

Employee Self Service- Request to Receive Direct Sick Leave Donations

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.

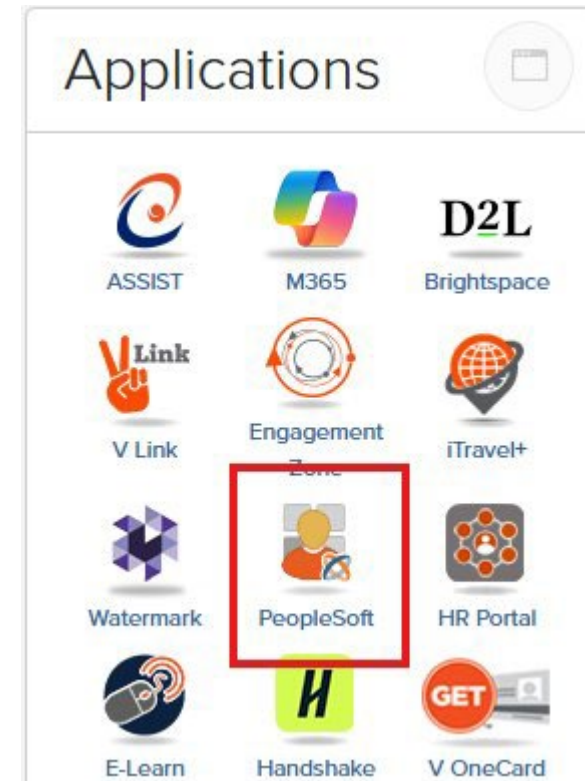
For more information please visit:

[Microsoft Multifactor Authentication.](#)



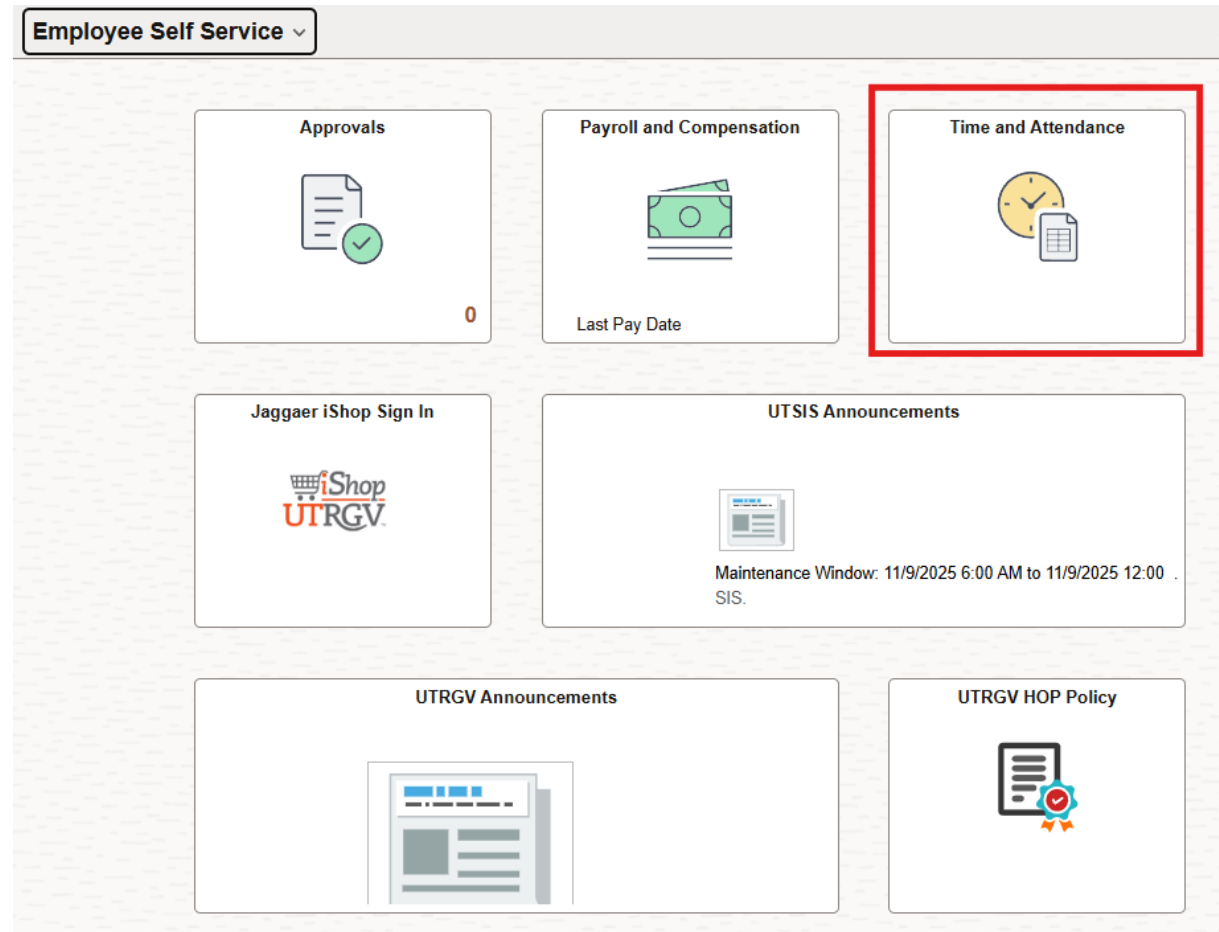
Log In

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.

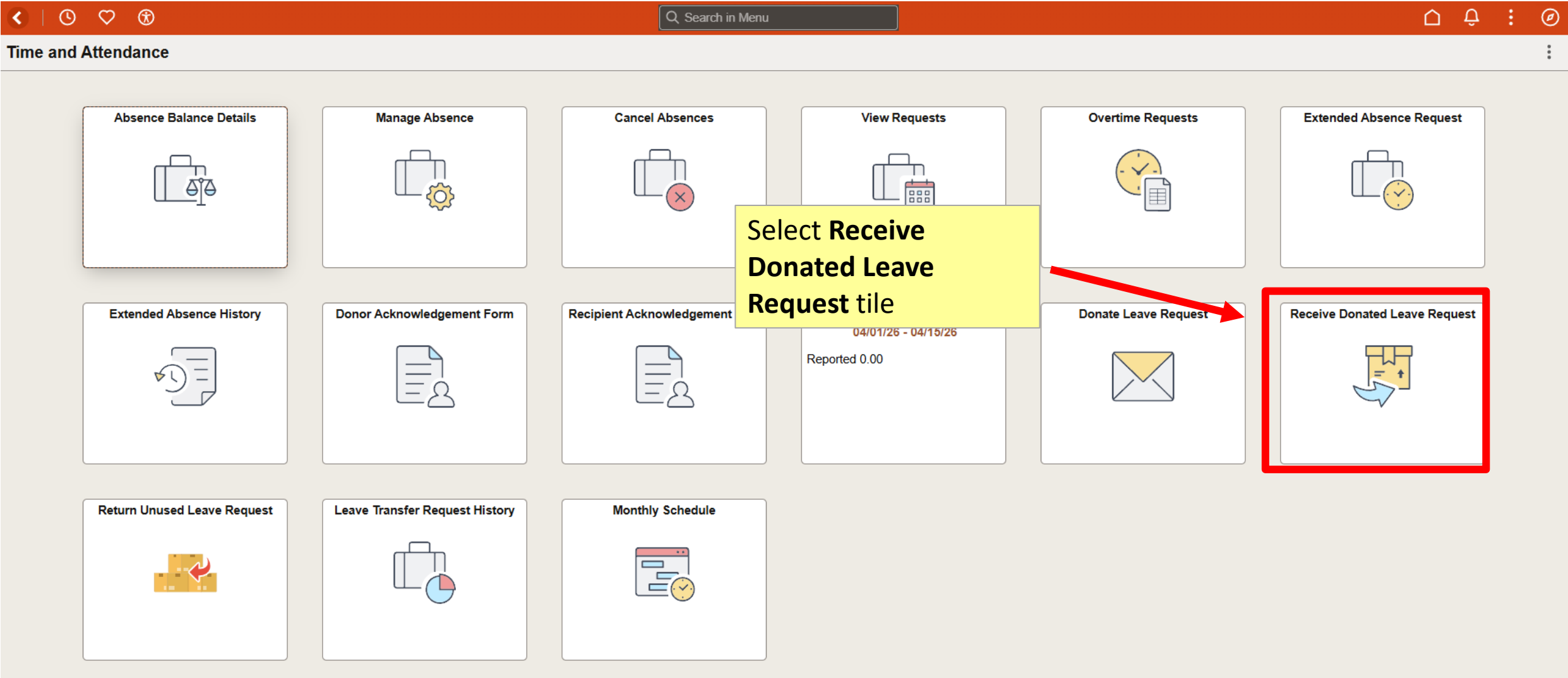


Navigate to Time and Attendance

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



Navigate to Receive Donated Leave Request



Request to Receive Donated Leave Window

Search in Menu

Request to Receive Donated Leave

Clin Assoc Prof of Medicine

Form Instructions:

(1) Use this form to receive or collect a leave balance from the Sick Leave Pool and/or Family Leave Pool upon your conditional medical request for leave.

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

(3) To donate your own leave balances to the Sick Leave Pool and/or Family Leave Pool, or to donate your own leave balances directly to another employee, please use the Donate Leave Request tile.

Donation Program

*Program Name

Select Program

Category

Contribution Type

Unit Type

Minimum Days

Begin Date

Type

Frequency

Celling Limit

Maximum Days

End Date

Leave Time Request

*Recipient

Employee

Recipient Name

*Begin Date

*End Date

*Days Requested

This is a Recurring Occurrence

View Balances

Leave Reason

Reason

	Description
☐	I am taking a Family Care Leave to care for an immediate family member with a catastrophic illness or injury.
☐	I am taking a Leave for my own catastrophic illness or injury.
☐	Other (Please provide additional details.)
☐	The birth of a child; including bonding with and caring for children during a child's first year following birth, adoption, or foster care placement.

The Request to Receive Donated Leave window will open

User can fill out Donation Program, Leave Time Request, and Leave Reason

Selecting Program Name

Search in Menu

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Donation Program

*Program Name	Select Program	Type
Category	RGV Fam Lv Pool Sick	Frequency
Contribution Type	RGV Fam Lv Pool Vacation	Ceiling Limit
Unit Type	RGV Sick Leave Pool	Maximum Days
Minimum Days	Select Program	End Date
Begin Date		

Select the dropdown and choose **Program Name** from the options

Adding Leave Time Request

Search in Menu

Request to Receive Donated Leave

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Donation Program

*Program Name

RGV Sick Leave Pool

Category

Bank

Contribution Type

One-Time

Unit Type

Hours

Minimum Hours

Begin Date

01/01/1990

Type

Voluntary

Frequency

Ceiling Limit

9999999999.99

Maximum Hours

9999999999.99

End Date

Leave Time Request

*Recipient

Employee

Recipient Name

*Begin Date

*End Date

*Hours Requested

☐ This is a Recurring Occurrence

View Balances

Select **Begin Date** and **End Date**, and the number of hours in the **Days Requested** box

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



To select dates.

Note: Hours in **Days Requested** box should be in 8-hour increments

Adding Leave Reason

Search in Menu

Request to Receive Donated Leave

Leave Reason

Reason

	Description
☐	I am taking a Family Care Leave to care for an immediate family member with a catastrophic illness or injury.
☐	I am taking a Leave for my own catastrophic illness or injury.
☐	Other (Please provide additional details.)
☐	The birth of a child; including bonding with and caring for children during a child's first year following birth, adoption, or foster care placement.
☐	The placement of a foster child or adoption of a child under 18 years of age.
☐	The placement of any person 18 years of age or older requiring guardianship.
☐	A serious illness to an immediate family member or the employee, including a pandemic-related illness
☐	An extenuating circumstance created by an ongoing pandemic, including essential care to a family member.
☐	A previous donation of time to the pool.
☐	Other (Please provide additional details.)

Additional Details

Select **Leave Reason** that best fits your leave scenario.

Include Additional Details for approver

Submitting Receive Donated Leave Request

Search in Menu

Request to Receive Donated Leave

☐

An extenuating circumstance created by an ongoing pandemic, including essential care to a family member.

☐

A previous donation of time to the pool.

☐

Other (Please provide additional details.)

Additional Details

Comments

Requester Comments

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.

Submit

Save for Later

* Required Field

Agree to the following
**Agreement and
Compliance** terms

Once you are
ready, select
Submit.

If you do not want to
save at this time,
select **Save for Later**

Confirming Submission

The screenshot shows a web application interface with an orange header bar. On the left of the header are navigation icons: a back arrow, a clock, and a heart. On the right is a search bar labeled "Search in Menu" and three more icons: a home icon, a bell, and a user profile icon. Below the header, the page title "Receive Donated Leave Request" is displayed in a grey bar. The main content area has a sub-header "Request for Donated Leave" followed by "Submit Confirmation". Below this, there is a confirmation question: "Are you sure you want to Submit this Request?" with a blue checkmark icon to its left. At the bottom of the form are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red rectangular box, and a red arrow points from a yellow instruction box to it.

Receive Donated Leave Request

Request for Donated Leave

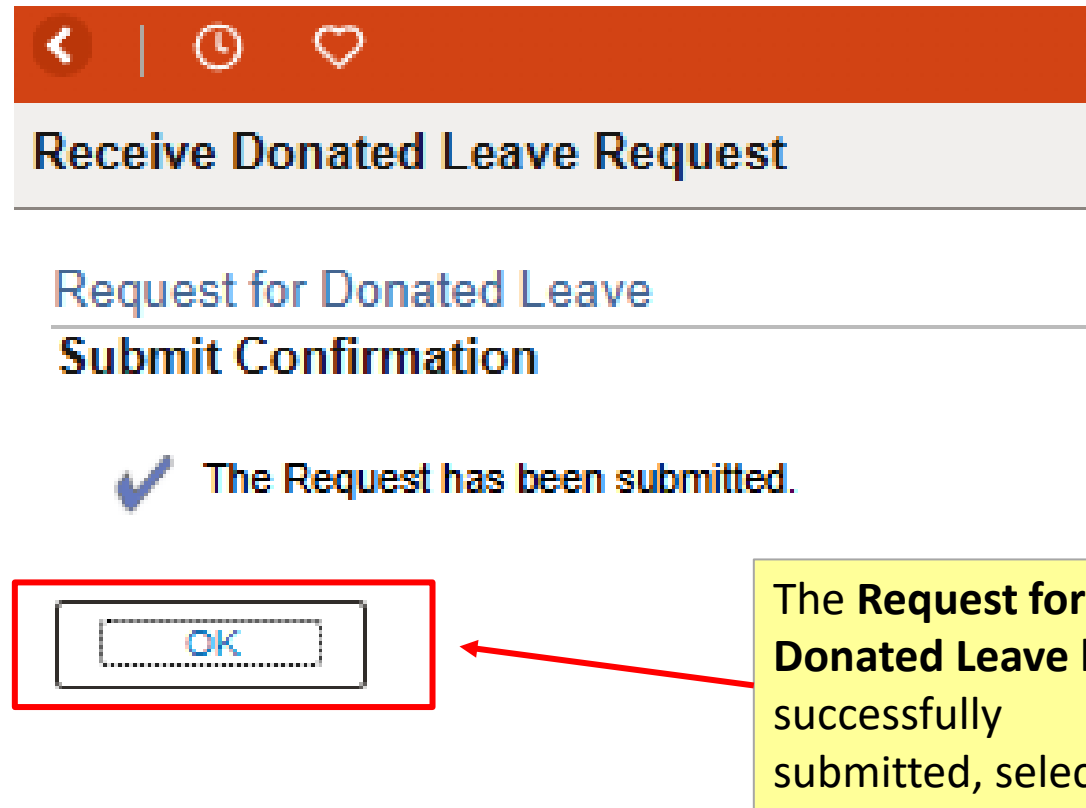
Submit Confirmation

✓ Are you sure you want to Submit this Request?

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

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

Request Submitted Confirmation



Checking Current Status

Request to Receive Donated Leave

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	Paola Hernandez	05/05/2026	

by Administrator

Absence Management - Leave Donations:PendingView/Hide Comments

UTR Leave Donation

Skipped

PendingMultiple ApproversUTRGV Leave Donation Admin

Comments

At the bottom of the page for Receive Donated Leave request shows the status of Pending

Return to Homepage

Request to Receive Donated Leave

Agreement and Compliance

- I have read the Leave Donation Policy.
- I certify that I have not provided or been given notice of termination.
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Absence Management - Leave Donations:Pending [View/Hide Comments](#)

UTR Leave Donation

Skipped

Pending

Multiple Approvers
UTRGV Leave Donation Admin

▶ **Comments**

Click the **Home** Button



to return to the
PeopleSoft Homepage

Sign Out of PeopleSoft

The screenshot shows the PeopleSoft Employee Self Service interface for The University of Texas Rio Grande Valley. The top navigation bar is orange and contains the university logo, a clock icon, a heart icon, a 'Menu' dropdown, a search bar labeled 'Search in Menu', and icons for home, a more options menu (three dots), and a refresh icon. Below the navigation bar, the page title 'Employee Self Service' is followed by a dropdown arrow and a breadcrumb '1 of 6'. The main content area is a grid of nine tiles: 'Delegations' (with a person and arrows icon), 'OnBoarding' (with a group of people icon), 'Personal Details' (with a person and pencil icon), 'Talent Profile' (with a person and star icon), 'Benefit Details' (with a person and medical icons icon), 'Performance' (with a bar chart and person icon), 'Total Rewards' (with a pie chart and coins icon, and a note 'No Statement Available'), and 'My Forms' (with a document icon). On the right side, a dropdown menu is open from the 'more options' icon, showing a list of actions: '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.

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 the more options icon

Then select **Sign Out**

Congratulations!

You have successfully completed this topic.

End of Procedure.