Creating Substitutions with the Faculty Overload Form

For assistance with this application, please contact the Office for Faculty Advancement at 859-323-6589.

“Workflow Items” can be accessed via the myUK portal (at the link below) using Microsoft Internet Explorer or Mozilla Firefox.

https://myuk.uky.edu/irj/portal

Navigate to workflow items by clicking the “Enterprise Services” tab then the “Workflow” tab then the “Workflow Items” link and finally the drop down menu on the top right hand side of your Inbox. From the drop down menu, choose “Manage Substitution Rules”.

A pop up box will appear. Choose Create Rule.
Choose “Select” to search for your substitute.

A popup box will appear. Search for your substitute by entering the substitute’s last name in “Search for Names” then choose Search. A list of names will appear under “Current Selection”. Choose the push pen to the left of your substitutes name then choose Apply.
If you would like to allow your substitute to receive work items related to Faculty Overload only, choose "Faculty Overload" from the “Assign These Tasks:" drop down box. Choose “All” to allow the substitute to receive all your work items.

If the substitute should receive your task, choose the “Receive My Task” radio button. If the substitute only fills in for you when you are not available, choose the “Fill In For Me” radio button. Then choose Next.

Take the default settings to turn the substitute on immediately. You can set a start date by choosing On and entering a start date. Choose Save.

Your new substitute will appear under “My Substitution Rules”.
After you close the window, your substitute should be able to see and approve the tasks in your inbox on your behalf.