

There are new travel codes to be used for extension personnel.

7500 – CES Travel County Funds: To be used when you travel and the county funds will reimburse you

7501 – CES Travel Prof Imp Funds: To be used when you travel and the county professional improvement funds will reimburse you

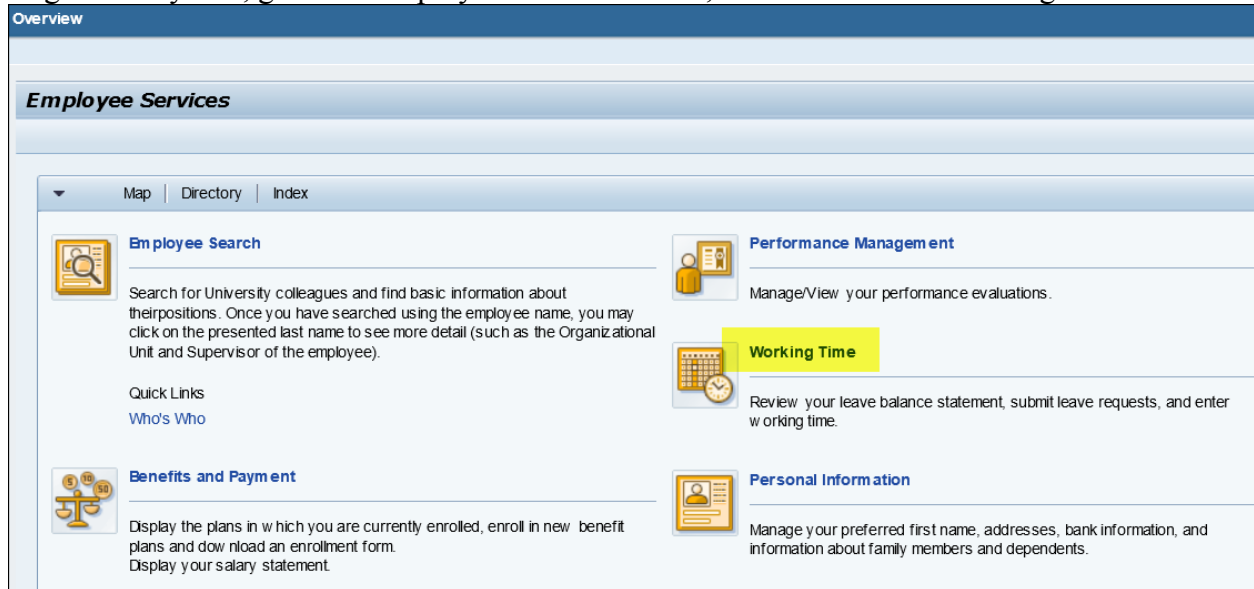
7502 – CES Travel No Expenses: To be used when you travel but will not request any reimbursement

7503 – CES Travel UK Funds: To be used when you travel and any UK fund (state) will reimburse you

If there are any split funded reimbursements from a variety of sources, you can either pick the one with the most expenses or split the trip as needed to show the codes.

Instructions:

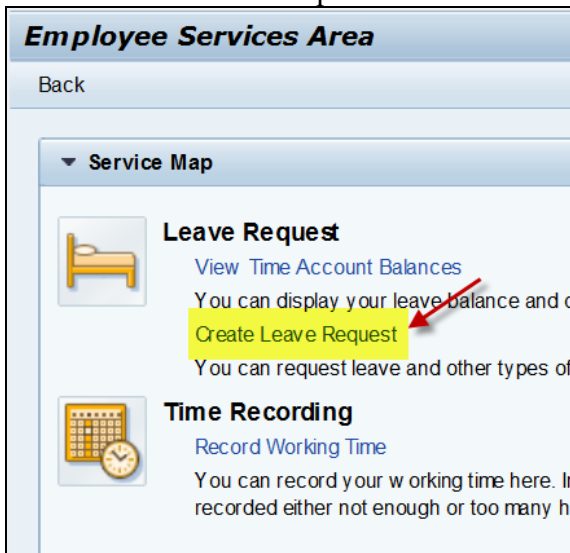
Log in to 'myUK', go to the employee self-service tab, and then click on working time.



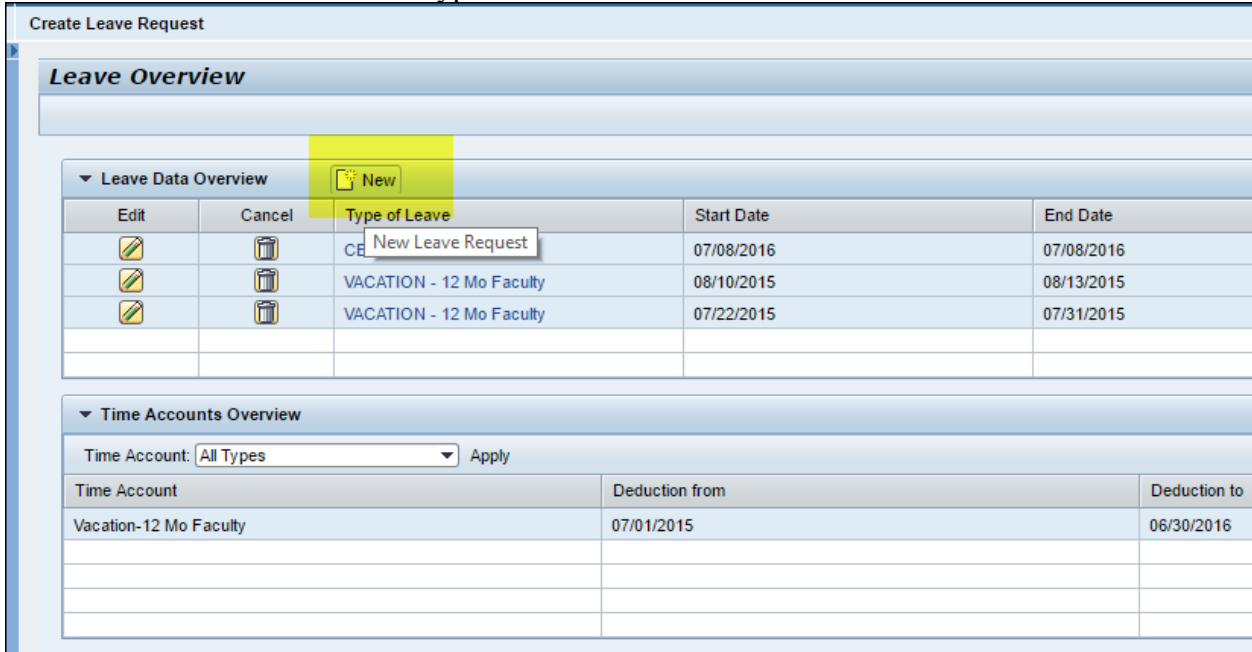
The screenshot shows the 'Employee Services' section of the myUK portal. At the top, there is a navigation bar with 'Overview' and 'Employee Services'. Below this, there are four main service tiles: 'Employee Search', 'Performance Management', 'Working Time', and 'Benefits and Payment'. The 'Working Time' tile is highlighted with a yellow background. Each tile includes an icon, a title, and a brief description of the service. There are also 'Quick Links' for 'Who's Who' and 'Index'.

| Service | Description |
|------------------------|--|
| Employee Search | Search for University colleagues and find basic information about their positions. Once you have searched using the employee name, you may click on the presented last name to see more detail (such as the Organizational Unit and Supervisor of the employee). |
| Performance Management | Manage/View your performance evaluations. |
| Working Time | Review your leave balance statement, submit leave requests, and enter working time. |
| Benefits and Payment | Display the plans in which you are currently enrolled, enroll in new benefit plans and download an enrollment form. Display your salary statement. |

Click on create leave request.



Click on 'new' and select on the type of leave.



Make sure to enter the correct date(s), absence hours and add any notes. Please utilize the note feature as this is beneficial for your supervisor to know where you will be.

Create Leave Request

Leave Request: New

Send and Back | Send and New | Cancel

Calendar | Team Calendar | Time Accounts | **Leave Requests**

Show from: 06/22/2015 Apply

| Type of Leave | Start Date | End Date | Next Processor |
|--------------------------|------------|------------|----------------|
| CES Travel UK Funds | 07/08/2016 | 07/08/2016 | |
| VACATION - 12 Mo Faculty | 08/10/2015 | 08/13/2015 | |
| VACATION - 12 Mo Faculty | 07/22/2015 | 07/31/2015 | |

Leave Details Check

Type of Leave

Type of Leave: * **VACATION - 12 Mo Faculty**
 Description: VACATION - 12 Mo Faculty
 VACATION-10/11 Mo Faculty
 FUNERAL LEAVE
 CES Travel County Funds
 CES Travel No Expenses
 CES Travel Prof Imp Funds
 CES Travel UK Funds

General Data

Start Date: *
 End Date: * OFFICIAL PROF LV/TRAVEL
 Absence hours:
 Approver Name:
 New Note:

Create Leave Request

Leave Request: CES Travel County Funds, 06/23/2016

Send and Back | Send and New | Cancel

Calendar | Team Calendar | Time Accounts | **Leave Requests**

Show from: 06/22/2015 Apply

| Type of Leave | Start Date | End Date | Next Processor |
|--------------------------|------------|------------|----------------|
| CES Travel UK Funds | 07/08/2016 | 07/08/2016 | |
| VACATION - 12 Mo Faculty | 08/10/2015 | 08/13/2015 | |
| VACATION - 12 Mo Faculty | 07/22/2015 | 07/31/2015 | |

Leave Details Check

Type of Leave

Type of Leave: * CES Travel County Funds
 Description: CES Travel County Funds

General Data

Start Date: * 06/23/2016
 End Date: * 06/23/2016
 Absence hours: 8.00
 Approver Name:
 New Note: Travel to District Meeting and back in one day.

Select 'send and back' if only requesting one day of leave; if additional requests are necessary, you can select 'send and new'.

Leave Request: CES Travel County Funds, 06/23/2016

Send and Back | Send and New | Cancel

Calendar | Team Calendar | Time Accounts | Leave Requests

Show from: 06/22/2015 Apply

| Type of Leave | Start Date | End Date | Next Processor |
|--------------------------|------------|------------|----------------|
| CES Travel UK Funds | 07/08/2016 | 07/08/2016 | |
| VACATION - 12 Mo Faculty | 08/10/2015 | 08/13/2015 | |
| VACATION - 12 Mo Faculty | 07/22/2015 | 07/31/2015 | |

Leave Details | Check

Type of Leave

Type of Leave: CES Travel County Funds
Description: CES Travel County Funds

General Data

Start Date: 06/23/2016
End Date: 06/23/2016
Absence hours: 8.00
Approver Name:
New Note: Travel to District Meeting and back in one day.

This is a snapshot of what you will see in the leave overview.

Create Leave Request | History | Back | Forward

Leave Overview

Leave request was sent successfully

Leave Data Overview | New

| Exit | Cancel | Type of Leave | Start Date | End Date | Next Processor | Status | Hours | Quota Used |
|-------------------------------------|--------------------------|--------------------------|------------|------------|----------------|----------|-------|------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | CES Travel UK Funds | 07/08/2016 | 07/08/2016 | Saba R Pulk | Sent | 8.00 | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | CES Travel County Funds | 06/23/2016 | 06/23/2016 | Saba R Pulk | Sent | 8.00 | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | VACATION - 12 Mo Faculty | 08/10/2015 | 08/13/2015 | | Approved | 32.00 | 32 Hours |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | VACATION - 12 Mo Faculty | 07/22/2015 | 07/31/2015 | | Approved | 64.00 | 64 Hours |

Time Accounts Overview

Time Account: All Types Apply

| Time Account | Deduction From | Deduction To | Entitlement | Remaining Balance |
|--------------|----------------|--------------|-------------|-------------------|
| | | | | |