

Nonrecurring Element ACT Document

Iniversity of Alabama at Birmingham

Nonrecurring Element ACT Documents are processed when active exempt (monthly paid) employees are to be paid for work performed outside of or in addition to their usual and customary job duties or for special payments, programs and awards.

Nonrecurring Element ACT Documents are processed when active non-exempt (biweekly paid) employees are to be paid for special payments, programs or awards.

For more information on payments requiring the use of a *Nonrecurring Element ACT* Document, <u>click here</u>, (HRM Policy 130 – Special Payments).

Information you need to know before processing a Nonrecurring Element ACT **Document:**

- Nonrecurring Element ACT Documents cannot be reassigned between requestors and can only be created on an active assignment.
- The ELEMENT ENTRIES and the ENTRY VALUE forms are open for update.
- The LABOR SOURCE form is available for *Element Level* costing only.
- To access UAB biweekly and monthly payroll deadlines, *click here*.
- For detailed descriptions of UAB pay elements, *click here*.

See below for step by steps instructions on how to create a *Nonrecurring Element ACT* Document.

UAB HR Officer \rightarrow HR Transactions \rightarrow ACT \rightarrow Find Window

1. Use the **FIND WINDOW** to locate the employee.

● Find			× اح
Document Number			
Requestor			
Full Name	Example, One		
Identification Number	<mark>1004026</mark>		
SSN			
Employee Blazer Id			
Assignment Number	1004026		
Effective Date			
Clear	Data Inquiry	Retrieve a Document	Create New Document

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

- *Note:* The EMPLOYEE ASSIGNMENT window displays when an individual has multiple active assignments. Verify the correct assignment is highlighted before clicking on OK.
- 3. The ACT MAIN FORM opens; click once in the DOCUMENT REASON field. Use the DOCUMENT REASON LOV to choose NONRECURRING ELEMENT.
- 4. Once inside the **EFFECTIVE DATE** field, choose an effective date from the Calendar LOV or *type in the desired date*. Remember to use the **DD-MMM-YYYY**.

C	ACT Main Form			х R
	Document Reason	NONRECURRING ELEMENT	Document Number	
	Effective Date	01-DEC-2010 ···	Document Status	
	Requestor Name	HALEY		
	■Attachments ■F	Received	Submit Date	

- *Note:* The EFFECTIVE DATE of the document must be the beginning of the pay period in which the service is/was performed, or the beginning of the current pay period in which the special payment is to be paid.
- 5. Click the **Save** button at the bottom of the form. The system will assign a **DOCUMENT NUMBER** and the **DOCUMENT STATUS** will be **OPEN**.

ACT Main Form						
Document Reason	NONRECURRING ELEMENT	Document Number	485912			
Effective Date	01-DEC-2010	Document Status	OPEN			
Requestor Name	HALEY		ELEMENTS			
■Attachments ■F		Submit Date				

6. Click on the **ELEMENT ENTRIES** button.

Person Data	Address	Assignment	Salary	Element Entries	Labor S	Sources	;	Docum	ent Sub(group
Save	Submit	Cancel this docum	nent Lo	g Reassigr	ı (<<	<	>	>>	*

The **ELEMENT ENTRY** form will open.

 Click on the LOV located in the ELEMENT NAME (yellow) field; select the appropriate ELEMENT NAME to be paid (see sample listing below), for detailed descriptions of UAB pay elements, <u>click</u> <u>here.</u>



Notes:

- Nonrecurring Element payments are subject to employee tax withholdings and Teachers Retirement withholdings.
- Nonrecurring Element payments are subject to CFB rates.
- Nonrecurring Element payments are effort reportable when a "work" element is selected and the element is "costed" to a grant (PTAOE) account string.
- 8. Once the correct **ELEMENT NAME** is selected, click the **OK** button at the bottom of the **ELEMENT** listing.

Element_Name	Processing_Type	Description
Active Military	N	B-Active Military
Additional Duties	N	Additional Duties
Car Allowance	N	Car Allowance
Cred Course Inst	Ν	Credit Course Instruction
Cred Course Inst 1	N	Credit Course Instruction
Cred Course Inst 2	N	Credit Course Instruction
Cred Course Inst 3	N	Credit Course Instruction
Cred Course Inst 4	N	Credit Course Instruction
Faculty Overload	N	Faculty Course Overload
Fixed Increment Pay	N	Fixed Increment Pay
Grad HC Gross	N	Semester Healthcare gross
Grandparented	N	Grandparented
Grandparented (2)	N	Grandparented element to
Housing Allowance	N	Housing Allowance for the
Incentive Pay	N	Incentive Pay Monthly
Incentive Sep Pay	N	Incentive Separate Paymer
Int Fac Consult	N	Used for approved Faculty
Moonlighting Monthly	N	Moonlighting Monthly
NEO Monthly	N	Payroll cannot be Trainee r
NRA Ind Contractor	N	NRA Independent Contract
Non-Acct Moving	N	Moving Allowance
Non-Acct Travel	N	Non accountable travel - No
On Call Amount-WK1	N	On Call - Total Amount Oth
On Call Hours-WK1	N	On Call - Hourly Rate
Pay Adj	N	Pay adjustment that cannot
Pers Holiday-WK1	N	Personal Holiday
Professional Related Earnings	N	Only if Job Title is 0HAP.De
Retention Sep Pay	Ν	Retention separate for Reg
Service Tuition	N	06 Monthly M828s ONLY- F
Severance Pay Lump Sum	N	Payroll cannot be Trainee
Sign On Pay	N	Sign On Pay
Special Compensation	N	Payroll cannot be Trainee r

The **ELEMENT NAME** field, **EFFECTIVE START DATE** and **EFFECTIVE END DATE** fields will populate.

Element	Entry		
Costed		Element Name	Effective Start Date Effective End Date Recurring
		Additional Duties	01-NOV-2009 ··· 30-NOV-2009 -

Note: The EFFECTIVE START DATE will automatically populate with the DOCUMENT EFFECTIVE DATE, it can be changed if necessary. The EFFECTIVE END DATE will be the end of the pay period in which the element is to be paid; the system will automatically enter this date. Multiple payments can be processed on the same document (see guidelines below).

Costed	Entry Stop	Element Name	Effective Start Date	Effe	Note: one ELEMENT NAME for different pay periods
		Additional Duties	01-NOV-2009	30-N	<u>can</u> be processed on the
		Additional Duties	01-DEC-2009		same document.
		Additional Duties	01-JAN-2010	31-J.	

Element	t Entry				Note: multiple ELEMENT NAMES for the
Costed	Stop	Element Name	Effective Start Date	Effective End Date	same pay period can
		Additional Duties	01-NOV-2009	30-NOV 2000	be processed on one
		Special Compensation	01-NOV-2009 ···	30-NOV-2009	document.
		1			
		Î F			
			7		

Once the **ELEMENT NAME**(s) to be paid have been entered with the correct **EFFECTIVE START DATES**, details pertaining to the payment *must* be entered in the **COMMENTS** section. *Comments should explain the purpose of the payment*.

9. Click in the **COMMENTS** field and enter a detailed explanation or purpose of payment(s).

	Element Name	Effective Start Date	Effective End Date	
	Additional Duties	01-NOV-2009	30-NOV-2009	
	Special Compensation	01-NOV-2009	30-NOV-2009	
	1			
	Î			
	Î E			

- 10. Click the **SAVE** button located at the bottom of the **ELEMENT ENTRY** form.
- 11. Highlight the first element in the **ELEMENT NAME** field.
- 12. Click on the Entry Values button.

Note: If you receive the error displayed on the right, click **OK** to return to the **ELEMENT ENTRY** form and click on the **SAVE** button.



The **ENTRY VALUES** form will display; the selected **ELEMENT NAME** will display at the top of the form.

Entry Values (Additional Duties)	
Pav Value	
Amount	
Jurisdiction	
Deduction Processing	All Deductions
Separate Check	No
 Document	
Future 1	
Future 2	
Further Entry Information	n
Date Earned	
Payee Details	
Processing Priority	1750
Note: Exiting this screen automatica	ally saves changes made here.

The **ENTRY VALUES** form will change based on the element selected. The element selected will determine whether you enter the number of hours to be paid or a specific monetary amount.

■ Entry Values (Grandparented) COOL		Entry Values (Additional Duties) 200	×++++++++++++++++++++++++++++++++++++
		Pay Value Amount	200
		Jurisdiction	
		Deduction Processing Separate Check	All Deductions No
Deduction Processing Separate Check	All Deductions No	Document	
		Future 2	
Further Entry Informatio Date Earned Payee Details Processing Priority	1750	Further Entry Information Date Earned Payee Details Processing Priority	1750

13. Enter the *number of hours* or the *monetary amount*.

14. Click the **X** in the upper right corner of the window to save and close the form.

Note: When paying multiple elements on the same document, an **ENTRY VALUES** form must be completed for each **ELEMENT NAME**.

- 15. Click the **SAVE** button at the bottom of the **ELEMENT ENTRY** form.
- Note: Payments to an employee via a Nonrecurring Element ACT document will <u>default</u> to the employee's <u>assignment</u> level funding. The element must be "<u>costed</u>" if the element is to be paid from a funding source different than the employee's assignment level funding. For instructions on "Costing" a nonrecurring element payment, <u>click here</u>.
 - 16. Click on the **RETURN TO PREVIOUS FORM** button to return to the **ACT MAIN FORM**.
 - 17. Click in the **ATTACHMENTS** check box *if* attachments will be sent to Central HR or Payroll Services.

🖸 ACT Main Form				л×
Document Reason NONRECL	IRRING ELEMENT	Document Number	447827	
Effer live Date 01-NOV-20)09	Document Status	OPEN	
Requestor Name HALEY		Workflow Type	ELEMENTS	
Attachments Received		Submit Date		

- 18. Click on the **SUBMIT** button.
- 19. The **DOCUMENT STATUS** will change to **READY**; the document will enter the Workflow Approval path.

Return to Top

1. From the **ACT MAIN FORM** or the **ELEMENT ENTRIES** form, click on the **LABOR SOURCES** button.

Person Data	Address	Assignment	Salary Eler	nent Entries	Labor S	Gources		Docume	ent Sub	group
Save	Submit	Cancel this document	Log	Reassign		<<	<	>	>>	*

	Full Name	Example, One D	Document Reason	NONRECURBING ELEMENT	r
		1004026	Decument Number	342089	
dentificati	on Number	4004020	Document Number	0.005 OPEN	
Assignme	nt Number	1004026	Document Status	UPEN	
			Effective Date	01-MAY-2008	
Element	Entry Stop	Element Name	Effective S	tart Data - Effective End Date	Recurri
		Additional Dutios		18 31 MAY 2008	
		Additional Dution	01-WA1-200	0 20 IIIN 2000	
		Additional Dudes	01-301-200		- 2
		Additional Duties	U1-JUL-200	8 31-JUL-2008	
	L .	Special Compensation	01-MAY-200	J8 31-MAY-2008	
		Special Compensation	01-JUN-200	8 30-JUN-2008	
`ammanta					f
omments					

2. The LABOR SOURCES form opens.

*
Exp Ot %
100.00
\square
LD % 100.00

3. Click on the *drop down arrow* in the **ELEMENT NAME** box.

4. A listing of **ELEMENT NAMES** entered will display.

Inment Salary Element Effective From Date I-AUG-2009	y XX	Costing GLCode	Project	Task	Award	Exp Or	
Element Effective From Date I-AUG-2009	Date To Date	Costing GLCode	Project	Task	Award	Exp Or	%
Element Effective From Date	Date To Date	GL Code	Project	Task	Award	Exp Or	%
Effective From Date	Date To Date	GL Code	Project	Task	Award	10 qx3	%
From Date	To Date	GL Code	Project	Task	Award	Exp Or	%
I-AUG-2009		2400004 000 42400000 46500000					
		Z 100094.000.1Z4000000.40300000	U				100.00
						i Ti	
,			<u>(1</u>	3.5		D	

- Note: Costing an element changes the labor source account(s) on the selected element only. <u>Each element must be costed separately</u>. If you chose not to cost an element, the payment will default to the employee's assignment level funding.
- 5. Select the *element and period* to be costed. The **COSTING** fields will open; the *element name and period* will display in the **ELEMENT NAME** field.

,	Assignment S	alary 56,05	2.12	Element Name	Addit	tional Dut	ies : 30-JUI	\-2 ▼
Ass	signment	Element	Costing					
	E	ffective Date						
Sto	pFrom Dat	e To Date	GL Code	Project	Task	Award		%
	01-JUN-2008	30-JUN-2008						Ē
)			1		
Comr	nents:				2 I.	Τα	ital LD %	.00

- 6. If the element is to be paid from a GL account; click in the **GL CODE** field.
- 7. Click on the LOV. This opens the UAB_AKF FIND WINDOW.

OUAB_AKF	2000000		 	 		2000-0			2002			21	×
ALIAS 📘			-										
												Þ	
					Q	к	Ca	ncel		Clear	Help		

8. Enter *the seven digit account number* (ALIAS) or use the LOV to perform a search. Enter as much information as possible to limit your search.

Costing Nonrecurring Element Payments

O UAB_	AKE DODOODOOD		*************
ALIAS	3222564.000		310
			D
(<u>OK</u> Canc	el Clear	Help

9. Once the **ALIAS** is entered, click on the **OK** button. The **UAB_AKF** window will open displaying the account string.

🗢 UAB_AKF (1999)	
ACCOUNT	3222564 CLINICAL AFFAIRSCE
SUBACCOUNT	000 DEFAULT SUBACCOUNT
BALANCING	216129666 CLINICAL AFFAIRSCE
ORGANIZATION	322000000 DENTISTRY CLINICAL AFFAIRS
FUTURE	0000 DEFAULT
OBJECT	
	QK Cancel Combinations Clear Help

- 10. Type *"0" zero* in the OBJECT field. Click Oκ.
- 11. The **LABOR SOURCES** form displays the account string information in the **GL CODE** field.

А	ssignment Salar	у 56,05	2.12 EI	ement Name	Addit	ional Duti	ies : 30-JU	N-2 🔻
Acci	anmont Elos	mont	Costing					
Assi	Effec	tive Date						
Stop	From Date	To Date	GL Code	Project	Task	Award	Exp Ord	%
	01-JUN-2008	30-JUN-2008	3222564.000.216129666.322000000.					100.00
		1					- ii	
		-						
		_						
		J						
L				[4]				
Comm	ents:					To	tal LD %	100.00
			Retu	rn to Previou:	s Form		S	ave

12. Type in the *percent of the element to be charged to this account* in the % field. Only one funding source is allowed for each record/row.

13. If the element is to be paid from multiple accounts; click in the next available line and repeat Steps 6 – 12 for GL accounts or Steps 15 and 16 for Grant accounts.

Ass	ignment Eler	ment	costing						
	Effec	tive Date							
Stop	From Date	To Date	GL Code	Project	Task	Award	Exp Ord	%	
	01-SEP-2006	30-SEP-2006	2100669.000.110100000.112302000.					50.00	
	01-SEP-2006	30-SEP-2006	2100664.000.110100000.110400000.					50.00	
				(a)	· · ·		\square		
Comn	nents:					То	tal LD %	100.00	

Note: The TOTAL LD% must equal 100% for each element costed.

14. Repeat the above steps, as needed, for entering all GL account funding sources.

Entering Grant Funding Sources

15. If element is to be charge to a grant, click once in the **PROJECT** field.

Assig	nment Eler	ment	Costing				
	Effec	tive Date					
Stop	From Date	To Date	GL Code	P pject	Task Award	Exp Ort S	%
0	1-SEP-2006	30-SEP-2006					E I
				i i i i i i i i i i i i i i i i i i i			
		-		ii-			1
		-					
		J	J		J		
				(4)			
					To	tal LD % 10	00.00

- Choose the *project number* from the LOV in the **PROJECT** field or *type the grant number in the field.*
- Choose the *task number* from the LOV in the **Task** field or *type the number into the field.*
- Choose the *award number* from the LOV in the **AWARD** field or *type the number into the field.*
- Choose the organization number from the LOV in the EXPENDITURE
 ORGANIZATION field or type the number into the field. For the hospital, this number is 70. For the university, the number is 10.
- 16. Type in *the percent of the employee's effort to be charged to this account* in the % field. Only one funding source is allowed for each record/row.

Assi	gnment Eler	ment							
	Effec	tive Date							
Stop	From Date	To Date	GL Code	Project	Task	Award	Exp Ord	%	
	01-SEP-2006	30-SEP-2006		221208	03.01	1521208	10	100.00	A I
						1			
								1	Ļ
					5	,	D		
omm	onte:					Το	tal LD %	100.00	

Note: The TOTAL LD% must equal 100% for each element costed.

Costing Nonrecurring Element Payments

If the element is to be paid from multiple funding sources, click in the next available line and repeat Steps 6 – 12 for GL accounts or Steps 15 and 16 for Grant accounts.

- 17. Enter comments, if applicable, in the **COMMENTS** field at the bottom of this form.
- Click on the RETURN TO PREVIOUS FORM button at the bottom of the ELEMENT ENTRY form to return to the ACT MAIN FORM. <u>Click here</u> to proceed with submitting the Nonrecurring Element ACT document.