

## Access Control Form (ACF)

The Access Control Form (ACF) is used to request and change access responsibilities for employees. The form is used to:

- view an individual's responsibilities
- submit changes to the approved responsibilities (add/terminate), and
- view the history of changes made via the ACF form

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UAB HR Officer → Access Control Form  
UAB GA End User → Access Control Form  
UAB GL End User → Access Control Form

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### Overview

The ACF is available to view and update any Active employee's access and to view any Ex-employee's access if the ex-employee was terminated within 60 days. While users can view "default" and "approved" responsibilities, only approved responsibilities can be changed with the ACF.

Employee can view their own access in ACF, but cannot submit changes (cannot be requestor on their own document).

Two people cannot view the same person's access at the same time.

Once the Requestor selects **SUBMIT**, a document number is systematically assigned and the document goes into workflow.

ACF documents are tracked with the Document Locator using the document number or the Blazer ID of the individual.

Two unique signatures are required for each document, and the requestor may count as one of the two signatures.

If a document is rejected, the document is cancelled; the requestor cannot resubmit the document.

### Using the Access Control Form

**Find Window**

**HR Tab**

**Finance Tab**

### ACF Workflow

## Access Control Form (ACF)

### Using the FIND Window

Selecting the menu option **ACCESS CONTROL FORM** opens the **FIND** window, which offers several search options.

ORACLE Close Window

Access Control Form - Employee

Employee Name  

Employee Number  

Blazer ID  

Close Window

- (1) Enter data in one of the three fields and press the Tab key.
  - a. If the search finds only one match, all fields in the Find window are populated. Select *Find* to open the ACF form.
  - b. If the search finds more than one match, the **SEARCH AND SELECT** form opens. Click the **QUICK SELECT** icon beside the name of the correct individual.

Search and Select: Employee Name

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

**Results**

Select	Quick Select	Employee Name	Employee Number	Blazer ID	Organization	Assignment Status
<input type="radio"/>		Mitchell, Kimberlee Stanton	1006305	KSTANTON	705700000 Medical Nursing	Active Assignment
<input type="radio"/>		Mitchell, Kimberly M	1034484	KMMITCHE	189000000 Alys Stephens Center	Active Assignment
<input type="radio"/>		Mitchell, Kimberly M	1015971	KDMM1	114300000 HRM Organizational Development	Active Assignment

OR

## Access Control Form (ACF)

Click on a flashlight to go directly to the **Search and Select** form. In addition to Employee Name, Employee Number and Blazer ID, the **SEARCH AND SELECT** form provides an additional search option, Organization, from which to select an employee.

The Organization option displays a list of all Active employees with a primary assignment in the org selected. The list also contains employees who have terminated within 60 days. Find the name of the individual and click **QUICK SELECT** beside the name.

Select	Quick Select	Employee Name	Employee Number	Blazer ID	Organization	Assignment Status	Assignment Category
<input type="radio"/>		Beck, Charles R	1008080	RBECK	190702000 Customer Services	Active Assignment	01 Regular FT
<input type="radio"/>		Christensen, Conor Jude	1014344	CONOR	190702000 Customer Services	Active Assignment	01 Regular FT
<input type="radio"/>		Fox, David	1031996	DMFOX	190702000 Customer Services	Active Assignment	01 Regular FT
<input type="radio"/>		Franklin, Wanda	1020724	WFF	190702000 Customer Services	Active Assignment	01 Regular FT

The **Find** window is populated. Click **FIND** to view the employee's access record.



## Access Control Form (ACF)

### Using the HR Tab

#### *Adding Responsibilities*

To add a responsibility, select the down arrow in the Requested Changes region.

**Requested Changes**

[Select All](#) | [Select None](#)

Select	Responsibility Name	Start Date	End Date
<input type="checkbox"/>			<input type="text"/>
<input type="checkbox"/>			<input type="text"/>
<input type="checkbox"/>			<input type="text"/>

- 379300000 Health Care Organization & Policy
- 379600000 Epidemiology
- 370000000 School of Public Health Dean's Office
- 311702600-Timekeeper**
- 311654200-Reclass Salaries
- More...

Select: (1) one of the options displayed, or (2) select **More...** to chose a different org than what is displayed.

**Note:** the first time you use the HR tab, the only option available will be **More...**

Selecting **More...** opens the **SEARCH AND SELECT** form with the options to Search By *Organization Number* or *Responsibility Name*. Since all HR approved responsibilities are associated with an HR org, once the org is selected the available responsibilities are displayed. Select the QUICK SELECT icon on the row for the appropriate responsibility. In this example 311702600-Timekeeper was selected.

**Search and Select:**

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

**Results**

Select	Quick Select	Organization Number	Organization Name
<input type="radio"/>		311702600	Center for Psychiatric Medicine
<input type="radio"/>		311702600	Timekeeper
<input type="radio"/>		311702600	Reclass Salaries

## Access Control Form (ACF)

The Timekeeper responsibility is now displayed on the HR tab. Select **ADD ROW**.

The screenshot shows the 'HR Responsibility Details' form with the 'Requested Changes' section. A new row has been added with the responsibility name '311702600-Timekeeper'. The 'Add Row' button is highlighted with a mouse cursor.

Select	Responsibility Name	Start Date	End Date
<input type="checkbox"/>	UAB Self Service Applications	01-Oct-2004	31-Dec-2012
<input type="checkbox"/>	UAB Effort Report User	01-Oct-2004	31-Dec-2012

Select	Responsibility Name	Start Date	End Date
<input type="checkbox"/>			
<input type="checkbox"/>			
	311702600-Timekeeper		

The responsibility is added to the *Requested Changes* region. The Start Date defaults to current date, but it may be changed to a future date. Also, a calendar icon is available to facilitate entering the date.

The screenshot shows the 'HR Responsibility Details' form with the 'Requested Changes' section. The '311702600-Timekeeper' responsibility is now listed with a start date of '03-Jul-2007'. A red circle highlights the start date field and its calendar icon.

Select	Responsibility Name	Start Date	End Date
<input type="checkbox"/>	UAB Self Service Applications	01-Oct-2004	31-Dec-2012
<input type="checkbox"/>	UAB Effort Report User	01-Oct-2004	31-Dec-2012

Select	Responsibility Name	Start Date	End Date
<input type="checkbox"/>			
<input type="checkbox"/>			
	311702600-Timekeeper	03-Jul-2007	

Multiple HR responsibilities may be added to the form. Once all changes are made, select **SUBMIT** to process the HR ACF document.

Upon Submit, a document number is assigned and the document enters workflow. This HR ACF document must be complete before another HR ACF document can be submitted. However, a Finance ACF document can be processed on the same individual.

The screenshot shows the 'Employee Details as of 03-Jul-2007' and 'HR Responsibility Details' sections. The document number 11717 is in status INPROCESS. The 'Current Documents' section shows 'HR :11717'.

**Employee Details as of 03-Jul-2007**

Employee Number	1016075	Job	ET121E0.Administrative
Employee Name	Fulton, Tina R		Systems Instructor
Blazer ID	TINARENA	Assg Category	01 Regular FT
Campus Phone	(205) 934-2575	Employee Status	Active Assignment
		Organization	114300000 HRM
			Organizational Development

**Current Documents**  
HR :11717

**HR Responsibility Details**

Document Number 11717 is in status INPROCESS

Current Responsibilities			
Responsibility Name	Start Date	End Date	
UAB Self Service Applications	01-Oct-2004	31-Dec-2012	
UAB Effort Report User	01-Oct-2004	31-Dec-2012	

Requested Changes			
Responsibility Name	Start Date	End Date	
311702600-Timekeeper	03-Jul-2007		

# Access Control Form (ACF)

## Using the HR Tab

### End Dating (Terminating) Responsibilities

To end a responsibility, in the *Current Responsibilities* region click the check box next to the responsibility to be terminated.

The screenshot shows the 'HR Responsibility Details' form with the 'Current Responsibilities' table. The table has columns for 'Select Responsibility Name', 'Start Date', and 'End Date'. The row for '311650000-Timekeeper' has its checkbox checked and circled in red. A red arrow points from this checkbox to a copy icon (two overlapping arrows) in the 'Requested Changes' region.

Select Responsibility Name	Start Date	End Date
<input type="checkbox"/> UAB Self Service Applications	01-Oct-2004	31-Dec-2012
<input type="checkbox"/> UAB Effort Report User	01-Oct-2004	31-Dec-2012
<input checked="" type="checkbox"/> 311650000-Timekeeper	17-Jan-2004	

Select Responsibility Name	Start Date	End Date
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Click the arrow to copy the responsibility in the *Requested Changes* region.

Enter the date the responsibility will be terminated. It may be a future date. The document is ready to be submitted. If needed, one or more HR responsibilities can be added on this document.

The screenshot shows the 'HR Responsibility Details' form with the 'Requested Changes' table. The table has columns for 'Select Responsibility Name', 'Start Date', and 'End Date'. The row for '311650000-Timekeeper' has its end date set to '31-Jul-2007'.

Select Responsibility Name	Start Date	End Date
<input type="checkbox"/> UAB Self Service Applications	01-Oct-2004	31-Dec-2012
<input type="checkbox"/> UAB Effort Report User	01-Oct-2004	31-Dec-2012
<input type="checkbox"/> 311650000-Timekeeper	17-Jan-2004	

Select Responsibility Name	Start Date	End Date
<input type="checkbox"/> 311650000-Timekeeper	17-Jan-2004	31-Jul-2007
<input type="checkbox"/>		
<input type="checkbox"/>		

HR responsibilities can be added and end dated on the same document.

The screenshot shows the 'HR Responsibility Details' form with the 'Requested Changes' table. The table has columns for 'Select Responsibility Name', 'Start Date', and 'End Date'. Two rows are shown, both with end dates.

Select Responsibility Name	Start Date	End Date
<input type="checkbox"/> 311650000-Timekeeper	17-Jan-2004	31-Jul-2007
<input type="checkbox"/> 265002010-Timekeeper	05-Jul-2007	
<input type="checkbox"/>		

Once all changes are made, select **SUBMIT** to process the HR ACF document.

# Access Control Form (ACF)

## ACF Finance Tab

The ACF Finance Tab is similar to the ACF HR tab. It has the same **Employee Details** (header region) at the top. The **Finance Responsibility Details** region displays the **Current Responsibilities** that the individual has, and it also has the blank **Requested Changes** region on the right to make changes to the employee’s responsibilities. What is different about the Finance tab is that an **Org Range** region is displayed under the **Current Responsibilities** region when the employee has UAB GL End User or UAB Budget Model User responsibilities.

The UAB GL End User or UAB Budget Model User responsibilities are “restricted” responsibilities, meaning they are limited to specific GL org ranges. The **Org Range** region on the form displays the org ranges the user has access to view. Notice that there may be multiple org ranges associated with the UAB GL End User and/or UAB Budget Model User responsibilities.

The screenshot shows the ACF Finance Tab interface. At the top, there are tabs for HR, Finance, and History. The main section is titled "Finance Responsibility Details" and contains three sub-sections:

- Current Responsibilities:** A table with columns for Select, Responsibility Name, Start Date, End Date, and Org. It lists several responsibilities, including UAB AP End User, UAB GA End User, UAB Budget Model User-sfried, UAB FN Document Entry/Approval, UAB GL End User-sfried, and UAB Sunflower Custom Reports.
- Requested Changes:** A table with columns for Select, Responsibility, Start Date, End Date, and Org. It is currently empty, with "Add Row" and "Delete" buttons at the bottom.
- Org Range:** A table with columns for Responsibility, From Organization, and To Organization. It lists three org ranges for UAB Budget Model User-sfried, UAB GL End User-sfried, and UAB GL End User-sfried.

There are also "Save" and "Submit" buttons at the top right of the main section, and a "Comments" field at the bottom.

Users can view “default” and “approved” Finance responsibilities, but only approved responsibilities can be changed with the ACF. Only two of the finance responsibilities are restricted by GL org ranges; all others are open access. The following are the “approved” finance responsibilities:

- |                                |   |   |
|--------------------------------|---|---|
| UAB GL End User                | } | restricted by GL org security   |
| UAB Budget Model User          |   |   |
| UAB GA End User                |   |   |
| UAB Requisition Input          |   |   |
| UAB FN Document Entry/Approval | } | updateable only for 04 Retirees & 04 Affiliated<br>Zero Pay employees |
| UAB AP End User                |   |   |

# Access Control Form (ACF)

## Using the Finance Tab

### Adding Responsibilities

To add a responsibility, select the down arrow in the Requested Changes region. Select the appropriate responsibility.

The screenshot shows the 'Finance Responsibility Details' form with the 'Requested Changes' dropdown menu open. The 'Current Responsibilities' table lists four items, and the 'Requested Changes' table is empty. The dropdown menu is open, showing a list of responsibilities with 'UAB GA End User' selected.

Select Responsibility Name	Start Date	End Date	Org
<input type="checkbox"/> UAB AP End User	04-Oct-2004	31-Dec-2012	
<input type="checkbox"/> UAB FN Document Entry/Approval	04-Oct-2004	31-Dec-2012	
<input type="checkbox"/> UAB Sunflower Custom Reports	18-Oct-2006	31-Dec-4712	
<input type="checkbox"/> UAB Budget Model User-jstoney	05-Jul-2005		

Select Name	Responsibility	Start Date	End Date	Org
<input type="checkbox"/>				

UAB AP End User  
UAB GA End User  
UAB FN Document Entry/Approval  
UAB Requisition Input  
UAB Sunflower Custom Reports  
UAB Budget Model User-jstoney  
UAB GL End User-jstoney

Selecting **ADD ROW** moves the responsibility to the *Requested Changes* region. The Start Date defaults to current date, but it may be future dated. A calendar icon is available to facilitate entering the date.

You may submit the change, or add more responsibilities. In this example UAB GA End User will be added.

The screenshot shows the 'Finance Responsibility Details' form with the 'Requested Changes' table now containing one row. The 'Current Responsibilities' table remains the same. The 'Requested Changes' table has 'UAB GA End User' added with a start date of '03-Jul-2007'.

Select Responsibility Name	Start Date	End Date	Org
<input type="checkbox"/> UAB AP End User	04-Oct-2004	31-Dec-2012	
<input type="checkbox"/> UAB FN Document Entry/Approval	04-Oct-2004	31-Dec-2012	
<input type="checkbox"/> UAB Sunflower Custom Reports	18-Oct-2006	31-Dec-4712	
<input type="checkbox"/> UAB Budget Model User-jstoney	05-Jul-2005		

Select Name	Responsibility	Start Date	End Date	Org
<input type="checkbox"/>	UAB GA End User	03-Jul-2007		
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

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Select the UAB GL End User-jstoney from the List of Values (LOV).

The screenshot shows the 'Finance Responsibility Details' page. It has tabs for HR, Finance, Central, and History. The 'Current Responsibilities' table lists four items, including 'UAB Budget Model User-jstoney'. The 'Requested Changes' table has one row for 'UAB GA End User'. A dropdown menu is open, showing a list of responsibilities, with 'UAB GL End User-jstoney' selected. The 'Org Range' section shows 'Responsibility From Organization To Organization' with 'No data exists.' below it.

Select Responsibility Name	Start Date	End Date	Org
<input type="checkbox"/> UAB AP End User	04-Oct-2004	31-Dec-2012	
<input type="checkbox"/> UAB FN Document Entry/Approval	04-Oct-2004	31-Dec-2012	
<input type="checkbox"/> UAB Sunflower Custom Reports	18-Oct-2006	31-Dec-4712	
<input type="checkbox"/> UAB Budget Model User-jstoney	05-Jul-2005		

Select Name	Start Date	End Date	Org
<input type="checkbox"/> UAB GA End User	03-Jul-2007		
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

- UAB AP End User
- UAB GA End User
- UAB FN Document Entry/Approval
- UAB Requisition Input
- UAB Sunflower Custom Reports
- UAB Budget Model User-jstoney
- UAB GL End User-jstoney

After selecting **ADD ROW**, UAB GL End User is moved to the *Requested Changes* region.

The screenshot shows the 'Finance Responsibility Details' page. The 'Current Responsibilities' table is the same as in the previous screenshot. The 'Requested Changes' table now has two rows: 'UAB GA End User' and 'UAB GL End User-jstoney'. The 'Org' icon for the 'UAB GL End User-jstoney' row is circled in red. The 'Add Row' and 'Delete' buttons are visible at the bottom of the 'Requested Changes' table.

Select Responsibility Name	Start Date	End Date	Org
<input type="checkbox"/> UAB AP End User	04-Oct-2004	31-Dec-2012	
<input type="checkbox"/> UAB FN Document Entry/Approval	04-Oct-2004	31-Dec-2012	
<input type="checkbox"/> UAB Sunflower Custom Reports	18-Oct-2006	31-Dec-4712	
<input type="checkbox"/> UAB Budget Model User-jstoney	05-Jul-2005		

Select Name	Start Date	End Date	Org
<input type="checkbox"/> UAB GA End User	03-Jul-2007		
<input type="checkbox"/> UAB GL End User-jstoney	03-Jul-2007		
<input type="checkbox"/>			
<input type="checkbox"/>			

Notice that an **Org** icon appears on the GL responsibility row. Select the **ORG** icon to open the Org Range selection box.

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An org range must be selected for UAB GL End User and UAB Budget Model User. If an org range is not selected, an error message will appear when the Submit button is selected.

**Finance Responsibility Details**

Save Submit

**Current Responsibilities**  
Select All | Select None

Select	Responsibility Name	Start Date	End Date	Org
<input type="checkbox"/>	UAB AP End User	04-Oct-2004	31-Dec-2012	
<input type="checkbox"/>	UAB FN Document Entry/Approval	04-Oct-2004	31-Dec-2012	
<input type="checkbox"/>	UAB Sunflower Custom Reports	18-Oct-2006	31-Dec-4712	
<input type="checkbox"/>	UAB Budget Model User-jstoney	05-Jul-2005		

**Requested Changes**  
Select All | Select None

Select	Responsibility Name	Start Date	End Date	Org
<input type="checkbox"/>	UAB GA End User	03-Jul-2007		
<input type="checkbox"/>	UAB GL End User-jstoney	03-Jul-2007		
<input type="checkbox"/>				
<input type="checkbox"/>				

Add Row Delete

**Org Range - UAB GL End User**  
Select All | Select None

Select From Organization	To Organization	Disable
<input type="checkbox"/>		<input type="checkbox"/>
708200000-708200000-Radiation Oncology-Hospital		Add Delete
707300000-707300000-Patient Financial Services 370000000-370009999-School Of Public Health Dean'S Office 311650000-311659999-Pediatrics 264004000-264004099-New Student Orientation 190702000-190702099-Vpit Customer Services 994003000-994003099-International Society Of Grid Generation 709150000-709150000-Seizure Monitoring 709600000-709600000-Value Analysis 708200000-708200000-Radiation Oncology-Hospital More...		

Comments

Note: When selecting multiple org ranges, the org ranges must be selected one at a time. Only one radio button can be selected at a time on the Search and Select form.

**Search and Select:**

Cancel Select

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Org Range 3114 Go

**Results**

Previous 1-25 Next 25

Select	Quick Select	Org Range	Org Name
<input type="radio"/>		311400000-311400099	Department Of Medicine Chair Office
<input type="radio"/>		311400000-311409999	Department Of Medicine
<input type="radio"/>		311400010-311400010	Heart Center
<input checked="" type="radio"/>		311401000-311401099	Med-Cardiovascular Disease
<input type="radio"/>		311401010-311401010	Acute Chest Pain Ctr
<input type="radio"/>		311401020-311401020	Med-Cardiov Dis Hypertension Pgm
<input type="radio"/>		311401030-311401030	Ctr Nmr R&D/Cardiovascular Mri
<input type="radio"/>		311401040-311401040	Med-Cardiology-Separ

## Access Control Form (ACF)

In this example, four GL org ranges were added. Select **SUBMIT** to process the Finance ACF document.

HR
Finance
Central
History

**Finance Responsibility Details**

**Current Responsibilities**

[Select All](#) | [Select None](#)

Select Responsibility Name	Start Date	End Date	Org
<input type="checkbox"/> UAB AP End User	04-Oct-2004	31-Dec-2012	
<input type="checkbox"/> UAB FN Document Entry/Approval	04-Oct-2004	31-Dec-2012	
<input type="checkbox"/> UAB Sunflower Custom Reports	18-Oct-2006	31-Dec-4712	
<input type="checkbox"/> UAB Budget Model User-jstoney	05-Jul-2005		

**Requested Changes**

[Select All](#) | [Select None](#)

Select Responsibility Name	Start Date	End Date	Org
<input type="checkbox"/> UAB GA End User	03-Jul-2007		
<input type="checkbox"/> UAB GL End User-jstoney	03-Jul-2007		
<input type="checkbox"/>			
<input type="checkbox"/>			

▼

**Org Range - UAB GL End User**

[Select All](#) | [Select None](#)

Select From Organization	To Organization	Disable
<input type="checkbox"/> 708200000	708200000	<input type="checkbox"/>
<input type="checkbox"/> 709600000	709600000	<input type="checkbox"/>
<input type="checkbox"/> 709150000	709150000	<input type="checkbox"/>
<input type="checkbox"/> 707300000	707300000	<input type="checkbox"/>

▼

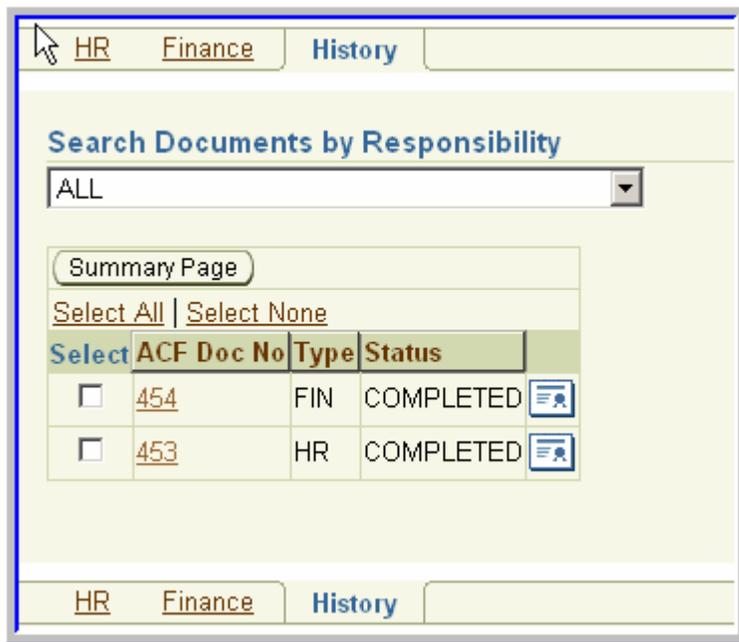
Upon Submit, a document number is assigned and the document enters workflow. This finance ACF document must be complete before another finance ACF document can be submitted. However, a HR ACF document can be processed on the same individual.

## Access Control Form (ACF)

### ACF History Tab

The ACF History tab maintains a record of all changes to an employee's responsibilities that were generated with an ACF document or an ACT document. All ACF documents (HR and Finance) are found under Summary Page on the History tab.

Note: ACF does not have a record of responsibilities changes made prior to the implementation of the ACF form.



The screenshot shows the 'History' tab in the ACF system. At the top, there are three tabs: 'HR', 'Finance', and 'History', with 'History' being the active tab. Below the tabs is a section titled 'Search Documents by Responsibility' with a dropdown menu set to 'ALL'. Underneath is a 'Summary Page' button and two links: 'Select All' and 'Select None'. A table displays a list of documents with columns for 'Select', 'ACF Doc No', 'Type', 'Status', and an icon. The table contains two rows: one for document 454 (Type: FIN, Status: COMPLETED) and one for document 453 (Type: HR, Status: COMPLETED). At the bottom, there are three tabs: 'HR', 'Finance', and 'History', with 'History' being the active tab.

Select	ACF Doc No	Type	Status	
<input type="checkbox"/>	454	FIN	COMPLETED	
<input type="checkbox"/>	453	HR	COMPLETED	

**SEARCH DOCUMENTS BY RESPONSIBILITY** offers the ability to track the history of a specific responsibility for that employee. Select a responsibility to view a list of all the documents that have been processed changing that responsibility for that individual.



The screenshot shows the 'History' tab in the ACF system. At the top, there are three tabs: 'HR', 'Finance', and 'History', with 'History' being the active tab. Below the tabs is a section titled 'Search Documents by Responsibility' with a dropdown menu. The dropdown menu is open, showing a list of responsibilities: 'ALL', 'HR -704200000 Financial Management-Hospital', 'HR -707300000 Patient Financial Services', 'HR -702700000-Timekeeper', 'HR -709340000 Transplant Admin', and 'FIN-UAB GL End User - KHILLS'. Below the dropdown is a table displaying a list of documents with columns for 'Select', 'ACF Doc No', 'Type', 'Status', and an icon. The table contains one row: one for document 453 (Type: HR, Status: COMPLETED). At the bottom, there are three tabs: 'HR', 'Finance', and 'History', with 'History' being the active tab.

Select	ACF Doc No	Type	Status	
<input type="checkbox"/>	453	HR	COMPLETED	

## Access Control Form (ACF)

Without selecting the **SEARCH DOCUMENTS BY RESPONSIBILITY** field, all ACF documents created to date are listed in descending date order so that the most current document appears first in the *Summary Page* region.

1. Select the **ACF Doc No.** to display the *Original Responsibilities* (prior to document) and the *Requested Changes* (submitted with document).

The screenshot shows the ACF interface with the following components:

- Navigation tabs: HR, Finance, History
- Search filter: Search Documents by Responsibility (set to ALL)
- Summary Page controls: Select All, Select None
- Document list table:

Select	ACF Doc No	Type	Status	Icon
<input checked="" type="checkbox"/>	454	FIN	COMPLETED	
<input type="checkbox"/>	453	HR	COMPLETED	

Document Details - 454

Original Responsibilities	Start Date	End Date	Org
UAB AP End User	19-Sep-2006		
UAB GA End User	19-Sep-2006		
UAB FN Document Entry/Approval	19-Sep-2006		
UAB Sunflower Custom Reports	18-Oct-2006	31-Dec-4712	
UAB GL End User - KHILLS	19-Sep-2006		

Requested Changes	Start Date	End Date	Org
UAB GL End User - KHILLS	19-Sep-2006		

2. Select the document icon to view the notification created for that document.

This close-up view shows the document list table with a red arrow pointing to the document icon for document 454.

Select	ACF Doc No	Type	Status	Icon
<input type="checkbox"/>	454	FIN	COMPLETED	
<input type="checkbox"/>	453	HR	COMPLETED	

## Access Control Form (ACF)

The notification displays all the HR or Finance responsibilities, with the Action column indicating if the responsibility was “modified” or if there was “no change”.

**ORACLE**

**Selected Document Details**

[Return to History Page](#)

ACF Doc No: 454	Submit Date: 26-JUN-2007
Type: Finance	Complete Date: 28-JUN-2007
Requestor: ACF9	
Employee Name: Hills, Janet Karen	Job: FA335N0.Payroll Spec
Employee Number: 1038868	Assignment Category: 04 Irregular
Campus Phone: (205) 930-7627	Organization: 704200000 Financial Management-Hospital
Comments:	

**Responsibility Details**

Responsibility	Start Date	End Date	Action
UAB GL End User - KHILLS	19-SEP-2006		<b>Modified</b>
Org Range			<b>Action</b>
700000000-799999999			Disabled
704200000-704200000			Added
704250000-704250000			Added
UAB AP End User	19-SEP-2006		No Change
UAB GA End User	19-SEP-2006		No Change
UAB FN Document Entry/Approval	19-SEP-2006		No Change
UAB Sunflower Custom Reports	18-OCT-2006	31-DEC-4712	No Change

- Click **SELECT ALL** to view all notification created for the documents listed, or click is multiple boxes in the Select column, and click on the Summary Page button. This feature provides a view of all the selected documents so the user can scroll through the list.

**Search Documents by Responsibility**

ALL

[Summary Page](#)

[Select All](#) | [Select None](#)

Select	ACF Doc No	Type	Status	
<input type="checkbox"/>	<a href="#">454</a>	FIN	COMPLETED	
<input type="checkbox"/>	<a href="#">453</a>	HR	COMPLETED	

**ACF** documents are systematically generated to terminate or reinstate responsibilities when certain ACT documents reach Complete status. For example, an ACT Leave document for a biweekly-paid employee systematically generates an ACF document that terminates the biweekly employee’s responsibilities as of the effective date of the Leave document. When

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the Return from Leave document is Complete, another ACF document is systematically generated to reinstate the default responsibilities.

HR Finance History

**Search Documents by Responsibility**

ALL

Summary Page

Select All | Select None

Select	ACF Doc No	Type	Status	
<input type="checkbox"/>	11716	ACT	COMPLETE	
<input type="checkbox"/>	11710	HR	COMPLETED	

Below is an example of an ACF document that was generated when an ACT Leave document went Complete.

HR Finance History

**Search Documents by Responsibility**

ALL

Summary Page

Select All | Select None

Select	ACF Doc No	Type	Status	
<input type="checkbox"/>	11716	ACT	COMPLETE	
<input type="checkbox"/>	11710	HR	COMPLETED	

**Document Details - 11716**

**Original Responsibilities**

Responsibility Name	Start Date	End Date	Org
No data exists.			

**Requested Changes**

Responsibility Name	Start Date	End Date	Org
114500000 HRM Administrative Support Services	29-May-2007	03-Jun-2007	
392702000 Clinical Genetics	29-May-2007	03-Jun-2007	
UAB TEL	01-Oct-2004	03-Jun-2007	
UAB FN Document Entry/Approval	04-Oct-2004	03-Jun-2007	
UAB AP End User	04-Oct-2004	03-Jun-2007	
UAB Sunflower Custom Reports	18-Oct-2006	03-Jun-2007	

