

Workflow Approval Maintenance (WAM) Form

Document Types

HR Document Type	Description
Budget	Only used when processing salary increase during the annual budget period. Only available during the annual budget period.
Change	Approves specified documents that have an update, change or adjust to the Assignment and/or salary information.
Costing Change (Funding Source Change)	When the account/labor source(s) in which an employee is being paid from changes or the labor distribution percentage (LD%) of an account/labor source is changing.
CRF (Compensation Request Form)	An electronic form that converts the current paper forms; Position Description Questionnaire (PDQ), Position Request Form (PRF), and Salary Justification Form into one electronic form. This form is interactive, only presenting the information gathering “sections” needed based on a primary selection of either “faculty” or “staff” types found at the start of the form. The workflow is also dictated by this selection, allowing the appropriate WAM setups for CRF workflow paths to be followed for approvals.
Data Change	Document is used to insert, update or correct an employee’s personnel record in the Administrative System.
Elements	<ul style="list-style-type: none"> • Non-Recurring: Processed when <u>active exempt</u> (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. When <u>non-exempt</u> (biweekly paid) employees are to be paid for special payments, programs, and awards. • Recurring: Enable departments to cost or distribute funding for future Average Flat Rate (AFR) charges on Post Doc Trainees (20).

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Faculty Recruit	This workflow is dictated by the selection made on the CRF/FRR electronic form; using the primary selection of faculty and location (Hospital/Campus) to post UAB faculty positions (new/vacant) through HigherEdJobs or to make other specified position changes.
FDF (Faculty Data Form)	Record of faculty appointments, changes in promotion and tenure.
Hire	Used to appoint new employees who have never been affiliated with UAB in an active employee, trainee or volunteer status in the past.
LD (Labor Distribution)	Used to approve changes with the LD percentage allocation to salary or specified pay elements and/or changes to the account string (GL/GA) that is initiated by an ACT Document
Leaves	Allows approvers to approve a variety of leave ACT documents.
PAF Faculty	Used to allow specified approvers in WAM to approve access to map/populate administrative users in PeopleAdmin System
TEL	Utilized by the university for biweekly employees to record work and benefit time.
Termination	Used when an individual terminates their assignment with UAB

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AEO/Auth Signor	<ul style="list-style-type: none"> • Accountable Equipment Officer (AEO): The primary contact for the organization/department; they will occupy the “administrator” role in the Surplus Property System (SPS). • Authorized Signor: A user of the Surplus Property System (SPS). They will occupy the “manager” role in the SPS.
Budget Model	User access to UAB BudgetWorks to establish departmental budgets for the next fiscal year and to print or download reports as needed throughout the year.
IT Services	Approval of InformationTechnology related services within an organization.
JE (Journal Entry)	Used to transfer/reclassify expenses from one account or object code to another.
Payment Request	Created in Oracle to issue a payment or reimbursement (check or wire) directly to a supplier without issuing a Purchase Order
Pos./Neg. Invoice	<p>Allows a department to approve payment or they may withhold payment:</p> <ul style="list-style-type: none"> • Positive Approval - A positive approval report is issued for any purchase order item that has a purchase order unit price of \$10,000.00 or greater. It is called a "Positive Approval" because it requires a positive action by the department before any payment can be made. • Negative Approval - A negative approval explains that an invoice has been processed for payment and will be paid on the date indicated unless there is an acceptable reason the ordering department wishes to withhold payment. If the ordering department agrees that the invoice should be paid, then payment can be approved from the Oracle worklist. If the requestor of the purchase order requisition does not respond, payment will automatically occur on the scheduled date.
Requisition	Requests to purchase goods and services from suppliers.

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System Document Type	Description
ACF Banner	Used to request and change access responsibilities for employees in Banner.
ACF Oracle	Used to request and change access responsibilities for employees in Oracle.
Disclosure	Used by faculty and staff (grade 20 and above) to report both internal and external consulting and/or conflict of interest activities
ELAS	Managing/tracking the benefit time accruals and usage for <i>monthly paid employees</i> .
OCRA	Used to approve Once Card Request access (employee badge).
Travel	UAB-Related International Travel Registration