

Employee Self Service- Entering and Submitting an Absence Requests

Microsoft Authenticator (MFA)

Access to PeopleSoft from remote locations (off-campus) requires Microsoft Authenticator (MFA)

Example: Approving purchases, submitting absence and timecards, approving a workflow, etc.

UTRGV uses Microsoft Multifactor Authenticator (MFA) to keep our information and applications secure.

For more information please visit:

[Microsoft Multifactor Authentication.](#)



Log In

1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.

Applications



ASSIST



M365



D2L Brightspace



V Link



Engagement
Zone



Academic
Impressions



iTravel



Watermark



PeopleSoft



HR Portal



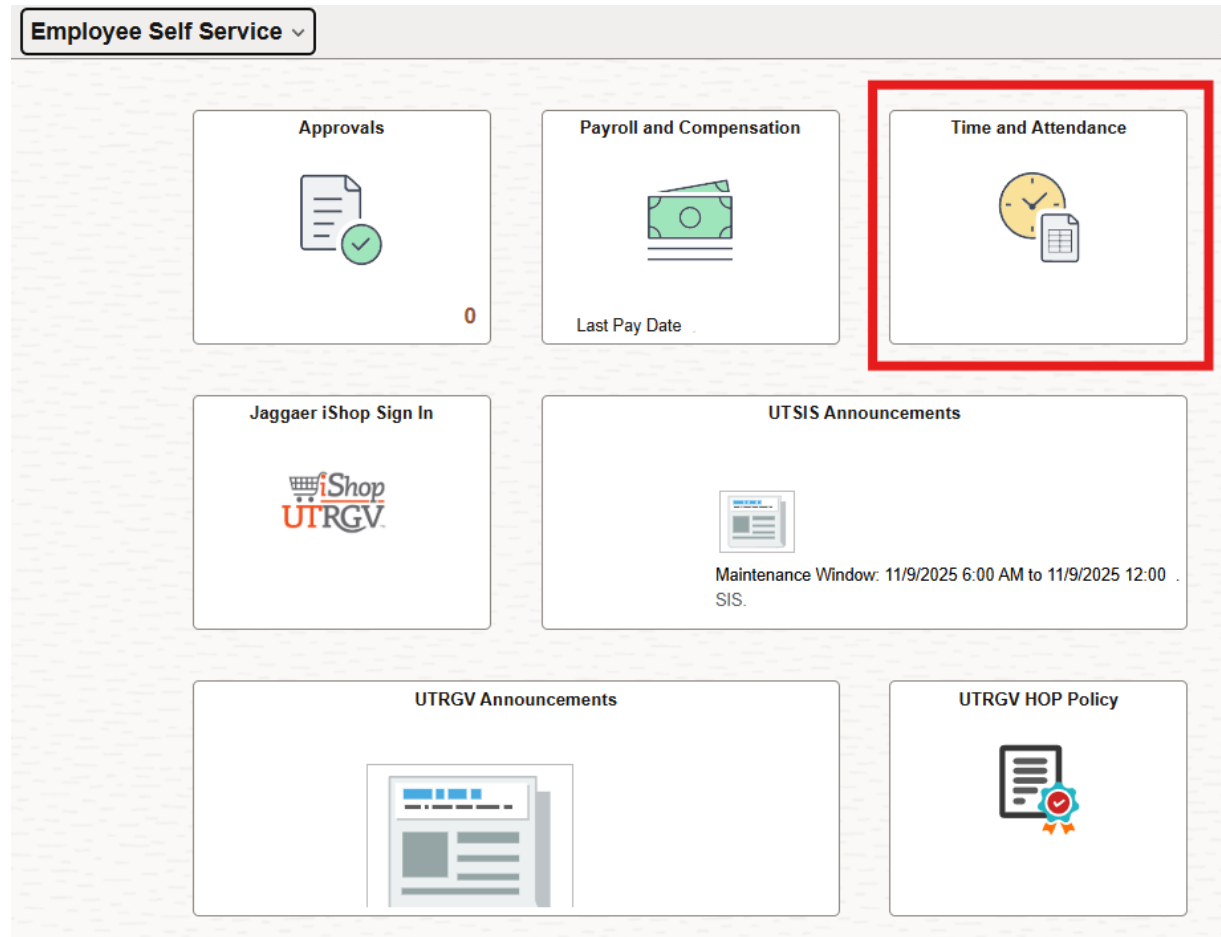
E-Learn



12Twenty

Navigate to Time and Attendance

1. PeopleSoft opens to the Employee Self Service page
2. At the top of the page select Time and Attendance



Time and Attendance Dashboard

Search in Menu

Time and Attendance

Absence Balance Details



Manage Absence



Cancel Absences



View Requests



Overtime Requests



Extended Absence Request



Extended Absence History



Donor Acknowledgement Form



Recipient Acknowledgement F...



Enter Time

04/01/26 - 04/15/26

Reported 0.00

Donate Leave Request



Receive Donated Leave Request



Return Unused Leave Request



Leave Transfer Request History



Monthly Schedule



Select Manage Absence

Manage Absence Page

< | 🕒 ❤️ 👤 🏠 ⋮ 🔔

Manage Absences

 Human Resources Assist II

[View all requests](#)

Create a new Request

*Start Date

04/17/2026

📅

End Date

04/17/2026

📅

+1 Day

*Absence Name

Select Absence Name

▼

Apply Absence

Submit

⏸

Click on the **Absence Name** dropdown arrow



To display options.

Select Absence Type

Search in Menu

Manage Absences

Human Resources Assist II

Create a new Request

Amateur Radio Operators

Assistance Dog Training

Blood Donation

Bone Marrow Donation

Comp Time and a Half

Emergency Leave

Funeral Leave

Jury Duty

Organ Donor

Parent Attendance/Edu Activity

Peace Offcr Continuing Trn

Red Cross Disaster Svc Vol Lve

Select Absence Name

Sick

State Compensatory Time

Vacation

Volunteer Firefighter Leave

Voting

Witness Svc & Fees

Select Absence Name

*Absence Name

Select Absence Name

16.00 Hours

Apply Absence

Select the absence type from the **Absence Name** drop-down menu.

Leave types available will depend upon your HR Classification, FLSA Status, and awards.

*Start Date

End Date

04/13/2026

+1 Day

Submit

4 Hour Rule - Summary

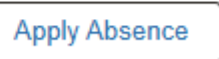
Exempt employees: To maintain consistency among departments and ensure compliance with the Fair Labor Standards Act. Partial Day absences of exempt employees will not be recorded as sick or vacation leave. There will be no docking of exempt employee for up to 3.75 hours from work. To use this leave type, select Sick – Four Hour Rule and Vacation- Four Hour Rule.

For example: If an exempt employee is absent from work for a medical appointment for two hours, no sick leave will be utilized. If, however, the same employee was absent for four or more hours due to illness, sick leave will be used for the corresponding time away from work. If the absence is anticipated, the respective manager needs to pre-approve the time away and ensure appropriate coverage within the department.

These guidelines should not be constructed as permission for exempt employees to work an abbreviated schedule. Notwithstanding the foregoing, all full-time employees are expected to regularly work a 40- hour workweek or use applicable leave accruals up to 40 hours.

Create a new Request

*Start Date 04/17/2026 

*Absence Name Sick Four-Hour  

To use this leave type, select **Sick Four-Hour** or **Vacation Four Hour**.

Select Date

Search in Menu

Manage Absences

Human Resources Assist II

View all requests

Create a new Request

*Start Date

04/13/2026

*Absence Name

Sick

Apply Absence

End Date

04/13/2026

+1 Day

Submit

Select the **Start Date** and **End Date** of absence request

You can either **type** or **click** on the calendar icon

To select dates.

Confirm Selections

Manage Absences



Human Resources Assist II

[View all requests](#)

Create a new Request

Select **Apply Absence**

*Start Date 04/13/2026

End Date 04/13/2026 [+1 Day](#)

Submit

*Absence Name Sick

Apply Absence



Select Partial Days & Hours

Search in Menu

Manage Absences

Human Resources Assist II

[View all requests](#)

Click on **Partial Days & Hours** side arrow

to select partial day options.

Create a new Request

*Start Date04/13/2026

*Absence NameSick

Balance0.00**

End Date04/13/2026

+1 Day

Submit

Partial Days & HoursNone

Total Hours8.00Hours

Check Eligibility

Comments

11

Partial Days & Hours Options

The screenshot shows the 'Manage Absences' interface. At the top, there's a navigation bar with icons and a search bar. Below it, the 'Manage Absences' title is visible. A user profile for 'Human Resources Assist II' is shown. A 'View all requests' link is on the right. A 'Create a new Request' section is partially visible. A modal titled 'Partial Days & Hours' is open in the center. It has a 'Cancel' button on the left and a 'Done' button on the right, which is highlighted with a red box and a red arrow. The modal contains a dropdown menu for 'Partial Days & Hours' with 'None' selected. Below the dropdown, there are options for 'All Days' and 'None'. A yellow callout box with black text is overlaid on the modal, stating: 'If you are taking a full day (for example, 8 hours), set **Partial Day & Hours** to **None**, then select **Done**.' The background interface shows fields for '*Start Date' (04/13/2), '*Absence Name' (Sick), 'Balance', 'Total Hours' (8.00), and 'Comments'. There are also buttons for '+1 Day', 'Submit', and 'Check Eligibility'.

Manage Absences

Human Resources Assist II

View all requests

Create a new Request

*Start Date 04/13/2

*Absence Name Sick

Balance

Partial Days & Hours None

Total Hours 8.00 Hours

Comments

Partial Days & Hours

None

All Days

None

Done

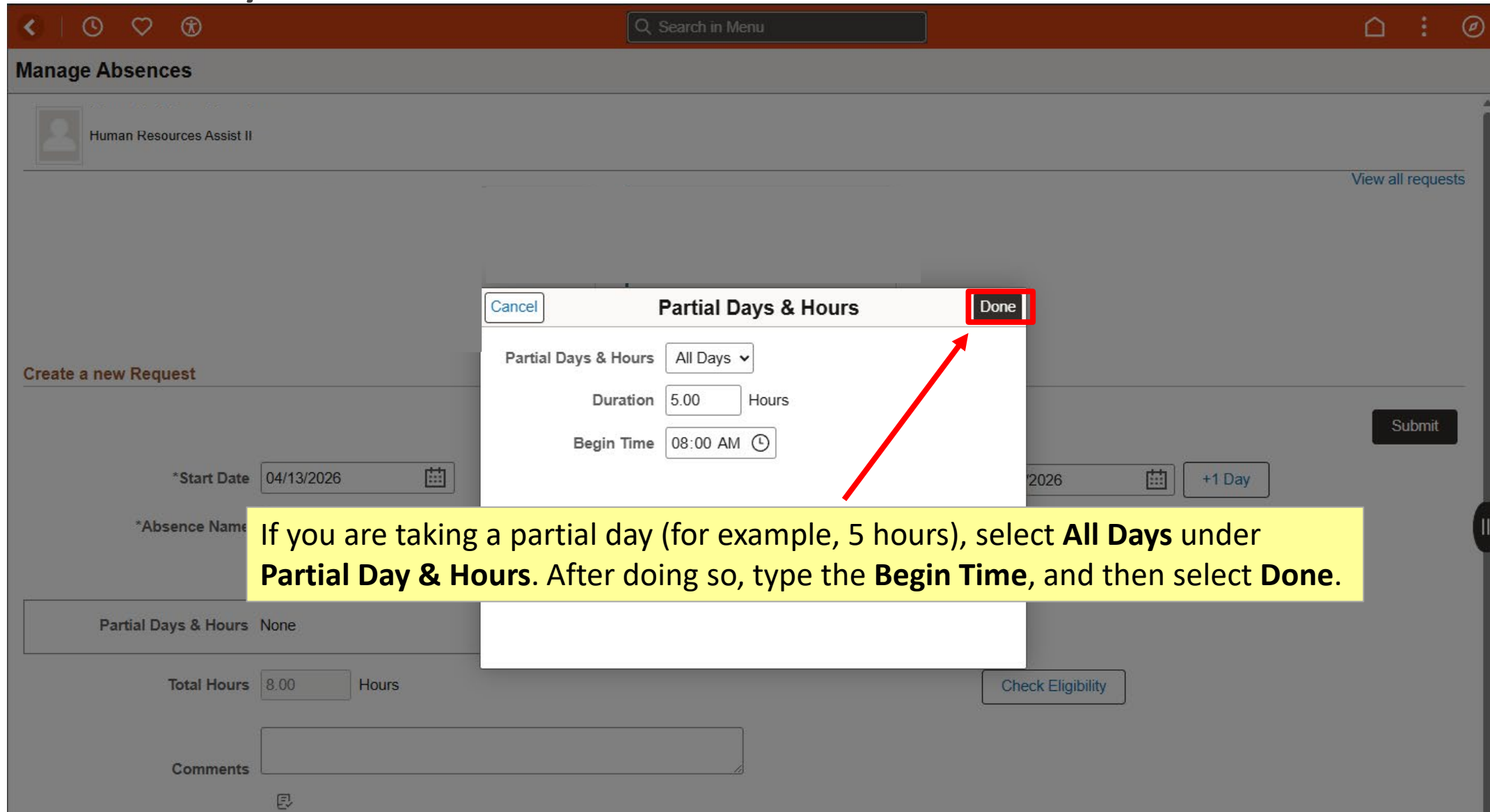
Submit

+1 Day

Check Eligibility

If you are taking a full day (for example, 8 hours), set **Partial Day & Hours** to **None**, then select **Done**.

All Days Selection



Manage Absences

Human Resources Assist II

View all requests

Create a new Request

*Start Date 04/13/2026

*Absence Name

Partial Days & Hours None

Total Hours 8.00 Hours

Comments

Partial Days & Hours

Cancel Done

Partial Days & Hours All Days

Duration 5.00 Hours

Begin Time 08:00 AM

Submit

2026 +1 Day

Check Eligibility

If you are taking a partial day (for example, 5 hours), select **All Days** under **Partial Day & Hours**. After doing so, type the **Begin Time**, and then select **Done**.

Check Eligibility

< 🕒 ❤️ 🔒 🏠 ⋮ 👤

Manage Absences

 Human Resources Assist II View all requests

Select the **Check Eligibility** button.

The **Check Eligibility** allows you to forecast the numbers of hours available based on your last calculated leave balance.

Create a new Request

*Start Date04/17/2026📅

End Date04/17/2026📅+1 Day

*Absence NameSick▼

Apply Absence

Balance0.00**

Partial Days & HoursAll Days>

Total Hours5.00Hours

Comments📄

Check Eligibility

View Eligibility Details

Submit

Information Panel

The screenshot shows the 'Manage Absences' interface. At the top, there is a navigation bar with icons for back, clock, heart, and user, and a search bar labeled 'Search in Menu'. Below the navigation bar, the title 'Manage Absences' is displayed. A user profile icon and the name 'Human Resources Assist II' are visible. A 'View all requests' link is on the right. A yellow callout box contains the text: 'A message with information about leave eligibility will be displayed. After reviewing it, select **OK** to close the panel.' A red arrow points from this callout to an 'OK' button in a modal message box. The modal message box contains the text: 'This Absence Request is eligible for paid leave with your remaining leave balances. Please continue to submit your request for supervisor approval. Date Time: April 13,2026 at 10:16'. Below the modal, the 'Create a new Request' section is visible, with fields for '*Start Date', '*Absence Name', and 'Balance 0.00 **'. There are tabs for 'Partial Days & Hours' and 'All Days'. A 'Total Hours' field shows '5.00' and 'Hours'. A 'Comments' field is at the bottom. A 'Submit' button is on the right. At the bottom right, there are buttons for 'Check Eligibility' and 'View Eligibility Details'.

Manage Absences

Human Resources Assist II

View all requests

Create a new Request

*Start Date

*Absence Name

Balance 0.00 **

Partial Days & Hours All Days

Total Hours 5.00 Hours

Comments

Submit

Check Eligibility View Eligibility Details

This Absence Request is eligible for paid leave with your remaining leave balances. Please continue to submit your request for supervisor approval.
Date Time: April 13,2026 at 10:16

OK

Submit Request

< | 🕒 ❤️ 🔗 🏠 ⋮ 👤

Manage Absences

 Human Resources Assist II View all requests

Once you are ready, select **Submit**.

Create a new Request

*Start Date

04/13/2026

📅

*Absence Name

Sick

▼

Balance 0.00 **

Apply Absence

End Date

04/13/2026

📅

+1 Day

Submit

Partial Days & Hours

All Days

>

Total Hours

5.00

Hours

Comments

📎

Check Eligibility

View Eligibility Details

Confirm Submission

The screenshot displays the 'Manage Absences' interface. At the top, there is a navigation bar with icons for back, clock, heart, and user, along with a 'Search in Menu' input field. Below this, the user is identified as 'Human Resources Assist II'. A 'View all requests' link is visible in the top right. The main section is titled 'Create a new Request'. It contains several input fields: '*Start Date' (04/13/2026), '*Absence Name' (Sick), and 'Balance' (0.00 **). There are also buttons for 'Apply', 'Submit', 'Check Eligibility', and 'View Eligibility Details'. A 'Total Hours' field shows 5.00. A 'Comments' text area is at the bottom. A confirmation pop-up is centered on the screen, asking 'Are you sure you want to Submit this Absence Request?' with 'Yes' and 'No' buttons. Red arrows point from yellow instructional boxes to these buttons.

Select Yes, to submit Absence Request.

Are you sure you want to Submit this Absence Request?

Select No, to remove pop-up panel.

Return to Homepage



Manage Absences

Human Resources Assist II

Sick

04/13/2026

5.00 Hours

 Submitted 

Create a new Request

*Start Date

04/13/2026 

End Date

04/13/2026 

+1 Day

*Absence Name

Select Absence Name 

Apply Absence

Submit 

Click the **Home Button**



to return to the
PeopleSoft Homepage

Sign Out

The screenshot shows the 'Employee Self Service' portal. The top navigation bar includes the university logo, a clock icon, a heart icon, a 'Menu' dropdown, a search bar labeled 'Search in Menu', and icons for home, settings, and profile. The main content area displays a grid of service tiles: 'Delegations', 'OnBoarding', 'Personal Details', 'Talent Profile', 'Benefit Details', 'Performance', 'Total Rewards' (with a 'No Statement Available' message), and 'My Forms'. On the right side, a dropdown menu is open, showing options: 'New Window', 'My Preferences', 'Help', and 'Sign Out'. The 'Sign Out' option is highlighted with a red rectangular border. A red arrow points from a yellow instructional box below to the 'Sign Out' option.

Employee Self Service

Delegations

OnBoarding

Personal Details

Talent Profile

Benefit Details

Performance

Total Rewards

My Forms

No Statement Available

New Window

My Preferences

Help

Sign Out

You may sign out of PeopleSoft by selecting



Then select **Sign Out**

Congratulations!

You have successfully completed this topic.

End of Procedure.