

Requesting Official Professional Leave

Quite often employees travel for professional purposes. In that event, employees should request official professional travel/leave. Those requests must be recorded through the myUK portal.

Some examples of this type of leave would be:

- Traveling for training purposes
- Official business on campus requiring travel.
- Travel for conferences: CHIES conference, State Fair, etc.

How to request Official/Professional Leave:

- 1. Log into myUK and select the Employee Self Service tab.
- 2. Click on Working Time and Leave Requests option.

aunch Pa	Employee Self Service Enterprise Services	my UK Home	Payment Request	Shopper	Confirma	ations
Emplo	yee Services					
•	Map Directory Index					
8	Employee Search					Performance Management
	Search for University colleagues and find basic searched using the employee name, you may c (such as the Organizational Unit and Superviso	information about th lick on the presented r of the employee).	eir positions. Once yo I last name to see mo	ou have re detail	0-	Manage/View your performance evaluations.
	Quick Links					Working Time and Leave Requests
	Who's Who					Review your leave balance statement, submit leave requests, submit TDL to Vacation I conversion (when available) and Shared Leave Donation requests, and enter working t
6. ⁸ 0	Benefits and Payment					Personal Information
মূৰ	Display the plans in which you are currently en	olled, enroll in new b	enefit plans and dow	nload an		Manage your preferred first name, addresses, bank information, and information about members and dependents. Submit Remote/Hybrid Request and Work Location Update
	Display your salary statement.					Bank Information Note for KY Saves 529 Plans: Please set up your account through the KY Saves 529 website (via Benefits and Paym before electing payroll deductions here.
2	myUK Learning					
	Search for UK offered courses, register for cour Recommended browsers for completing training	ses, and review you within myUK Learn	r myUK Learning trair ing are Internet Explo	ning history. rer and		Concur Travel and Expense Management
	Firefox.					Create and manage travel requests & expense reports; manage, reconcile and report $\boldsymbol{\mathfrak{g}}$ expenses.



3. Click on Create Leave Request.



4. Click New. Select the Type of Leave as OFFICIAL PROF LV/TRAVEL.

Leave Ove	erview		
⊙ Leave	e Data Ove	erview Rew	
Show from: 03/	04/2023	1 Apply	
Edit	Cancel	Type of Leave	Start Date
	前	TDL - FULL SAL SICK EMP	02/26/2024
Ø	前	TDL - FULL SAL SICK EMP	02/23/2024
ø	Ŵ	TDL - FULL SAL SICK EMP	02/05/2024
ø	Î	OFFICIAL PROF LV/TRAVEL	01/30/2024
	Î	EMERGENCY CLOSING	01/19/2024
Time	Accounts	Overview	



5. Enter the dates and absence hours. In the New Note box, enter the reason for Professional Leave (example: For Area PD Training in McCreary County). Then, click Send and Back to save the leave request.

	Show on: 02/12/2024	Apply	
Time Account	Deduction from		Deduction to
Vacation	07/02/2022		06/30/2024
Vacation	07/01/2023		06/30/2025
TDL	10/04/2014		12/31/9999
			06/30/2024
Holiday	05/21/2023		0010012021
 Holiday ✓ Leave Details ✓ Type of Leave 	05/21/2023		
Leave Details Type of Leave	* Type of Leave: OFFICIAL PROF L Description: OFFICIAL PROF L	V/TRAVEL //TRAVEI	
Holiday Leave Details Type of Leave General Data	* Type of Leave: OFFICIAL PROF L Description: OFFICIAL PROF L	V/TRAVEL //TRAVEL	
Holiday Leave Details Type of Leave General Data	* Type of Leave: OFFICIAL PROF L Description: OFFICIAL PROF L * Start Date: 03/13/2024	V/TRAVEL //TRAVEL	
Holiday Leave Details Type of Leave General Data	* Type of Leave: OFFICIAL PROF L Description: OFFICIAL PROF L * Start Date: 03/13/2024 * End Date: 03/13/2024	V/TRAVEL /TRAVEL	
→ Leave Details Type of Leave General Data	* Type of Leave: OFFICIAL PROF L Description: OFFICIAL PROF L * Start Date: 03/13/2024 * End Date: 03/13/2024 Absence hours:	V/TRAVEL //TRAVEL	
Holiday Image: Constraint of the second se	* Type of Leave: OFFICIAL PROF L Description: OFFICIAL PROF L * Start Date: 03/13/2024 * End Date: 03/13/2024 Absence hours: Processor: Daniel O. Wilson	V/TRAVEL //TRAVEL	8



6. You will receive a pop-up box to review your work. If all looks correct, click OK.

Type of Leave						
Type of Leave:	OFFICIAL PROF LV/TRAVEL					
General Dat	ta					
Start Date:	03/13/2024					
End Date:	03/13/2024					
Absence hours:	8.00					
Processor:	Daniel O. Wilson					
Note:	For Area PD training in McCreary county.					

7. You should receive a message indicating that your data has been saved and routed to your supervisor's workflow.

Leave request was sent successfully

Additional Comments:

 Official Professional Leave does not have to be entered in full day increments. Just make sure your Official Professional Leave and Working Time equal your total scheduled hours for the day.

(For example: if you worked 4 hours, you would enter 4 hours working time and then submit an official professional leave request for 3.5 hours.)

 Remember that yellow messages are informational and not hard stops. It is ok to continue.

For additional information on system messages please navigate to the college Employee Resources page.