# How to Review and Approve Your Distribution of Effort Agreement

These instructions cover how to access, review and approve your Distribution of Effort Agreement in the Effort Planning System.

Accessing Effort Planning System

To access the Effort Planning System, follow these steps:

1. Log in to the MyUK portal
2. Select the Menu button near the MyUK logo in the top left corner of the screen.
3. Select the University Services tab from the left-side menu.
4. Select Effort Planning System, under the Faculty Services list.
5. On the new screen that opens, select the top link, Effort Planning System.
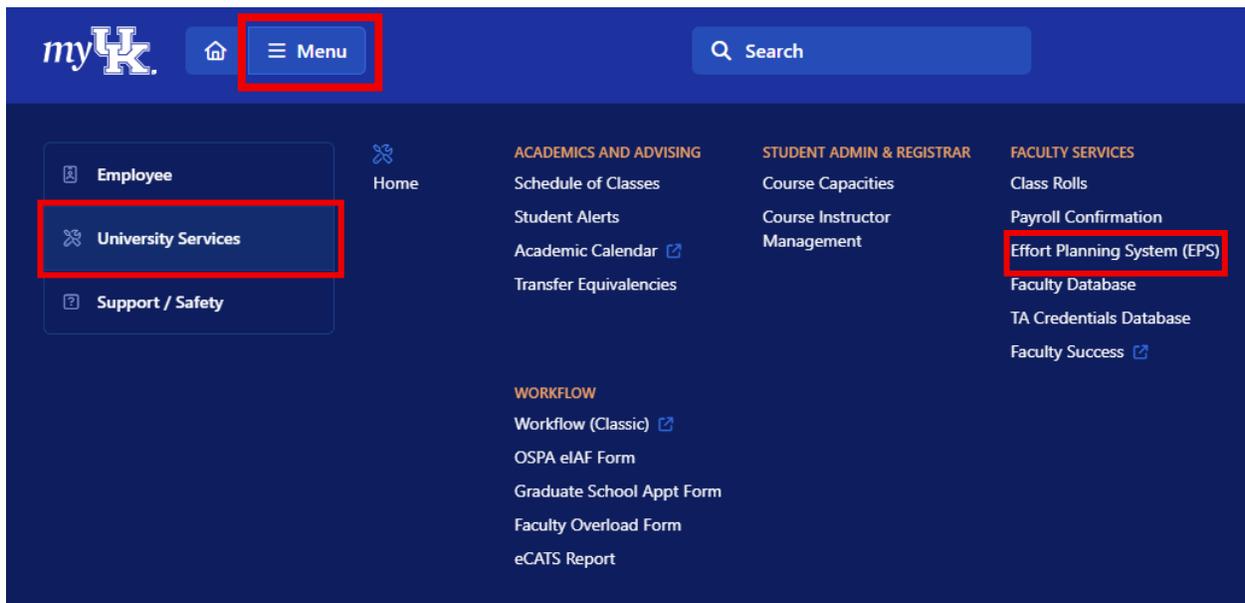
Navigating the My DOEs Home Page

A separate browser window will open to the UK Faculty Effort Planning System (EPS) and you will be at your EPS- My DOEs home page. Display the desired DOE version's details by clicking on the select button (with the greater than sign) to the left of the FY column.

If the desired DOE version is not initially visible, click on the show all version button above the FY column.

DOE Detail Page

To expand the header of a DOE, select the "Expand Header" button. This will display information about the faculty member's appointment. Also in the header, you will find the drop-down menu to toggle between fiscal years and DOE versions within the same fiscal year.

Below the expand header button are six tabs. The current tab's name will be in a black font with a line across the top and down the sides. The other tabs' names will be in a blue font until selected.

Navigate to DOE details and the other information by clicking on the tabs.
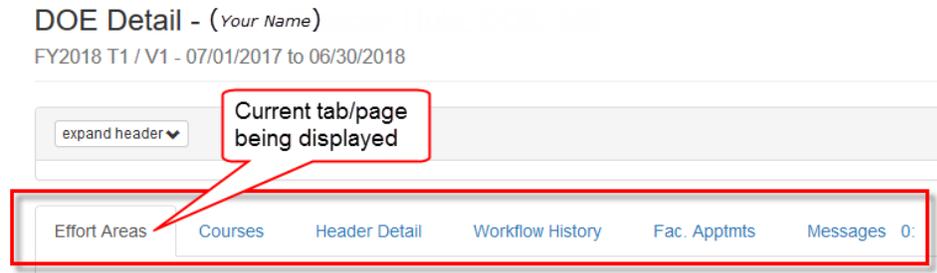
DOE Detail Page- Effort Areas Tab

Below the Effort Areas tab you will see sub-tabs for each of the five DOE sections (Instruction, Research, Service, Administration, Prof. Dev.) with the total percentage currently saved for each section. The show all 5 sub-tab combines the information from all five sections onto one page.

I. Instruction: 55.00%	II. Research: 18.00%	III. Service: 22.00%	IV. Administration: 0.00%	V. Prof. Dev.: 5.00%	show all 5: 100.00%

You can hide the line items that have no percentage/comments by clicking on the Filter Out Blanks button. This will apply to all six sub-tabs simultaneously.

To show the filtered out blank line items again, click on the Reset Blank Filter button.

▼ Filter Out Blanks

▼ Reset Blank Filter

To add your optional comments for a section and/or any line item, click on the Update button.

The comments fields will appear in a light blue color and will state "add your optional comments here…".

✏ Update

Once you've completed adding your optional comments, click on the Save Updates button.

The Cancel Updates button will take you out of update mode without saving any information you may have entered.

If desired, you can print the DOE at any time using the Print DOE button.

The Hide Comments / Show Comments button applies to only the Faculty or Reviewer Comments for Line Item Effort column.

DOE Detail Page- Courses Tab

The course information on this page is view-only for the faculty member. The listed courses can be sorted in ascending/descending order by course prefix/number by clicking in the header box above the first listed course.

To view all of a course's details, click on the Display icon to the left of the course prefix/number.

You will then need to scroll down the page (below the Your Courses section) to see the View course details section.

Hover your mouse over any information icon to view the details.

DOE Detail Page- Header Detail Tab

The majority of this page is view-only for the faculty member. However, optional comments which pertain to the DOE overall can be added by the faculty member.

To add any optional comments to the Reviewer Comments: Overall DOE section, click on the Update button.

Optional comments are then saved using the Save Updates button.

The Cancel Updates button will take you out of update mode without saving any information you may have entered.

DOE Detail Page- Signing or Returning the DOE

You can view and print any DOE at any time. However, the buttons used to sign or return your current DOE to your Chair/Director will be available ONLY when it's your turn in the overall workflow!

This status can be seen on the Workflow History tab

The Sign DOE and Return to Chair/Director buttons are present ONLY on the Effort Areas page.

Once you have reviewed the DOE details, saved any optional comments and are ready to "sign" the DOE, simply click on the Sign DOE button.

If you wish to return your DOE to the Chair/Director for further review/discussion/changes, click on the Return to Chair/Director button.

EPS Menu Bar Functions

To return to your My DOEs home page, click on DOEs – My DOEs.

To exit EPS, click on your name and then the **Logout** option.