

Employee Self Service- Sick Leave Pool 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.

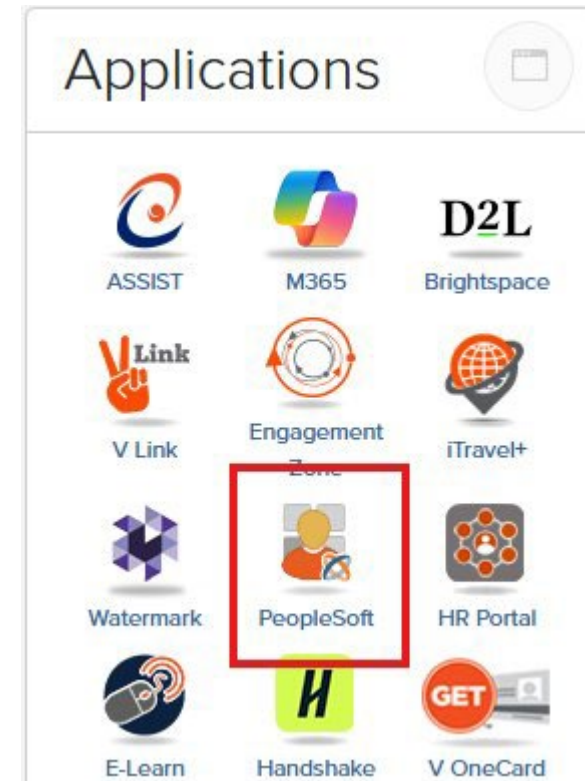
For more information please visit:

[Microsoft Multifactor Authentication.](#)



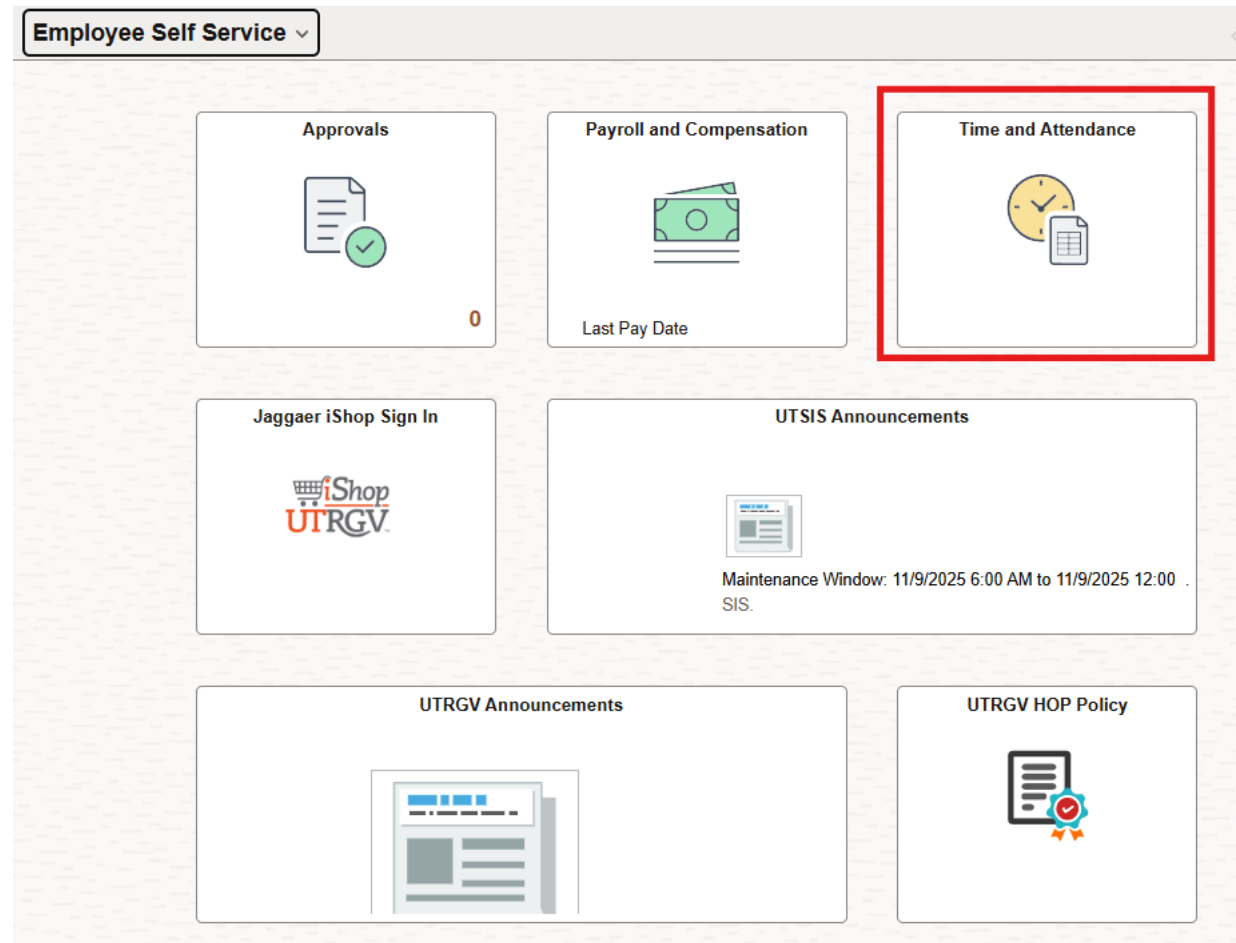
Log In

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.

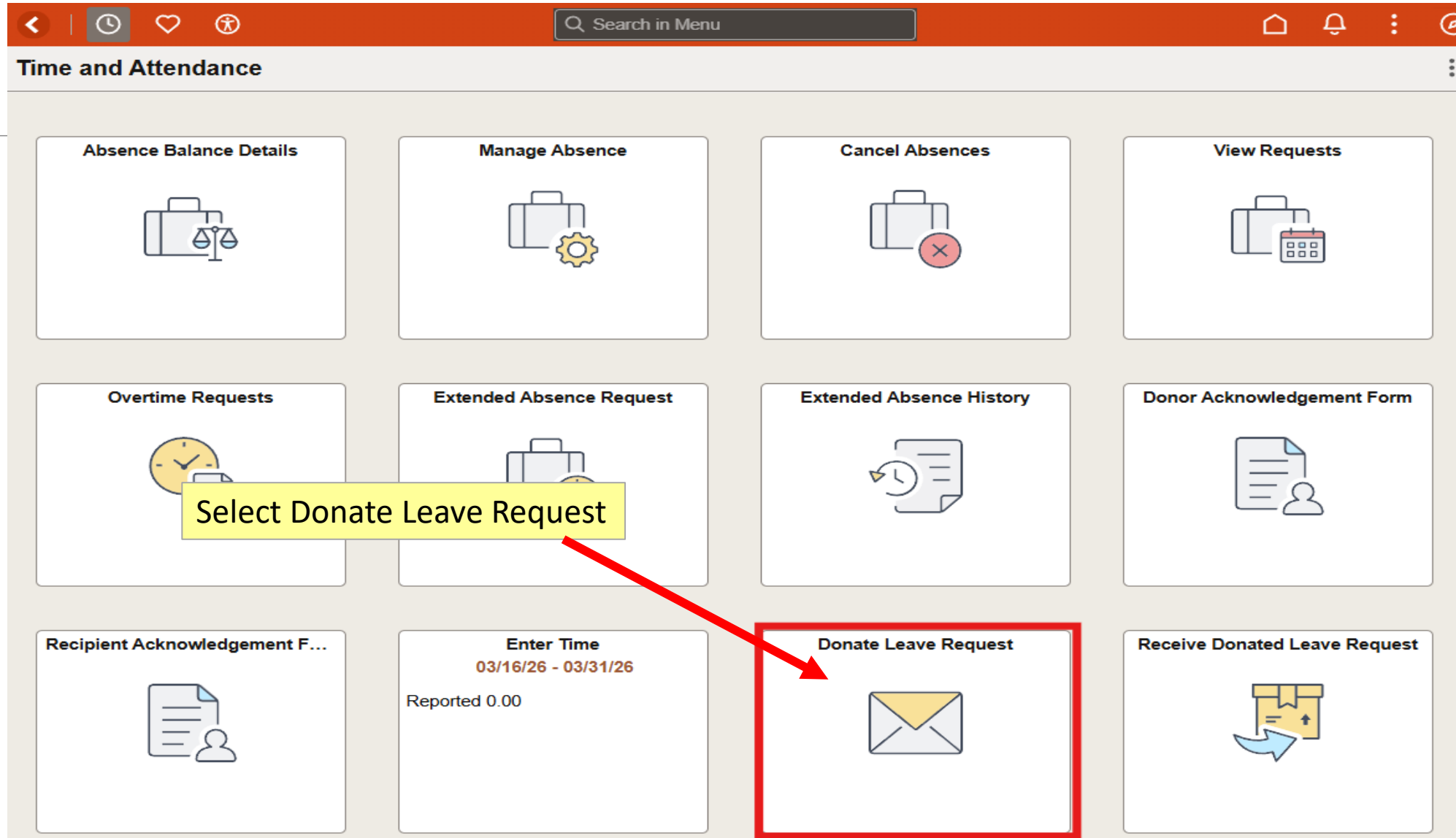


Navigate to Time and Attendance

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

Human Resources 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

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1-1 of 1

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

Add Contribution

6

Selecting Program Name

Clin Assoc Prof of Medicine

Form Instructions:

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Donation Program

*Program Name
Category
Contribution Type
Unit Type
Minimum Hours
Begin Date

RGV Sick Leave Pool

RGV Direct Sick Leave Donation

RGV Fam Lv Pool Sick

RGV Fam Lv Pool Vacation

RGV Sick Leave Pool

RGV Sick MR Direct Donation

Select Program

Type Voluntary
Frequency
Ceiling Limit 999999999.99
Maximum Hours 999999999.99
End Date

From the **Program Name** dropdown bar select **RGV Sick Leave Pool**

Leave Contribution

1-1 of 1

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

Comments

Requester Comments

Adding Entitlement Type

Search in Menu

Request to Donate Leave

Clin Assoc Prof of Medicine

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.

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Donation Program

*Program NameRGV Sick Leave Pool

CategoryBank

Contribution TypeOne-Time

Unit TypeHours

Minimum Hours

Begin Date01/01/1990

TypeVoluntary

0000000000.00

0000000000.00

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

Requester Comments

Adding Number of Hours to Donate

Search in Menu

Request to Donate Leave

Clin Assoc Prof of Medicine

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.

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

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 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

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

Comments

Requester Comments

Confirm to the Agreement and Compliance

Agreement and Compliance

- I have read the UTRGV Handbook of Operating Procedures: Sick Leave Pool/Sick Leave Direct Donation Policy. ADM 04-804.
- 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 I have read the donor acknowledgement form and comply with the given statements.

Submit

Save Later

* Required Field

Click the **Check box**



To confirm that you have read and comply in the **Agreement and Compliance.**

Submitting Request to Donate Leave Form

Search in Menu

Request to Donate Leave

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

000000000.00

Maximum Hours

000000000.00

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			Details	Delete

Comments

Requester Comments

Agreement and Compliance

- I have read the UTRGV Handbook of Operating Procedures: Sick Leave Pool/Sick Leave Direct Donation Policy. ADM 04-804.
- 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 I have read the donor acknowledgement form and comply with the given statements.

Submit

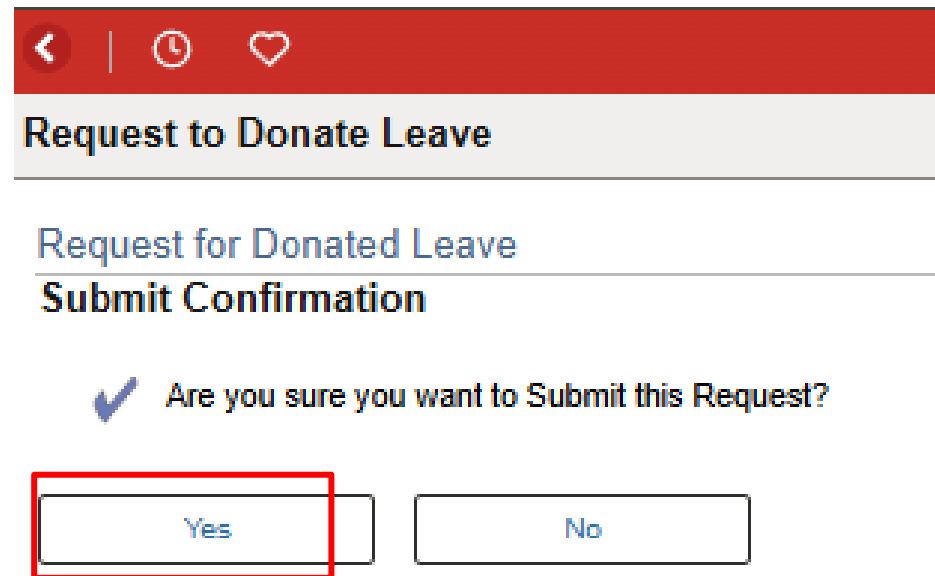
Save for Later

* Required Field

Once done, select **Submit** .

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Confirming Submission

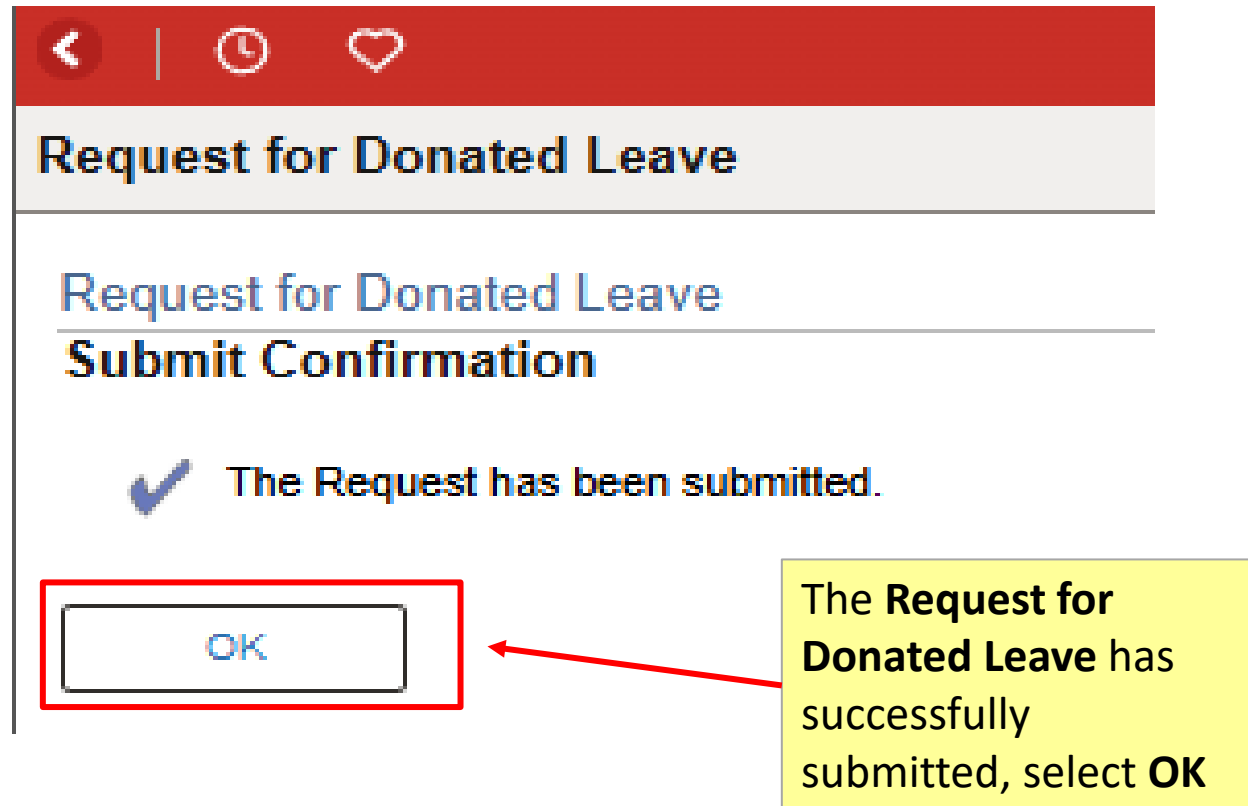


The screenshot shows a web interface with a red header bar containing navigation icons (back, refresh, heart). Below the header, the title 'Request to Donate Leave' is displayed. Underneath, there is a link 'Request for Donated Leave' and a section titled 'Submit Confirmation'. This section contains 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

Q 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	

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 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 rectangular border. A red arrow points from a yellow instructional box below to the 'Sign Out' option.

Employee Self Service

Delegations

OnBoarding

Personal Details

Talent Profile

Benefit Details

Performance

Total Rewards

No Statement Available

My Forms

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.