

New Travel codes for Extension Personnel.

New codes

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

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

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.

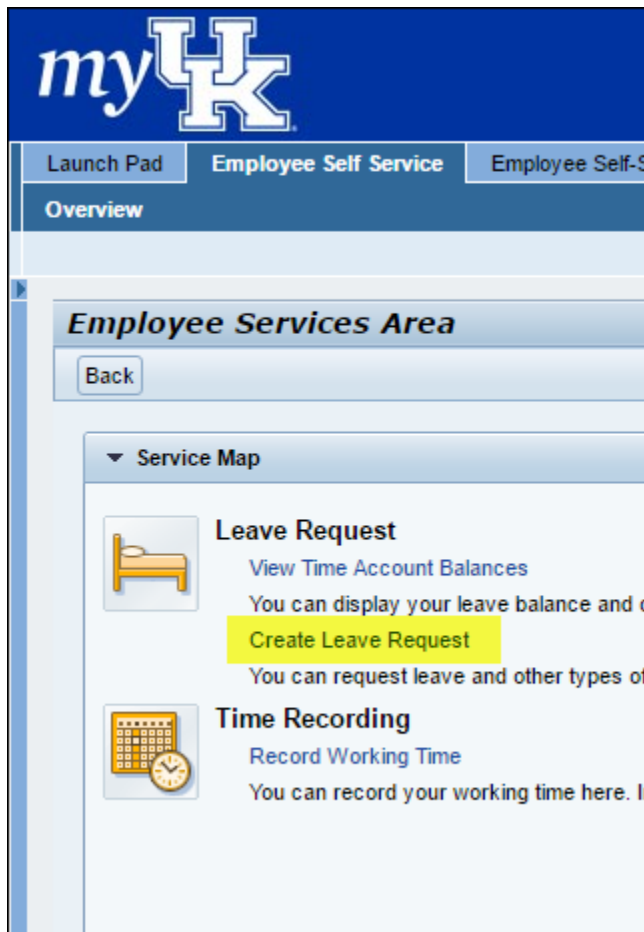
If you have split funded reimbursements from a variety of sources, you can either pick the one with the most expenses or split the trip as needed to show the codes.

INSTRUCTIONS:

Please log in myUK. Go to Employee Self Service Tab and then click on working time.

The screenshot shows the 'Employee Services' dashboard in the myUK system. At the top, there is an 'Overview' tab. Below it, the 'Employee Services' section is active. A navigation bar includes 'Map', 'Directory', and 'Index'. The main content area is divided into four service tiles: 'Employee Search', 'Performance Management', 'Working Time', and 'Personal Information'. The 'Working Time' tile is highlighted with a yellow background. The 'Employee Search' tile includes a search icon and a description of the search functionality, along with 'Quick Links' for 'Who's Who'. The 'Performance Management' tile includes a person icon and a description of performance evaluation management. The 'Personal Information' tile includes a person icon and a description of managing personal details and family information. The 'Working Time' tile includes a calendar icon and a description of reviewing leave balances and submitting requests.

Click on Create Leave Request.



The screenshot displays the myUK Employee Self Service interface. At the top, the myUK logo is visible in the blue header. Below the logo, there are navigation tabs: "Launch Pad", "Employee Self Service", and "Employee Self-S". Underneath these tabs is an "Overview" section. The main content area is titled "Employee Services Area" and includes a "Back" button. A "Service Map" section is expanded, showing two main service categories: "Leave Request" and "Time Recording". The "Leave Request" category includes a bed icon and three options: "View Time Account Balances", "Create Leave Request" (which is highlighted in yellow), and "You can request leave and other types of". The "Time Recording" category includes a calendar and clock icon and two options: "Record Working Time" and "You can record your working time here. I".

Click on New. (You can review the status of any other requested travel see area below New to see what you have requested and if is approved. You can scroll thru the list.)

Create Leave Request

Leave Overview

▼ Leave Data Overview New

Edit	Cancel	Type of Leave	Start Date	End Date
		CE New Leave Request	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

▼ Time Accounts Overview

Time Account: All Types Apply

Time Account	Deduction from	Deduction to
Vacation-12 Mo Faculty	07/01/2015	06/30/2016

Select the type of leave

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	Subba R Palli
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: * JURY DUTY

End Date: * OFFICIAL PROF LV/TRAVEL

Absence hours: EMERGENCY CLOSING

Approver Name: Subba R Palli

New Note:

Then adjust the dates, absence hours, and add any notes. Notes are very helpful when you need to look back at a date but don't recall why you submitted leave for that date. You can be as specific as you like or as required by your district director.

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	Subba R Palli
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: Subba R Palli

New Note:

Select Send and Back if only requesting one leave of absence. If you have additional request to make you can select send and new.

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	Subba R Palli
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: Subba R Palli
New Note: Travel to District Meeting and back in one day.

Snapshot of what will show up in the summary table.

Create Leave Request

Leave Overview

Leave request was sent successfully

Edit	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	Subba R Palli	Sent	8.00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CES Travel County Funds	06/23/2016	06/23/2016	Subba R Palli	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
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Snapshot of new CES Travel codes for Extension related personnel.

Leave Details		Check
Type of Leave		
Type of Leave: *	CES Travel County Funds	
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: *	JURY DUTY	
End Date: *	OFFICIAL PROF LV/TRAVEL	
Absence hours:	EMERGENCY CLOSING	
Approver Name:	Subba R Palli	
New Note:	<input type="text"/>	