

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.

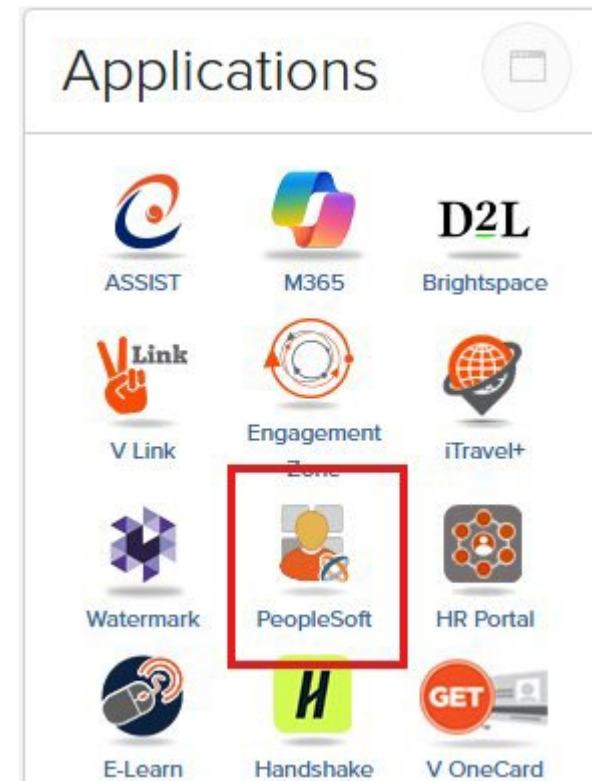
For more information please visit:

[Microsoft Multifactor Authentication.](#)



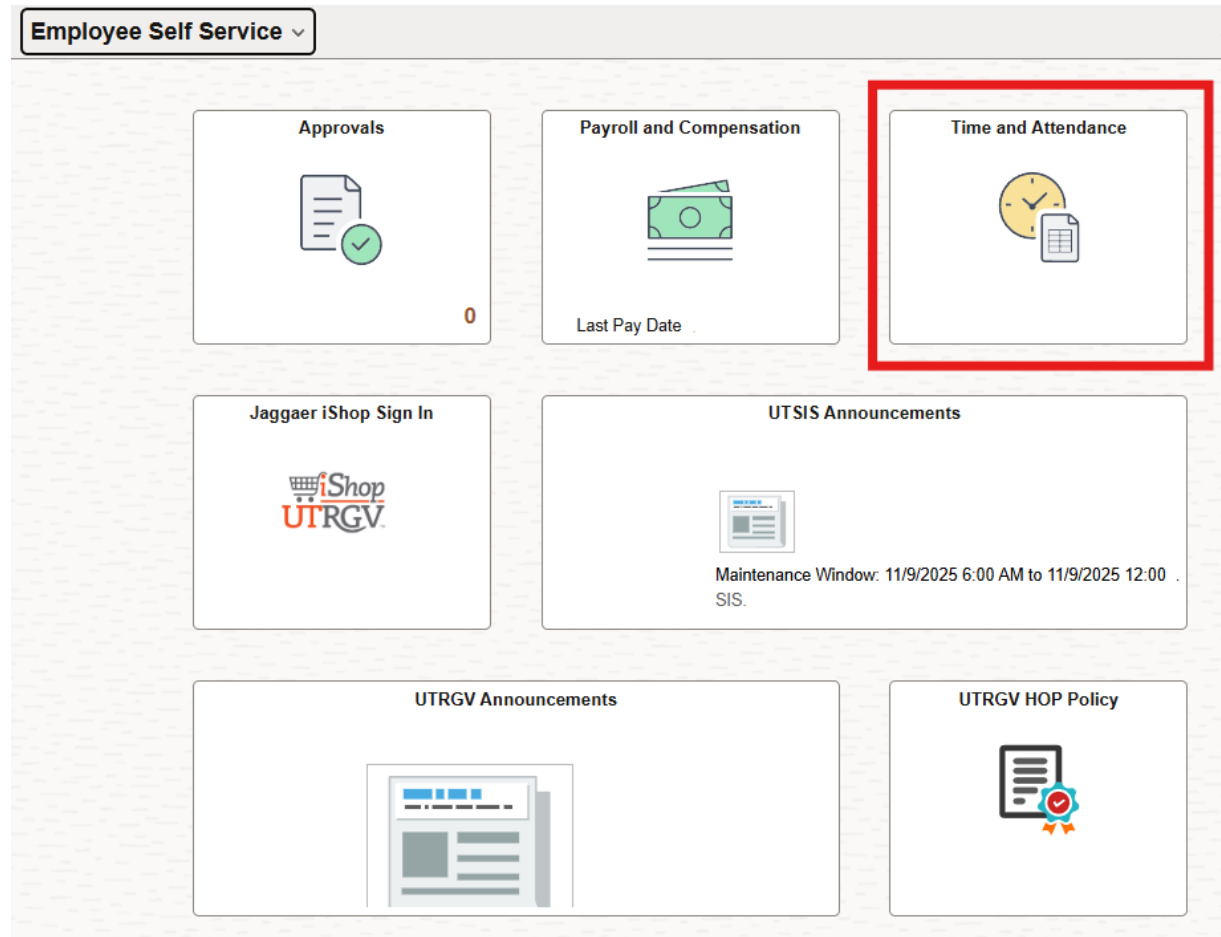
Log In

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.



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

View all requests

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-approved 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  

[Apply Absence](#)

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

Select Date

Search in Menu

Manage Absences

Human Resources Assist II

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

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

To select dates.

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

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

Partial Days & Hours Options

The screenshot shows the 'Manage Absences' interface for a user named 'Human Resources Assist II'. A modal titled 'Partial Days & Hours' is open, displaying a dropdown menu with 'None' selected. A red arrow points to the 'Done' button in the top right corner of the modal. A yellow callout box contains the following text:

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

The background interface includes a search bar, a 'View all requests' link, a 'Create a new Request' section, and a 'Submit' button. The 'Partial Days & Hours' dropdown is currently set to 'None', and the 'Total Hours' field is set to 8.00.

All Days Selection

The screenshot shows the 'Manage Absences' interface. At the top, there's a navigation bar with icons for back, clock, heart, and a user profile. A search bar labeled 'Search in Menu' is also present. Below the navigation bar, the user's name 'Human Resources Assist II' is displayed. The main content area is titled 'Manage Absences' and includes a 'View all requests' link. A modal titled 'Partial Days & Hours' is open in the center. The modal 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. Inside the modal, there are three fields: 'Partial Days & Hours' with a dropdown menu set to 'All Days', 'Duration' with a text input '5.00' and a unit 'Hours', and 'Begin Time' with a text input '08:00 AM' and a clock icon. Below the modal, there's a yellow text box with the following text: '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**.' The background interface shows a 'Create a new Request' section with fields for '*Start Date' (04/13/2026), '*Absence Name', and a 'Submit' button. There's also a '+1 Day' button and a 'Check Eligibility' button. At the bottom, there's a 'Total Hours' field (8.00) and a 'Comments' text area.

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

Submit

+1 Day

Check Eligibility

Partial Days & Hours All Days

Duration 5.00 Hours

Begin Time 08:00 AM

Done

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

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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 Date

04/17/2026



*Absence Name

Sick

▼

Balance 0.00 **

End Date

04/17/2026



+1 Day

Submit

Partial Days & Hours

All Days

>

Total Hours

5.00

Hours

Comments



Check Eligibility

[View Eligibility Details](#)

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 section shows a placeholder icon and the text 'Human Resources Assist II'. A link 'View all requests' is visible 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 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 message is an 'OK' button, which is highlighted with a red rectangle. The background interface includes a 'Create a new Request' section with fields for '*Start Date', '*Absence Name', and 'Balance 0.00 **'. There is a 'Submit' button on the right. At the bottom, there is a section for 'Partial Days & Hours' and 'All Days' with a right arrow, a 'Total Hours' field with '5.00' and 'Hours' label, and a 'Comments' text area. There are also 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



Search in Menu



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 is set to 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 

*Absence Name

Select Absence Name 

Apply Absence

End Date

04/13/2026 

+1 Day

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.