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.

UAB HR Officer → HR Data Views → Personnel Action Log

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

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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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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3. Once you have located the employee, click on the **FIND** button.

4. The **ACTION LOG** window opens.


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.

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)**.
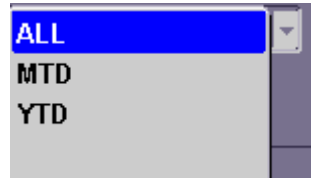
7. While you are not allowed to make changes. You can click on the word **FILE** from the menu bar, and export the information to a text file. The text file can be imported into an Excel document for further analysis.

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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