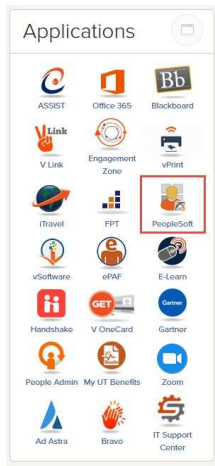


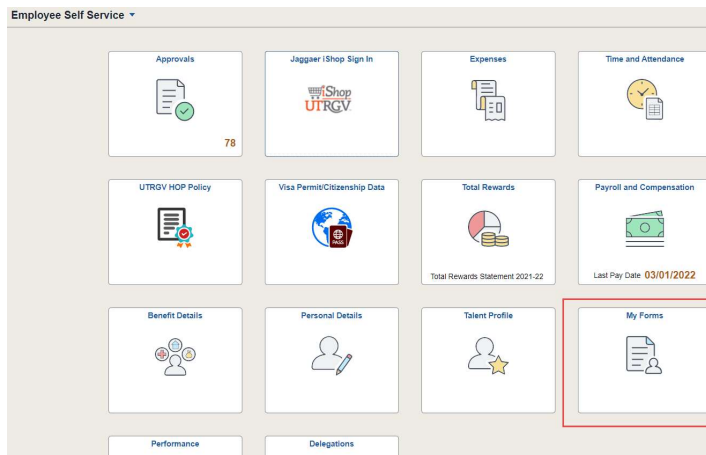
Faculty Salary Distribution Election Guide

This document lists step by step instructions on how to elect your Salary Distribution in PeopleSoft. Your salary distribution is where you can specify if you wish to receive your salary either spread out across the 12 months of the fiscal year (September to August) or spread out only across the 9 months of the academic year (September to May).

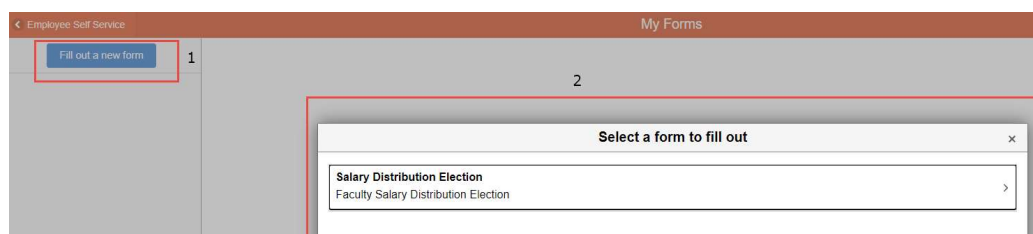
1. Visit <https://my.utrgv.edu> and please enter your email and password to sign in
2. Click on PeopleSoft Icon



3. Employee Self Service -> Click on My Forms



4. Click on Fill out a new form from left menu and follow the directions.



- Please read the instructions below before submitting the form.

The screenshot shows the 'Salary Distribution Election' form. The form fields are: *Description (empty), Approval Status (Initial), *Instructions (dropdown menu), More Information (text area), Created On (empty), and *Salary Election (dropdown menu). Red callout boxes point to each field with the following text: 'Please enter your First and Last Name' (pointing to *Description), 'Please confirm if you read the instructions' (pointing to *Instructions), 'You can enter more information for the Approver' (pointing to More Information), and 'Please select the election Type' (pointing to *Salary Election). Below the form is an 'Attachments' section with the text 'There is no attachment uploaded.' and an 'Add Attachment' button.

- After you finalize the salary distribution form, please hit "Save."
- On the next page, you can review the "Election Type" and Hit "Submit."

The screenshot shows the 'Salary Distribution Election' form after completion. The form fields are: *Description (John Doe), Approval Status (Initial), *Instructions (I read the instructions), More Information (empty), Created On (03/07/2022), and *Salary Election (Salary Paid in 9 months). In the top right corner, there are buttons for 'Save', 'Preview Approval', and 'Submit'. Below the form is an 'Attachments' section with the text 'There is no attachment uploaded.' and an 'Add Attachment' button.

- After you submit the form, you will receive a notification on the UTRGV email, and this will complete the submission process.

Form 484 (FACSA11) has been submitted and pending approval.

Details are shown below:

Subject: Test

Requester: 1000145234

Thank you for submitting your salary distribution election for the 2022-2023 academic year. This election will remain in effect until August 31, 2023, where you may elect to change your election or until the employee becomes ineligible.

If you have any questions, please contact Human Resources at 882-8205 or 665-2451 or by email at HR@utrgv.edu.

(This message was automatically generated by Form and Approval Builder on 2022-03-07 at 14.01.21.000000. Please do not reply to this email.)

Authorized External Mail:

This email originated outside of The University of Texas System Administration and was sent from an authorized third party platform.

9. If the form is correct, please click the “Approver Status” link.

If you wish to submit another form or edit the current form to submit again, please click the “Cancel Approval” button.

The screenshot shows a web form titled "Salary Distribution Election". At the top, there is a navigation bar with "My Forms" and "Salary Distribution Election". Below the navigation bar, there are several fields: "Description" with the value "John Doe", "Approval Status" with the value "Pending Approval", and "Created On" with the value "03/07/2022". There are also dropdown menus for "Instructions" (set to "I read the instructions") and "Salary Election" (set to "Salary Paid in 9 months"). A "More Information" field is present but empty. In the top right corner, there are "Save" and "Cancel Approval" buttons. Below the form fields, there is an "Attachments" section with the text "There is no attachment uploaded." and an "Add Attachment" button.

10. After the Faculty Salary Distribution is approved by your division, you will receive a notification via UTRGV email, and this will complete the approval process.

Your salary distribution election has been approved. Thank you.

Details are shown below:

Subject: John Doe
Requester: 6001149870

Click on the URL to access the form: https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzbi-h-sbx.utshare.utsystem.edu%2Fpsp%2FZBIHSBX%2FEMPLOYEE%2FSPFT_HR%2F%2FMANAGE_FORM.EOFM_FORM_FL.GBL%3FPAGE%3DEOFM_FORM_FL%26ACTION%3DU%26SEQ_NBR%3D486&data=04%7C01%7Ctanvir.hassan%40utrgv.edu%7C31807171bbd6479c253908da008c4486%7C990436a687df491c91249afa91f88827%7C0%7C0%7C637822899705264811%7CUnknown%7CTWFpbGZsb3d8eyJWoiMC4wLjAwMDAilCjoiV2luMzIilCjBTiI6lk1haWwlcjVXVCI6Mn0%3D%7C3000&data=EUBWRMEhb%2BfqRivLP%2BehzoeZbyYE6FK9yw%2FcY1RF14%3D&reserved=0

(This message was automatically generated by Form and Approval Builder on 2022-03-07 at 16.45.42.000000. Please do not reply to this email.) Authorized External Mail: This email originated outside of The University of Texas System Administration and was sent from an authorized third party platform.

If you have any questions when trying to make an election, please contact Human Resources at (956) 882-8205, (956) 665-2451 or hr@utrgv.edu.