



ZM204E0. Non-UAB Student/Trainee (46) Appointment Guidelines

Contact Budget Administration to set up a pooled position with the job title: **ZM204E0.Non-UAB Student/Trainee**

The Non-UAB Student/Trainee job title is for participants in an approved [Non-UAB Student Training Program](#).

Depending on current or past history with the University, appointments and payments will have to be processed using one of the following ACT document reasons:

- New Trainee Award
- Rehire
- Additional Assignment

Unlike development and university programs, Non-UAB Student Training Programs are conducted over an extended period of time. Program participants may be appointed on either a "recurring" or "no recurring" pay assignment. "Recurring" pay assignments enable the department to establish a set monthly payment to be issued until the assignment is terminated or ended. The "no recurring" pay requires the department to submit element entries (multiple entries may be submitted on the same document; however, it is advised that future payments not exceed six months) in order for payments to be issued. When determining the payment structure, please be aware of the [Overpayment Policy](#) with regard to trainee pay.

- [ACT "No-Recurring" Pay Appointment Instructions](#)
 - [ACT "Recurring" Pay Appointment Instructions](#)
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ACT “No Recurring Pay” Appointment Instructions:

- **Create New Document**
 - Document Reason - New Trainee Award, Rehire or Additional Assignment
 - Date - Start date of assignment
- **Person Data**
 - Personal - Complete all applicable fields
 - Employment - Complete all applicable fields (I-9 Status: **Not Required - Trainee**)
 - Termination - Last day of assignment
 - Schools and Colleges – Highest degree earned
- **Address**
 - Home address
 - Campus primary address
 - Campus primary phone
- **Assignment**
 - Assignment Category – 46 Trainee
 - Organization - Assignment HR Organization
 - Location - Bham Main Campus*
 - Position - ZM204E0.Non-UAB Student/Trainee (pooled position)
 - Payroll Group – Non employee
- **Salary**
 - Component Reason - No Recurring Pay
 - Comments field should include
 - Name of the program
 - Statement: Payments are for program participant
- **Element Entries**
 - Element entry(ies) is/are Trainee Award (1 time)
 - Element start and end dates are in accordance with the monthly payroll schedule
 - Entry value is the amount to be paid each monthly pay period
- **Labor Sources**
 - Indicate the appropriate PTAO or ASBOF account and corresponding percentage
- **Attachments**
 - UAB HRM Records Administration requires the following be submitted with the ACT document:
 - [UAB Trainee Fact Sheet](#)

*If student work location is outside the United States, location should be "Out of USA." This will require the completion of the [Out of USA Work Location Checklist](#) before the document may be submitted.

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ACT “Recurring Pay” Appointment Instructions:

- **Create New Document**
 - Document Reason - New Trainee Award, Rehire or Additional Assignment
 - Date - Start date of assignment
- **Person Data**
 - Personal - Complete all applicable fields
 - Employment - Complete all applicable fields (I-9 Status: **Not Required - Trainee**)
 - Termination - Last day of assignment
 - Schools and Colleges – Highest degree earned
- **Address**
 - Home address
 - Campus primary address
 - Campus primary phone
- **Assignment**
 - Assignment Category – 46 Trainee
 - Organization - Assignment HR Organization
 - Location - Bham Main Campus*
 - Position - ZM204E0.Non-UAB Student/Trainee (pooled position)
 - Payroll Group - Trainee
 - Timekeeping Method - NA
- **Salary**
 - Component Reason - New Award
 - Change Value - Trainee Monthly Rate
 - FTE - .01 (*Additional Assignment only*)
 - Comments field should include
 - Name of the program
 - Statement: Payments are for program participant
- **Labor Sources**
 - Indicate the appropriate PTAO or ASBOF account and corresponding percentage
- **Attachments**
 - UAB HRM Records Administration requires the following be submitted with the ACT document:
 - [UAB Trainee Fact Sheet](#)

*If student work location is outside the United States, location should be "Out of USA." This will require the completion of the [Out of USA Work Location Checklist](#) before the document may be submitted.

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