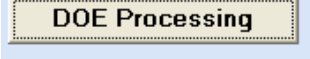



Instructions for collecting the FES payroll information needed to submit a Wethington Award


1. Click on your MyUK icon


2. Open 

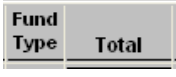
3. Open DOE Processing 

4. Go to Activated Tab 

5. Double click and open the active DOE of the faculty member being recommended for a Wethington award.

6. Click on the Matrix tab 

7. Click on the Dollars tab of the Matrix screen 

8. Click and hold your cursor on the Total column and drag it to the left next to the Fund type column. 

9. Click on File/Print, be sure to choose landscape for the print orientation, and print this page.

10. Staple this (probably three pages), a copy of the faculty member's currently active DOE, to the Wethington application.

11. You can submit a paper copy or scan to PDF and email the required forms.

If you have problems printing the FES Payroll Distribution and/or DOE forms, go ahead and submit the Wethington application by the March 13 deadline and this information will be supplied for you. However, you won't have the opportunity to review the information on these forms before submitting the application.