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 \rightarrow HR Transactions \rightarrow ACT \rightarrow Find Window

Creating a Data Change Document

1. Locate the employee using the Find Window.

Find			त्र ×
Document Number			
Requestor			
Full Name	Example, Sheisa Go	ood	
Identification Number	1044893		
SSN		(x00000000)	
Employee Blazer Id			
Assignment Number			
Effective Date			
Clear	Data Inquiry	Retrieve a Document	Create New Document

- 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. <u>Make sure to select the correct assignment</u>.

The **ACT MAIN FORM** will open.

ACT Main Form		< ה
Document Reason		
Effective Date	Document Status	
Requestor Name HALEY		
■Attachments ■Received	Submit Date	
Person Data		J
Name	Gender	
Identification Number	Ethnic Origin	
SSN	Total Active Assignments	
Service Date	Total Projected Annual Salary	
Date of Birth		Prior UAB Service
Assignment Data		
Assignment Number	Assignment Status	
Assignment Category	Organization	
Job FTE	Position	
Projected	Primary	
Assignment Salary	Payroll	
■Person ■Address ■Assig	nment 🔍 Salary 🔍 Element Entries 🔍 Labor S	iources 🛛 🗖 Doc Subgroup
Comments		
Person Data Address /	Assignment Salary Element Entries Labor S	Bources
Save Submit Ca	neel this document Log Reassign	<< < >> >> *

- 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.

ind %	
Doc_Reason	Doc_Type
ADDITIONAL ASSIGNMENT	HIRE
BUDGET	BUDGET
CHANGE OF ASSIGNMENT CATEGORY	CHANGE
DATA CHANGE	DATA CHANGE
EDUCATION LEAVE WITH PAY	LEAVES
EDUCATION LEAVE WITHOUT PAY	LEAVES
END A TRAINEE	TERMINATION
END A VOLUNTEER	TERMINATION
END ASSIGNMENT	CHANGE
EQUITY INCREASE	CHANGE
FMLA WITH PAY	LEAVES
FMLA WITHOUT PAY	LEAVES
FUNDING SOURCE CHANGE	COSTING CHANGE
MEDICAL LEAVE WITH PAY	LEAVES
MEDICAL LEAVE WITHOUT PAY	LEAVES

- 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

Updating Employment Information

Updating Phonebook Information

Updating License Information

Updating Termination Information

Updating Schools and Colleges Information

Updating Address and Phone Information

Updating Assignment Information

Updating Salary Information

Updating Personal Data

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

ACT Main Form			ت
Document Reason	DATA CHANGE	Document Number	536139
Effective Date		Document Status	OPEN
Requestor Name		Workflow Type	DATA CHANGE
	Received	Submit Date	
Person Data			
Name	Example, Sheisa Good	Gender	Female
Identification Number	1044893	Ethnic Origin	White
SSN	789-65-4123	Total Active Assignments	1
Service Date	19-NOV-2007	Total Projected Annual Salary	34,320.00
Date of Birth	02-SEP-1949	1	Prior UAB Service
Assignment Data			
Assignment Number	1044893	Assistment Ctatus	
Assignment Category		Assignment Status	Active Assignment
Job		Organization Position	352006000 Nutrition Science
FTE		Primary	352006000.21304.101121 Y
Projected	34.320.00	Pavroll	Biweekly
Assignment Salary			Biweekiy
	ldress 🔲 Assignment 🛛	■Salary ■Element Entries ■Labor ∜	Sources
Comments			
			-16-
Person Data	Address Assignment	Salary Element Entries Labor	Sources Document Subgroup
Save	Submit Cancel this door	ument Log Reassign	

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

Personal Tab

Personal Employme	ent Phonebook License	Termination Schools and Colleges	
	Current	Proposed	
SSN	789-65-4123		
Last Name	Example		
First Name	Sheisa		
Middle Names	Good		
Suffix			
Title	Ms.		
Date Of Birth	02-SEP-1949		
Gender	FEMALE		•
Comments			
Address	Re	turn to Previous Form	Save

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

Personal	Employmer	nt Phonebook	License	Termination	Schools and Colleges		
	-	Curr	ent		Proposed		
	SSN	789-65-4123					
Last N	\ame	Example					Limited fields on the
First N	Vame 🛛	Sheisa					Personal and Phonebook
Middle Na	ames	Good					tabs are available when
5	Suffix						using a <i>Retroactive</i>
	Title	Ms.					Document Effective Date.
Date Of	Birth	02-SEP-1949					
Ge	ender	FEMALE				-	
						1	
Comments							
						\longrightarrow	
A	Address		R	eturn to Previo	us Form	sav	e

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.

MALE	Ì
FEMALE	

- 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.

Personal	Employment	Phonebook	License	Termination	Schools and	Colleges		
			Current			Proposed		
	Ethnic Origin	White						
	Veteran Status							
	I-9 Status	Yes						
	Visa Type							
Work Visa I	Expiration Date							
Comments								
		_	_					
	Address			Return to Previ	ous Form 🖉		Save	

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.

Phonebook Tab

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

Personal Employm Data used for the UAB Individual Online List Online Job Title Online Display Name Faculty and Staff List	ent Phonebook License 3 Electronic Directory Current Yes Yes Yes	Termination Schools and Colleges Propo	Sed ☐ Assignment Job (Last Name, First Name →→→ Please do not add s)	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
Comments					
Address	R	eturn to Previous Form	Save		
Personal Employm	ent Phonebook License	Termination Schools and Co	lleges		
Data used for the UAB	3 Electronic Directory				
	Current	I	Proposed		To change the name displaying in the
Individual Online List	Yes				Electronic
Online Job Title Online Display Name		Office Man	-	nent Job Title , First Name)	Phonebook, enter Full Name (using
Faculty and Staff List	Yes	Example, C		lo not add suffix	example format) in
	103				the Proposed Online Display Name field.

7. 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 certificati

tification.	Personal	Employment	Phonebook	License	Termination	Schools and C	olleges		
	License/Ce	rtificate/Memb	ership Informa	ation					
				Current		Pr	oposed		
		Туре							
		Title							
		Number							
		Expiration Date							
					Lie	e down arrow to	o create multi	nle recorde	
					03	u down ar ow c	o ci cate maiti	pie records.	
	Comments								2
ed 10/31/2017									

Updat

5

1. Using the LOV in the **TYPE** field; choose the *appropriate License type*.

Note: If you choose <u>License</u>, 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 - 2000/00/00/00/00/00/00/00/00/00/00/00/00
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 QK 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				
Туре		License				
Title		Dentist				
Number						
Expiration Date						
Use down arrow to create multiple records.						

- a. Type the *License Number* in the **NUMBER** field, if applicable.
- b. 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.

1. 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.

Personal	Employment	Phonebook	License	Termination	Schools and	Colleges			
			Current			Prop	osed		
	Actual Date								
Proj	ected Last Day								
L	eaving Reasor.								
Rehire Re	commendation	r 📃							
Recommer	ndation Reasor								
Comments									
	Address		R	eturn to Previo	ous Form			Save	

- 1. Click in the **PROJECTED LAST DAY OF WORK** field. Choose the appropriate date from the **CALENDAR LOV** or type it into the field.
- 2. 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 Jefferson State Community Col	Degree Name	Degree Date	Type on File D No	 Discipline 11.07 - Computer
Lawson State Community Colle	g200 Post High School Coursew	ori 17-APR-199 O	D No	36.0110 - Art.
University of Alabama at Birmir	- 402 Bachelor of Arts	15-JUN-197(H	D No	36.0110 - Art.
			(e) - 222	

If previous Schools and Colleges information displays and is <u>accurate</u>, 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 Net)	ew Document)							л×
Full Name			Docume	nt Reason	NEW HIRE			
Identification Number			Docume	nt Number	933208			
Assignment Number			Docum	ent Status	OPEN			
			Eff	ective Date	01-MAR-20	016		
Latest Hire Date	01-MAR-2016			ervice Date	01-MAR-20	016		
Person Type	Employee			ail Address				
Personal Employ	ment Phonebo	ook License	Termination	Schools an	d Colleges	l		
Choose Country to filte Default set to USA School or		Country	United States of	Ame) late Type	Transcript/Officia Documentation on File	al Degree Discipline	
Institution Not Av		410 Bachelor o		31-MAY-1			Discibilite	à l
								j –
							D	
Comments								DID
Address		R	eturn to Previous F	orm		S	ave	

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Person Data (Create New Document)		त्र ×
Full Name	Document Reason	NEW HIRE
Identification Number	Document Number	933208
Assignment Number	Document Status	OPEN
	Effective Date	
Latest Hire Date 01-MAR-2016	Service Date	01-MAR-2016
Person Type Employee	Email Address	
Personal Employment Phonebook Li	cense Termination Schools a	and Colleges
Choose Country to filter School or College List C	ountry United States of Americ	Transcript/Official
Default set to USA	Country Debelectedebelectedebe	× 3000000000000000000000000000000000000
School or College	Degre	
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	Location Afghanistan	
	Albania	
	Algeria	
	Andorra	
	Angola	
	Argentina Armenia	
	Aruba	
	Australia	
omments	Austria	
	Azerbaijan	
Address	Bahamas Re Bahrain	
Address	Bandadesh	
		Eind QK 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 <u>Institution Not Available in</u> <u>Listing.</u>

Full Name Document Reason NEW HIRE dentification Number 333208 Assignment Number Document Status OPEN Effective Date 01-MAR-2016 Service Date 01-MAR-2016 Person Type Employee Email Address 0 Person Type Employee Transcript/Official Document y to filer School or College List Country Panama Degree Date Type School or College Degree Name Degree Date Type Documentation School or College Degree Name Degree Date Type Discipline School or College Discipline Discipline Discipline Find br Panama Panama Discipline School or College Discipline Panama Panama School or College List Panama Panama Panama School or College List Panama Panama School or College List Panama School or College University of Panama Panama Panama School or College List Save International University of Panama Panama Panama Save </th <th>Person Type Provide The Status Person Type Person Typ</th> <th>Person Data (Create New Document)</th> <th></th> <th></th> <th>N</th>	Person Type Provide The Status Person Type Person Typ	Person Data (Create New Document)			N
Assignment Number	Biggment Number Document Status OPEN Latest Hire Date 01.MAR.2016 Service Date 01.MAR.2016 Latest Hire Date 01.MAR.2016 Service Date 01.MAR.2016 Person Type Employee Email Address ersonal Employee Transcript/Official Decument Status Occument Status Open Bersonal Employee Termination School or College Degree Name Degree Date Transcript/Official Decument Status Occument Status Occument Status School or College Degree Name Degree Date Type School or College Degree Name Degree Date Type School or College School or College Panama Columbus University of Panama Panama Columbus University Panama Ploid Status University of Panama Panama Interametican University of Panama Panama	Full Name	Document Reason	NEW HIRE	
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Person Type Employee Email Address Personal Employee Email Address Personal Employee Transcript/Official Choose Country to files Stood or College List Country Panama Transcript/Official Documentation Degree Name Degree Date Type School or College Degree Name Degree Date Type School or College School or College School or College School or College School or College School or College School or College School or College School or College School or College Panama Panama Columbus University of Chirique Panama Panama Columbus University Panama Panama Interametican University of Panama Panama Save Interametican University Panama Interametican University Interametican University Panama Interametican University Interametican University Panama Save	Person Type Employee Email Address rersonal Employee Email Address Personal Employment Phonebook License Termination Schools and Colleges Choose County Is files School or College List Country Panama Degree Date Type on File Discrotine School or College School or College Degree Name Degree Date Type on File Discrotine School or College Chiratory Panama Columbus University of Chiratory Panama Columbus University of Chiratory Panama Columbus University of Panama Panama Interamerican University of Panama			01-MAR-2016	
Personal Employment Phonebook License Termination Schools and Colleges Choese Country to filer School or College List Country Panama Degree Date School or College School or	ersonal Employment Phonebook License Termination Schools and Colleges Choose Country to filter School or College License Termination Degree Date Type On File Discript/Official Default school or College Degree Name Degree Date Type on File Discription School or College Degree Name Degree Date Type on File Discription School or College School or College Degree Name Degree Date Type on File Discription School or College School or College Panama Panama Transcript/Official Name Location Panama Panama Panama Panama Columbus University of Panama Panama Panama Panama Panama Interametican University of Panama Panama Panama Save Save International University of Panama Panama Panama Save Save	Latest Hire Date 01-MAR-2016	Service Date	01-MAR-2016	
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ISAE University Panama Panama Interamerican Distance Education University of Pan Interamerican University of Panama Interametican University of Panama International Martime University of Panama International University of Business and Education Latin American University of International Business (1)	ISAE University Panama Institution Not Available in List Panama Interamerican Distance Education University of Pan. Panama Interamerican University of Panama Panama International University of Panama Panama International University of Business and Education Panama International University of Business and Education Panama	Delphi University	Panama		
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Interamerican Distance Education University of Pan Panama Interamerican Distance Education University of Pan Panama Interamerican University of Panama Panama International University of Business and Education Panama International University of Business and Education Panama Latin American University of International Business Panama	Interamerican University of Panama Interamerican University of Panama Interamerican University of Panama International University of Panama International University of Business and Education International University of Business and Education Panama International University of Business and Education Panama		Panama		
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International University International University of Business and Education Latin American University of International Business Panama Panama	International University of Business and Education Panama Latin American University of International Business Panama	Interamerican University of Panam	Panama		
International University of Business and Education Panama Latin American University of International Business Panama	International University of Business and Education Panama		Panama	Save	
Latin American University of International Business Panama	Latin American University of International Business Panama		Panama		
		Latin American University of International Business			
Eind QK Cancel			r D		
	Eind QK Qancel	Eind QK	Cancel		

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

<u>Graduate, GED, Post High School Coursework, Bachelors, Masters, or PhD etc.</u> Click OK.

nd <mark>%</mark>		
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.

Personal Employment Phoneboo	bk License Termination Sch	nools and Colleges	Transcript/Official Documentation Degree	
University of Alabama at Birming			on File Disciplin	e
				*
				F

 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.

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.

Personal Employment Phoneboo	k License Termination S	chools and Colleges	
School or College	Degree Name	Degree Date Type	fficial on Degree Discipline
University of Alabama at Birmir	448 Bachelor of Nursing	25-MAY-200(HD	51.16 - Nursing.
1			

 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 <u>SUBMIT</u> 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.

Address		~ ·	E I D I O		roposed	
		Current	End Date Current	Home	roposed	
Address Ty	pe nome			поте		
Address Lin	e1 1800 Happy R	oad				
Address Lin	e2					
Address Lin	e3					
с	ity Gardendale		Ī			
Sta	ate <mark>AL</mark>					
Zip Co	de 35071				-	
	Use the down arro	w to view multiple reco	ords.	Use the down a	rrow to create multiple records.	
← Phones Delete ∩ur	_{rent} Type	Phone Num	ber (xxxxxxxxxx)	Date From		
	Home	(205) 222-5555		06-NOV-2006		
	Campus Primary	(205) 934-3029		06-NOV-2006		
	Work Fax	(205) 975-5971		06-NOV-2006		
Use the down arrow to create multiple records.						
Comments						
			Return to Previous F	Form	Save	

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.



1. 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.

nd Birmingham%					
City	State	Zip Start	Zip End	County	
Birmingham	AL	35020	35020	Jefferson	
Birmingham	AL	35200	35299	Jefferson	
3irmingham	AL	35201	35226	Shelby	-
9irmingham	AL	35228	35238	Shelby	
9irmingham	AL	35240	35240	Shelby	
3irmingham	AL	35242	35246	Shelby	
3irmingham	AL	35249	35249	Shelby	
9irmingham	AL	35253	35255	Shelby	
3irmingham	AL	35259	35261	Shelby	
3irmingham	AL	35263	35263	Shelby	
3irmingham	AL	35266	35266	Shelby	
Birmingham	AL	35277	35283	Shelby	

- 2. 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.
- 3. Click in the ZIP CODE field, type the correct Zip Code. Click SAVE.

- 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**.
- 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.
- 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			Duran and
	Current	End Date Current	Proposed
Address Type	Campus Primary		Campus Primary
Building	ЕВ		EB
Room	220		
Address Line3	EDUCATION BUILDING		EDUCATION BUILDING
City	Birmingham		
State	AL		
Zip Code	35294 . 1250		· · · · · · · · · · · · · · · · · · ·
	Use the down arrow to view multiple reco	rds.	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.
- 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		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 reco	Use the down arrow to create multiple records.				

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

Phones Delete ∩urrent	Туре	Phone Number (xxxxxxxxxxx)		
	Campus Primary	(205) 934-6221		
	Campus Secondary	(205) 934-5322		
	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. <u>This is</u> <u>the effective date of the Data Change ACT document</u>.
- 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 Delete ∩urrent	Туре	Phone Number (xxxxxxxxxx)	Date From		
		(205) 934-6658	01-OCT-2009		
	Campus Secondary	(205) 934-7856	01-0CT-2009		
	Home	(205) 853-6666	01-0CT-2009		
Use the down arrow to create multiple records.					

- 4. Click **SAVE** at the bottom of the form.
- 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 <u>SUBMIT</u> 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**.

Full Name Example, Sheisa Good Document Reason DATA CHANGE Identification Number 1044993 Document Number 536150 Assignment Number 1044993 Document Status 536150 Effective Date From 07.NOV-2010 Shift Differential Code NA Effective Date From 07.NOV-2010 Shift Differential Code NA Effective Date To 31.DEC-4712 Grandparented Image: Comparison of the comparented Primer Y Effective Report Eligible Proposed General Assignment Information Current Proposed Assignment Category 11 Regular FT Active Assignment Status 552006000 Nutrition Sciences Edu Image: Comparented Image: Comparented Organization 552006000.21304.101121 Image: Comparented Image: Comparented Image: Comparented Payroll Group Staff 12 Image: Comparented Image: Comparented Image: Comparented Image: Comparented Timekeeping Organization Category Comments Image: Comparented Image: Comparented Image: Comparented Comments Staff 12 Image: Comparented Im	Assignment (Create New Document)						
Assignment Number 1044893 Document Status Effective Date OPEN 01-APR-2011 Effective Date From Effective Date To Primary 07-NOV-2010 Shift Differential Code Grandparented NA Effective Date To Primary 31-DEC-4712 Grandparented Image: Construction of the		Full Name	Example, Sheisa Good	Document Reason	DATA CHANGE		
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Effective Date To 31-DEC-4712 Grandparented Primary Y Effort Report Eligible General Assignment Information Current Proposed Assignment Category 01 Regular FT Active Assignment Status Active Assignment Status Organization 352006000 Nutrition Sciences Edu Status Position 352006000 Nutrition Sciences Edu Status Bham Main Campus Status Status Status Status Status Status Control Bham Main Campus Status Status Status Status Status Status Status Job CG204N2.Office Assoc II W.G11 Staff 12 Timekeeping Method TEL Staff 12 Staff 12 Timekeeping Organization Category Staff 12 Staff 12 Comments Comments Staff 12 Staff 12							
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General Assignment Information Current Proposed Assignment Category 01 Regular FT		Effective Date To	31-DEC-4712				
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Comments							
		Category					
Return to Previous Form							
Return to Previous Form Save			р. Генеторија				
Rectan to revious form Save				Return to	Previous Form Save		

- 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.

L	ategory Status rn Date nization ocation Position Job	Current 01 Regular FT Active Assignment 352006000 Nutrition Sciences Edu Bham Main Campus 352006000.21304.101121 CG204N2.Office Assoc II			availa <i>Retro</i> Effec CAT I availa <i>any</i> I	Location field able when us pactive Document trive Date. The EGORY field able when us Document Effe January 1, 2	ing a ment ne is ing fective
Daumal	Grade	W.G11 Staff 12					
Payroi Timecard Dist N	l Group Number						
Timekeeping	Method	TEL					
Timekeeping Orgar	nization						
Ca	ategory			32 Hour We	ekly		
Cor	nments						J
			Return to	Previous Forr	n	Save	

 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 <u>SUBMIT</u> 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**.



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



Submitting the Data Change Document

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

ACT Main Form			त्र x		
Document Reason	DATA CHANGE	Document Number	536150		
Effective Date	01-APR-2011	Document Status	OPEN		
Requestor Name	HALEY	Workflow Type	DATA CHANGE		
⊠Attachments □	ZAttachments ■Received Submit Date				
Person Data	Address	Salary Element Entries Labor	Sources		
Save	Submit Cancel this docu	ment Log Reassign	< < > >> *		

2. Click on the **SUBMIT** button

Return to Top