Employee Self Service-Request Extended Absence (FMLA)

Duo 2 Factor (2FA) Authentication



Access to PeopleSoft from remote locations (off-campus) <u>requires</u> Duo 2-Factor Authentication

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

Enroll in DUO

Employee information from PeopleSoft is used to automatically enroll employee's mobile phones into DUO Mobile. In order to use DUO Mobile, employees must update their Contact Details in PeopleSoft with their current mobile phone number. DUO 2-Factor authentication is required for the following:

- Access to VPN
- Access to PeopleSoft from a location outside of a UTRGV campus
- Access to a terminal server
- Access to Remote Desktop to access your UTRGV computer from off campus
- Access to email or other Office 365 applications from off campus

More information is available at: Enroll in DUO

Log In

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

*Please note, if you are off-campus you will be required to use Duo 2 Factor Authentication



Employee Self Service

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Navigate to the Employee Self Service Menu

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₩ <u>Shop</u> UTRGV	76	Ę	
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Visa Permit/Citizenship Data	Time and Attendance	Expenses	
Payroll and Compensation	Personal Details	Talent Profile	
Last Pay Date 09/03/2019		4	
Benefit Details	Total Rewards		
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		Atter	ndance tile

C Employee Self Service		Time and Attendance		🔺 Q 🏲 🗄 🖉
👆 Timesheet	Request Extended Absence			
Request Absence	Ernesto Gonzalez Human Resources Assist II			
R Cancel Absences	Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.		Necessary documents	
View Requests		Related Links ⑦		
Absence Balances	Extended Absence Request Details ⑦	 FML - Medical Request FML - Medical Release 	related to FMLA are	
Overtime Deguests	*Start Date 07/18/2019 ::::	 DOL Certification - Family DOL Certification - Employee 		
Extended Absence Request	Absence Type All	DOL Certification - Military	available under	
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∰ Leave Transfer Requests	×		Related Links	
E Schedule				
Absence Balance Details	Go To View Extended Absence Request History View Absence Balance * Required Field	ces		
	Select Extended			
	Absence Request from			
	the sidebar menu			

C Employee Self Service	Time and Atte	endance	r 🔍 📢 🕄	ø
😓 Timesheet	Request Extended Absence			
Request Absence	Ernesto Gonzalez Human Resources Assist II			
R Cancel Absences	Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.			
View Requests		Related Links ⑦		
Absence Balances	Extended Absence Request Details ⑦	FML - Medical	l Request	
Cvertime Requests	*Start Date 10/14/2019 ····	DOL CertificatDOL Certificat	.ion - Family tion - Employee	
Extended Absence Request	Absence Type All	DOL Certificat	ion - Military	1
Extended Absence History			Please note, leave dates	
😭 Leave Transfer Requests 🗸 🗸	Enter <u>Start Date</u> and		requested will need to	
T Schedule	Expected Return Date of		match dates indicated by	
	Extended Absence	Absence Balances	Primary Health Provider in	
			Healthcare certification	
			forms	

C Employee Self Service	Time and Attendance		ຊ ເ ³² : ∅
🗞 Timesheet	Request Extended Absence		
Request Absence	Ernesto Gonzalez Human Resources Assist II		
R Cancel Absences	Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.		
View Requests		Pelated Links ?	
Absence Balances	Extended Absence Request Details ⑦	FML - Medical Request	
Overtime Requests	*Start Date 10/14/2019	 DOL Certification - Family DOL Certification - Employee 	
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Extended Absence History	Parental Leave		
👫 Leave Transfer Requests 🗸 🗸	·		
T Schedule	Go To View Extended Absence Request History View Absence Balan * Required Field	Select Abs	sence Type, <u>Family</u> edical Leave Act
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C Employee Self Service	Time and Attendance	r 🗘 👔 🔒
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Request Absence	Ernesto Gonzalez Human Resources Assist II	
R Cancel Absences	Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.	
(View Requests	Related Links ⑦	
Absence Balances	Extended Absence Request Details ⑦ Extended Absence Request Details ⑦ FML - Medical Request	
T Overtime Requests	*Start Date 10/14/2019 DOL Certification - Family Expected Return Date 10/21/2019	
Extended Absence Request	Absence Type Family and Medical Leave Act \checkmark	
T Extended Absence History	*Absence Name Adoption or Foster Care Plcmnt	
	Birth & Care of a Child FMLA Military Caregiver Take	
T Schedule	Serious Hith Chd-Sps, Par, Chl Serious Hith Chdition - My Own	sence Name
	Go To View Extended Absence Request History View Absence Balances • Required Field	

Employee Self Service			Time and Atter	ndance					â	Q	7 32	(
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(Request Absence	section and select save for later or be managed or viewed at a later ti	submit the request for approval. Add ne.	itional information may									
R Cancel Absences					Related Links	0]					
I View Requests	Extended Absence Reque				FML - Med	dical Request dical Release						
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	Requestor Commen	is			ĸ							
	Go To. View Extended Al	osence Request History	Vi	iew Absence Ba	alances							
	Submit	Save for Later										
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C Employee Self Service	Time and Attendance		Q	* 32	: (E
🗞 Timesheet	Human Resources Assist II 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.					
 Cancel Absences View Requests Absence Balances Overtime Requests Extended Absence Request Extended Absence History Leave Transfer Requests Schedule 	Extended Absence Request Details ⑦ *Start Date 10/14/2019 *Start Date 10/21/2019 *Expected Return Date 10/21/2019 Actual Return Date 10/21/2019 Absence Kabsence Confirmation Page Absence EA *Absence Request Extended Absence Submit Confirmation V Are you sure you want to Submit this Extended Absence Request?					
	Absence Requests Yes No Absence Requests Submit Confirmation is corrected all information is corrected by the second	, if ect to S				
	Go To View Extended Absence Request History View Absence Balances Submit Save for Later * Required Field **Disclaimer The current balance does not reflect absences that have not been processed.					

C Employee Self Service

Request Extended Absence

Submit Confirmation

The Extended Absence Request was successfully submitted.



The Extended Absence Request was successfully submitted, click <u>OK</u>

C Employee Self Service					Time and Atter	ndance				Â	Q 1	32	Ø
😓 Timesheet	View Request Sta	tus and Approval De	etails										
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Cancel Absences	Extended Al	bsence Request I	Details ⑦				FML - Med	dical Request					
I View Requests		Reque	est 40622				DOL Certif DOL Certif	fication - Family fication - Employee					
I Absence Balances		Start Da	ate 10/14/2019				DOL Certif	fication - Military					
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								a sta		enui	ng		
	Request History	,											
	E,							1-1 of 1 \	·				
	Status	Name	Date	Comments									
	Submitted	Ernesto Gonzalez	10/14/2019			_							
	Extended Ab	os Process for F ence Management Process for FMLA	FMLA t:Pending										

Employee Self Service	Tim	e and Attendance	🐴 Q 💖 : Ø
🕹 Timesheet	View Request Status and Approval Details		
Request Absence		Once the Extended Abs	ence
Cancel Absences			
View Requests	Request 40622	Request has been submitt	.ed, you 👘
Absence Balances	Start Date 10/14/2019	will still need to submit	t the
Cvertime Requests	Expected Return Date 10/21/2019		
Extended Absence Request	Absence Name Birth & Care of a Child Status Submitted	Absence in your Timeshe	eet for
Extended Absence History		supervisor approva	1
👔 Leave Transfer Requests 🗸 🗸		• • •	

Select Request						
bsence from the	Status	Start Date	End Date	Duration	Source	.11
sidebar menu						

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Status	Name	Date	Comments	
Submitted	Ernesto Gonzalez	10/14/2019		

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Submit

Employee Self Service

Request Absence

👆 Timesheet

Request Absence

Cancel Absences

I View Requests

Absence Balances

Cvertime Requests

Extended Absence Request

Extended Absence History

👫 Leave Transfer Requests

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Schedule

Active Duty Amateur Radio Operators Assistance Dog Training Blood Donation Bone Marrow Donation Comp Time and a Half *Absence Name Educational Activities FMLA Sick Funeral Leave Jury Duty Leave Without Pay Military Reserve Training Organ Donor Parental Leave Peace Offer Continuing Trn Red Cross Disaster Svc Vol Lve Select Absence Name Sick Sick Leave Pool State Compensatory Time Vacation Leave Volunteer Firefighter Leave Voting

Witness Svc & Fees

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Select FMLA Sick as Absence Name from the dropdown menu

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C Employee Self Se	rvice			Time and Attendance		🟫 🔍 🍽 : 🙆
🗞 Timesheet		Request Absence				
🗐 Request Absence)		*Absence Name	FMLA Sick V		Submit
Cancel Absence	Ente	r Start Date and	*Start Date End Date	e 10/14/2019 e 10/18/2019	Click Submit	
Absence Balanc	End	Date based on	Duration	40.00 Hours		
Overtime Reque Extended Abser	yc	our Extended	Partial Days	s None		>
Extended Abser	Abs	sence Request	Comments	Check Eligibility		
Leave Transfer Re	equests v	Balance Information	Comments			
Chedule			As Of 09/15/2019	9 189.75 Hours**		
		View Balances				>
		View Requests				>
		Disclaimer The current balance does not reflect absences th	at have not been proc	cessed.		

C Employee Self Service		Time and Attendance	A 🔍 📢	: Ø
🕹 Timesheet	Request Absence		_	
🗐 Request Absence	*Absence Name	FMI A Sick		Submit
R Cancel Absences	*Start Date	10/14/2019		
View Requests	End Date	10/18/2019		
Absence Balances	Duration	40.00 Hours		
Overtime Requests	Partial Days	None		>
Extended Absence Request		Check Eligibility		
Extended Absence History	Comments			
Schedule	Are young and a solution of the second secon	v sure you want to Submit this Absence Request? Yes No	Submit Absence, if all information is correct click <u>YES</u> if you need to go back to previous screen click NO	

C Employee Self Service	Time and Attendance	real and the second	1 32 : Ø
🗞 Timesheet	Request Absence		
🗐 Request Absence	Absence Name FMLA Sick Start Date 10/14/2019	Status will now change	
🕞 Cancel Absences	End Date 10/18/2019		
View Requests	Duration 40.00 Hours	to Submitted and is now	
Absence Balances	Partial Days None	pending supervisor	>
Overtime Requests	Status Submitted	approval	
Extended Absence Request	Comments	approvar	
Extended Absence History	Balance Information		
💱 Leave Transfer Requests 🗸 🗸	As Of 09/15/2019 189.75		
	Request History		>
	Approval Chain		>
	Disclaimer The current balance does not reflect absences that have not been processed.		

Employee Self Service	Time and Attendance	A Q 🖲
limesheet	Request Absence	Add to Homepage
📋 Request Absence	Absence Name FMLA Sick	Add to NavBar
R Cancel Absences	Start Date 10/14/2019 End Date 10/18/2019	Add to Favorites
I View Requests	Duration 40.00 Hours	Help
I Absence Balances	Partial Days None	Sign Out
T Overtime Requests	Status Submitted	
Extended Absence Request	Comments	
Extended Absence History	Balance Information	
👫 Leave Transfer Requests 🛛 🗸	As Of 09/15/2019 189.75	
Schedule	Request History	
	Approval Chain	
	Disclaimer The current balance does not reflect absences that have not been processed.	You may sign out of
		PoopleSoft by colecting
		Peopleson by selecting
		the Actions List then
		select <u>Sign out</u>

Congratulations! You have successfully completed this topic. End of Procedure.