

# Employee Self Service- Request Extended Absence (FMLA)

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# Duo 2 Factor (2FA) Authentication

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Access to PeopleSoft from remote locations (off-campus) requires 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:

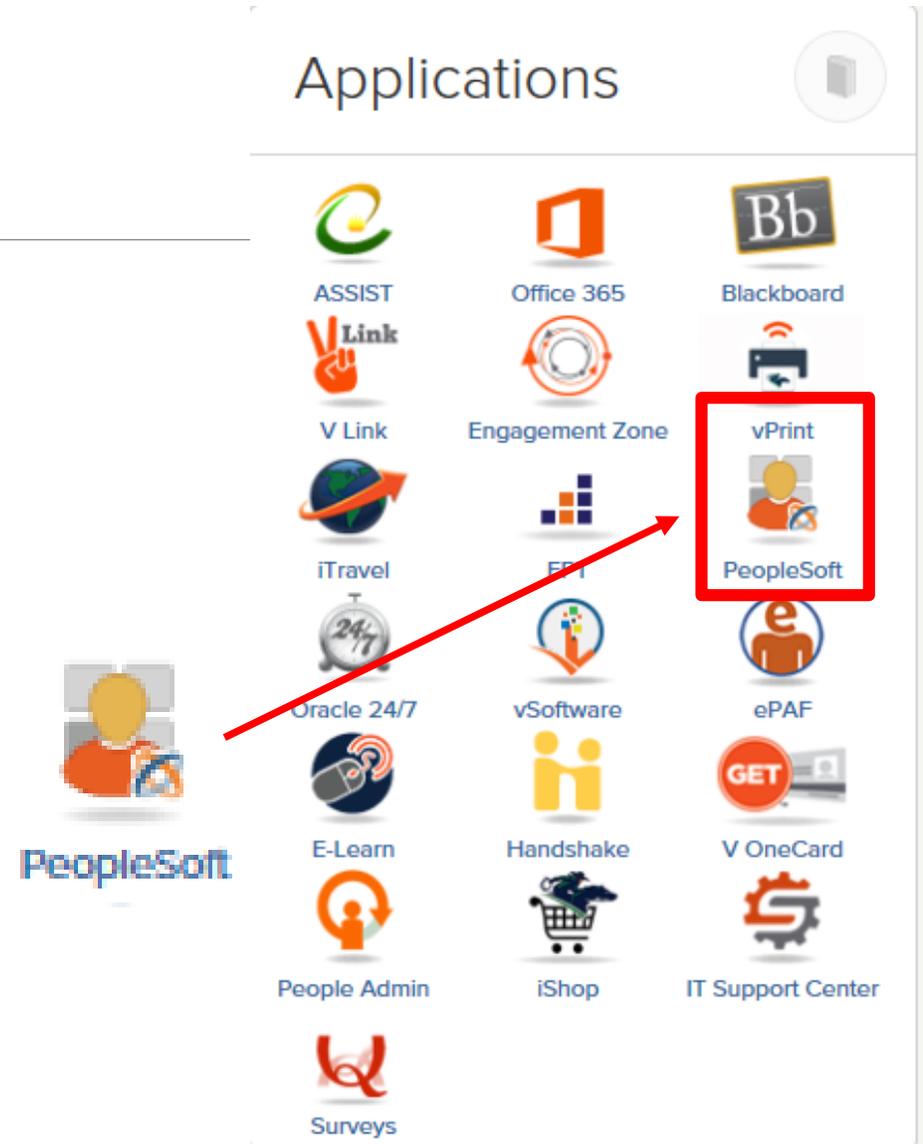
- Access to VPN
- Access to PeopleSoft from a location outside of a UTRGV campus
- Access to a terminal server
- Access to Remote Desktop to access your UTRGV computer from off campus
- Access to email or other Office 365 applications from off campus

More information is available at: [Enroll in DUO](#)

# Log In

1. Navigate to <https://my.utrgv.edu>
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



Navigate to the  
Employee Self  
Service Menu

The screenshot shows a grid of service tiles. The 'Employee Self Service' header is circled in black. The 'Time and Attendance' tile is highlighted with a red rectangle. Other tiles include 'Jaggaer iShop Sign In', 'UTRGV HOP Policy', 'Visa Permit/Citizenship Data', 'Expenses', 'Payroll and Compensation', 'Personal Details', 'Talent Profile', 'Benefit Details', and 'Total Rewards'. A red number '76' is visible above the 'Time and Attendance' tile. The 'Total Rewards' tile shows 'No Statement Available'.

Click on the  
Time and  
Attendance tile

### Request Extended Absence

Ernesto Gonzalez

Human Resources Assist II

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.

#### Extended Absence Request Details

\*Start Date

\*Expected Return Date

Absence Type

\*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 Extended Absence Request from the sidebar menu

Necessary documents related to FMLA are available under Related Links



- Timesheet
- Request Absence
- Cancel Absences
- View Requests
- Absence Balances
- Overtime Requests
- Extended Absence Request**
- Extended Absence History
- Leave Transfer Requests
- Schedule

### Request Extended Absence

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#### Extended Absence Request Details

\*Start Date

\*Expected Return Date

Enter Start Date and Expected Return Date of Extended Absence

#### Related Links

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

Please note, leave dates requested will need to match dates indicated by Primary Health Provider in Healthcare certification forms

- Timesheet
- Request Absence
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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.

#### Extended Absence Request Details

\*Start Date 10/14/2019

\*Expected Return Date 10/21/2019

Absence Type:
 

- All
- Family and Medical Leave Act**
- Parental Leave

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 Absence Type, Family and Medical Leave Act (FMLA) or Parental Leave

- Timesheet
- Request Absence
- Cancel Absences
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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.

#### Extended Absence Request Details ?

\*Start Date 10/14/2019

\*Expected Return Date 10/21/2019

Absence Type Family and Medical Leave Act

- \*Absence Name
- Adoption or Foster Care Plcmnt
  - Birth & Care of a Child
  - FMLA Military Caregiver Take
  - FMLA Military Exigency Take
  - Serious Hlth Cnd-Sps, Par, Chl
  - Serious Hlth Cndition - My Own

#### Related Links ?

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

Select Absence Name

Go To [View Extended Absence Request History](#) [View Absence Balances](#)

\* Required Field

- Timesheet
- Request Absence
- Cancel Absences
- View Requests
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- Extended Absence History
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- Schedule

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.

**Extended Absence Request Details**

\*Start Date: 10/14/2019

\*Expected Return Date: 10/21/2019

Actual Return Date: [Calendar Icon]

Absence Type: Family and Medical Leave Act

\*Absence Name: Birth & Care of a Child

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

**Related Links**

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

Check that all information is correct then click Submit

**Absence Requests**

**Absence Request**

1-1 of 1 | View All

Absence Requests	Status	Start Date	End Date	Duration	Source

Requestor Comments [Text Area]

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.

Employee Self Service Time and Attendance

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.

**Extended Absence Request Details**

\*Start Date 10/14/2019

\*Expected Return Date 10/21/2019

Actual Return Date

**Related Links**

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

**Confirmation Page Absence EA**

Request Extended Absence

**Submit Confirmation**

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

Submit Confirmation, if all information is correct click YES if you need to go back to previous screen click NO

Requestor Comments

Go To [View Extended Absence Request History](#) [View Absence Balances](#)

\* Required Field  
\*\*Disclaimer The current balance does not reflect absences that have not been processed.

Request Extended Absence

Submit Confirmation

✓ The Extended Absence Request was successfully submitted.

OK

The Extended Absence Request was successfully submitted, click OK

- Timesheet
- Request Absence
- Cancel Absences
- View Requests
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- Extended Absence Request
- Extended Absence History**
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- Schedule

View Request Status and Approval Details

Extended Absence Request Details

Request	40622
Request Date	10/14/2019
Start Date	10/14/2019
Expected Return Date	10/21/2019
Actual Return Date	
Absence Name	Birth & Care of a Child
Status	Submitted

Related Links

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

Other Documents

Attachments (0)

At the bottom of the page Extended Abs Process for FMLA shows a status of Pending

Absence Requests

Absence Request

Absence Requests	Status	Start Date	End Date	Duration

Request History

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

**Extended Abs Process for FMLA**

▼ Absence Management: **Pending**

Extended Abs Process for FMLA

View Request Status and Approval Details

- Timesheet
- Request Absence**
- Cancel Absences
- View Requests
- Absence Balances
- Overtime Requests
- Extended Absence Request
- Extended Absence History
- Leave Transfer Requests

Extended Absence Request Details

Request 40622  
Request Date 10/14/2019  
Start Date 10/14/2019  
Expected Return Date 10/21/2019  
Actual Return Date  
Absence Name Birth & Care of a Child  
Status Submitted

Once the Extended Absence Request has been submitted, you will still need to submit the Absence in your Timesheet for supervisor approval

Select Request Absence from the sidebar menu

Status	Start Date	End Date	Duration	Source

Request History

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

Extended Abs Process for FMLA

Absence Management: Pending  
Extended Abs Process for FMLA

- Timesheet
- Request Absence**
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### Request Absence

\*Absence Name

- Active Duty
- Amateur Radio Operators
- Assistance Dog Training
- Blood Donation
- Bone Marrow Donation
- Comp Time and a Half
- 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

Submit

Select FMLA Sick as Absence Name from the dropdown menu

- Timesheet
- Request Absence**
- Cancel Absence
- View Requests
- Absence Balance
- Overtime Request
- Extended Absence
- Extended Absence
- Leave Transfer Requests
- Schedule

### Request Absence



Enter Start Date and End Date based on your Extended Absence Request

\*Absence Name

\*Start Date

End Date

Duration  Hours

Partial Days

Comments

Click Submit

#### Balance Information

As Of 09/15/2019 189.75 Hours\*\*

- 
- 

Disclaimer The current balance does not reflect absences that have not been processed.

Employee Self Service Time and Attendance

Request Absence

\*Absence Name FMLA Sick

\*Start Date 10/14/2019

End Date 10/18/2019

Duration 40.00 Hours

Partial Days None

Check Eligibility

Comments

**Balance Information**

As Of 0

View Balances

View Requests

Disclaimer The current balance does not reflect absences that have not been processed.

Submit

Are you sure you want to Submit this Absence Request?

Yes No

Submit Absence, if all information is correct click YES if you need to go back to previous screen click NO

- Timesheet
- Request Absence**
- Cancel Absences
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### Request Absence

Absence Name FMLA Sick

Start Date 10/14/2019

End Date 10/18/2019

Duration 40.00 Hours

Partial Days None

Status Submitted

Comments

Status will now change to *Submitted* and is now pending supervisor approval

### Balance Information

As Of 09/15/2019 189.75

Request History

Approval Chain

Disclaimer The current balance does not reflect absences that have not been processed.

- Timesheet
- Request Absence**
- Cancel Absences
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### Request Absence

Absence Name FMLA Sick

Start Date 10/14/2019

End Date 10/18/2019

Duration 40.00 Hours

Partial Days None

Status Submitted

Comments

### Balance Information

As Of 09/15/2019 189.75

Request History

Approval Chain

Disclaimer The current balance does not reflect absences that have not been processed.

- Add to Homepage...
- Add to NavBar
- Add to Favorites
- Help
- Sign Out**

You may sign out of PeopleSoft by selecting the Actions List then select Sign out

Congratulations!

You have successfully completed this topic.

**End of Procedure.**