

Employee Self Service- Request to Donate Sick Leave Donation

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.

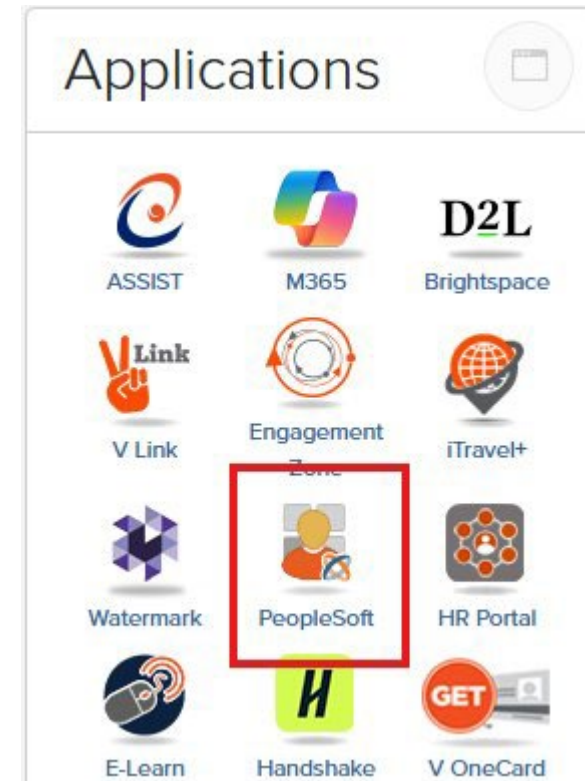
For more information please visit:

[Microsoft Multifactor Authentication.](#)



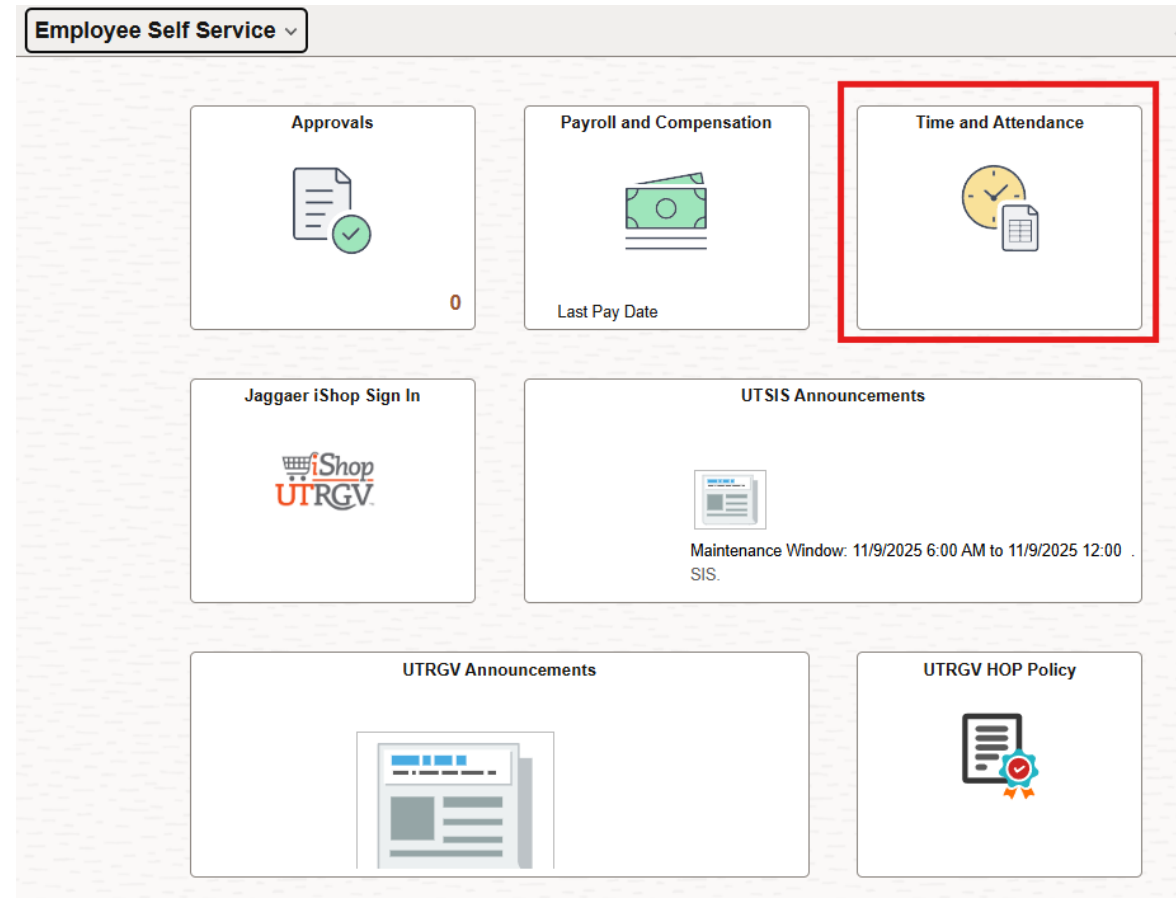
Log In

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.

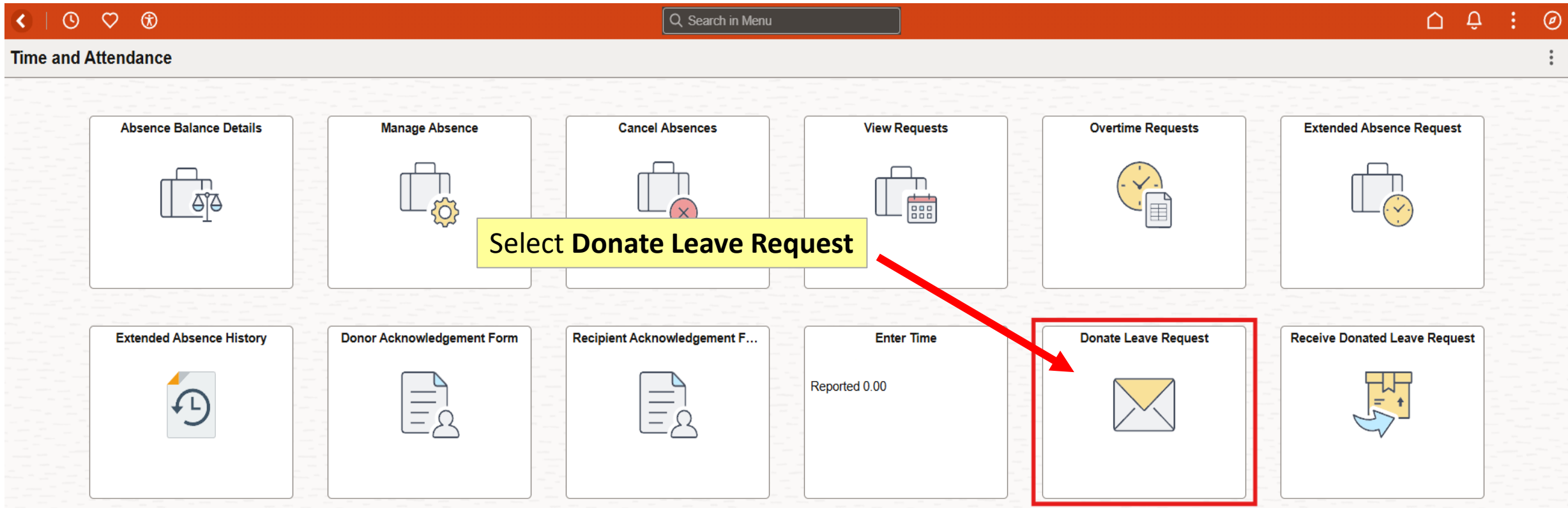


Navigate to Time and Attendance

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



Navigate to Donate Leave Request



Open Program Name Options

Search in Menu

Request to Donate Leave

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s Assist II

Form Instructions:

(1) Use this form to **donate your own leave balances for contribution** to the Sick Leave Pool and/or Family Leave Pool, or to donate your own leave balances directly to another employee.

(2) Balance contributions must be in units of eight (8) hours.

(3) Please complete the below form to submit to your campus Human Resources Department for approval.

(4) To request to receive or collect new or additional leave hours from the Sick Leave Pool and/or Family Leave Pool, or additional leave hours directly from another employee, please use the Request to Receive Donated Leave tile.

Donation Program

Program Name

Select Program

Category

Contribution Type

Unit Type

Minimum Days

Begin Date

Frequency

Ceiling Limit

Maximum Days

End Date

Click on the Program Name dropdown arrow



To display options.

Leave Contribution

<

<

1-1 of 1

>

>

Entitlement	Balance	Days to Donate	Recipient Type	Name	Details	Delete
Select Entitlement	Balance				Details	Delete

Add Contribution

Selecting Program Name

Search in Menu

Request to Donate Leave

Human Resources Assist II

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Donation Program

*Program Name

Select Program

Category

RGV Direct Sick Leave Donation

Contribution Type

RGV Fam Lv Pool Sick

Unit Type

RGV Fam Lv Pool Vacation

Minimum Days

RGV Sick Leave Pool

Begin Date

RGV Sick MR Direct Donation

Select Program

Frequency

Ceiling Limit

Maximum Days

End Date

From the Program Name dropdown bar select RGV Direct Sick Leave Donation

Leave Contribution

1-1 of 1

Entitlement	Balance	Days to Donate	Recipient Type	Name	Details	Delete
Select Entitlement	Balance				Details	Delete

Add Contribution

Adding Entitlement Type

Search in Menu

Request to Donate Leave

Human Resources Assist II

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Donation Program

*Program Name

RGV Direct Sick Leave Donation

Category

Individual

Contribution Type

One-Time

Unit Type

Hours

Minimum Hours

Begin Date

01/01/2020

Type

Voluntary

Frequency

Ceiling Limit

9999999999.99

Minimum Hours

9999999999.99

End Date

From the Entitlement dropdown bar select Sick

Leave Contribution

1-1 of 1

Entitlement	Balance	Hours to Donate	Recipient Type	Name	Details	Delete
Sick	0.00				Details	Delete
Select Entitlement						
Sick						

Selecting Recipient Type

Search in Menu

Request to Donate Leave

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Donation Program

*Program Name

RGV Direct Sick Leave Donation

Category

Individual

Contribution Type

One-Time

Unit Type

Hours

Minimum Hours

Begin Date

01/01/2020

From the Recipient Type dropdown bar select Employee

Leave Contribution

1-1 of 1

Entitlement	Balance	Hours to Donate	Recipient Type	Name	Details	Delete
Sick	0.00				Details	Delete

Add Contribution

Employee

9

Searching Employee Name

Search in Menu

Request to Donate Leave

Human Resources Assist II

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Donation Program

*Program Name

RGV Direct Sick Leave Donation

Category

Individual

Contribution Type

One-Time

Unit Type

Hours

Minimum Hours

Begin Date

01/01/2020

Type

V

Frequency

Ceiling Limit

9

Maximum Hours

9

End Date

Click on the magnifying glass within **Name**.



To search for the employee's information.

Leave Contribution

1-1 of 1

Entitlement	Balance	Hours to Donate	Recipient Type	Name	Details	Delete
Sick	0.00		Employee		Details	Delete

Add Contribution

Look Up Window With List of Employee Names

Request to Donate Leave

Human Resources Assist II

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*Program Name

RGV Direct Sick Leave Donation

Category

Individual

Contribution Type

One-Time

Unit Type

Hours

Minimum Hours

Begin Date

01/01/2020

Leave Contribution

Entitlement

Balance

Hours to Donate

Recipient Type

Sick

0.00

Employee

Add Contribution

Comments

Requester Comments

Look Up

Search by: Name (LN, FN) begins with

Search

Cancel

Advanced Lookup

Search Results

Only the first 300 results can be displayed.

View 100

<

>

1-300 of 300

<

>

Name (LN, FN)

Empl ID

Type the employee's Last Name then First Name.

Selecting Employee

Request to Donate Leave

Human Resources Assist II

Form Instructions:

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*Program Name

RGV Direct Sick Leave Donation

Category

Individual

Contribution Type

One-Time

Unit Type

Hours

Minimum Hours

Begin Date

01/01/2020

Leave Contribution

Entitlement

Balance

Hours to Donate

Recipient Type

Sick

0.00

Employee

Add Contribution

Comments

Requester Comments

Look Up

Search by: Name (LN, FN) begins with

Search

Cancel

Advanced Lookup

Search Results

Only the first 300 results can be displayed.

View 100

1-300 of 300

Name (LN, FN)

Empl ID

Once done, select **Search** to populate the employee's **Last** and **First** name, as well as their **Employee ID**.

After clicking on the correct employee's information, the panel will automatically close.

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Adding Number of Hours to Donate

Search in Menu

Request to Donate Leave

Y

Human Resources Assist II

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Donation Program

*Program Name

RGV Direct Sick Leave Donation

Category

Individual

Contribution Type

One-Time

Unit Type

Hours

Minimum Hours

Begin Date

01/01/2020

Voluntary

9999999999.99

Type the number of Hours to Donate.

Note: Hours should be donated in increments of eight.

Leave Contribution

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1-1 of 1

>

>

Entitlement	Balance	Hours to Donate	Recipient Type	Name	Details	Delete
Sick	0.00	8.00	Employee		Details	Delete

Add Contribution

13

Confirm to the Agreement and Compliance

Request to Donate Leave

Leave Contribution

Entitlement

Balance

Hours to Donate

Recipient

Sick

0.00

8.00

Employee

Details

Delete

Details

Delete

Add Contribution

Comments

Requester Comments

Agreement and Compliance

I have read the Leave Donation Policy.

I acknowledge that if I am donating hours/days to this program or to another employee, I authorize the donation of hours/days and understand that the donation is irrevocable.

I certify that I have not provided or been given notice of termination.

I certify that I am currently not on a written warning of any kind.

I hereby confirm that I have read and comply with the given statements.

Submit

Save for Later

Submitting Request to Donate Leave Form

Search in Menu

Request to Donate Leave

Minimum Hours
Begin Date 01/01/2020

Maximum Hours 999999999.99
End Date

Leave Contribution

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1-1 of 1

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Entitlement	Balance	Hours to Donate	Recipient Type	Name	Details	Delete
Sick	0.00	8.00	Employee		Details	<button>Delete</button>

Add Contribution

Comments

Requester Comments

Agreement and Compliance

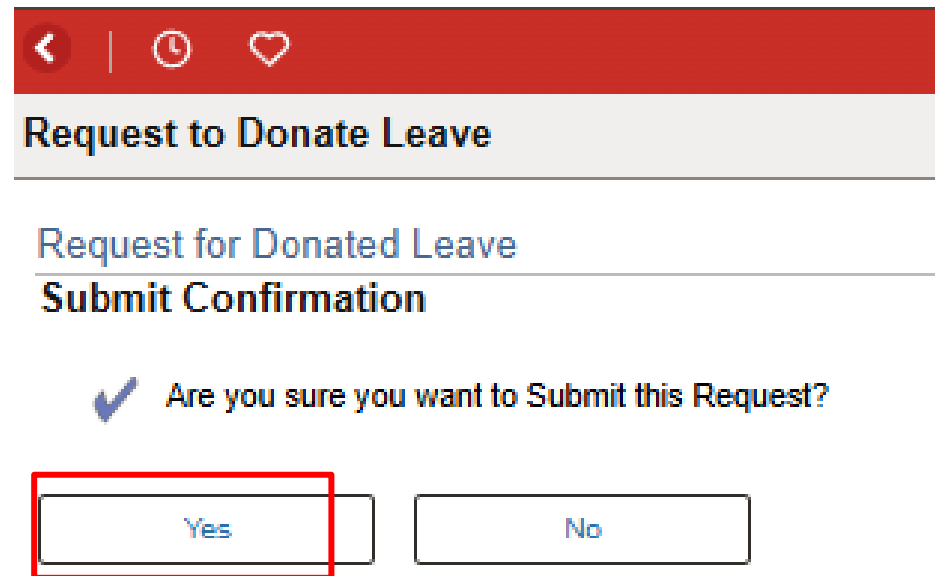
- ☐ I have read the Leave Donation Policy.
- ☐ I acknowledge that if I am donating hours/days to this program or to another employee, I authorize the donation of hours/days and understand that the donation is irrevocable.
- ☐ I certify that I have not provided or been given notice of termination.
- ☐ I certify that I am currently not on a written warning of any kind.
- ☒ I hereby confirm that I have read and comply with the given statements.

Once done,
select **Submit**.

Submit

Save for Later

Confirming Submission

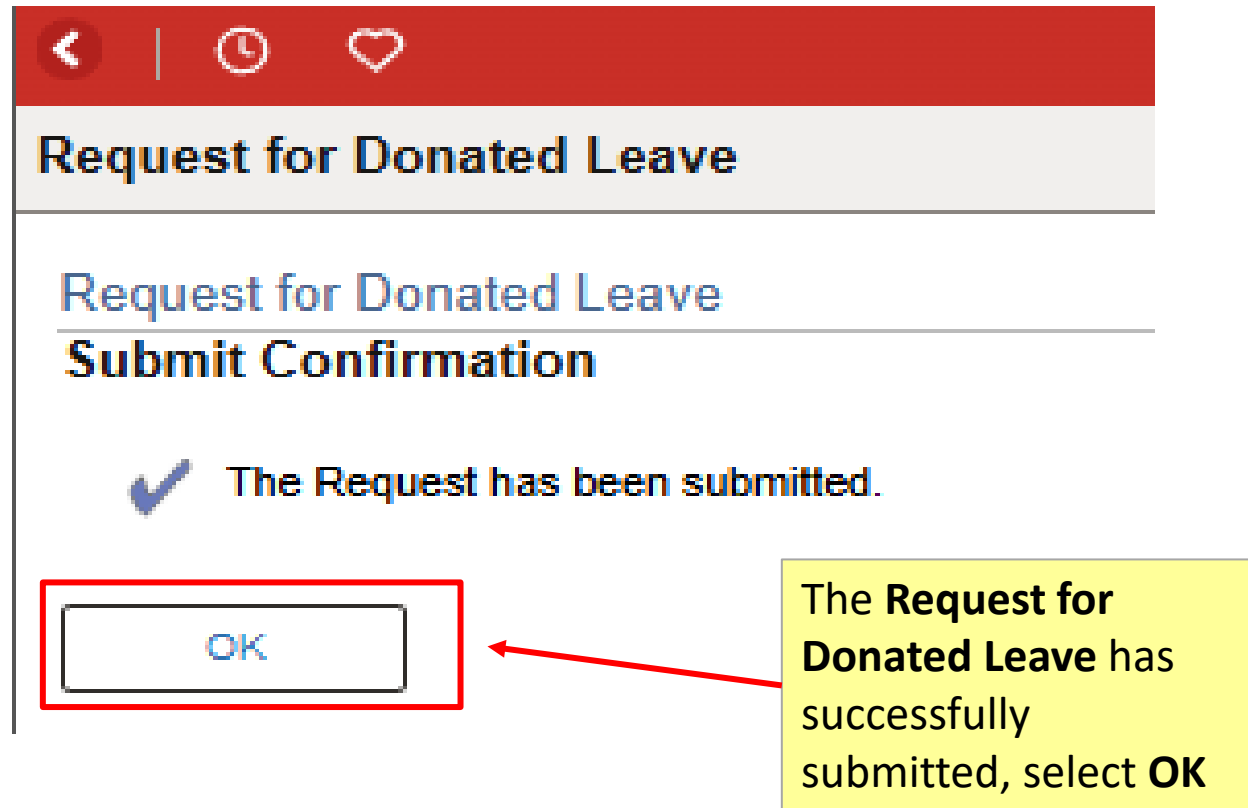


The screenshot shows a web interface with a red header bar containing navigation icons (back, refresh, heart). Below the header, the title 'Request to Donate Leave' is displayed. Underneath, there is a link 'Request for Donated Leave' and a section titled 'Submit Confirmation'. This section contains a confirmation question: 'Are you sure you want to Submit this Request?' with a blue checkmark icon. Below the question are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red rectangular border.

If all the pervious information is correct, select **Yes**

If you need to go back to the previous page, select **No**

Request Submission Confirmation



Viewing Submission

Search in Menu

Request to Donate Leave

Additional Details

Agreement and Compliance

- I have read the Leave Donation Policy.
- I certify that I have not provided or been given notice of termination.
- I certify that I am currently not on a written warning of any kind.

☒ I hereby confirm that I have read and comply with the given statements.

Request History

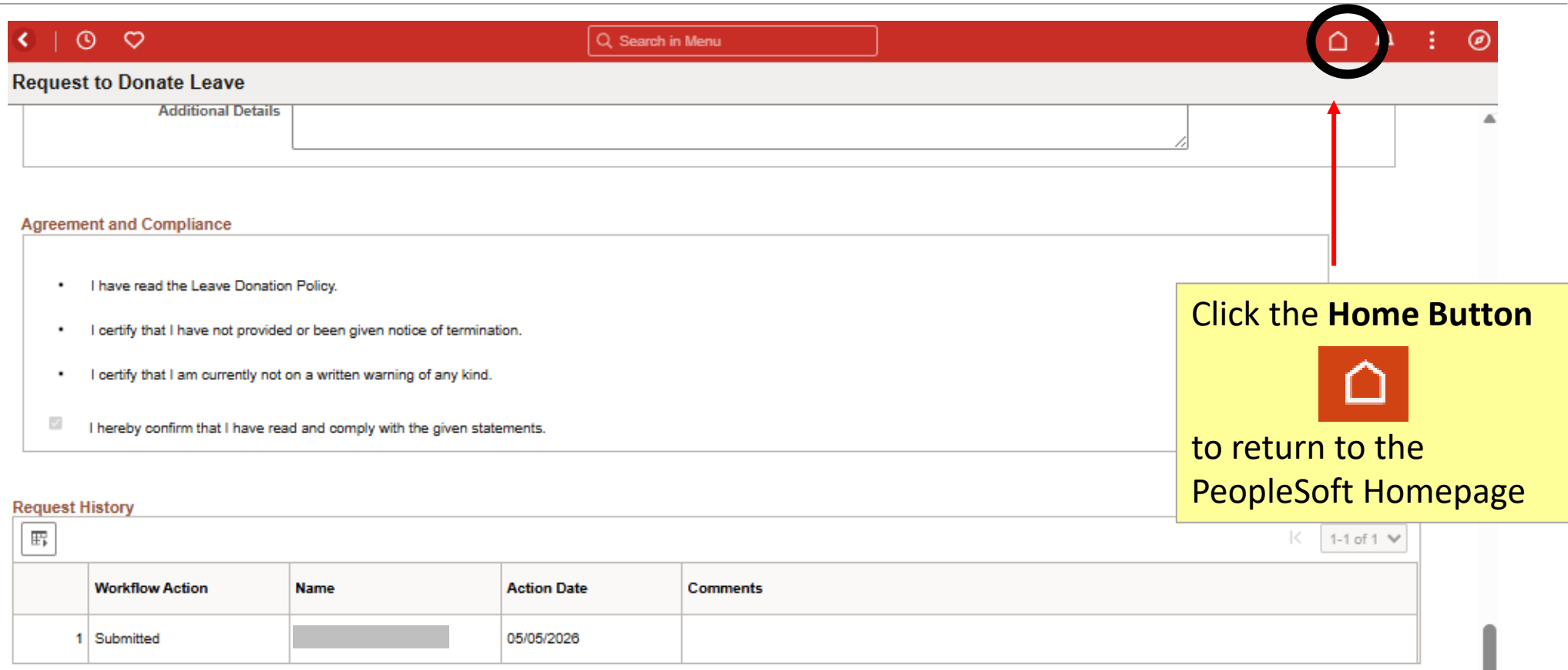
1-1 of 1

	Workflow Action	Name	Action Date	Comments
1	Submitted		05/05/2026	

When you click **OK** on the previous page, it will direct you back to the **Request to Donate Leave** form.

Here you can view submission and **Request History**.

Return to Homepage



The screenshot shows the 'Request to Donate Leave' form in the PeopleSoft system. The top navigation bar is red and contains a search bar, a home button (house icon), and other navigation icons. A red circle highlights the home button, and a red arrow points from a yellow callout box to it. The callout box contains the text 'Click the Home Button' and 'to return to the PeopleSoft Homepage', along with a red square icon containing a white house symbol. The form itself has sections for 'Additional Details', 'Agreement and Compliance' (with a list of statements and a confirmation checkbox), and 'Request History' (with a table of workflow actions).

Request to Donate Leave

Additional Details

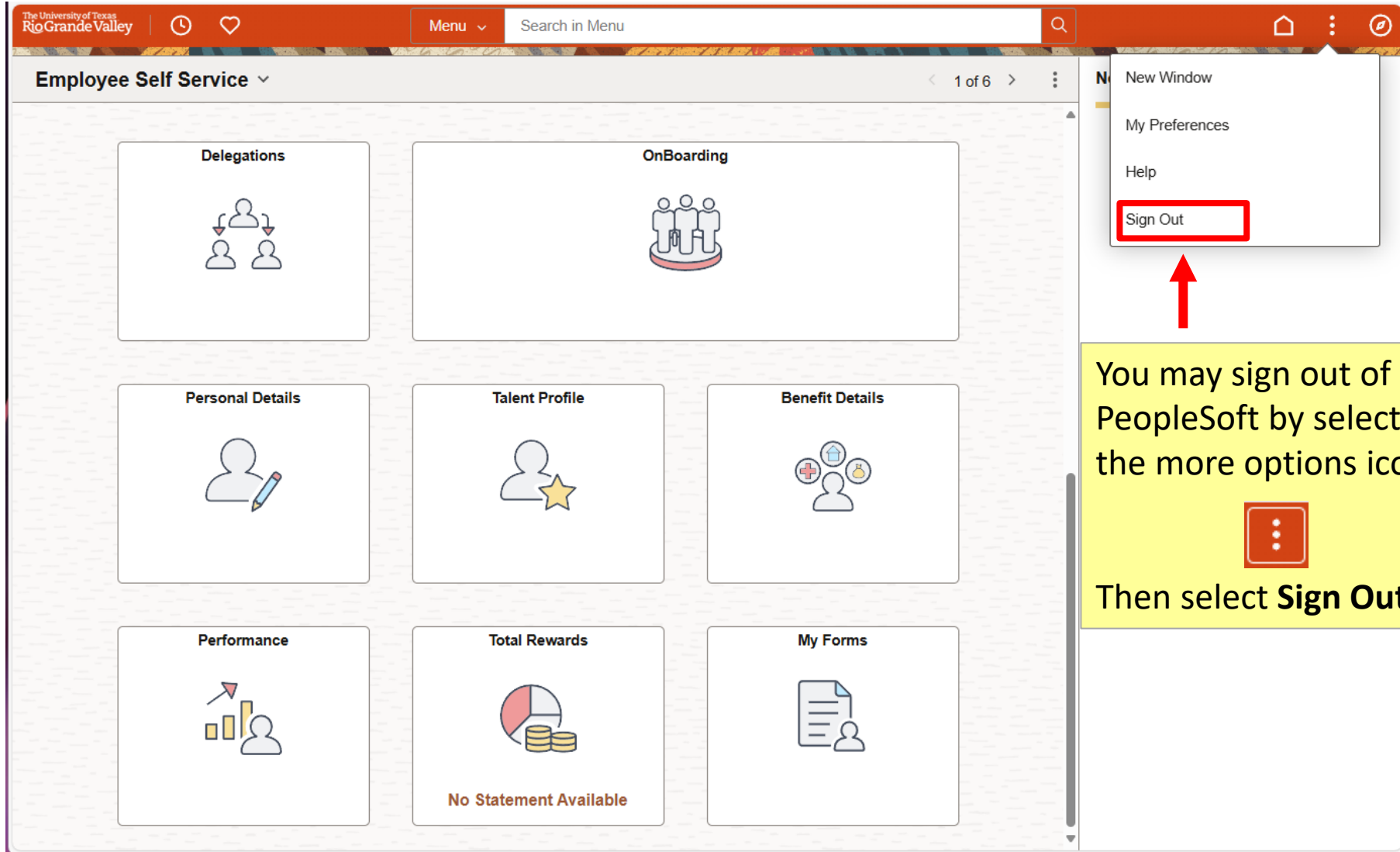
Agreement and Compliance

- I have read the Leave Donation Policy.
- I certify that I have not provided or been given notice of termination.
- I certify that I am currently not on a written warning of any kind.
- ☒ I hereby confirm that I have read and comply with the given statements.

Request History

	Workflow Action	Name	Action Date	Comments
1	Submitted		05/05/2026	

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, and a magnifying glass icon. The main content area is titled 'Employee Self Service' and contains 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, showing options: New Window, My Preferences, Help, and Sign Out. The 'Sign Out' option is highlighted with a red rectangle, and a red arrow points to it from a yellow callout box.

You may sign out of PeopleSoft by selecting the more options icon

Then select **Sign Out**

Congratulations!

You have successfully completed this topic

End of Procedure.