Requesting Approved Responsibilities

The Access Control Form (ACF) can be used for the following:

- View an individual's responsibilities

- Request, change, terminate approved responsibilities

- View the history of changes

Access Control Form available on the responsibilities:

- UAB HR Officer responsibility

- UAB GA End User responsibility

- UAB GL End User responsibility

How & When are Responsibilities terminated?

Responsibilities are end dated in two ways:

- (1) Systemically

- (2) Through the ACF approval process

Responsibilities are end dated systemically when:

- A retroactive ACT termination document is Submitted

- An ACT Termination document is Complete

When an employee's ACT *Termination* document reaches Complete status or a retroactive ACT Termination document is submitted, all responsibilities are systematically end dated effective the date of the ACT Termination document. The UAB Self Service Views Responsibility is systematically assigned.

- An employee's transfer ACT document is Complete

When an ACT transfer document reaches Complete status, all approved responsibilities are systematically end dated effective the date of the ACT document. The ACT transfer document must have document reasons of *Transfer Lateral/Different Department or Transfer with Promotion* reflecting a change in Organization.

- An ACT Leave document on a biweekly paid employee is Complete

When a biweekly paid employee's ACT *Leave* document reaches Complete status, all responsibilities *except* UAB Self Service Applications are systematically end dated effective the date of the ACT Leave document. Default responsibilities are systematically reinstated when employee's status returns to "Active". Approved responsibilities must be requested through the ACF after employee's status returns to "Active"