Form F Instructions

Form F can be accessed by going to myUK.uky.edu, clicking "Enterprise Services" on the top navigation, then "Workflow." Click on Faculty Overload Form (circled in red below) to access Form F.

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Employee Self Service	Student S	Services	Enterprise S	ervices	my UK				
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Workflow Items									
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Faculty Overload Form									

Here are some screenshots of what you will see after accessing Form F, and the fields you will need to complete:

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Faculty Overload Form					
Detailed Navigation					
Workflow Items	Faculty Overload				
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	Create New				
	* Person ID: 00048128 🗇 🚨 Change Person Uisa R Tannock - Internal Medicine & Divisions - Endocrin				
	O Internal Overload External Overload				
	Expects to Receive Monetary Compensation Expects to Receive Non Monetary Compensation				
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Employee Self Service Manager Self-	Service Enterprise Services	my UK				
Workflow Facilities Management	Appointments & Credentials IT	Service Request PaymentWo	nts ecrt Payro	al Confirmation Effort Planning		
Faculty Overload Form						
Workfow Items eCats Report OSPA eLAF Form Financial Disclosure Graduate School Appl Form Faculty Overfoad Form	Faculty Overload	d				
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	Check @ Add Attach	ments 53 Submit to Workflo	w X Cancel			
	* Person ID: Appointment Period:	00048128 Twelve Month	Lisa R Tannock -	Internal Medicine & Divisions - Endocrin		
	* Dates Covered by Request * Total Days		* 10: One Hour = 0.12	T.		
	* External Employer:					
	Total Compensation	()				
	* Will University resources suc	ch as equipment, lab space, or s	tudents be used t	for this overload activity?: O Yes O No		
	* Briefly Describe the Activity					