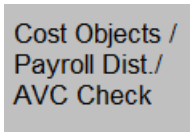
Instructions for collecting the FES Payroll information needed to submit a Wethington Award

1. Click on your myUK Icon
2. Open

3. Open DOE Processing (DOE FY18)
4. Go to the Activated Tab

5. Double click and open the active DOE of the faculty member being recommended for a Wethington Award.
6. Click on the Cost Objects/Payroll Dist/AVC Check Tab 

7. Scroll bar on bottom to right until you see **Dollars FY18** column and hold your cursor and drag it to the left next to the July Effort column.
8. Click on File, then Print – be sure to choose landscape for the print orientation and then print the page.
9. Staple this (probably two-three pages) and a copy of the faculty member's currently active DOE to the Wethington application.
10. You can submit a paper copy or scan to a 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 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.