



# Becoming a Proxy

TRIP



## What is a Proxy?

---

A Proxy is an individual that has been assigned the responsibility of creating travel requests and travel expense reports on behalf of a traveler or a group of travelers in Trip.

If you need assistance determining whom should be on your listing, get with your supervisor or budget officer.

# Log in to myUK



Trip is an SAP solution for processing travel requests and expense reports electronically. Trip can be accessed through HR Employee Self Service through myUK.



Login to *myUK* using your SAP User ID and password

# Employee Self Service – ESS



**myUK UNIVERSITY OF KENTUCKY**

Launch Pad **Employee Self Service** Employee Self-Service (UK) Manager Self-Service Student Administration Financial Aid View of Student Enterprise Services my UK

Overview

### Employee Services

Map | Directory | Index

- 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).  
Quick Links  
[Who's Who](#)
- 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.
- Training**  
Search for UK offered courses, register for courses, review your training history.
- UK Accounts and Services**  
Access to accounts and services offered by the University of Kentucky.
- Performance Management**  
Manage/View your performance evaluations.
- Working Time**  
Review your leave balance statements.
- Personal Information**  
Manage your addresses, bank information and information about family members and dependents.
- Travel and Expenses**  
Create and manage requests for travel and expense reports

# On Behalf Of

As a Proxy, the listing of travelers for whom you manage travel documents is located under On Behalf Of.



The screenshot shows the 'Employee Services Area' with a 'Service Map' section. Under 'Activities', the 'On Behalf Of' link is highlighted with a yellow callout box. The interface includes a 'Back' button and several other sections: 'Create New' (with an airplane icon), 'University Information' (with a calendar icon), and 'General Information' (with a car icon).

Click the On Behalf Of link.

# On Behalf Of Employee List



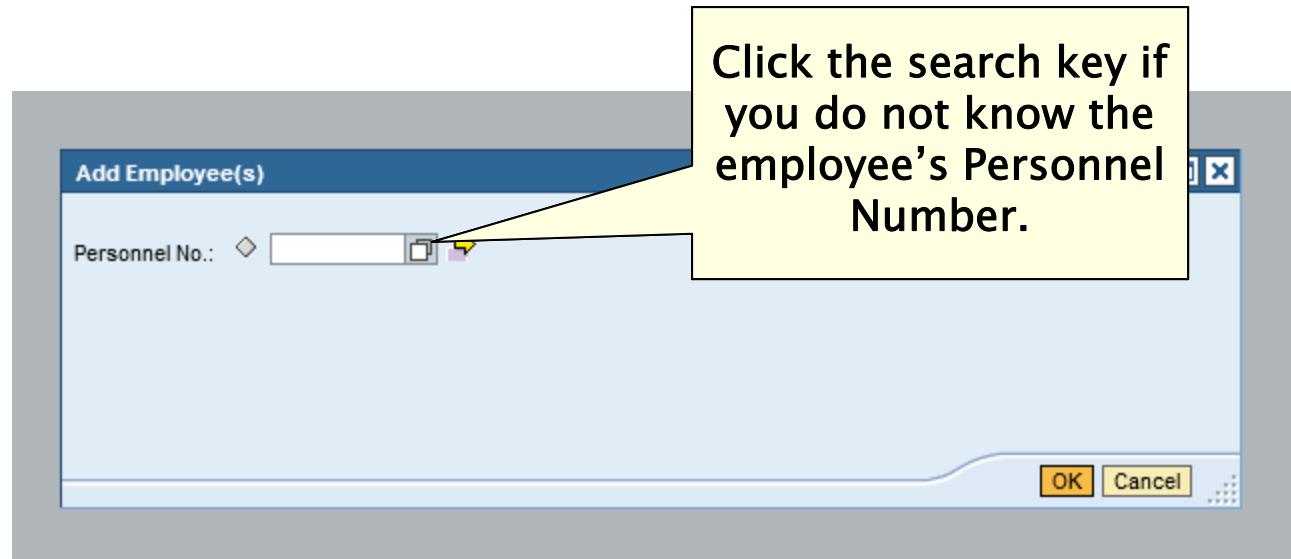
The Employee List screen will open containing all of the employees that have been added to your employee list previously. If you have not added employees before, the list will be blank.

Click Add Employee(s) to add an employee to your Employee List.

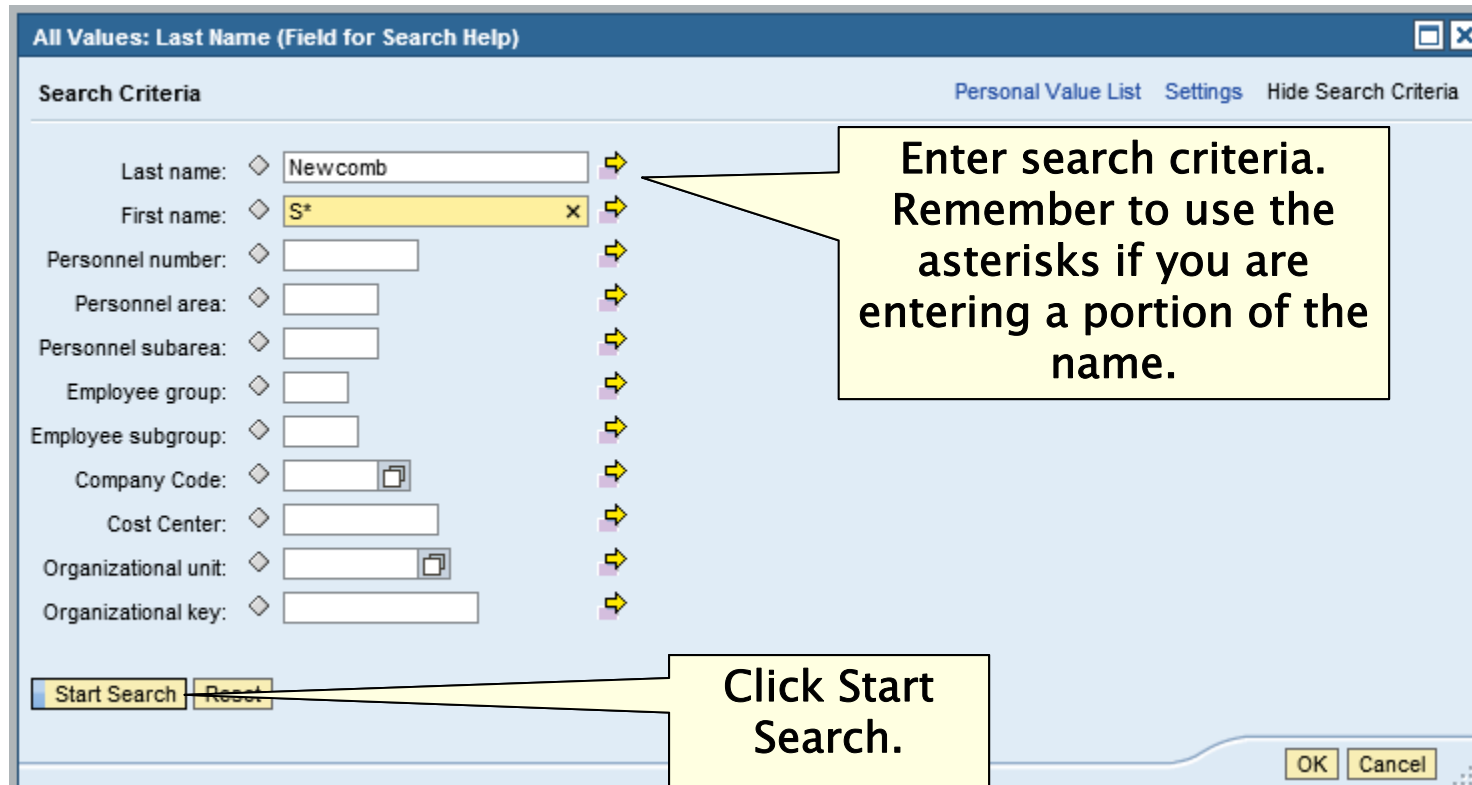
Last Name (Surname)	First Name	Personnel No.	Office	Telephone No.	Cost Center Name
Dynamic 4	Brent	12926			CONTROLLER-OPERS
Fister-Tucker	Mary	22000023			CONTROLLER-OPERS
Tony	Day	22000024			CONTROLLER-A-P
Nelson	Cara	22000025			CONTROLLER-A-P
Hall	Katrina	22000027			CONTROL-SPONS. PROJ.

## On Behalf Of – Add Employee

The Employee search for TRIP is driven from the employee's Personnel Number.



# On Behalf Of – Add Employee



All Values: Last Name (Field for Search Help)

Search Criteria [Personal Value List](#) [Settings](#) [Hide Search Criteria](#)

Last name:  →

First name:  × →

Personnel number:  →

Personnel area:  →

Personnel subarea:  →

Employee group:  →

Employee subgroup:  →

Company Code:  →

Cost Center:  →

Organizational unit:  →

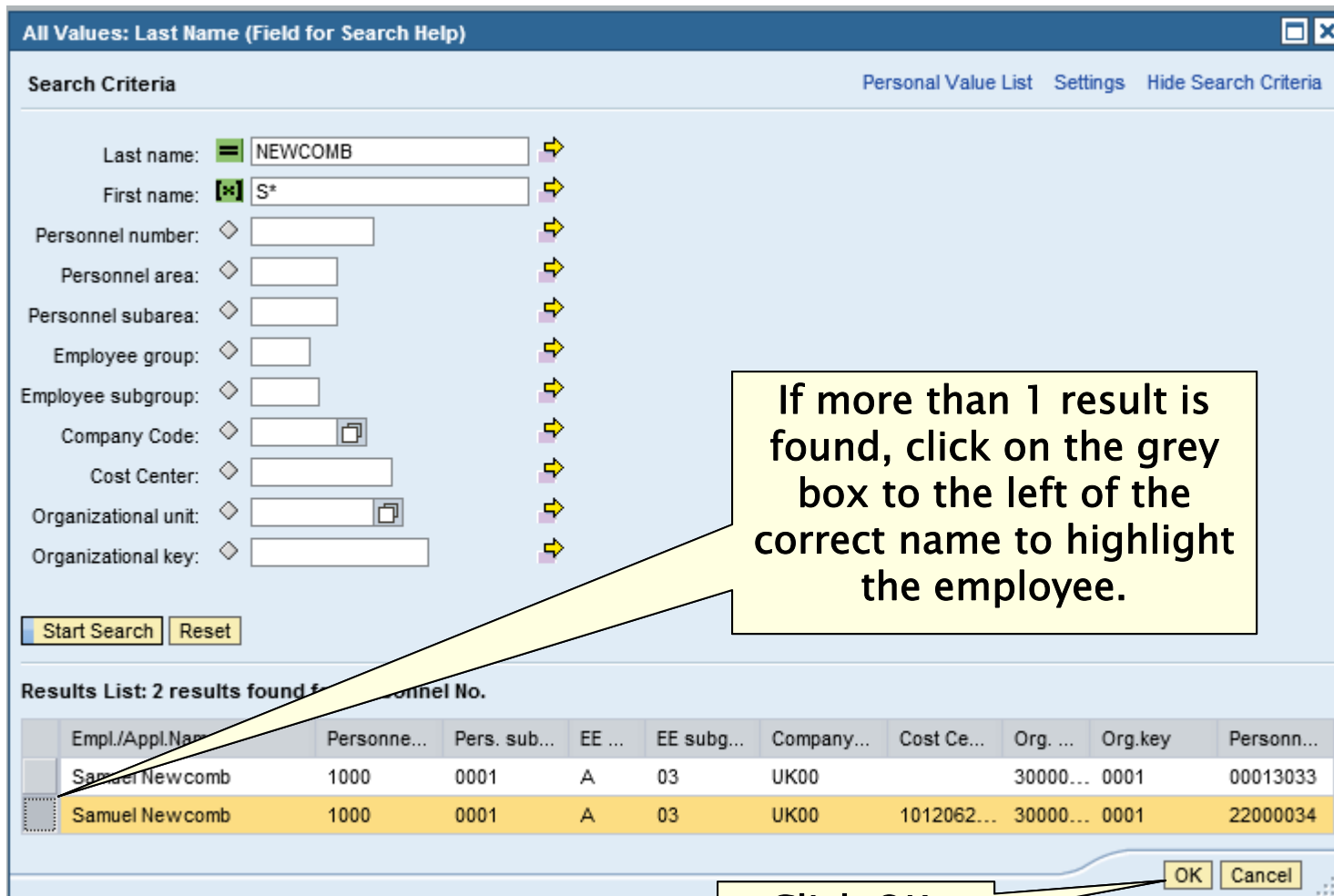
Organizational key:  →

Enter search criteria. Remember to use the asterisks if you are entering a portion of the name.


Click Start Search.





# (On Behalf Of – Add Employee)





**Search Criteria** Personal Value List Settings Hide Search Criteria


Last name:  


First name:  


Personnel number:  


Personnel area:  


Personnel subarea:  


Employee group:  

Employee subgroup:  

Company Code:  

Cost Center:  

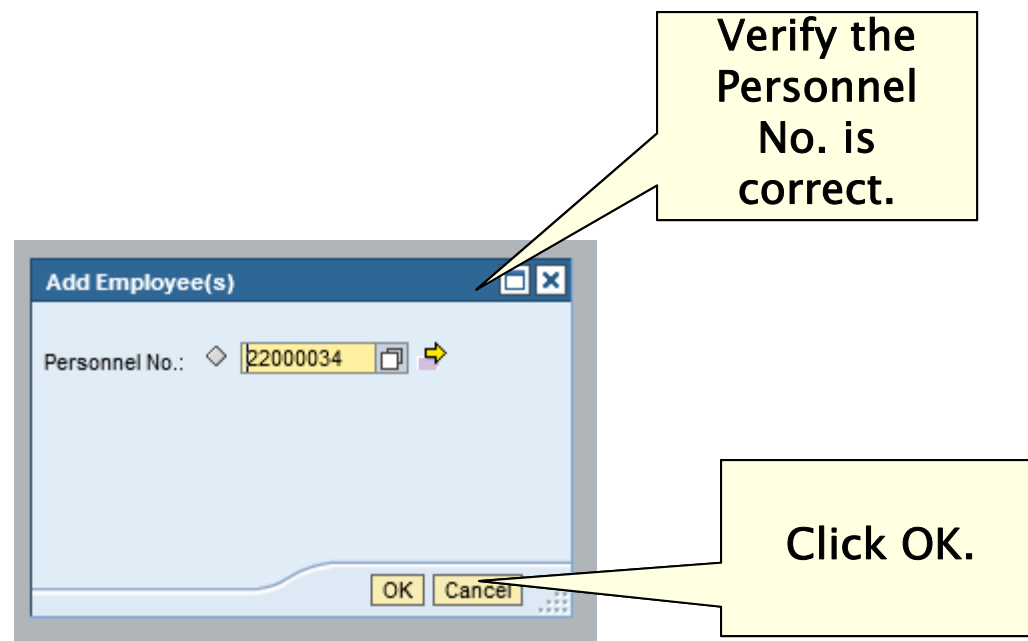
Organizational unit:  

Organizational key:  

**Results List: 2 results found for Personnel No.**

Empl./Appl. Name	Personne...	Pers. sub...	EE ...	EE subg...	Company...	Cost Ce...	Org. ...	Org. key	Personn...
Samuel Newcomb	1000	0001	A	03	UK00		30000...	0001	00013033
Samuel Newcomb	1000	0001	A	03	UK00	1012062...	30000...	0001	22000034

# On Behalf Of – Add Employee



# On Behalf Of – Add Employee



The employee is now added to your listing and you may start processing travel requests and expense reports immediately.

Employee List						
View: [Standard View] Send Add Employee Remove Employee(s)						
Last Name (Surname)	First Name	Personnel No.	Office	Telephone No.	Cost Center Name	
Chappell	Joseph	22000068			PHARMACEUTICAL SCI.	
Dwoskin	Linda	22000070			PHARMACEUTICAL SCI.	
Campbell	Stephanie	22000090			BUSINESS OFFICE	
Gleason	Melissa	22000095			BUSINESS OFFICE	
Newcomb	Samuel	22000034			MCIS COMPUTER SYS	

# On Behalf Of – Remove Employee



At times, it may be necessary to remove an employee from your On Behalf Of Employee List.

Click on the grey selection box to the left of the employee.

Click on Remove Employee(s).

The screenshot shows the 'Employee List' interface. At the top, there are buttons for 'Add Employee(s)' and 'Remove Employee(s)'. Below these is a table with columns for 'Last Name (Surname)', 'First Name', and 'Personnel ID'. The table contains five rows of employee data. A yellow callout box points to the grey selection box in the first column of the first row. Another yellow callout box points to the 'Remove Employee(s)' button.

Last Name (Surname)	First Name	Personnel ID
Chappell	Joseph	22000068
Dwoskin	Linda	22000070
Campbell	Stephanie	22000090
Olsson	Melissa	22000095
Newcomb	Samuel	22000034

Cost Center Name
PHARMACEUTICAL SCI
PHARMACEUTICAL SCI
BUSINESS OFFICE
BUSINESS OFFICE
MCIS COMPUTER SYS

# On Behalf Of – Remove Employee



The employee will be removed from your Employee List immediately.

Employee List						
View: [Standard View] [icon] Send Add Employee(s) Remove Employee(s)						
Last Name (Surname)	First Name	Personnel No.	Office	Telephone No.	Cost Center Name	
Trisler	Phil	22000056			GENERAL ACCOUNTING	
Chappell	Joseph	22000068			PHARMACEUTICAL SCI.	
Dwoskin	Linda	22000070			PHARMACEUTICAL SCI.	
Campbell	Stephanie	22000090			BUSINESS OFFICE	
Gleason	Melissa	22000095			BUSINESS OFFICE	

**NOTE:** Removing an employee from your Employee List does not effect trips is progress or the trip history of the employee in SAP.