

**University of Kentucky
College of Social Work**

Distribution of Effort (DOE) Completion Instructions

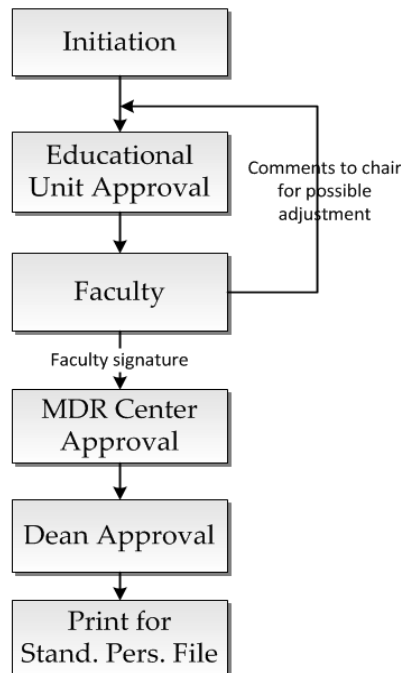
The Effort Planning System (EPS) is a web-based application designed to support dialog between the faculty supervisor (chair, school director, or other academic director) and the faculty member, when completing the annual Distribution of Effort Agreement (DOE). [\(A.R. 3.8\)](#)

This document provides descriptions and examples of the effort to be collected in the mission area categories. Check with your Dean's Office for more detailed guidelines pertaining to specific college activities.

Department and multidisciplinary research center (MDR) administrative staff may assist with data entry in EPS.

The EPS provides a workflow process with electronic signature and allows for PDF or printed DOE agreement for the faculty employee's Standard Personnel File required under AR 2-1-2 E.4. (Note: PDF form is allowed for an electronic Standard Personnel File.)

The flowsheet below summarizes the workflow process implemented by the EPS. The workflow is configurable for internal college processes, within the high-level framework.



Key features of EPS:

- **Web-based from my UK portal, with single sign-on**
- **Workflow and e-signature replace paper processes and handwritten signatures**
- **The effort distribution is “online” and available to faculty administrators, faculty employees, and business officers**
- **Educational unit administrators (first-line supervisors of the faculty member) may directly update the effort percentages and initiate the workflow**
- **Faculty may return the DOE document to supervisor with comments for possible adjustment, facilitating dialogue**
- **Reporting for administrators is enhanced, permitting ease of tracking average effort per mission, area, department, title series, rank, etc.**

For information about payroll cost distribution entries in the FES Client, contact Research Financial Services at 257-1747.

Questions about the content of the DOE document generated from EPS should be addressed to the college business officer or other college designee. For most operation-related questions that cannot be addressed by the college business officer, please contact:

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