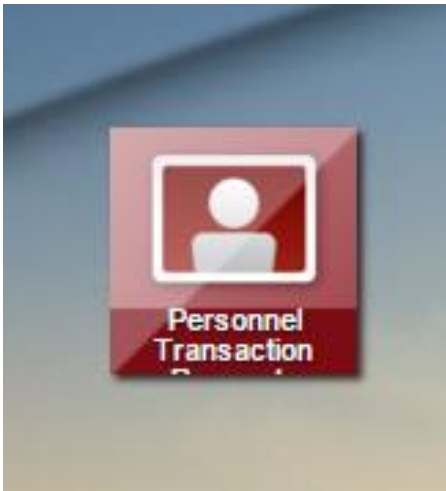# Creating a New PTF

Step 1: Log in to portal.okee.k12.fl.us using your network login and password. If you have never logged into the portal you will have to set up password security questions.

Step 2: Click on **Reports** at the bottom of the screen.

Step 3: Click on Personnel Transaction Request.

Step 4: Click on **Add New** Request on the right side of the screen.

Step 5: A new form will appear for you to complete. Once you have completed the form click **Submit**.

Personnel Transaction Requests

Username
BRAM0921

User E-mail
BRANHAMM@okee.k12.fl.u

School / Department
TESTING Rashan Jones ▼

Employee Name
Test

Description
Test

Hours per Day
8

Beginning Date
11/11/2015 ▼

Ending Date
11/12/2015 ▼

Transaction Type
Supplement ▼

Funding Source

How many funding sources will you need? 1 ▼

Fund	Func	Obj	CC	Proj	%
1000 ▼	7400 ▼	1700 ▼	9010 ▼	1111111	100
				Total (must = 100%):	100

Submit

Step 6: You will be redirected back to the PTF Page where you should see your recently submitted form.

Request Information

Request ID: #87 for Test (TESTING Rashan Jones) submitted by BRAM0921 on 11/10/2015 01:35 PM

Step 7: To see detailed information about the PTF click on the paper icon on the left side.

Request Information

Request ID: #87 for Test (TESTING Rashan Jon

Details
Request ID#: 87
Employee Name: Test
Username: BRAM0921
Email: BRANHAMM@okee.k12.fl.us
School / Department: TESTING Rashan Jones
Type: Supplement
Hours per Day: 8
Start: 11/11/2015
End: 11/12/2015
Description: Test

Funding Sources: 1
100%: 1000 7400 1700 9010 1111111
100%

Step 8: You can check the status of your PTF by viewing the information on the right side of the screen. The pencil will allow you to edit the information, and the red X will allow you to delete the PTF. You will only be able to edit or delete the PTF prior to approval. You can continue to monitor the status of the PTF throughout the entire process.

Waiting on: Initial Approval