



Remote/Hybrid Request and Location Update Form Instructions (for supervisors/designated authorizers)

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The following instructions will assist in reviewing a remote/hybrid work location request.

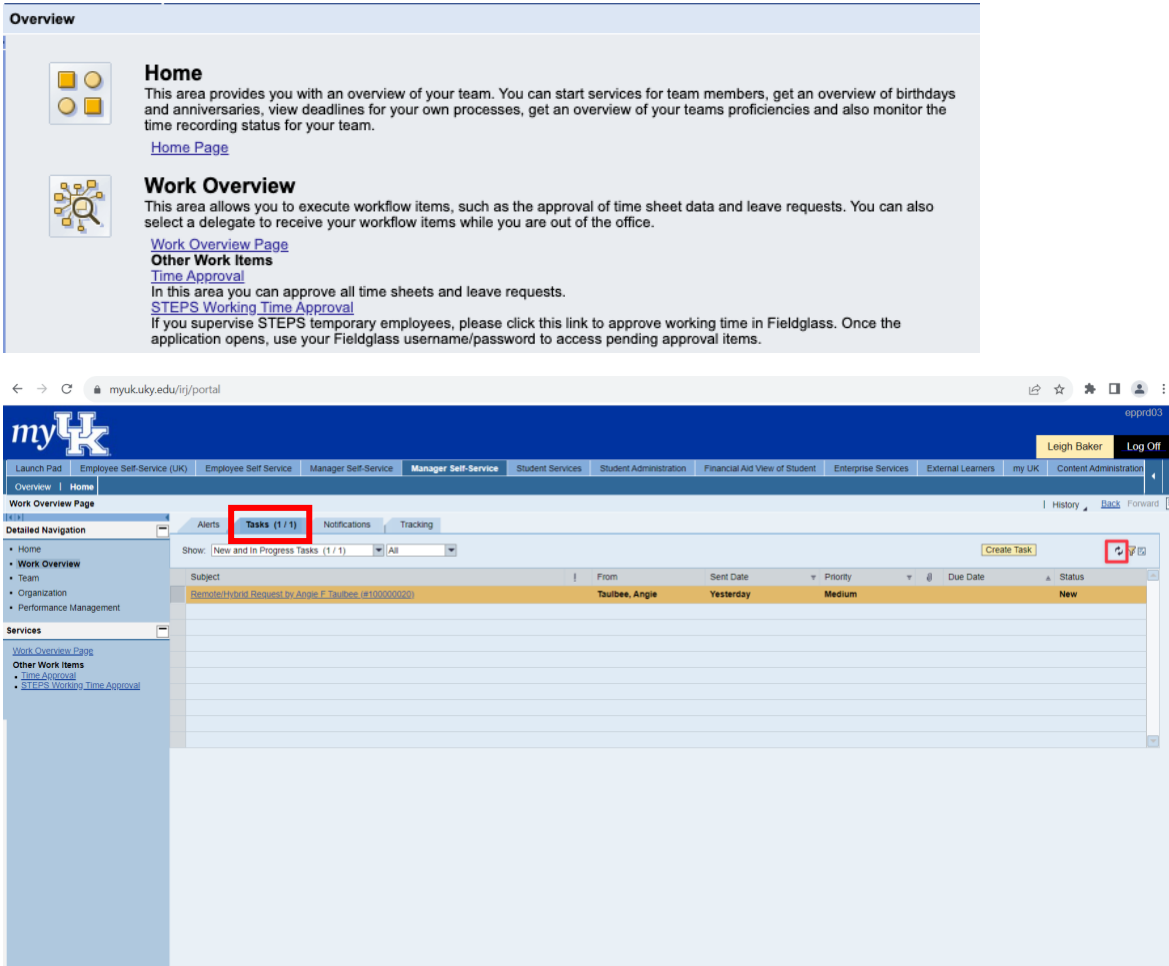
Access myUK

To begin review, navigate to <https://myuk.uky.edu>.

Review Submitted Requests

Select **Manager Self-Service > Work Overview Page > Tasks**

(Note: it is encouraged to click “refresh” highlighted below for the most current list of items to populate.)



The screenshot shows the myUK portal interface. The top navigation bar includes 'Launch Pad', 'Employee Self-Service (UK)', 'Employee Self-Service', 'Manager Self-Service', 'Manager Self-Service', 'Student Services', 'Student Administration', 'Financial Aid View of Student', 'Enterprise Services', 'External Learners', 'my UK', and 'Content Administration'. The user is logged in as 'Leigh Baker' with a 'Log Off' button. The 'Work Overview Page' is displayed, with the 'Tasks (1 / 1)' tab selected. A table of tasks is shown with the following data:

Subject	From	Sent Date	Priority	Due Date	Status
Remote/Hybrid Request by Angie F. Taulbee, #100000020	Taulbee, Angie	Yesterday	Medium		New

- After viewing most current list of tasks, select the task highlighted (as noted above) to access for review and decision-making.

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- Upon clicking the work item from list, a new window will appear (as shown below). (*Note: if a new window does not appear, check your browser settings and/or pop-up blocker.*)
- Once the window opens with the request information, reviewers will view the data from the requestor. (*Note: The information below is an example with blocked/blurred data as appropriate for these instructions – your data for review will be visible.*)
 - **Employee Information** will include requestor’s information.
 - **First address** information is provided including the type of request for that address (e.g., remote) and the percentage of time located at that address.
 - If included, **second address** information is provided as well as the type of request and percentage of time at the additional address.
 - **Schedule** will include days requested at on-site or at remote location. (*Note: currently for fully remote requests, the schedule will populate as blank.*)
 - Additional information is provided at the bottom of the request.

Decision Step in Workflow

Menu [dropdown] [Workflow] [Create] [Import]

Remote/Hybrid Request by (#10000111)

Choose one of the following alternatives

Approve

Reject

Cancel and keep work item in inbox

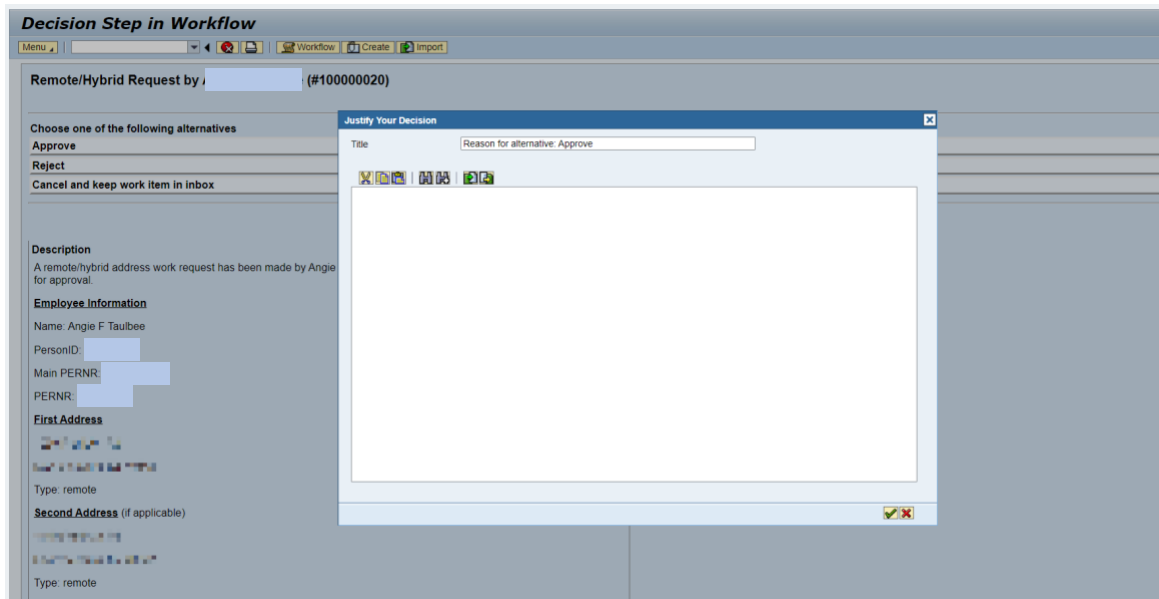
Description	Objects and attachments
<p>A remote/hybrid address work request has been made by [blurred] with a start date of 09/01/2023 and has been routed to you for approval.</p> <p>Employee Information</p> <p>Name: [blurred]</p> <p>PersonID: [blurred]</p> <p>Main PERNR: [blurred]</p> <p>First Address</p> <p>1234 Main Street</p> <p>Lexington, KY 40510</p> <p>Type: remote</p> <p>Percent: 066</p> <p>Second Address (if applicable)</p> <p>[blurred]</p> <p>Type:</p> <p>Percent: 000</p> <p>Schedule</p> <p>Sunday: notScheduled</p> <p>Monday: onSite</p> <p>Tuesday: onSite</p> <p>Wednesday: offSite</p> <p>Thursday: offSite</p> <p>Friday: onSite</p> <p>Saturday: notScheduled</p> <p>Description</p> <p>Instructions</p> <p>Please select one of the following options:</p> <p>Approve - Sends the workflow forward for validation and approval.</p> <p>Reject - Stops the workflow and notifies the creator and all prior approvers via email of the rejection. You must provide comments when rejecting and those comments will be shared in the rejection email.</p>	<p>No attachments or objects exist</p>

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- Once reviewers have made a decision, click “Approve” or “Reject.” (Note: “Cancel and keep work item in inbox” keeps the work item in your list and closes the request review – it cancels the review session, it does not cancel the workflow or requested item.)



- Once reviewers click either “Approve” or “Reject,” a pop-up box for comments will appear (as shown below).
 - **When approving**, comments are optional, and reviewers may click box in the lower right to move forward. If comments are entered, they are not emailed to the requesting employee.
 - **When rejecting**, comments are required, and they are emailed to the requesting employee.
- When ready, click the check box to proceed forward or red “x” to cancel the decision.



- Upon completion, additional requests can be reviewed the same way as outlined below, or the reviewer may log out of myUK.