

Employee Self Service- Request Extended Absence (FMLA)

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



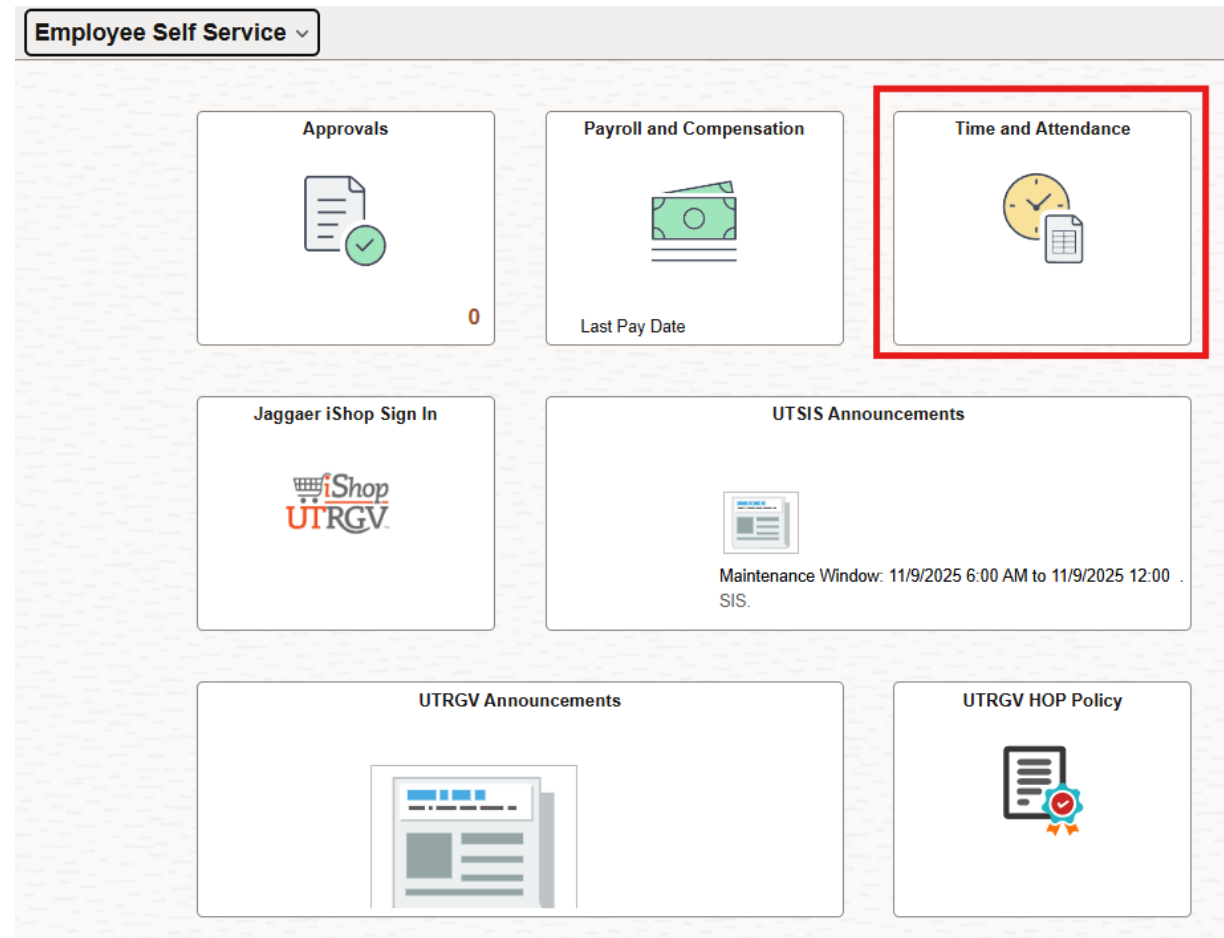
E-Learn



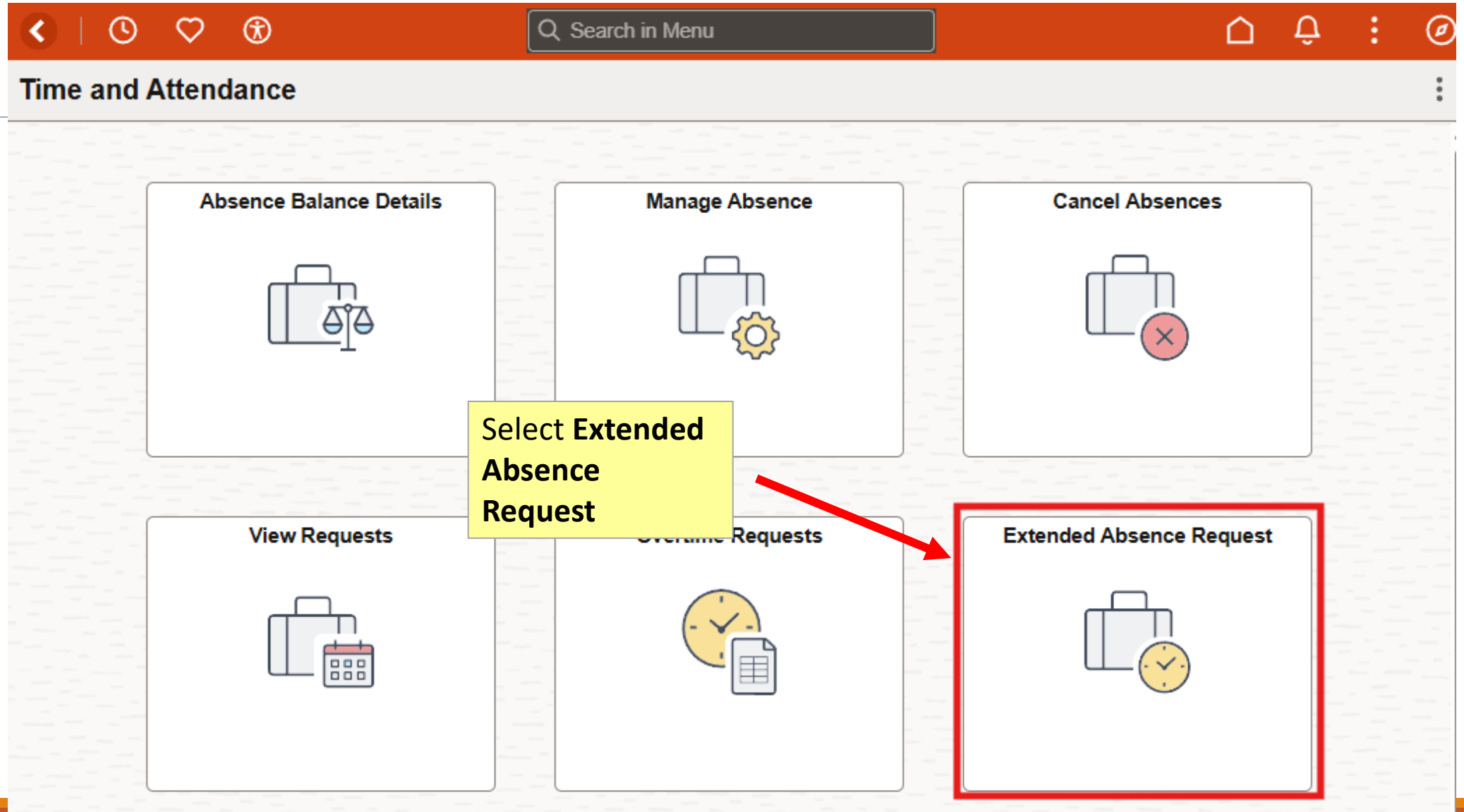
12Twenty

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



Navigate to Extended Absence Request



Select Job for FMLA Absence

Search in Menu

Home

Notifications

More

Logout

Select Job

Paola Hernandez

Currently, you hold multiple jobs - Please select the job for this transaction.

Multiple Jobs

	Job Title	Department	Supervisor Name	Company
☐	Student Experience Internship	Human Resources	Ernesto Gonzale	UT Rio Grande Valley
☒	Organizational Development Mgr	Human Resources	Kristina Chavez	UT Rio Grande Valley

Continue

When selecting an employee who has more than one job the **Select Job** page will open.

Select the job then click

When selected, if employee has more than one job the **Select Job** page will open.

Select the job
then click
Continue

Select Start Date and Expected Return Date

Search in Menu

Select Job

Organizational Development Mgr

Form Instructions:

(1) Use this form to request FMLA, Parental, Military, and other medical-eligible leave to your campus Human Resources Department for approval.

(2) Enter the Expected Start Date and Expected Return Date of your requested leave time, then select the type of leave being requested.

(3) Submit your request to your Human Resources Department for approval.

(4) Contact your Human Resources Department representative for additional, required applications, medical certifications, releases, and any additional information on your leave eligibility and leave process.

Extended Absence Request Details ?

*Start Date04/13/2026

*Expected Return Date

Absence TypeAll

*Absence NameSelect Absence Name

Related Links ?

FML - Medical Request

FML - Medical Release

DOL Certification - Family

DOL Certification - Employee

DOL Certification - Military

Go To

[View Extended Absence Request History](#)

[View Absence Balances](#)

* Required Field

Select **Start Date** and **Expected Return Date**, in the box type in new start date/expected Return DateOr click the calendar icon

to change the date

7

Finding Related Links

Search in Menu

Select Job

Organizational Development Mgr

Form Instructions:

(1) Use this form to request FMLA, Parental, Military, and other medical-eligible leave to your campus Human Resources Department for approval.

(2) Enter the Expected Start Date and Expected Return Date of your requested leave time, then select the type of leave being requested.

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Extended Absence Request Details ?

*Start Date04/13/2026

*Expected Return Date

Absence TypeAll

*Absence NameSelect Absence Name

Related Links ?

FML - Medical Request

FML - Medical Release

DOL Certification - Family

DOL Certification - Employee

DOL Certification - Military

Go To

View Extended Absence Request History

View Absence Balances

* Required Field

Related Links

includes all necessary FMLA documentations.

Click on the document link to open a new window with the form

Adding Absence Type

Search in Menu

Select Job

Organizational Development Mgr

Form Instructions:

(1) Use this form to request FMLA, Parental, Military, and other medical-eligible leave to your campus Human Resources Department for approval.

(2) Enter the Expected Start Date and Expected Return Date of your requested leave time, then select the type of leave being requested.

(3) Submit your request to your Human Resources Department for approval.

(4) Contact your Human Resources Department representative for additional, required applications, medical certifications, releases, and any additional information on your leave eligibility and leave process.

Click the **Absence Type** dropdown menu. Select the type.

Extended Absence Request Details ?

*Start Date04/14/2026

*Expected Return Date06/13/2026

Absence TypeAll

*Absence NameAll

Related Links ?

FML - Medical Request

FML - Medical Release

DOL Certification - Family

DOL Certification - Employee

DOL Certification - Military

Go To

[View Extended Absence Request History](#)

[View Absence Balances](#)

* Required Field

9

Adding Absence Name

Search in Menu

Select Job

Organizational Development Mgr

Form Instructions:

(1) Use this form to request FMLA, Parental, Military, and other medical-eligible leave to your campus Human Resources Department for approval.

(2) Enter the Expected Start Date and Expected Return Date of your requested leave time, then select the type of leave being requested.

(3) Submit your request to your Human Resources Department for approval.

(4) Contact your Human Resources Department representative for additional, required applications, medical certifications, releases, and any additional information on your leave eligibility and leave process.

Extended Absence Request Details

*Start Date04/14/2026

*Expected Return Date06/13/2026

Absence TypeFamily and Medical Leave Act

*Absence NameSelect Absence Name

Related Links

FML - Medical Request

FML - M

DOL Ce

DOL Ce

DOL Ce

Click the **Absence Name** dropdown menu. Select the name.

Go ToView Extended Absence R

* Required Field

Adoption or Foster Care Plomnt

Birth & Care of a Child

FMLA Military Caregiver Take

FMLA Military Exigency Take

Select Absence Name

Serious Hlth Cnd-Sps, Par, Chl

Serious Hlth Cndition - My Own

View Absence Balances

Navigating to FLMA Eligibility Page

Organizational Development Mgr

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

Extended Absence Request Details

*Start Date

04/14/2026

*Expected Return Date

06/13/2026

Actual Return Date

Absence Type

Family and Medical Leave Act

*Absence Name

Serious Hlth Cndition - My Own

FMLA Eligibility (Employee)

Related Links

FML - Medical Request

FML - Medical Release

DOL Certification - Family

DOL Certification - Employee

DOL Certification - Military

Absence Requests

Absence Request

Absence Requests

Status

1-1 of 1

>

>|

View All

on

Source

Requestor Comments

Go To

View Extended Absence Request History

View Absence Balances

Submit

Save for Later

* Required Field

***Disclaimer: The current balances do not reflect leave requests that have not been approved by your supervisor and unprocessed in the UT PeopleSoft system.

FMLA Eligibility (Employee) Section

Select Job

[Request Extended Absence](#)

FMLA Eligibility (Employee)

Use this Template form to enter Employee Extended Absence Request related information. In order to save your data entry updates, please navigate back to the Extended Absence Request page using the Return to Extended Absence Request link. Your Extended Absence Request must be saved in order for changes to go into effect.

Extended Absence Detail Information ⓘ

▼ FMLA Eligibility (Employee)

Eligibility Details

☐ Employee's Spouse works for the same company

What is the Spouse's employee number?

Federal Eligibility

☐ The employee has been employed for at least 12 months

☐ Federal Earned Hours Elig

☐ FMLA Balances

Leave Available	60.000000
Leave Taken	

Validated on 04/13/2026

▼ Medical Certification

The information in this section is to be completed by your FMLA Administrator and will not be shared with Management or any other party.

Date Change Will Take Effect

Sequence 1	Extended Due Date
Original Due Date	Complete Received Date
Incomplete Received Date	Chronic Condition
Certification Completed	Duration
Frequency	Physician Name
Miscellaneous	Certification Date To
Certification Date From	

▼ Comments

Comments

[Validate Sections](#) [Return to Extended Absence Request](#)

* Required Field

In the **Request Extended Absence** page, navigate to the **FMLA Eligibility (Employee)** section.

Select all **Eligibility Detail** boxes that apply

Adding Spouse's Status (if applicable)

Select Job

Request Extended Absence

FMLA Eligibility (Employee)

Use this Template form to enter Employee Extended Absence Request related information. In order to save your data entry updates, please navigate back to the Extended Absence Request page using the Return to Extended Absence Request link. Your Extended Absence Request must be saved in order for changes to go into effect.

Extended Absence Detail Information ⓘ

▼ FMLA Eligibility (Employee)

Eligibility Details

☐ Employee's Spouse works for the same company

What is the Spouse's employee number?

Federal Eligibility

☐ The employee has been employed for at least 12 months

Service Weeks 8.000000

☐ Federal Earned Hours Elig

Current Hours 814.000000

☐ FMLA Balances

Leave Available 80.000000

Leave Taken

Validated on 04/13/2026

▼ Medical Certification

The information in this section is to be completed by your FMLA Administrator and will not be shared with Management or any other party.

Date Change Will Take Effect 04/13/2026

Sequence 1

Original Due Date

Extended Due Date

Incomplete Received Date

Complete Received Date

Certification Completed

Chronic Condition

Frequency

Duration

Miscellaneous

Physician Name

Certification Date From

Certification Date To

▼ Comments

Comments

Validate Sections

Return to Extended Absence Request

* Required Field

If selecting **Employee's Spouse works for the same company**, click on the box next to **What is the Spouse's employee number?** and enter Spouse's Employee ID

Or click on the magnifying glass



To make a selection

Look Up Spouse's Employee ID

Select Job

[Request Extended Absence](#)

FMLA Eligibility (Employee)

Use this Template form to enter Employee Extended Absence Request page using the Return to Extended Absence Request page.

Extended Absence Detail Information

FMLA Eligibility (Employee)

Eligibility Details

☐ Employee's Spouse works for the Federal Government

☐ The employee has been employed for at least 12 months

☐ Federal Earned Hours Eligible

☐ FMLA Balances

Leave Approved

Validated on 04/13/2026

Medical Certification

The information in this section is to be completed by the employee's physician.

Date Change Will Take Effect

Signature

Original Certification

Incomplete Received

Certification Complete

Look Up What is the Spouse's employee number?

Search by: begins with

[Advanced Lookup](#)

Search Results

Only the first 300 results can be displayed.

[View 100](#)

Empl ID	First Name	Last Name	Second Last Name	Name	Alternate Character Name
000000000	Wilson	Zuniga Galindo	(blank)	Wilson Zuniga Galindo	(blank)
0056327	Lilia	Barbosa	(blank)	Lilia Barbosa	(blank)
0228832	Matthew	Crosslin	(blank)	Matthew Crosslin	(blank)
1000019991	Dongchul	Kim	(blank)	Dongchul Kim	(blank)
1000145234	Crystal	Anderson	(blank)	Crystal Anderson	(blank)
1000147980	Dara	Newton	(blank)	Dara Newton	(blank)
1000319360	Santos	Hernandez	(blank)	Santos Hernandez	(blank)
1000357057	Lawrence	Gise	(blank)	Lawrence Gise	(blank)
1000453990	Perry	Fuchs	(blank)	Perry Fuchs	(blank)
1000507900	Matthew	Crosslin	(blank)	Matthew Crosslin	(blank)
1000533738	Andrea	Buncik	(blank)	Andrea Buncik	(blank)
1000619702	Mirna	Gonzalez	(blank)	Mirna Gonzalez	(blank)
1000653936	Erik	Castillo	(blank)	Erik Castillo	(blank)
1000759032	Andrea	Yen	(blank)	Andrea Yen	(blank)

The Look Up What is the Spouse's employee number? Page will open, select Employee ID from the list provided

Validating FMLA Eligibility

Search in Menu

Select Job

[Request Extended Absence](#)

FMLA Eligibility (Employee)

Use this Template form to enter Employee Extended Absence Request related information. In order to save your data entry updates, please navigate back to the Extended Absence Request page using the Return to Extended Absence Request link. Your Extended Absence Request must be saved in order for changes to go into effect.

Extended Absence Detail Information

FMLA Eligibility (Employee)

Eligibility Details

☐ Employee's Spouse works for the same company

What is the Spouse's employee number?

Federal Eligibility

☒ The employee has been employed for at least 12 months

☐ Federal Earned Hours Elig

☐ FMLA Balances

Service Weeks

8.000000

Current Hours

614.000000

Leave Available

60.000000

Leave Taken

Validated on 04/13/2026

Medical Certification

The information in this section is to be completed by your FMLA Administrator and will not be shared with Management or any other party.

Date Change Will Take Effect

04/13/2026

Sequence

1

Original Due Date

Extended Due Date

Incomplete Received Date

Complete Received Date

Certification Completed

Chronic Condition

Frequency

Miscellaneous

Certification Date From

Comments

Comments

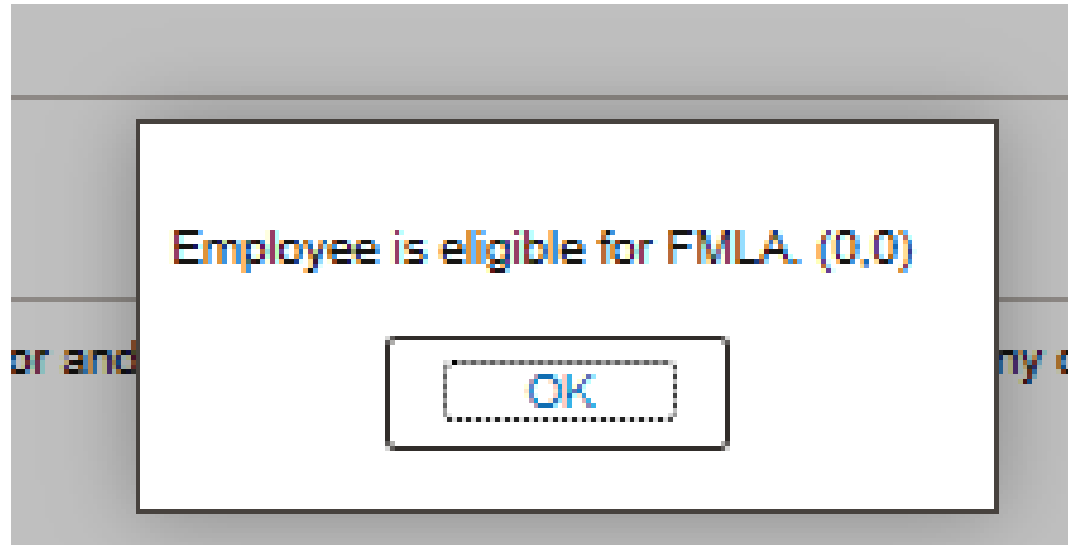
Validate Sections

Return to Extended Absence Request

* Required Field

Once information has been updated, click **Validate Sections**

FLMA Eligible Pop-Up



A window will pop-up telling the user if they are FMLA eligible. Click **OK**

Return to Extended Absence Request

Search in Menu

Select Job

Request Extended Absence

FMLA Eligibility (Employee)

Use this Template form to enter Employee Extended Absence Request related information. In order to save your data entry updates, please navigate back to the Extended Absence Request page using the Return to Extended Absence Request link. Your Extended Absence Request must be saved in order for changes to go into effect.

Extended Absence Detail Information ⓘ

▼ FMLA Eligibility (Employee)

Eligibility Details

☐ Employee's Spouse works for the same company

What is the Spouse's employee number?

Federal Eligibility

☒ The employee has been employed for at least 12 months

Service Weeks

8.000000

☐ Federal Earned Hours Elig

Current Hours

614.000000

☐ FMLA Balances

Leave Available

60.000000

Leave Taken

Validated on 04/13/2026

▼ Medical Certification

The information in this section is to be completed by your FMLA Administrator and will not be shared with Management or any other party.

Date Change Will Take Effect

04/13/2026

Sequence

1

Original Due Date

Incomplete Received Date

Certification Completed

Frequency

Miscellaneous

Certification Date From

▼ Comments

Comments

Validate Sections

Return to Extended Absence Request

* Required Field

Once validated,
click on the
**Return to
Extended
Absence
Request** link

Submitting Extended Absence Request

Search in Menu

Home Notifications Help

Request Extended Absence

Paola Hernandez
Clin Assoc Prof of Medicine

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

Extended Absence Request Details

*Start Date04/14/2026

*Expected Return Date04/21/2026

Actual Return Date

Absence TypeFamily and Medical Leave Act

*Absence NameSerious Hlth Cndition - My Own

[FMLA Eligibility \(Employee\)](#)

Related Links

- FML - Medical Request
- FML - Medical Release
- DOL Certification - Family
- DOL Certification - Employee
- DOL Certification - Military

Absence Requests

Absence Request

1-1 of 1 | View All

Absence Requests	Status	Source

Requestor Comments

Go To

View Extended Absence Request History

View Absence Balances

Submit

Save for Later

* Required Field
***Disclaimer: The current balances do not reflect leave requests that have not been approved by your supervisor and unprocessed in the UT PeopleSoft system.

Make sure that
all information is
correct, then click
Submit

Note: **Actual
Return Date** may
be left blank
unless the return-
to-work date is
known

Confirming Extended Absence Request Prompt

Request Details ⓘ

Start Date 04/14/20

Return Date 04/21/20

Return Date

Absence Type Family a

Absence Name Serious

Related Links ⓘ

- FML - Medical Request
- FML - Medical Release

Confirmation Page Absence EA ×

Request Extended Absence

Submit Confirmation

✓ Are you sure you want to Submit this Extended Absence Request?

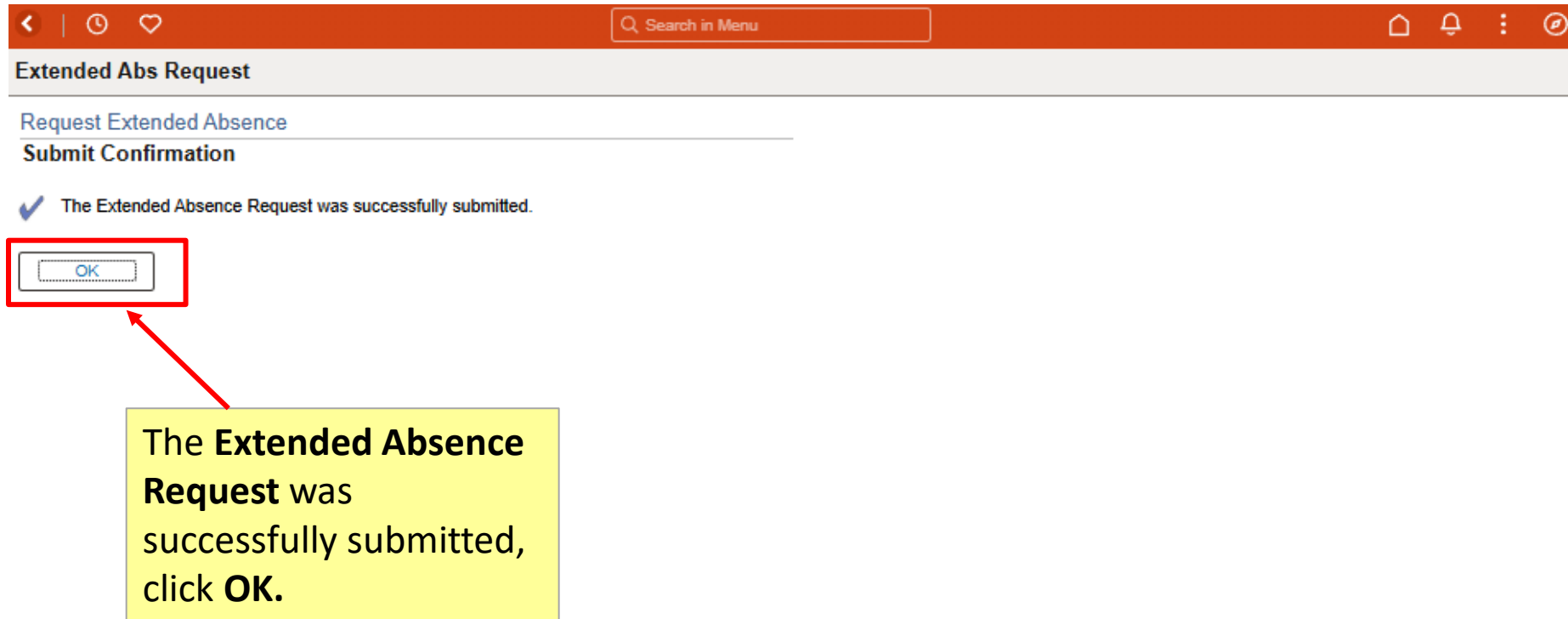
Yes No

Start Date	End Date	Duration	Source

The **Confirmation Page Absence EA** window will pop-up. Click on **Yes** to submit.

If you do not want to make any changes at this time, click **No**

Confirming Extended Absence Request



Adding FMLA Documentation

Request Extended Absence

Clin Assoc Prof of Medicine

View Request Status and Approval Details

Extended Absence Request Details ⓘ

Request449666

Start Date04/14/2026

Expected Return Date04/21/2026

Actual Return Date

Absence TypeFamily and Medical Leave Act

Absence NameSerious Hlth Cndition - My Own

StatusSubmitted

FMLA Eligibility (Employee)

Absence Requests

Absence Request ⓘ

<>1-1 of 1>> | View All

Absence Requests	Status	Start Date	End Date	Duration	Source

Request History

1-1 of 1 >

Status	Name	Date	Comments
Submitted	Paola Hernandez	04/14/2026	

Extended Abs Process for FMLA

EMPLID=3001001761, EMPL_RCD=1, TRANSACTION_NBR=449666, TRANSACTION_NBR_EA=0:Pending

Extended Abs Process for FMLA

Pending

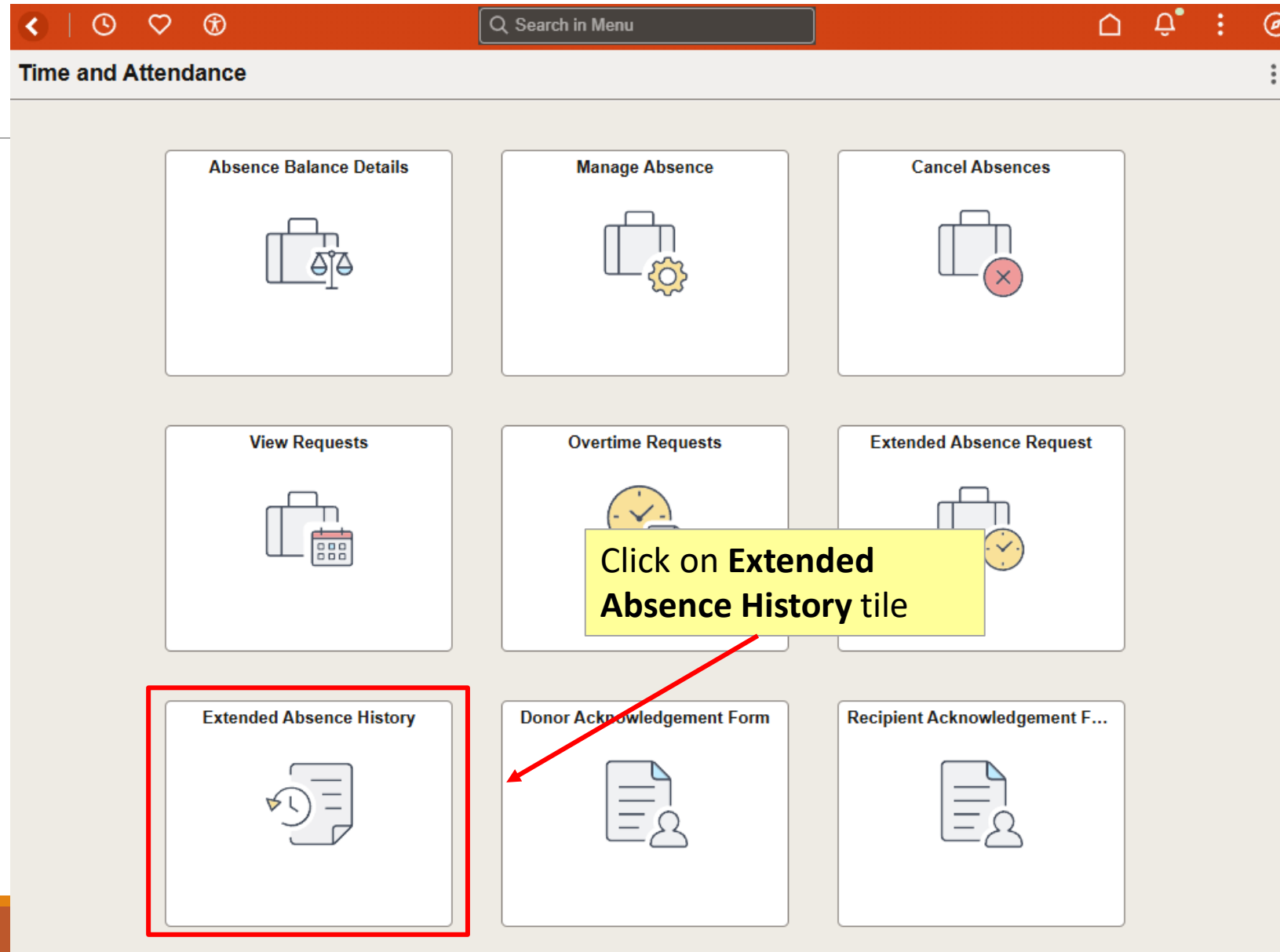
Multiple Approvers

UT Extended Absence Admin

* Required Field

***Disclaimer: The current balances do not reflect leave requests that have not been approved by your supervisor and unprocessed in the UT PeopleSoft system.

Navigate to Extended Absence History



Editing Extended Absence Request

Search in Menu

Extended Absence Request History

Clin Assoc Prof of Medicine

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and use the Refresh push button. Select the absence name link to view request details. Select edit button to modify or delete the request.

From 07/20/2023

Through 07/13/2026

Refresh

Extended Absence Request History

1-2 of 2

View All

Absence Name	Status	Start Date	Expected Return Date	Source	Edit
Serious Hlth Cndition - My Own	Submitted	04/14/2026	04/21/2026	Employee Extended Absence	Edit
Serious Hlth Cndition - My Own	Submitted	04/14/2026	04/21/2026	Employee Extended Absence	Edit

Select the **Edit** button

Navigate to Other Documents Page

Extended Absence History

Request Extended Absence

Clin Assoc Prof of Medicine

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

Extended Absence Request Details

Request449665

Request Date04/14/2026

*Start Date04/14/2026

*Expected Return Date04/21/2026

Actual Return Date

Absence TypeAll

*Absence NameSerious Hlth Cndition - My Own

StatusSubmitted

Related Links

FML - Medical Request

FML - Medical Release

DOL Certification - Family

DOL Certification - Employee

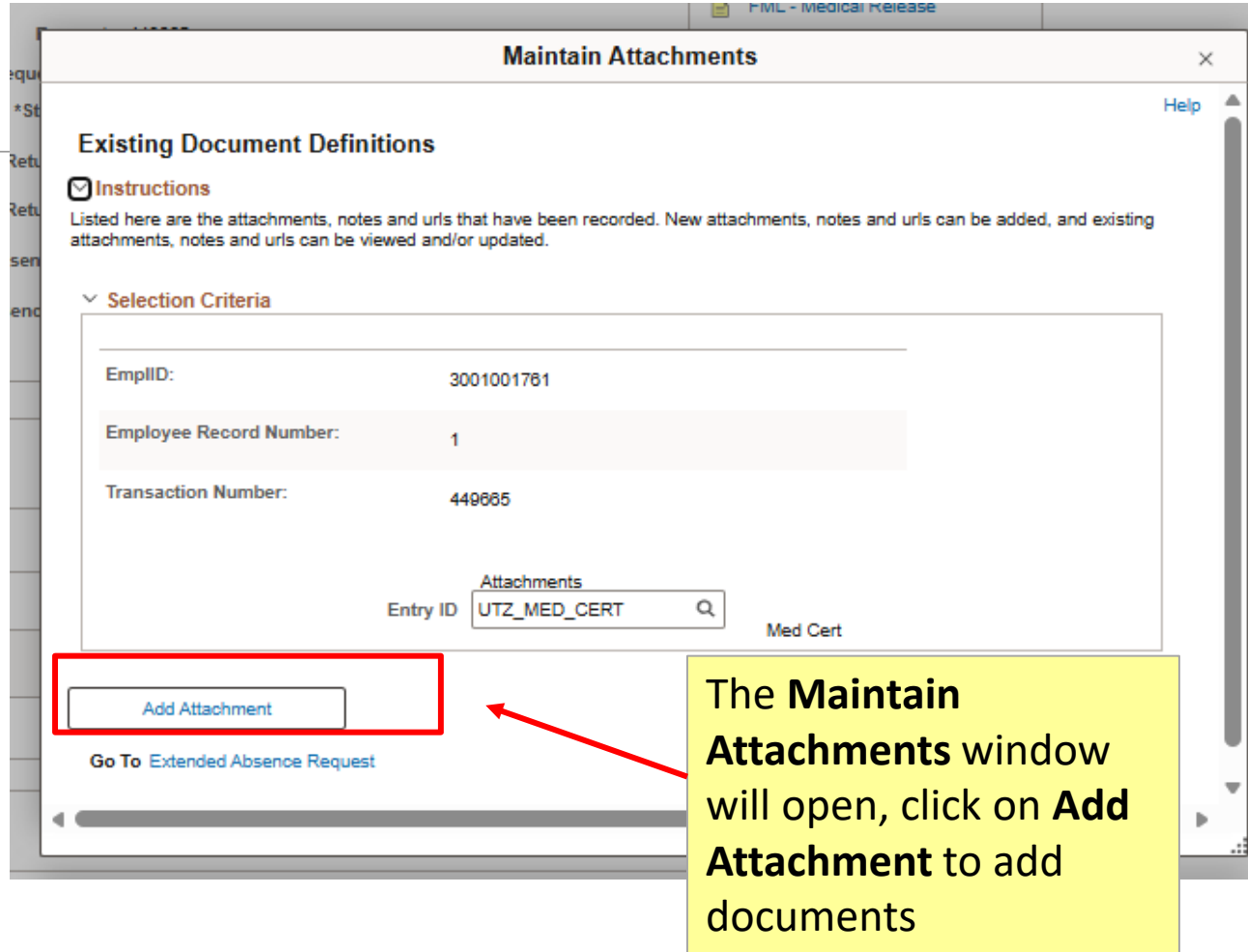
DOL Certification - Military

Other Documents

Attachments (0)

Under **Other Documents** click **Attachments**

Adding Attachment to Extended Absence Request



The screenshot shows the 'Maintain Attachments' window. The 'Existing Document Definitions' section is expanded, showing 'Instructions' and 'Selection Criteria'. The 'Selection Criteria' section contains fields for 'EmpID' (3001001761), 'Employee Record Number' (1), and 'Transaction Number' (449665). Below these fields is a search bar with 'Attachments' as the label and 'Entry ID' as the text, containing the value 'UTZ_MED_CERT'. A red box highlights the 'Add Attachment' button at the bottom left. A yellow callout box with a red arrow pointing to the button contains the text: 'The **Maintain Attachments** window will open, click on **Add Attachment** to add documents'.

Maintain Attachments

[Help](#)

Existing Document Definitions

☒ **Instructions**
Listed here are the attachments, notes and urls that have been recorded. New attachments, notes and urls can be added, and existing attachments, notes and urls can be viewed and/or updated.

▼ **Selection Criteria**

EmpID: 3001001761

Employee Record Number: 1

Transaction Number: 449665

Attachments
Entry ID: UTZ_MED_CERT

Med Cert

[Add Attachment](#)

[Go To Extended Absence Request](#)

The **Maintain Attachments** window will open, click on **Add Attachment** to add documents

Adding Attachment and Attachment Subject

Maintain Attachments

Document Definition - New Attachment

Instructions
You have chosen to enter a new attachment. Note: Please click on Save after selecting the attachment.

Selection Criteria

EmplID:	3001001761
Employee Record Number:	1
Transaction Number:	449665
Entry ID	UTZ_MED_CERT
Sequence	0
Created	04/14/26 10:38AM
Last Updated	04/14/26 10:38AM

*Subject

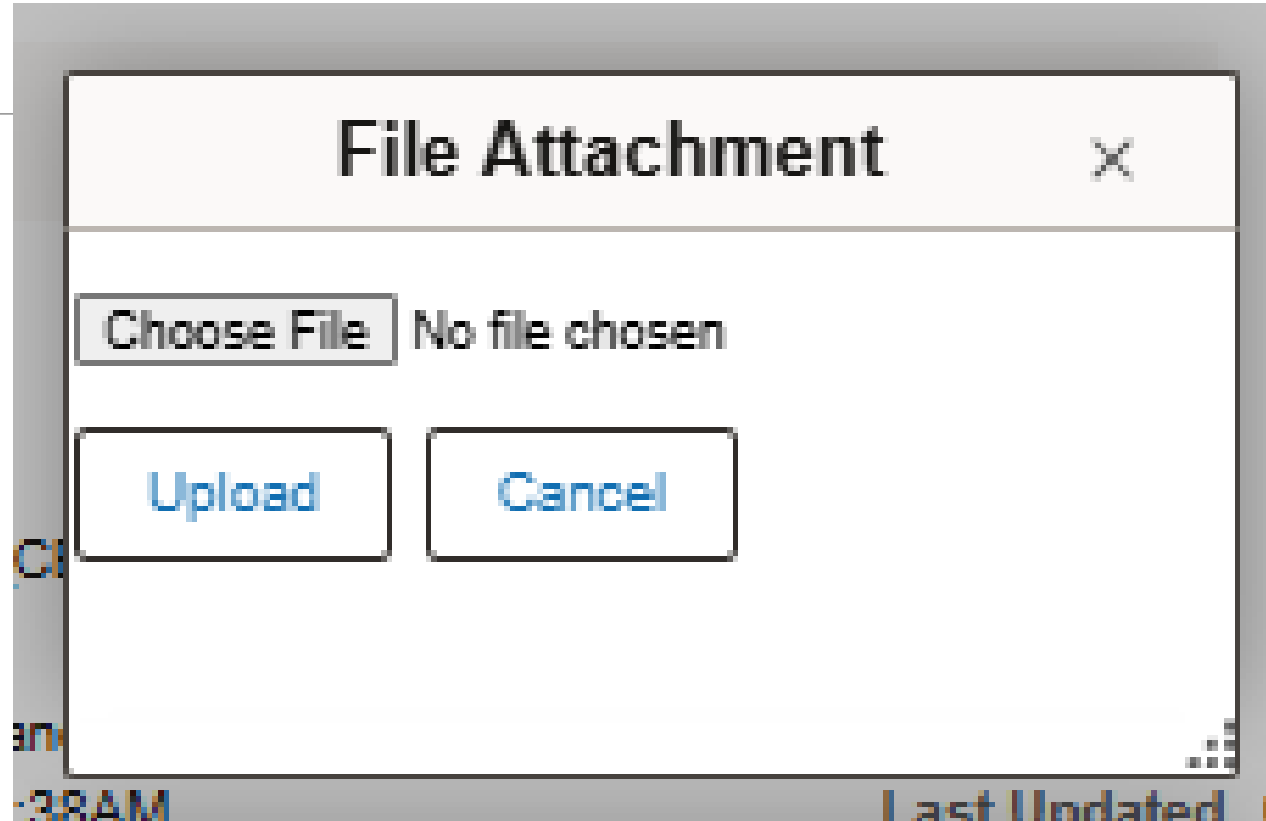
Attachment

[Go To Existing Document Definitions](#)

In the **Subject** box, add subject

Click on **Add Attachment** to add documentation

Adding FMLA Document



The **File Attachment** window will pop-up. Click on **Choose File** to add file from computer

Once selected, click on **Upload**

If you do not want to make any changes at this time, click **Cancel**

Saving Attachment Details

Maintain Attachments

×

Help

Document Definition - New Attachment

Instructions

You have chosen to enter a new attachment. Note: Please click on Save after selecting the attachment.

Selection Criteria

EmplID:3001001761

Employee Record Number:1

Transaction Number:449665

Entry IDUTZ_MED_CERT

Sequence1

Paola Hernandez

Created04/14/26 10:38AM

Last Updated04/14/26 10:38AM

*SubjectSubject

AttachmentScreenshot_2025-09-12_085538.png

View Attachment

Save

Go To Existing Document Definitions

To save the document attachments click on **Save**

Adding An Additional Document

Maintain Attachments

Existing Document Definitions

Instructions
Listed here are the attachments, notes and urls that have been recorded. New attachments, notes and urls can be added, and existing attachments, notes and urls can be viewed and/or updated.

Selection Criteria

EmplID: 3001001781

Employee Record Number: 1

Transaction Number: 449685

Entry ID:

[Add Attachment](#)

Attachments

Select	Sequence	Created	Author	Entry ID	Subject	Status
☐	1	04/14/2026 10:38AM		Med Cert	Subject	Active

[Select All](#) [Deselect All](#) [Delete](#)

[Go To](#) [Extended Absence Request](#)

The new attachment will appear under **Attachments**

To add another document, click on **Add Attachment** and follow the same steps on Slide 26-28.

Editing/Deleting Attachment

Maintain Attachments

Existing Document Definitions

▼ **Instructions**
Listed here are the attachments, notes and urls that have been recorded. New attachments, notes and urls can be added, and existing attachments, notes and urls can be viewed and/or updated.

▼ **Selection Criteria**

EmplID: 3001001781
Employee Record Number: 1
Transaction Number: 449865

Attachments
Entry ID: UTZ_MED_CERT

[Add Attachment](#)

Attachments

Select	Sequence	Created	Author	Entry ID	Subject	Status
☐	1	04/14/2026 10:38AM		Med Cert	Subject	Active

[Select All](#) [Deselect All](#)
[Delete](#)

[Go To](#) [Extended Absence Request](#)

To delete an attachment, click on the box under **Select**

To edit, click on the **Subject** name. The attachment window will pop-up. Make updates and save.

Then click **Delete** to delete the attachment

Leave Maintain Attachments Page

Maintain Attachments

Help

Existing Document Definitions

Instructions

Listed here are the attachments, notes and urls that have been recorded. New attachments, notes and urls can be added, and existing attachments, notes and urls can be viewed and/or updated.

Selection Criteria

EmplID:3001001781

Employee Record Number:1

Transaction Number:449685

Attachments

Entry IDUTZ_MED_CERT

Add Attachment

Attachments

1-1 of 1

Select	Sequence	Created	Author	Entry ID	Subject	Status
☐	1	04/14/2026 10:38AM		Med Cert	Subject	Active

Select All

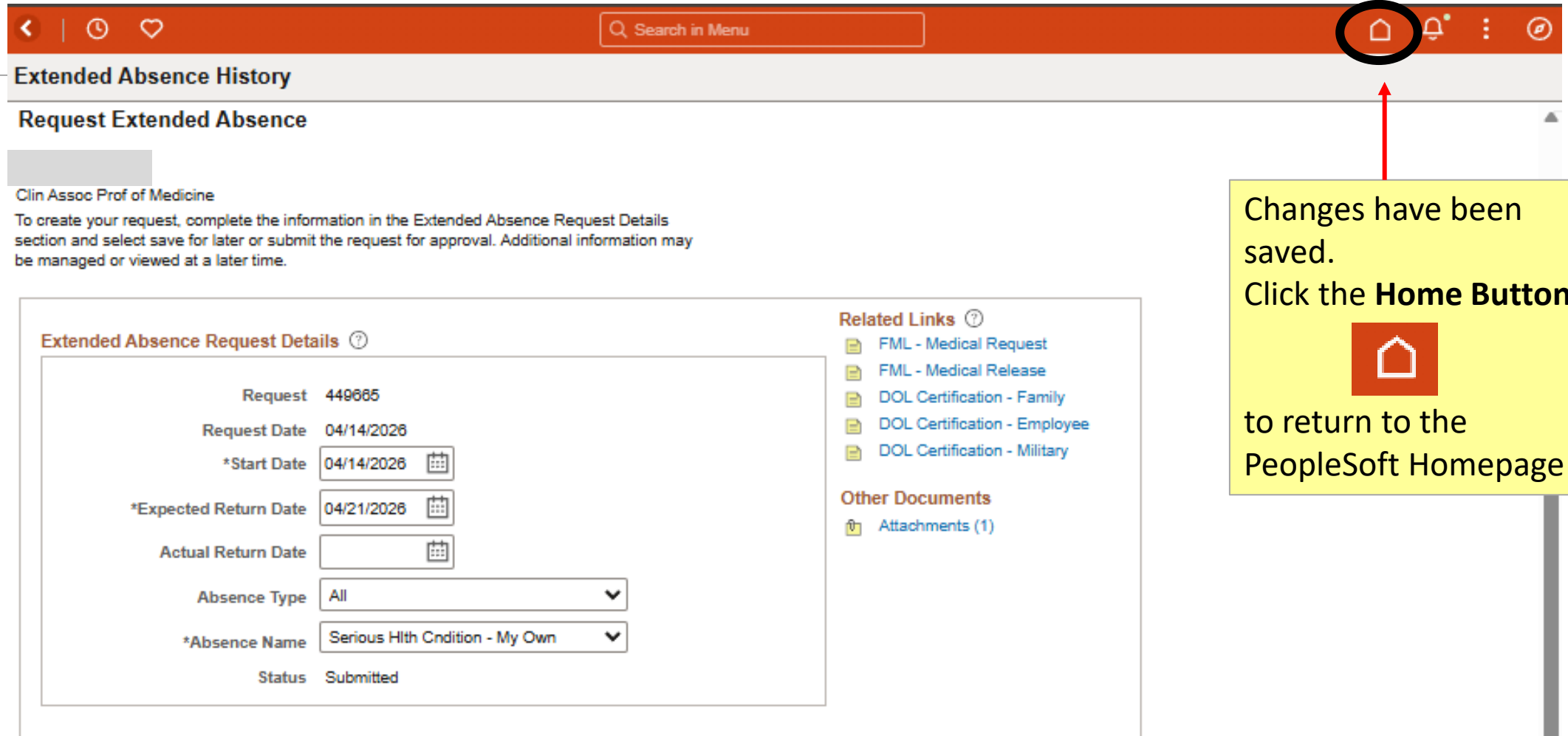
Deselect All

Delete

Go To Extended Absence Request

Once attachments have been saved. Click on the X to go back to the **Extended Absence History** page

Navigate to Home Page



The screenshot shows the 'Extended Absence Request Details' page in PeopleSoft. The top navigation bar is orange and contains a search bar, a home button (a house icon circled in black with a red arrow pointing to it), and other navigation icons. Below the navigation bar, the page title 'Extended Absence History' is followed by 'Request Extended Absence'. A grey box contains the text: 'Clin Assoc Prof of Medicine', 'To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.'

Extended Absence Request Details ⓘ

Request	449885
Request Date	04/14/2026
*Start Date	04/14/2026 ⓘ
*Expected Return Date	04/21/2026 ⓘ
Actual Return Date	ⓘ
Absence Type	All ▼
*Absence Name	Serious Hlth Cndition - My Own ▼
Status	Submitted

Related Links ⓘ

- FML - Medical Request
- FML - Medical Release
- DOL Certification - Family
- DOL Certification - Employee
- DOL Certification - Military

Other Documents

- Attachments (1)

Changes have been saved.

Click the **Home Button**



to return to the
PeopleSoft Homepage

Sign Out of PeopleSoft

The screenshot displays the PeopleSoft Employee Self Service interface. The top navigation bar includes the University of Texas Rio Grande Valley logo, a clock icon, a heart icon, a 'Menu' dropdown, a search bar labeled 'Search in Menu', and icons for home, settings, and profile. Below the navigation bar, the 'Employee Self Service' header is visible. The main content area features 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 user menu is open, listing 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 callout box to the 'Sign Out' option. The callout box contains the text: 'You may sign out of PeopleSoft by selecting' followed by a red square icon with three vertical dots, and 'Then select **Sign Out**'.

The University of Texas Rio Grande Valley | ⌚ ❤️ Menu Search in Menu 🔍

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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.