.

3. Once all necessary fields have been updated or changed; click on the **SAVE** button. Select the next tab if more information needs to be updated or click **SUBMIT** if finished with document changes.
4. Once all necessary fields have been updated or changed; click on the **SAVE** button. Select the next tab if more information needs to be updated or click **SUBMIT** if finished with document changes.

Employment Tab

If necessary, enter the correct information in the appropriate field.

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- Once all necessary fields have been updated or changed; click on the **SAVE** button. Select the next tab if more information needs to be updated or click **SUBMIT** if finished with document changes.

Phonebook Tab

- If necessary, enter the correct information in the appropriate proposed field.

The screenshot shows the 'Phonebook' tab in the ACT system. The form is titled 'Data used for the UAB Electronic Directory' and is divided into 'Current' and 'Proposed' columns. The 'Current' column has the following values: Individual Online List (Yes), Online Job Title (empty), Online Display Name (empty), and Faculty and Staff List (Yes). The 'Proposed' column has empty fields for all three. To the right of the 'Proposed' fields is a checkbox labeled 'Assignment Job Title (Last Name, First Name)' with a note '*** Please do not add suffix'. Below the form is a 'Comments' field and three buttons: 'Address', 'Return to Previous Form', and 'Save'.

To replace the Job Title displaying in the Electronic Phonebook; check the **Assignment Job Title** check box to populate the **Proposed Online Job Title** field with the official Assignment Job Title; or manually enter a new Job Title

This screenshot shows the same 'Phonebook' tab form, but with updated data in the 'Proposed' column. The 'Proposed' fields now contain: 'Office Manager' for Online Job Title, 'Example, Good' for Online Display Name, and an empty field for Faculty and Staff List. The 'Assignment Job Title' checkbox remains unchecked. The 'Current' column values remain the same as in the previous screenshot.

To change the name displaying in the Electronic Phonebook, enter Full Name (using example format) in the **Proposed Online Display Name** field.

- Once all necessary fields have been updated or changed; click on the **SAVE** button. Select the next tab if more information needs to be updated or click **SUBMIT** if finished with document changes.

License Tab

If necessary, enter the correct information in the appropriate field. **Note: Information entered on this tab is entered only when the employee holds a professional license, membership or certification.**

The screenshot shows the 'License' tab in the ACT system. The form is titled 'License/Certificate/Membership Information' and is divided into 'Current' and 'Proposed' columns. The 'Current' column has empty fields for Type, Title, Number, and Expiration Date. The 'Proposed' column has a dropdown menu for Type, and empty fields for Title, Number, and Expiration Date. Below the form is a 'Comments' field and a note: 'Use down arrow to create multiple records.' The 'Personal', 'Employment', 'Phonebook', 'License', 'Termination', and 'Schools and Colleges' tabs are visible at the top.

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1. 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	

2. 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

Eind OK Cancel

3. 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.

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- 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-mmm-yy** format.

Note: This date must be a future date.

- Once all necessary fields have been updated or changed; click on the **SAVE** button. Select the next tab if more information needs to be updated or click **SUBMIT** if finished with document changes.

Termination Tab

If you have to enter a **Last Day of Work** for this employee, click on the **TERMINATION** tab.

	Current	Proposed
Actual Date	<input type="text"/>	<input type="text"/>
Projected Last Day	<input type="text"/>	<input type="text"/>
Leaving Reason	<input type="text"/>	<input type="text"/>
Rehire Recommendation	<input type="text"/>	<input type="text"/>
Recommendation Reason	<input type="text"/>	<input type="text"/>

Comments

Address Return to Previous Form Save

- Click in the **PROJECTED LAST DAY OF WORK** field. Choose the appropriate date from the **CALENDAR LOV** or type it into the field.
- Click on the **SAVE** button if you have made changes, then click on the **RETURN TO PREVIOUS FORM**.

Schools and Colleges

When Schools and Colleges information displays, you should verify the information displaying is accurate and up-to-date.

School or College	Degree Name	Degree Date	Type	Transcript/Official Documentation on File	Degree Discipline
Jefferson State Community College	000 Not Specified	15-JUN-1968	OD	No	11.07 - Comput
Lawson State Community College	200 Post High School Coursework	17-APR-1998	OD	No	36.0110 - Art.
University of Alabama at Birmingham	402 Bachelor of Arts	15-JUN-1978	HD	No	36.0110 - Art.

Comments

Address Return to Previous Form Save

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If previous Schools and Colleges information displays and is **accurate**, click on the **SAVE** button located at the bottom of the form.

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

Entering Schools and Colleges Information:

Select the **COUNTRY** from the LOV, type in the country name or use wildcards.

1. Select the **COUNTRY** from the LOV, type in the country name or use wildcards.

Person Data (Create New Document)

Full Name: _____ Document Reason: NEW HIRE
Identification Number: _____ Document Number: 933208
Assignment Number: _____ Document Status: OPEN
Effective Date: 01-MAR-2016

Latest Hire Date: 01-MAR-2016 Service Date: 01-MAR-2016
Person Type: Employee Email Address: _____

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

Choose Country to filter School or College List
Default set to USA

Country: United States of Ame...

School or College	Degree Name	Degree Date	Type	Transcript/Official Documentation on File	Degree Discipline
Institution Not Available in List	410 Bachelor of Business	31-MAY-199	HD		

Comments: _____

Address | Return to Previous Form | Save

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Person Data (Create New Document)

Full Name: [] Document Reason: NEW HIRE
 Identification Number: [] Document Number: 933208
 Assignment Number: [] Document Status: OPEN
 Effective Date: 01-MAR-2016

Latest Hire Date: 01-MAR-2016 Service Date: 01-MAR-2016
 Person Type: Employee Email Address: []

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

Choose Country to filter School or College List
 Default set to USA Country: United States of America Transcript/Official

School or College: [] Degree: []

Find: %Panama%

Location: Afghanistan
 Albania
 Algeria
 Andorra
 Angola
 Argentina
 Armenia
 Aruba
 Australia
 Austria
 Azerbaijan
 Bahamas
 Bahrain
 Bangladesh

Find OK Cancel

Note: The School and College LOV defaults to The United States, if you do not change this, you will only be able to access Institutions in the US. If the institution does not appear in the country listing, select Institution Not Available in Listing.

Person Data (Create New Document)

Full Name: [] Document Reason: NEW HIRE
 Identification Number: [] Document Number: 933208
 Assignment Number: [] Document Status: OPEN
 Effective Date: 01-MAR-2016

Latest Hire Date: 01-MAR-2016 Service Date: 01-MAR-2016
 Person Type: Employee Email Address: []

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

Choose Country to filter School or College List
 Default set to USA Country: Panama Transcript/Official

School or College: [] Degree Name: [] Degree Date: [] Type: [] Degree Discipline: []

Find: %Panama%

Name	Location
Autonomous University of Chiriquí	Panama
Christian University of Panama	Panama
Columbus University	Panama
Delphi University	Panama
Florida State University - Panama	Panama
ISAE University	Panama
Institution Not Available in List	Panama
Interamerican Distance Education University of Panama	Panama
Interamerican University of Panama	Panama
International Maritime University of Panama	Panama
International University	Panama
International University of Business and Education	Panama
Latin American University of International Business	Panama

Find OK Cancel

2. Click in the **DEGREE NAME** field. Using the LOV, select the appropriate degree. **Enter the highest level of degree the employee has earned, (Examples: High School**

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Graduate, GED, Post High School Coursework, Bachelors, Masters, or PhD etc.
Click OK.

The screenshot shows a dialog box titled "Degree" with a search field at the top. Below the search field is a list of degree options with two columns: "Degree Name" and "Description". The entry "448 Bachelor of Nursing" is highlighted in blue. At the bottom of the dialog are three buttons: "Find", "OK", and "Cancel".

Degree Name	Description
400 Bachelor's Degree Non Specific	Bach
401 Bachelor's Level Non US Degree Equiv	Bach
402 Bachelor of Arts	Bach
410 Bachelor of Business	Bach
415 Bachelor of Computer Science	Bach
420 Bachelor of Education	Bach
430 Bachelor of Engineering	Bach
440 Bachelor of Health (Allied)	Bach
448 Bachelor of Nursing	Bach
449 Bachelor of Pharmacy	Bach
450 Bachelor of Humanities	Bach
460 Bachelor of Science or Mathematics	Bach

Click in the **DEGREE DATE** field. Enter the **degree date** using the **dd-mmm-yy** format or use the Calendar LOV.

The screenshot shows the "Schools and Colleges" tab in the ACT system. It features a table with columns for "School or College", "Degree Name", "Degree Date", "Type", "Transcript/Official Documentation on File", and "Degree Discipline". The first row is populated with "University of Alabama at Birmingham", "448 Bachelor of Nursing", and a dropdown arrow in the "Degree Date" field.

School or College	Degree Name	Degree Date	Type	Transcript/Official Documentation on File	Degree Discipline
University of Alabama at Birmingham	448 Bachelor of Nursing	...			

3. Click in the **TYPE** field. Select **Other Degree (OD)** or **Highest Degree (HD)** from the LOV. A person can only have one highest degree. All others must be marked as Other Degree (OD).

Repeat the above steps, as necessary, until all degrees are entered. Use the down arrow on the keyboard to create multiple records if necessary.

Note: Faculty/Instructor Information fields must be completed on all Faculty and Credential Staff Course Instructors. The Transcript/Official Documentation on File field must be marked YES, indicating an official transcript is on file in the appropriate Dean's office, before the ACT document will be approved by the Provost office.

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For Faculty and Credential Staff Course Instructors only. Type **Yes** in the **TRANSCRIPT/OFFICIAL DOCUMENTATION ON FILE** field or use the LOV.

Type the **appropriate Degree Discipline** as indicated on the employee's official transcript or completed Faculty Data Form, or use the LOV, to select the appropriate degree discipline.

The screenshot shows the 'Schools and Colleges' tab in the ACT system. It features a table with the following columns: School or College, Degree Name, Degree Date, Type, and Official Degree Discipline. The first row is highlighted with a yellow background and contains the following data: University of Alabama at Birmingham, 448 Bachelor of Nursing, 25-MAY-2006, HD, and 51.16 - Nursing. Below the table are several empty rows and a scroll bar on the right side of the table area.

School or College	Degree Name	Degree Date	Type	Official Degree Discipline
University of Alabama at Birmingham	448 Bachelor of Nursing	25-MAY-2006	HD	51.16 - Nursing.

4. Once all necessary fields have been updated or changed; click on the **SAVE** button. Select the next tab if more information needs to be updated or click **SUBMIT** if finished with document changes.

Updating Address and Phone Information

To update or change the employee's Address or Phone information, click on the **ADDRESS** button at the bottom of the **ACT MAIN FORM**.

The **ADDRESS AND PHONES** form will open.

Note: All employees must have a local (US) address and/or campus address in order to receive correspondence. Employees can change their home address through the Self Service once their New Hire Document is in COMPLETE status, Campus Address and phone numbers must be changed via a Data Change ACT Document.

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Address		Current	End Date	Current	Proposed
Address Type	<input type="text" value="Home"/>	<input type="checkbox"/>		<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"/>
		Use the down arrow to view multiple records.		Use the down arrow to create multiple records.	

Delete	Current	Type	Phone Number (xxxxxxxxxx)	Date From
<input type="checkbox"/>	<input type="checkbox"/>	Home	(205) 222-5555	06-NOV-2006
<input type="checkbox"/>	<input type="checkbox"/>	Campus Primary	(205) 934-3029	06-NOV-2006
<input type="checkbox"/>	<input type="checkbox"/>	Work Fax	(205) 975-5971	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.

International Address

Comments

- To enter the **home address**, enter the **employee's street address** in the ADDRESS LINE 1 field. There are two more address lines available if needed.

Find

City	State	Zip Start	Zip End	County
Birmingham	AL	35020	35020	Jefferson
Birmingham	AL	35200	35299	Jefferson
Birmingham	AL	35201	35226	Shelby
Birmingham	AL	35228	35238	Shelby
Birmingham	AL	35240	35240	Shelby
Birmingham	AL	35242	35246	Shelby
Birmingham	AL	35249	35249	Shelby
Birmingham	AL	35253	35255	Shelby
Birmingham	AL	35259	35261	Shelby
Birmingham	AL	35263	35263	Shelby
Birmingham	AL	35266	35266	Shelby
Birmingham	AL	35277	35283	Shelby

- Highlight the **correct zip code range** for the city and county in which the employee lives. Click **OK**. This will populate the City and State field.
- Click in the **ZIP CODE** field, type the **correct Zip Code**. Click **SAVE**.

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4. To enter the **campus address**, click in the **ADDRESS TYPE** field and **press the down arrow**. The **ADDRESS TYPE** field switches to **CAMPUS PRIMARY**.
5. In the **CITY** field, click on the **LOV**, the LOV brings up a **FIND** field. In the **FIND** field type **the name of the city in which the employee lives**, and click **OK**. A listing of City, State, Zip Start, Zip End and County will appear.
6. 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.

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.

8. Enter the **room or floor number** in the **ROOM** field.
9. 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**.
10. 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**.
11. 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.

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

Phones		Type	Phone Number (xxxxxxxxxx)
Delete	Current	Campus Primary	(205) 934-6221
<input type="checkbox"/>	<input type="checkbox"/>	Campus Secondary	(205) 934-5322
<input type="checkbox"/>	<input type="checkbox"/>	Home	(205) 853-6666

Use the down arrow to create multiple records.

1. Enter the **employee's current ten digit phone number** in the **PHONE NUMBER** field without dashes.
2. Type the **effective start date** in the **DATE FROM** field or use the calendar LOV. **This is the effective date of the Data Change ACT document.**
3. 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.

4. Click **SAVE** at the bottom of the form.
5. Once all necessary fields have been updated or changed; click on the **SAVE** button. Select the next tab if more information needs to be updated or click **SUBMIT** if finished with document changes.

Updating Assignment Information

If the individuals work location, timekeeping method are changing or if the individual is being placed on an Alternative Work Schedule, click on the **ASSIGNMENT** button at the bottom of the **ACT MAIN FORM**.

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1. Click in the Proposed **LOCATION** field to change the employees work location.
2. If this is a biweekly assignment, and the employee's timekeeping information is changing:
 - a. If your 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.
 - b. 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.
 - c. If the timekeeping organization is different from the appointing organization, enter the **organization** in the **TIMEKEEPING ORGANIZATION** field or select it from the LOV.

If this is a monthly assignment, leave the above three fields blank.

3. If the individual is being placed on an **Alternative Work Schedule**, click on the **LOV** in the **CATEGORY** field; select the appropriate work schedule. Once the appropriate work schedule is selected, click **OK**.

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- Once all necessary fields have been updated or changed; click on the **SAVE** button. Select the next tab if more information needs to be updated or click **SUBMIT** if finished with document changes.

Updating Salary Information

To change the **FTE** information, click on the **SALARY** button at the bottom of the **ACT MAIN FORM**.

After clicking on the **SALARY** button the following **ERROR** will display.

Note: This error is to inform you, **SALARY COMPONENTS** are not available for change when using the **DATA CHANGE** document reasons. Click **OK**.



- Enter the **full-time equivalency** for the employee in the **FTE** field.
- Enter comments, if applicable, in the **COMMENTS** field.
- Click on the **SAVE** button, then click on the **RETURN TO PREVIOUS FORM** button.

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Submitting the Data Change Document

1. Click the **ATTACHMENTS** checkbox on the **ACT MAIN FORM** if attachments are being sent to HRM Records Administration.

The screenshot displays the 'ACT Main Form' interface. The top section contains fields for Document Reason (DATA CHANGE), Effective Date (01-APR-2011), Requester Name (HALEY), Document Number (536150), Document Status (OPEN), Workflow Type (DATA CHANGE), and Submit Date. The 'Attachments' checkbox is checked and highlighted with a red box. Below this, there are checkboxes for 'Person', 'Address', 'Assignment', 'Salary', 'Element Entries', 'Labor Sources', and 'Doc Subgroup'. A 'Comments' field is present. The bottom section features buttons for 'Person Data', 'Address', 'Assignment', 'Salary', 'Element Entries', 'Labor Sources', and 'Document Subgroup'. At the very bottom, there are buttons for 'Save', 'Submit' (circled in red), 'Cancel this document', 'Log', 'Reassign', and navigation arrows.

2. Click on the **SUBMIT** button

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