

## Appoint, Change, Terminate (ACT) Documentation Using the Personnel Action Log (PAL)

The **PERSONNEL ACTION LOG (PAL)** is a listing of all ACT Documents and Self Service changes that have been processed and loaded into the Administrative Systems database for a specified employee. The HR Officer responsibility allows you to view **PAL** on employees within your assigned organizational responsibilities. **PAL** provides an overview of all ACT Documents and Self Service changes made since December 1, 2003.

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**UAB HR Officer → HR Data Views → Personnel Action Log**

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1. The **FIND PERSON** window will appear.

A screenshot of a web application window titled "Find Person". The window has a dark blue header with the title and standard window controls (minimize, maximize, close). Below the header, there are two input fields: "Employee Number" and "Full Name". The "Employee Number" field is a small white box with a dropdown arrow on the right. The "Full Name" field is a larger white box. Below the input fields, there are two buttons: "Clear" and "Find".

2. The **FIND PERSON** window works much like the **ACT FIND WINDOW**. You can locate an employee by entering the employee's:

- Identification number
- Last name, first name
- Last name and the percent wildcard

**Note: If you use the LOV to locate the employee's name, you will have to first find the employee in the LOV.**

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People

Enter a partial value to limit the list, % to see all values.

Warning: Entering % to see all values may take a very long time. Entering criteria that can be used to reduce the list may be significantly faster.

Find

Name	Employee Number	Effective Start Date	Effective End Date
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Find OK Cancel

People

Find

Name	Employee Number	Effective Start Date	Effective End Date
Smith, Aaron M	1009342	01-JAN-2005	31-DEC-4712
Smith, Adrian	1012850	01-JAN-2004	31-DEC-4712
Smith, Adriane Marie	1026969	02-JUL-2005	31-DEC-4712
Smith, Adrine P	1015875	12-JUN-2005	31-DEC-4712
Smith, Aerial	1022210	25-MAY-2004	31-DEC-4712
Smith, Akevia E	1013866	22-SEP-2004	31-DEC-4712
Smith, Albert Elias III	1016597	01-OCT-1992	31-DEC-4712
Smith, Albertha	1018177	14-OCT-2004	31-DEC-4712
Smith, Alesha L	1029368	15-MAY-2005	31-DEC-4712
Smith, Alesia D	1025614	01-JAN-2005	31-DEC-4712
Smith, Alison O	1023096	12-JAN-1998	31-DEC-4712
Smith, Allison A.	1032067	01-MAY-2005	31-DEC-4712
Smith, Alvin B	1003666	11-OCT-2004	31-DEC-4712
Smith, Amos	1030196	05-SEP-2004	31-DEC-4712
Smith, Amy L	1024038	01-JAN-2005	31-DEC-4712
Smith, Anastacia	1011126	30-SEP-2003	31-DEC-4712
Smith, Angela D	1010556	29-MAR-2004	31-DEC-4712
Smith, Anita M	1024059	26-MAY-1980	31-DEC-4712

Find OK Cancel

**Once the employee has been located, you will click on the OK button. The information will be displayed in the **FIND PERSON** window.**

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Find Person

Employee Number: 1011126

Full Name: Smith, Anastacia

Clear Find

3. Once you have located the employee, click on the **FIND** button.
4. The **ACTION LOG** window opens.

Action Log

Person

Employee No: 1025614

Full Name: Smith, Alesia D

ALL

Effective Date	Last Update Date	Document Number	Assignment Number	Position	Reason	Comments	User Name
31-DEC-2004	14-JUL-2005	124587	1025614	114402000.50103.031001	TERMINATE EMPLOY	Person Data Final Effecti	LOWDEZ
28-DEC-2003	19-JAN-2004	5335	1025614	114402000.50103.031001	NONRECURRING ELE	Element Final Effective I	TJDEAN
22-DEC-2003	06-JAN-2004	1539	1025614	114402000.50103.031001	NEW HIRE		PHUTCH

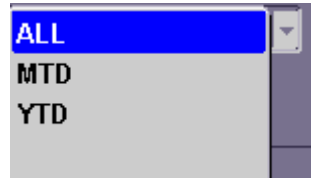
Cancel Save

**Note:** This window is for viewing only, changes can not be made.

5. The **ACTION LOG** displays the following document information.
  - **EFFECTIVE DATE:** The effective date of the document
  - **LAST UPDATE DATE:** The date the document was updated in the Administrative Systems database.
  - **DOCUMENT NUMBER:** The assigned document number
  - **ASSIGNMENT NUMBER:** The assignment number in which the document change was made.
  - **POSITION NUMBER:** Organization and job number the employee is assigned.
  - **REASONS:** The Document Reason assigned to the Document.
  - **COMMENTS:** if applicable.
  - **USER NAME:** Requestor of the document.

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6. You can limit the display by clicking on the pop list box (**ALL**), and choosing **MTD** (**MONTH-TO-DATE**) or **YTD** (**YEAR-TO-DATE**).



7. While you are not allowed to make changes. You can click on the word **FILE** from the menu bar, and export the information to a text file. The text file can be imported into an Excel document for further analysis.
8. You also have an **active printer icon** located in the toolbar. If you press the printer icon, a screen image will be sent to the printer.



9. To close the window, click on the **X** in the upper right corner of the window, this will return you to your Personal Home Page; or click on the **FLASHLIGHT** on the toolbar to continue with another search.
10. Clear the **FIND PERSON** window before your next search.

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