Effort Planning System – Basic Steps for DOE Entry   9-19-2017

Note to chairs and other directors participating in the workflow: The chair's tutorial is still under development, so this document is provided as reference for basic navigation and application functionality.

How to login to EPS

<mark>Use Chrome or Firefox browser</mark> and login to myUK portal with your Linkblue ID, and then navigate as described below.

Using the Unit DOEs Module

1. From the EPS Home page, navigate to list of DOEs for your unit(s), by clicking the green View All button at bottom left corner of Unit DOEs panel.   This EPS Home page is visible only to staff and faculty administrators. Chairs/faculty administrators will also have a "My DOEs" panel directly under the Quick Search panel. Regular faculty have a different home page, which simply lists all their DOEs, with most current DOE at the top.

1. **The Unit List page shows all DOEs to which the user has access**. The Fiscal year filter defaults to the current fiscal year. If you have access to multiple units, use the "filter by unit" drop down box to select DOEs by unit.   In this example, DOEs for "Anatomy and Neurobiology" department are displayed.

2. **To navigate to the DOE Details for a DOE** in the list, click the **>** button to the left of the faculty member's name (circled in green below).

This splits the list, showing the DOE history for the faculty member selected. Click the **>** button (circled in green) to navigate to the DOE detail page for the version you wish to review or edit.
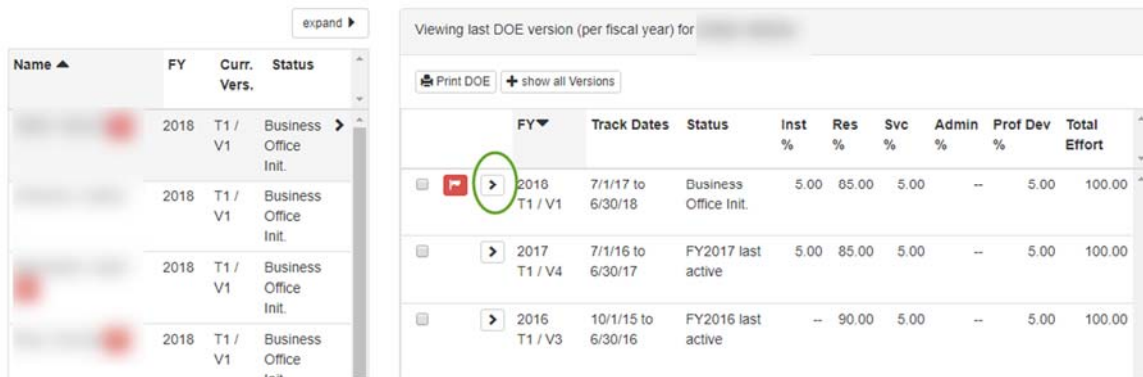
Navigation Tip:

When navigating to prior page, use the back button provided in the top menu bar – do not use the browser back button. The EPS icon navigates to home page. The drop down menu right most on the top menu bar is for log out and expanding width of the application display.

DOE Detail page and navigation options

TIP: When viewing or updating a DOE, the top section can be collapsed to show more content without scrolling down the page

DOE Detail tabs:

Effort Areas	Use this tab to view or update the DOE effort category details for each section. Use the sub-tabs to navigate to the different sections. Note that a sixth tab is available to show all five sections at once.
Courses	Use this tab to view or update the course details for the DOE. The total of effort entered under course details populates Section I. General Academic Instruction on the Effort Areas tab.
Header Detail	Use this tab to view or update the header information for the DOE. This includes the Weeks/Year; UK Average Weekly Hours, and DOE Version Purpose information. Note that entry of this information is optional per college.
Workflow History	Shows the workflow path for the DOE, the current step the workflow is on, who reviewed/approved past steps, and who will review/approve future steps, etc.

Cost Distribution (from FES)	Information on this tab is for reference only, as it might be helpful for business staff and chairs/directors to see the actual cost distribution for the faculty member's base salary. The tab is not visible to faculty. The purpose is to help colleges insure that there is a reasonable correlation between Research Externally Funded effort and the cost distribution, ==though there is no requirement for exact alignment.== This tab shows the Research DOE effort in comparison with the cost distribution. External funding may be associated with Instruction or Service, in this case the tab would be helpful or relevant for checking alignment. At the minimum this tab provides a quick reference to the cost distribution.
Fac. Appoints	Provides appointment data from the Faculty Database for reference and may be helpful in resolving validation messages. In particular, EPS checks for administrative appointments in the Faculty Database to validate presence or absence of effort in particular categories under Section Administration.
Messages	Shows validation messages for the DOE. Validation messages are inconsistencies which prevent the DOE from moving forward in the workflow. In the future, this tab may also show any "Alert" messages for the DOE. An Alert message is a change in status which may or may not require a new DOE version.

Roles and DOE status required to update the DOE

An individual can update the DOE depending on their workflow role and the current status of the DOE in the workflow. These are areas on the DOE Detail page which indicate the DOE status:
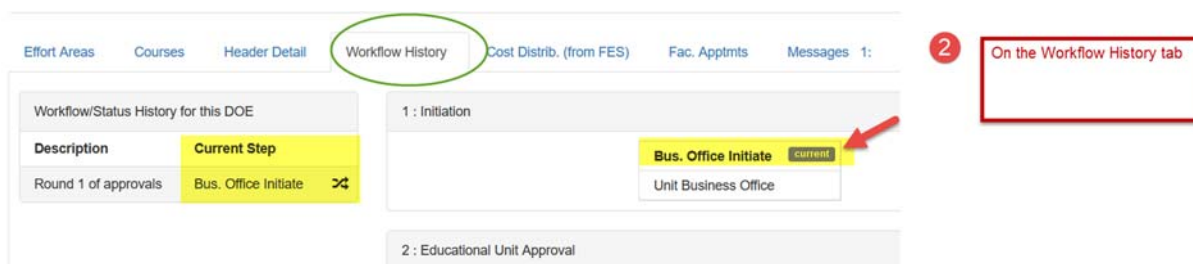
| DOE Workflow Step	Role required for update at this step	Update Effort, Courses, Header, Description	Update Comments
Business Office Initiate	Business office staff UBO-EDIT Unit Business Office Edit EDU-MGR Educational Unit Manager COL-MGR College Manager	Yes	Yes
Educational Unit Review	This is an optional status, not present for all colleges. Roles are custom for the college but all equate to: EDU-REV Educational Reviewer	No	Yes
Educational Unit Approval	Chair or school director, or equivalent EDU-DIR Educational Unit Director	Yes	Yes
Faculty Signature	All faculty with DOE are automatically assigned this role. FAC-USR Faculty User	No	Yes
Multidisciplinary Research Center Approval	Center director or delegate MDR-DIR	No	Yes
College Review	This is an optional status, not present for all colleges. Roles are custom for the college but all equate to role: COL-REV College Reviewer	No	No
College Approval	Dean or delegate COL-DIR College Director	No	Yes
Active DOE	Status when DOE has been approved at all levels, no further edits are possible.	No	No

How to update the DOE

To update information on the DOE, change the application to "update mode". After changing data, changes must be explicitly saved by pressing the Save button. Changes can be cancelled by pressing the Cancel button.

After Save or Cancel, the EPS system refreshes the DOE Detail page, and retrieves updated validation messages.

On the DOE Detail page, there are two areas where the update button appears. If the update button does not appear, the DOE is not updateable by the user at the current workflow step. (See prior section on how to determine the workflow status of the DOE.)
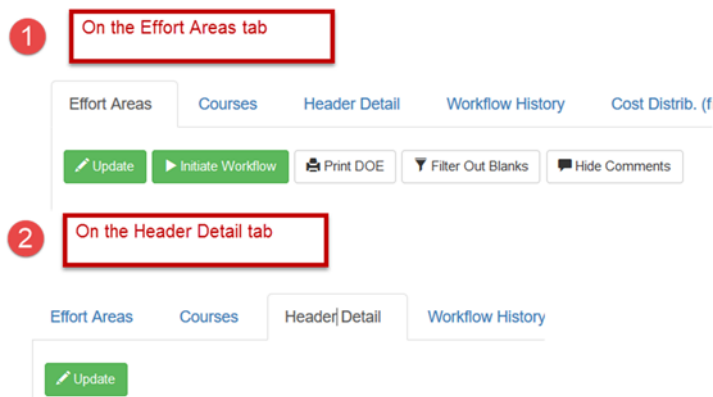
For Course entry, the buttons are different:
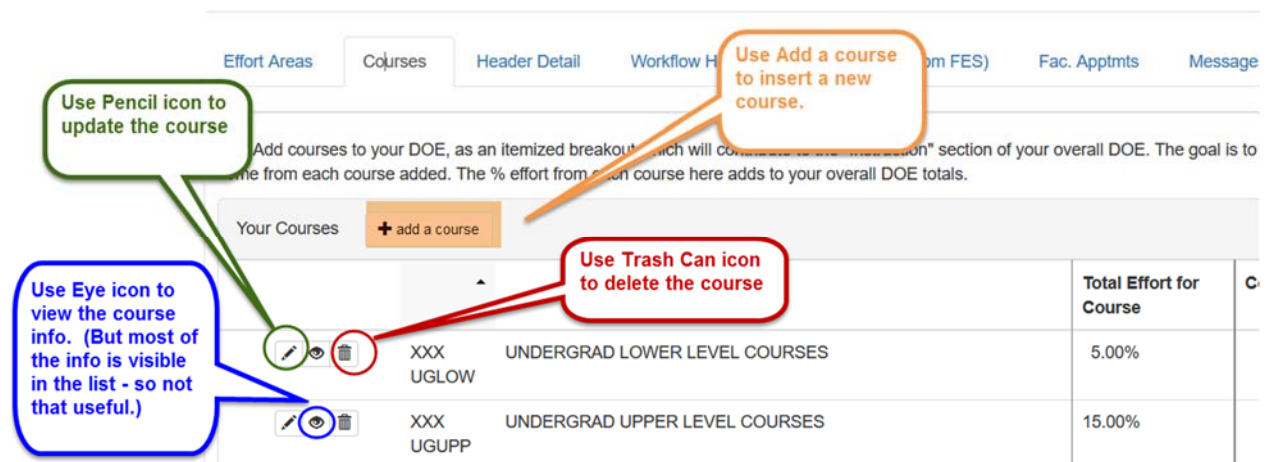
1. Updating the Effort Areas

Click the Update button to enter the update mode. The areas available for update are shaded with blue background. Save & Cancel buttons are available in update mode.

The DOE effort description information is entered on the left side under the category description – this appears on the printed DOE. The description area is available for entry only if there is a value in the Proposed Effort % column.   Two thousand characters may be entered.

Comments are entered either at the top of each section, or to the right of proposed effort. Comments do not appear on the printed DOE agreement.   Two thousand characters may be entered.

When changing the effort percentage, EPS requires a value from 0 to 100. To avoid the message "Value must be between 0 and 100" follow this procedure:

> Tab or place cursor into effort percentage cell. Backspace over the existing value in the cell, then enter a zero (if clearing an existing value) or enter the new value.

Other tips and reminders about updating the DOE.
- It is best to NOT filter out blanks when entering DOE effort. This will allow all possible effort categories to be available for entry.
- <mark>Always use Save Updates button to save changes to the database.   DO NOT navigate away from the page without <u>first</u> saving or changes will be lost.</mark> If you wish to exit update mode without changing data, then use the Cancel Updates button.

Save immediately when finished. Do not remain in update mode, if not updating:

If two users are updating the same area of the DOE at same time, EPS saves the data entered by whoever saves first. The second user will receive a message "Data has been changed on the server since the user entered update mode." In this case, EPS will refresh the DOE Detail page and the second user can see the more current values for the DOE categories.

- <mark>Comments are visible to all users.</mark> The purpose of comments is to relay information about the DOE content to persons involved in the workflow. Here are a few examples of how comments may be used:
    - Business office explains changes made during the initiation step – communicating to chair, faculty member and other individuals in future workflow steps.
    - Chairs make comments to explain changes to faculty, or could use for instructions for additional changes and return to business office.
    - Faculty member makes comments suggesting a change and returns DOE to chair, or makes comments of some other nature and signs the DOE.
    - Some colleges will use comments to record goals for the year. For example, at the beginning of a fiscal year, a college could decide to always put the goals in the Section Comments area, and preface with easily recognizable text, something like GOALS:

- Hovering the mouse over the Effort Category description, displays guidelines on what types of activities apply to an effort category.
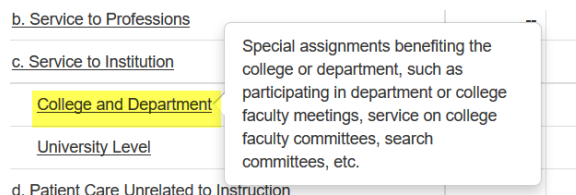
**Notes about updating the Instruction Section of the Effort Areas tab.**

The a. General Academic Instruction sub-section is not directly updatable from the Effort Areas tab.   The Proposed Effort %, # of Students, and Contact Hours are populated by EPS based on the information entered on the Courses tab.   What can be entered in this sub-section is Description information on the left, and comments on the right.

The remaining sub-sections under Instruction are directly updatable from Effort Areas tab.

2.   **Updating Courses**

Change to Courses tab, to add a course, press the "+ add a course" button.   The Add a new course area <u>opens at the bottom of the page</u>. The user must scroll down to view the entry area.
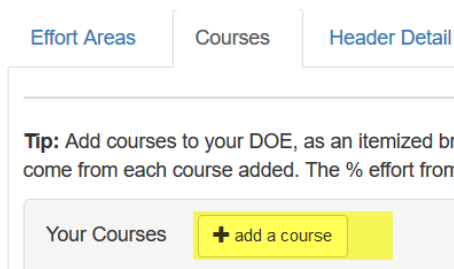
Colleges may opt to enter courses by specific course number, or by "place-holder" course entry. The latter option allows colleges to specify effort by course level: undergraduate lower, undergraduate upper, etc., without specifying exact course numbers.

Colleges may opt to enter only an effort percentage per course or may enter contact hours, prep and grading hours and associated effort.   EPS will display the appropriate entry areas, depending on the college option.

Colleges opting to enter place holder courses will see this on the Add Course page:

Add a new course:

Step 1: Filter the course list	Step 2: Select a course by dragging it onto the box below, or double-clicking it
Your department has opted to allow you to choose generic "X" courses to indicate your percent effort, rather than having you select down to the exact course(s) you'll be teaching. Choose the appropriate generic course from the short list at right and add your percent effort as relevant.	**XXX FPROF** FIRST PROFESSIONAL COURSES TBD **XXX GRAD** GRADUATE COURSES **XXX RES** RESIDENCY COURSES **XXX UGLOW** UNDERGRAD LOWER LEVEL COURSES **XXX UGUPP** UNDERGRAD UPPER LEVEL COURSES
Step 3: Edit and save course details	✖ Cancel edits � Save edits

Colleges opting to enter specific courses will see this on the Add Course page:

On left are options to filter the course list on the right. The course list on right initially lists all courses for the college. The "filter on past courses" means filter on courses that have been specified on prior DOEs.

Note that the courses are periodically loaded from the SAP-student system. If a course is not present, contact diane.gagel@uky.edu.

Add a new course:

| Step 1: Filter the course list	Step 2: Select a course by dragging it onto the box below, or double-clicking it
By course prefix & number: [prefix] [#] **And/or by a quick filter:** filter by college (262 shown) › filter by dept filter on past courses no filter	**BST 330** STAT THINKING FOR POPULATION HEALTH **BST 639** COMPUTING TOOLS FOR THE BIOMEDICAL SCI **BST 655** INTRODUCTION TO STATISTICAL GENETICS **BST 675** BIOMETRICS I **BST 676** BIOMETRICS II **BST 681** LINEAR REGRESSION **BST 693** STATISTICAL PRACTICE IN PUBLIC HEALTH **BST 701** BAYESIAN MODELING IN BIOSTATISTICS **BST 713** CLINICAL TRIALS
Step 3: Edit and save course details	✖ Cancel edits � Save edits

With either option, the process is to select a course in the list on the right and drag it to the entry area below:
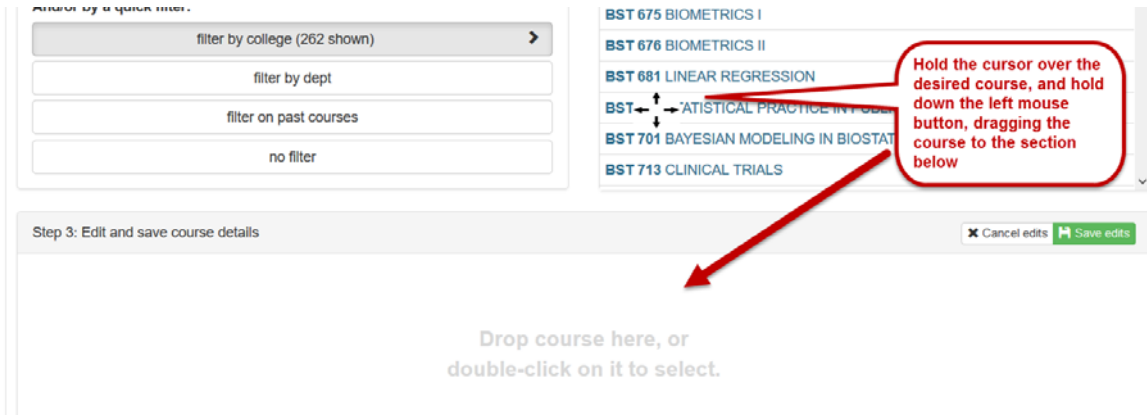
Once the course is dragged to the entry area, complete the values available for edits which are shaded in light blue. Use the green "Save edits" button to save, or Cancel edits to exit without saving the course.   The values available to edit, depend on the college options for course entry.
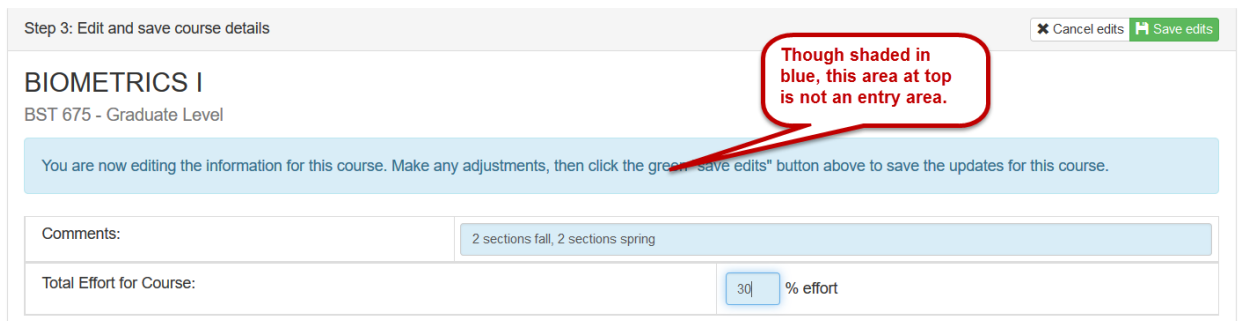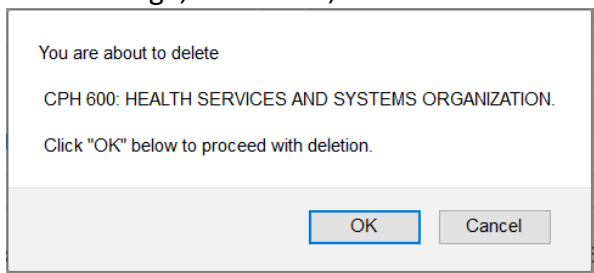

If the course selected is incorrect, delete the course entry and repeat the process to add a new course.

To delete a course, select the Trash Can icon to the left of the course.

Acknowledge, the delete, or cancel to not delete.

To update a course, select the Pencil icon to the left of the course. The update window appears at the bottom of the page. Scroll down, and make changes to the course information, and click green "Save edits" button to save, or "Cancel edits" button. (This example shows the most detailed entry option chosen by some colleges, which includes contact hour specification.)

3.   Updating the Header Detail Area

Change to the Header Detail tab and click the Update button:

The information available to edit depends on whether the college opted to collect Weeks/Year, UK Average Weekly Hours and UK Hours per Year.   At a minimum, there will be an area to specify the DOE Version Purpose, which appears on the printed DOE agreement and a comment area – for overall DOE comments.

The DOE Version Purpose is used primarily to document the reason for Version 2+ DOEs – i.e. DOEs created in mid-fiscal year.

The areas available to change have a light blue background.   Click the green "Save Updates" button to save, or "Cancel Updates" button to exist without saving.

Effort Areas	Courses	Header Detail	Workflow History	Cost D

H Save Updates   **✖ Cancel Updates**

_____ _____ ___. (DOEID 103145, PersonID _____)

Version Type:	Initial version for year
DOE Version Purpose:	
Weeks/Year:	52
UK Average Weekly Hours:	50
UK Hours/Year:	2,600.00

Reviewer Comments: Overall DOE

Add a comment:

add your optional comments here...

Moving the DOE forward in the workflow

All DOEs start at the Business Office Initiation step. Once DOE changes have been made and any validation messages cleared, the DOE can be "initiated" into the Workflow.
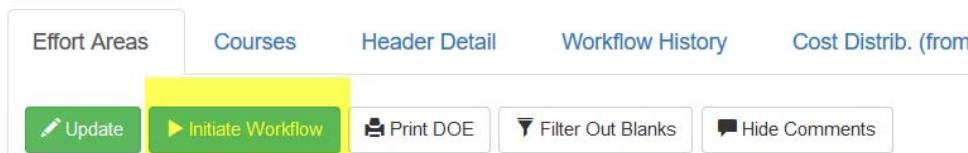
Change to the Effort Areas tab of the DOE Detail page for Workflow processing options.

The Workflow buttons available depend on the roles of the user and the status of the DOE.
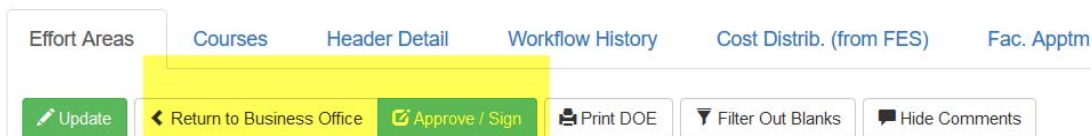
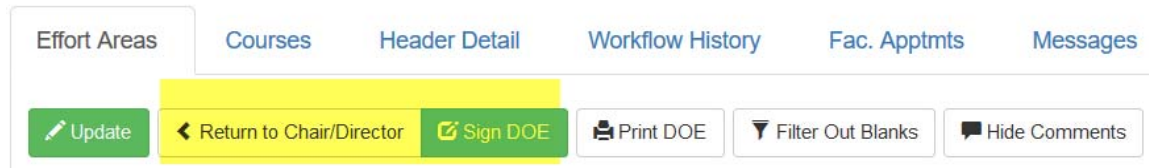If the DOE is in an error status, the workflow cannot move forward.

Workflow Buttons available at the Business Office Initiation step:

Workflow Buttons available at the various Director Approval steps (chair/equivalent, multidisciplinary research center, or dean):

Workflow buttons available at Faculty Signature step:

Workflow buttons available at Educational Unit Reviewer or College Reviewer steps: