Step 1: Login to Effort Planning System (EPS)

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

1. Use Chrome or Firefox browser, login to myUK.uky.edu
2. Choose either the Enterprise Services or Faculty Services tab
3. Select Effort Planning tab
4. Follow Effort Planning System (EPS) link

*Note: Firefox and Chrome are the preferred browsers to access EPS. Using Internet Explorer versions 10 or higher will limit functionality in the system.*

**Effort Planning System (EPS)**

Effort Planning System is an application for entry of the Distribution of Effort form and approval workflow.

**Office for Faculty Advancement**

Office for Faculty Advancement website for additional information and guidelines related to effort planning and the Distribution of Effort form.

**Documentation Links:**

Tutorials provide detailed overview of application features. Quick Reference Cards (QRC) provide concise instructions for navigating to DOE for review and signature.
Step 2: Navigate to the appropriate DOE

The initial navigation will vary depending on the EPS roles of the user:

- For faculty users with no other administrative roles, EPS opens on the **My DOEs** page.
- For faculty users with approval roles (e.g. unit directors), EPS opens on the dashboard. Select view all under the **My DOEs** module.

The **My DOEs** page lists the most current DOE for each fiscal year. In the example below, FY2019 has a version 2 in progress at the Faculty Signature status. To find the active (approval workflow completed) DOE, expand the list:
Once the appropriate DOE is identified, use the button with the > symbol to drill down into the detail.
Directions for faculty to view their own DOE using the Effort Planning System (EPS)  

Step 3: Use the DOE Detail page to view different areas of the DOE

The DOE Detail page

Tips: When viewing or updating a DOE, the top section can be collapsed to show more content without scrolling down the page.
## Directions for faculty to view their own DOE using the Effort Planning System (EPS)

**2-13-2019**

<table>
<thead>
<tr>
<th>DOE Detail Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effort Areas</td>
<td>Use this tab to view the DOE effort category details for each section. Use the sub-tabs to navigate to different sections. Note that a sixth tab is available to show all five sections at once.</td>
</tr>
<tr>
<td>Courses</td>
<td>Use this tab to view 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.</td>
</tr>
<tr>
<td>Header Detail</td>
<td>Use this tab to view the header information for the DOE. This includes Weeks/Year; UK Average Weekly Hours, and DOE Version Purpose information. Note that entry of this information is optional per college.</td>
</tr>
<tr>
<td>Workflow History</td>
<td>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.</td>
</tr>
<tr>
<td>Fac. Appoints</td>
<td>Provides academic and administrative 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 Administration.</td>
</tr>
<tr>
<td>Messages</td>
<td>Shows validation messages for the DOE. Validation messages are inconsistencies which prevent the DOE from moving forward in the workflow.</td>
</tr>
</tbody>
</table>
Tips on viewing Administrative effort. The Administration tab shows the effort assigned. Look for descriptions of the activity under the effort category (example highlighted in yellow).
The academic appointments and administrative appointments effective in the DOE period, are displayed on the Fac.Apptmnts tab.