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.
5. Please read the instructions below before submitting the form.

6. After you finalize the salary distribution form, please hit “Save.”

7. On the next page, you can review the “Election Type” and Hit “Submit.”

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

Form 484 (FASCA1) 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 655-2451 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.

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
Requestor: 0001148870

Click on the URL to access the form: https://form10.safeemail-owm.com/combinedsitename/FCOG Apply%20Salary%20Distribution

(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.)

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.