



HUMAN RESOURCES PORTAL

Spring 2026 Edition – Rev. 04/08/2026

www.utrgv.edu/human-resources

New Hire

Change of Job Data

Change of Location / Supervisor

Change of Funding Source

Stipends

Employee and POI Separations

Key Request

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INTRODUCTION

The Human Resources Portal (HR Portal) will act as the HRMS system to submit employee request forms. This system has improved design, look, and feel, by adding fluid titles. The HR Portal is more user-friendly, and it syncs daily with current PeopleSoft (PS) data, eliminating the need for creators to look up current assignment information and manually enter it. The web page load time has also been improved, making the system faster than its predecessor. All these changes will improve the hiring and onboarding of student employees, faculty, and staff. The key request form is a great feature in the HR Portal, replacing the iShop request form, which can be used for all existing employees. This key request form in the HR Portal will transfer the data for the key and access requests directly to the facilities and campus police systems. With the daily loads from PS, the data is prepopulated on current and proposed sections in all the forms, including Banner IDs and account distribution information. A new dashboard that will list, all currently pending items for users/roles.

COMMON DEFINITIONS

Approver: The approver is the person who reviews and approves the workflow in the form.

Assistant Dean: The approver from an academic school or college who reviews and approves a faculty or graduate assistant assignment.

Cost Center / Project Number: This is an assignment of the funding source.

Change of Funding source (CFS): This form is used for updating the funding of an employee's current assignment.

Change of Job Data (CJD): This form is used for proposing changes to a current employee's job data, such as hiring dates, number of hours per week, position, rate of pay, department, location, or room number.

Creator: The person who creates the New Hires form (NH), Change of Job Data (CJD), Change of funding sources (CFS), Change of Location/Supervisor (CLS) or Stipend.

Chartfield Manager: The person responsible for the cost center or project.

Employee Classifications: This is the classification of a position, also known as "Empl class." See page 64 for the list.

Hiring Official: The person in the department who reviews and approves a faculty or graduate assistant assignment.

HR: Office of Human Resources

Location/Supervisor: This form is used only for location and/or supervisor changes; otherwise, use a CJD instead.

New Hire (NH): This form is used for processing new Medical Resident employee. The Medical Resident employee candidate is usually an individual who is new to UTRGV.

PeopleAdmin: This is the applicant tracking system used for hiring new employees such as Faculty, Staff, or Graduate Assistantship positions. PeopleAdmin can be accessed through the my.utrgv.edu portal.

Separation Form: This form is used to notify various departments including HR that an employee is leaving the university so that proper processes may take place.

Stipend: A stipend is used to process an additional assignment for an employee outside their normal job duties for a specific time. This only applies to exempt employees.

Workflow: This is the series of approvals needed to process the forms. The last approver is Office of Human Resources. The number of approvers required in a workflow depends on varied factors such as employee classification. See the "Workflow Approver" chart for the full list of approvers.

BEFORE YOU BEGIN HERE ARE A FEW THINGS TO KEEP IN MIND

1. - **If you are hiring a new faculty, graduate assistantship, or full-time staff, do not proceed in this system. You must use the PeopleAdmin system.**

- **If hiring/rehiring/transferring a direct wage, work-study, or Student Employee, do not proceed in this system. Use Job X instead.**

2. **How To Request Position Numbers.**

The instructions to request and review the process for creating new positions are found on the Position Control website; www.utrgv.edu/planning-and-analysis/services-and-resources/position-control/. Position numbers are needed only when the department does **NOT** have a vacant position number that can be reused. The position numbers belong to a department; therefore, the department is rarely changed when processing forms.

3. **Discuss hiring or changes with the hiring and/or project manager beforehand.**

Typically, any hiring or changes are expected to be discussed beforehand with the hiring official and/or cost center/project manager. Since this system does not allow attachments, if additional documentation is required by any of the participants in the workflow, please provide it to the respective approvers before creating the form. This will help expedite the workflow.

If the approvers have any questions about a specific form, they will call the department before approving or rejecting it.

4. The creator must have the Cost Center or Project information and verify the manager.

The Creator must have the cost center or project information handy when creating the forms. The system will route approvals to the manager of the cost center or project being used. If the cost center information is not correct or not found, a [project-key-member-update-form.pdf](#) should be submitted before creating the form. If Project information is not correct or not found, contact the Grant Accountant. Please note that updates to cost centers and projects in PeopleSoft might take a day or two to reflect in the HR Portal.

5. Know the pay distribution, and annual salary.

The creator of the forms must know the annual salary (how much the employee would be paid from September through August). Review the distribution percentages.

6. Prepare documentation for international employees.

Verify if the prospective employee is on a VISA (and the type of VISA: F1, H1B, OPT, etc.) and/or if the employee is a non-resident. If hiring an international student, the student must complete the On-Campus Employment Eligibility Form. The [On-Campus Employment Eligibility Form](#) must be reviewed by the International Admissions Student Services office before any NH/CJD approvals

For questions regarding hiring international student employees, contact the Office of International Admissions & Student Services at International@utrgv.edu

For questions regarding the hiring process/requirements of international non-student employees, visit the UTRGV Immigration Services website at www.utrgv.edu/human-resources/current-employee/immigration/index.htm

7. Provide criminal background check (CBC) link to the prospective employee.

Prospective employees are required to submit a criminal background check prior to being employed at UTRGV. Depending on the type of hire, a unique CBC link will be provided to the individual who has been asked to complete a Criminal Background Check form.

For work-study and direct-wage employees, the CBC link is provided by the Student Employment Office. For faculty, the assistant dean of each college will provide the link.

For the rest of the staff, the CBC link is provided by Human Resources recruitment team.

Please note that CBC links vary depending on the type of job a person is applying for. Do not use the same link for different classifications (for example, do not use the work-study code for a full-time position, or a clerk position for someone who needs to drive a

university vehicle) as each Criminal Background link is related to the type of work the employee is to perform.

8. Provide an I-9 form link to prospective employees.

This site, to be completed by the prospective employee, will take them through the process of filling in your I-9 in a few simple steps. The second step is for the prospective employee to show original documentation to the Office of Human Resources as instructed on the I-9 website. The process is not complete without this second step.

Notify the employee that the I-9 form should be completed and presented to the Office of Human Resources. Human Resources will not process an NH form until the I-9 form is submitted and the original document has been presented.

Login site to the I-9 form for The University of Texas Rio Grande Valley can be accessed at www.secure.i9.talx.com/preauthenticated/LoginCAPTCHA.aspx?Employer=17817 and it is also available under the "Resources" section of the HR Portal.

9. If hiring a direct wage, work-study, or Student Employee, make sure you submit a Job X form using the link below. New, rehired, and transfer of these types of employees do **not go through the HR portal.**

[Job X](#)

LOGIN

To access the Human Resources Portal visit <https://my.utrgv.edu/> and enter your UTRGV email and password. Once logged in you will be prompted to this main menu and click on the HR Portal icon.



UTRGV Office of Human Resources
Human Resources Portal



Sign in with your UTRGV Account



Sign In

To protect your personal information, please close all open browser windows when you sign out.

If you are not able to log in, please contact the Office of Human Resources:

Edinburg: (956) 665-2451
Brownsville: (956) 882-8205
Harlingen: (956) 296-1415

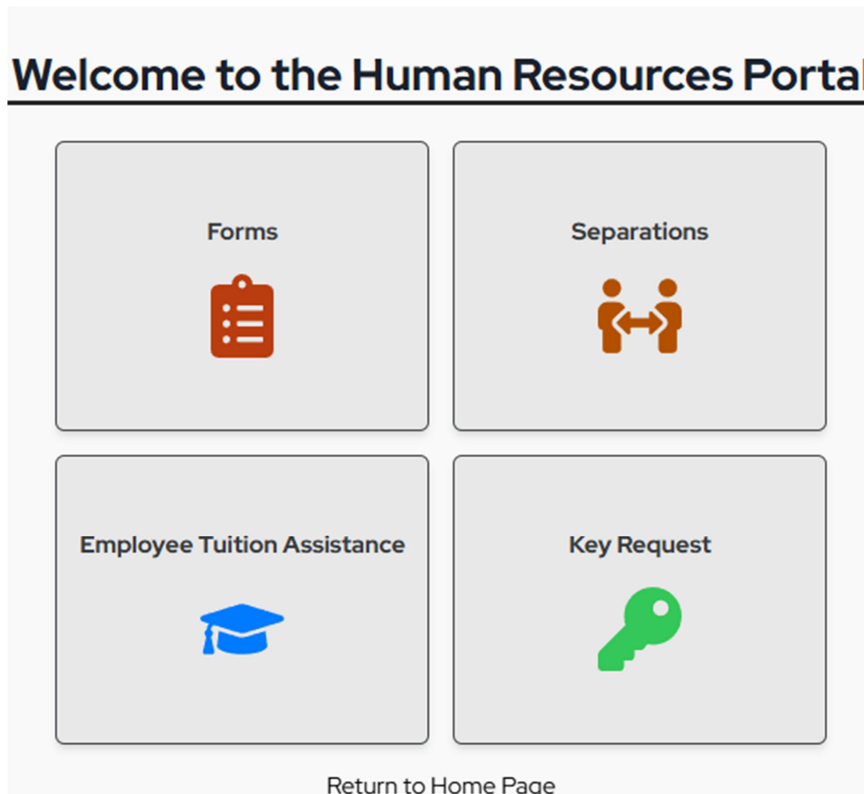
Office of Human Resources:
www.utrgv.edu/human-resources

Note: Unauthorized use of this site is prohibited and may result in civil and criminal prosecution. Usage may be subject to security testing and monitoring.

If trying to access the HR Portal from an off-campus location, it will require you to first log into a VPN (Virtual Private Network) connection before proceeding. For more information on VPN connections, visit www.utrgv.edu/it/software/virtual-private-network.

MENU

The Main Menu includes links to more options:



Forms- This menu option directs you to options such as dashboard, creating new hires, changing job data, changes of location/supervisor, changes of funding source, creating stipends, searching forms, running reports, and resources.

Separations- This menu option directs you to options such as creating separations for employees and POIs.

Tuition Assistance- This menu option directs you to options such as applying for tuition assistance, reviewing tuition assistance program applications, request for a course substitution, and a guidelines option that will help you with the applications.

Key Request- This menu option directs you to options such as requesting a key and/or access card and viewing and approving key request forms.

MAIN MENU

FORMS

The Main menu can be found on the top left of the page, this menu can take you directly to any form below.



- FORMS
- Dashboard
- New Hires
- Job Data
- Location / Supervisor
- Funding Source
- Stipends
- Search
- Reports
- Resources
- Help
- SEPARATIONS
- EMPLOYEE TUITION ASSISTANCE
- KEY REQUEST

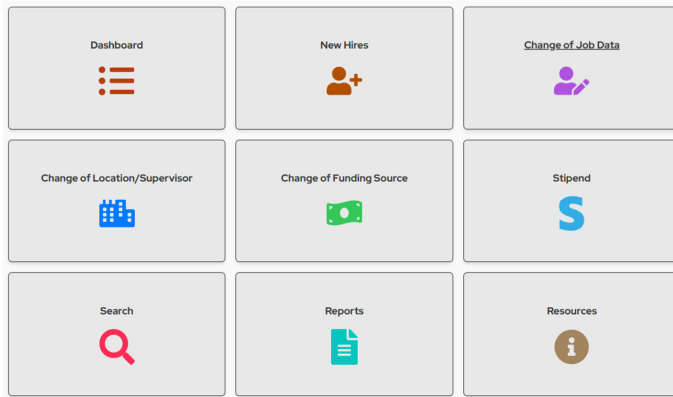
- FORMS
- SEPARATIONS
 - Create (Employee)
 - Create (POI)
 - View
 - Search
- EMPLOYEE TUITION ASSISTANCE
- KEY REQUEST

- FORMS
- SEPARATIONS
- EMPLOYEE TUITION ASSISTANCE
 - Apply
 - View/Approve
 - Course Substitution
 - Guidelines
- KEY REQUEST

- FORMS
- SEPARATIONS
- EMPLOYEE TUITION ASSISTANCE
- KEY REQUEST
- Key Request
- Reports

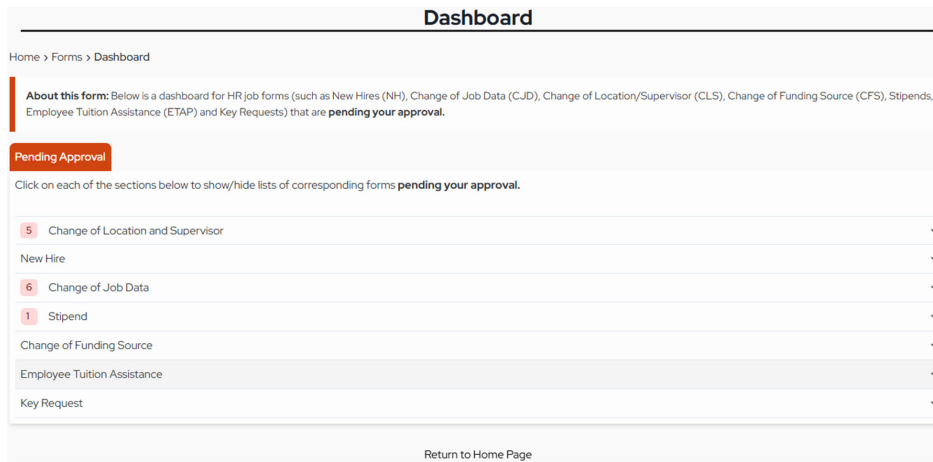
FORMS

This forms menu option directs to a list of



DASHBOARD

This menu directs you to the list of options.



NEW HIRE FORM (NH)

PURPOSE

This menu option directs you to the form for creating a New Hire. Use this form when hiring a Medical Resident who has not worked for the university before or who has been inactive as a UTRGV employee for more than six months.



NOTE: For NEW full-time, part-time faculty & staff employees and Graduate Assistant positions, use PeopleAdmin. For faculty, contact College Coordinators for assistance.

NAVIGATE TO NEW HIRE FORM:

On the HR Portal Page, go to Forms, then click on New Hire Form

Welcome to the Human Resources Portal

<p>Forms</p>	<p>Separations</p>
<p>Employee Tuition Assistance</p>	<p>Key Request</p>

[Return to Home Page](#)

Forms

Home > Forms

<p>Dashboard</p>	<p>New Hires</p>	<p>Change of Job Data</p>
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WHAT YOU WILL NEED FOR NEW HIRE FORM

For the New Hire Forms, you will need to know:

- Employee's first and last name

Human Resources Portal

- Employee ID (if known)
- Student Banner ID
- Employee Birthday (For Student Workers)
- Employee Email
- Position # to be used.
- Location
- Start/End Dates
- Cost Center information
- Rate of Pay
- International Information

EMPLOYEE INFORMATION

To begin the New Hire, provide the basic information of the person to be hired as shown below.

New Hire Form (RES only)

Home > Forms > [New Hires](#)

About this form: Use this form when hiring an individual as new student employee (direct wage or work-study) who has not worked for the university before or who has been inactive as a UTRGV employee for more than six months.

- If your department is hiring an existing UTRGV student employee, please refer to the [Change of Job Data](#) instead.
- NOTE: The New Hire form is only available for Medical Resident (RES) employees. Student (STU), part-time non-students and workstudy student hires will be processed via [Job X](#). Full-time faculty and staff employees, please continue to use PeopleAdmin.

Employee Information

Employee Information

To begin the New Hire form, provide the basic information of the person to be hired like shown below.

First Name: <input type="text" value="Enter first name"/>	Middle Name: <input type="text" value="Enter middle name"/>	Last Name: <input type="text" value="Enter last name"/>
UTRGV ID#: <input type="text" value="Enter UTRGV ID"/>	Banner or Student ID#: <input type="text" value="Enter Banner or Student ID#"/>	Banner ID required for faculty; Student ID required for student-employees.
Email: <input type="text" value="Enter email"/>		
Birth Month: <input type="text" value="Select Birth Month"/>	Birth Day: <input type="text" value="Select Birth Day"/>	

The month and date of birth are required for verification purposes because there might be multiple employees with the same first and last name.

📌 Why is the email address required?

If processing a new employee, this person will not have a UTRGV email address. In this case, provide their personal email. This is required by departments to contact the prospective employee in case they have any questions during the hiring process. It is also used for sending the UTRGV credentials once their profile has been created in PeopleSoft. If the employee is a student, they will have a UTRGV email address along with a Banner ID.

NEW PROPOSED POSITION NUMBER INFORMATION

Position numbers are an essential part of the HR Portal as this is required in PeopleSoft. The position number must first be created and exist in PeopleSoft before it can be assigned to an employee.

Search for the position number by clicking on the “Search Position Number” or “Search by Department”. If you do not know the position number reach out to the person in your department that manages the list of position #s. Positions should have only one incumbent; therefore, do not tie more than one employee to a position. Vacant positions can be reused.

New Proposed Position Number Information

This section is pre-populated based on the position number selected.

Search Position Number

Search Position Number Information ×

Enter the complete position number or department name. If you do not know the Peoplesoft Position Number, contact Position Control. For more information about PeopleSoft Position numbers, view the [Quick Guide to PeopleSoft Positions](#).

Search by position # OR department name:*

Search

Once you search by position number, a list of all positions about that position will be displayed. The position number contains the job code, job title, hours, FTE, occupant (if currently filled), employee classification, business unit (division), department, location (building), city, supervisor, and reports to (position number of supervisor).

Search Position Number Information ×

Enter the complete position number or department name. If you do not know the Peoplesoft Position Number, contact Position Control. For more information about PeopleSoft Position numbers, view the [Quick Guide to PeopleSoft Positions](#).

Search by position # OR department name:*

Actions	Position #	Emp Class - Job	Occupant and Nar	Location	Department	Reports To
	70114441	RES - 10152 / Re...		MKNH	PCCISU Primar...	

Search



NOTE: After selecting a position, review details to make sure that at least the job title and department are correct for this employee. Other position information can remain the same or be updated as needed.

Once you select the position number and continue, the pop-up box will close, and the position number information box and supervisor information will be prepopulated on the form.

New Proposed Position Number Information

This section is pre-populated based on the position number selected.

Search Position Number	
Position #: 70114441	Employee Classification: RES
Job Code: 10152	Job Title: Resident PGY 3
Division ID: 300000	Division Name: HEALTH AFFAIRS
College ID: 300005	College Name: School of Medicine
Department ID: 300025	Department Name: PCCISU Primary & Prev Care
Hours per Week: 40	FTE: 1

PROPOSED REPORTS TO/SUPERVISOR INFORMATION

In PeopleSoft, the position is linked to the position number of the supervisor and not to the employee ID of that supervisor. If the Reports to Position is filled, the name and employee ID of the supervisor will be shown. This field is important since timecards are approved by the person in the Reports To position. Make sure that the position you are selecting contains a Reports To number and that it is the correct one. If not, you will need to update it.

Proposed Reports to / Supervisor Information

This section is pre-populated based on the position number selected.

Search Reports To

'Reports To' Position #:

70088597

Supervisor Job Title:

GME Program Coordinator

Supervisor First Name:

[REDACTED]

Supervisor Last Name:

[REDACTED]

Supervisor Employee ID:

600 [REDACTED]

Email:

[REDACTED]@utrgv.ec

Job Information

Job Information

Will prospective employee be hired in another department/college concurrently during the period of this assignment?:

Yes No

PROPOSED CAMPUS LOCATION FOR THE POSITION NUMBER

The Campus City, Location, and Office/Room # fields will be auto populated based on the position number. You may update this information if needed by selecting the Search Location button.

NOTE: You will need to manually input the Office/Room # and the Department Phone if it is not prepopulated

Human Resources Portal

Proposed Campus Location for the Position Number

Search Location

Campus City:

Mercedes

Campus Location:

MKNH

Location Name:

UTHR Knapp Family Health Cntr

Office/Room #:

FM RESIDENCY PROGRAM

Department Phone #:

Enter phone #

PROPOSED START/END DATES

Proposed Start/End Dates

Start Date:

mm / dd / yyyy



End Date:

mm / dd / yyyy



i Proposed Start Date must be greater than today. Proposed Start Date does not mean the employee may start working on that day. Clearance from HR must first be received before employee may begin to work.

Proposed Start Date Enter the date that the employee is expected to start working. The Proposed Start Date must be greater than the current date (day from is being created), after the day the form is being created.

i Proposed Start Date must be greater than today. Proposed Start Date does not mean the employee may start working on that day. Clearance from HR must first be received before employee may begin to work.

Proposed End Date – Enter the date the employee is expected to finish work. Since Medical Residents are full-time you may leave this box empty.

PROPOSED COST CENTER

The Proposed Cost Center(s)/ Project(s) and the percentage of funding source will be pre-populated from the position number. Review, update as needed and enter the and enter the annual amount.

Human Resources Portal

Proposed Cost Center

Enter the cost center number(s) of the corresponding source(s) of funding.

[Open Rate Calculator](#)

Cst Ctr/Prjct:	Name:	% Fund:	Amt:	
<input type="text" value="24000051"/>	<input type="text" value="THECB AY24 26 GME F1"/>	<input type="text" value="100"/>	<input type="text" value="35000"/>	<input type="button" value="X"/>
<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="fund %"/>	<input type="text" value="0"/>	<input type="button" value="X"/>
<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="fund %"/>	<input type="text" value="0"/>	<input type="button" value="X"/>
<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="fund %"/>	<input type="text" value="0"/>	<input type="button" value="X"/>
<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="fund %"/>	<input type="text" value="0"/>	<input type="button" value="X"/>
<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="fund %"/>	<input type="text" value="0.00"/>	<input type="button" value="X"/>

Total: \$35,000.00

If an update to funding is needed, click on the "Search" button to open the pop-up box that will list all PeopleSoft cost centers and/or projects. The creator is required to enter the complete cost ctr / project number. The percentage of funding must add up to 100%

Search Cost Center/Project Information ×

Search for cost center or project information.

Cost Center#:

Project #:

Description:

Annual Amount: This annual amount is what the Staff, Medical Residents, or A&P employees would be paid for the full fiscal year (from September to August) as an FTE of 1.00. The annual amount (distributed if using more than one project) is entered here even if the employee is expected to work for less than the period. For example, if hiring a full-time staff with an FTE of 1.00 for the whole fiscal year and the Annual Amt is \$24,000, that amount is entered even if the employee were to start later in the year, or if the FTE was less than 1.00.

Contract Amount: The contract amount is what the faculty employee would be paid for the length of the contract (e.g., from September to May or in other cases September to August) as an FTE of 1.00 for the contract period. The contract amount (distributed if using more than one project) is entered here even if the employee is expected to work for less than the contract period. For example, in those cases when hiring a full-time faculty who begins employment later in the year (Spring), or if the FTE is less than 1.00 then the department will need to provide the prorated contract worth amount to ensure that the faculty do not receive an overpayment.

Human Resources Portal

Proposed Cost Center

Enter the cost center number(s) of the corresponding source(s) of funding.

Open Rate Calculator

Cst Ctr/Prjct:	Name:	% Fund:	Amt:	
<input type="text" value="24000051"/>	<input type="text" value="THECB AY24 26 GME F1"/>	<input type="text" value="75"/>	<input type="text" value="25000"/>	<input type="button" value="X"/>
<input type="text" value="24000052"/>	<input type="text" value="Bilingual Education Prog"/>	<input type="text" value="25"/>	<input type="text" value="10000"/>	<input type="button" value="X"/>
<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="fund %"/>	<input type="text" value="0"/>	<input type="button" value="X"/>
<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="fund %"/>	<input type="text" value="0"/>	<input type="button" value="X"/>
<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="fund %"/>	<input type="text" value="0"/>	<input type="button" value="X"/>
<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="fund %"/>	<input type="text" value="0"/>	<input type="button" value="X"/>

Total: \$35,000.00

If using more than one funding source, the total of all lines should add up to the Total Annual Rate and the percentages should total 100%. Example: For an employee working for 10 months for an annual amount of \$24,000, if using two projects, one with a Funding Source of 75% and another with 25%, the annual amounts would be \$18,000 and \$6,000, respectively.

Rate Calculator: If the student-employee will be working for a certain amount of financial aid awarded, you can open the rate calculator and calculate the worth rate of pay.

Rate Calculator

Start Date: End Date:

Proposed Start Date: Proposed End Date:

Hours per Week:

Pay Rate:

Percent of Funding Source:

RATE OF PAY

The rate of pay will depend on the type of part-time staff position. For student-employees and part-time non-students, enter the Hourly Rate of Pay; for Graduate Assistantships, enter the Contract Worth Rate of Pay; and for AmeriCorps, enter the Annual Amount. This section is not needed for faculty and full-time staff.

Pay Rate

Pay Rate

INTERNATIONAL INFORMATION

International Information

Is the prospective employee going to work with a Visa?:

Yes No

Visa Type:

Select an item

Is the prospective employee going to work with a Visa?:

Yes No

Visa Type:

Select an item

If you answered 'No' to the question above, is the prospective employee Resident or hold a valid Employment Authorization Document (EAD card)?

Yes No

If you answered 'No' to the question above, is the prospective employee a US Citizen/Permanent Resident or hold a valid Employment Authorization Document (EAD card)?

Yes No

! Prior to creating the New Hire Form for this employee, please contact the Office of International Admissions & Student Services if you have any questions related to the international student employment process at International@utrgv.edu

Select if the prospective employee is International and if so, provide the type of Visa.

International Information

Is the prospective employee going to work with a Visa?:

Yes No

Visa Type:

Select an item

! Student must complete the [On-Campus Employment Eligibility Form](#). Form must be reviewed by International Admissions Student Services prior to any of the form approvals.

B1/WB - Business Visitor/ Via Waiver Program

E3 ----- Certain Specialty Occupation Professionals from Australia

F1 ----- International Student

F1 & OPT -- International Student & Optional Practical Training (OPT)

H1B -- Professional Non-Immigrant Worker

J1 ----- Exchange Visitor

O1 ---- Extraordinary Ability in Sciences, Arts, Education, Bus. or Athletics

P1 ---- Performing Athlete, Artist, Entertainer

Q1 ---- International Cultural Exchange Visitor

TN ---- NAFTA Professional Worker: Mexico, Canada

WORKFLOW INFORMATION

Once you continue, the system will check for any missing information. If all the information is correct, it will generate a workflow list after the Contact Information section based on the information provided. See the Workflow section.

Workflow for CLS # [REDACTED]

Title/Department	Email (Assigned Approvers)	Approved By	Approved on	Status
Creator/Originator	[REDACTED]@utrgv.edu			PENDING
Position Control	PositionControl@utrgv.edu			PENDING
Human Resources	salaryadministration@utrgv.edu			PENDING

PROJECT MANAGER CHANGE (OPTIONAL)

There will be cases where the cost center or project is unavailable and someone else needs to approve on their behalf. The HR Portal allows you to change the manager for the New Hire Form by clicking on the "Search Employee" button and searching for the manager and providing the justification.

Project Manager Change (optional)

If Christina.Mendoza@utrgv.edu is not the manager for project # or if manager will not be able to approve due to being on leave, choose the project managers replacement (usually the alternate manager) from below and select a justification for this change. Otherwise leave as is.

Search Employee

New Manager's ID:

Email:

Select justification...

*Note: If cost center manager is not updated, complete a [Project Key Member Update form](#) from Accounting & Reporting to reflect this change for future HR Portal forms.

ADD ANOTHER APPROVER

Sometimes a department may want someone to review and approve the New Hire Form before it goes to the cost center manager. The creators have the option to do so by selecting the employee from the "Add another Approver" section.

Human Resources Portal

Add Another Approver (optional)

Select an additional approver (such as another project manager or reviewer) **ONLY IF** the form requires the approval of more than one. The individual selected will receive an email notification to review and approve form prior to the project manager. Otherwise, leave as is.

Search Employee

Reviewer's ID:

Email:

Routing Approval

Routing Approval

The information above has been:

Approved Rejected

Send Email Notification?:

Yes No

EMAIL MESSAGES

By default, email notifications are sent to those next in the workflow notifying them of approval needed. There is also an option to not send the automated email. This would be used in those cases when a department is creating many consecutive New Hires Forms thus all email notifications would not be needed.

Note: Certain departments such as Position Control and Human Resources have opted to have the default set to "No." There is no need to notify them via email that a New Hire Form is pending since they are looking at their pending items in the HR Portal throughout the day.

ADDITIONAL COMMENTS

Provide a brief comment regarding the purpose of the New Hire Form. This is optional but recommended.

Note: Even if you select not to send out an email, comments entered here will be available for anyone to view.

Additional Comments

If selected, the following email message will be sent to the next authorized person or department. You may include a brief description if necessary.

TO:

[Redacted]@utrgv.edu

FROM:

[Redacted]@utrgv.edu

SUBJECT:

Pending Your Approval: NH for Ryan Martinez

Any additional comments to include in message (max 400 characters):

0 / 400

[Empty text area for additional comments]

Click on "Continue" to submit the New Hire Form. A confirmation page will be displayed.

CHANGE OF JOB DATA FORM(CJD)

PURPOSE

A Change of Job Data is required when there is a change in an employee's:

- Funding Source (Cost Center, Grant, etc.)
- Start Date
- Ending Date (if the end date is due to a separation from the university, use the separation form instead)
- Number of hours per week
- Position Number
- Job Title
- Rate of Pay
- Division/Department (moving to another division or department)
- Reports To
- Location (city, building, and office number)
- Any other correction to an earlier New Hire Form or Change of Job Data Form

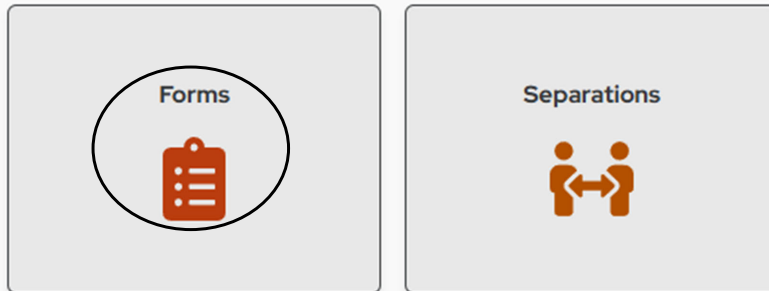
When NOT to submit a Change of Job Data Form

- If the only change in the employee information is their name (last name from single to married, for example), no Change of Job Data Form is required. The employee should submit a request in PeopleSoft through the employee self-service.
- If the only change is the supervisor and/or location (building or office), then submit a "Location/Supervisor" form instead. This is a shorter version of the Change of Job Data form that does not require additional information such as cost center numbers and workflow approval.
- If an employee (full-time, part-time, faculty, staff, work-study, etc.) is separating from the university, a Change of Job Data Form is not required. A Separation form should be submitted instead (see "Separation Form" section for information).
- If the only change is to funding source, submit a change of funding source (CFS). This form is not routed to HR.

NAVIGATING TO THE CHANGE OF JOB DATA FORM

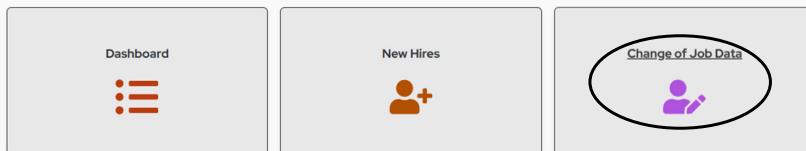
On the HR Portal Page, go to Forms, then click on Change of Job Data Form

Welcome to the Human Resources Portal



Forms

Home > Forms



SEARCH EMPLOYEE TO UPDATE

On the first page of the Change of Job Data Form, enter the complete employee id and/or first name (minimum three characters) and/or last name (minimum three characters) of the employee needing the update.

Change of Job Data Form

Home > Forms > Job Data

About this form: This form is used when a current employee is being promoted, demoted, having a change in department, change in assignment date, or change in rate.

NOTE: If the only update is the funding source of an employee's assignment, please use the [Change of Funding Source \(CFS\)](#) form instead.

Lookup Employee Information

Search for employee information to create a **Change of Job Data** form

Employee ID:

First Name:

Last Name:

NOTE: Employees cannot submit their Change of Job Data Form. A supervisor or another employee will need to submit on their behalf.

From the results, select the employee and position # you want to make changes to.

Search Results

Emp ID	Emp Name	Emp Class	Department	Position #	HR Status
6001265...	██████████	WS - 100...	Human R...	70111937	Active

EMPLOYEE INFORMATION

On the next page, most of the fields will be prepopulated based on the employee and position selected including Banner ID and cost center/project information.

Change of Job Data Form

Home > Forms > Job Data

Look up different employee

Employee Information

Employee Information

First Name:	Middle Name:	Last Name:
██████████	██████████	██████████
UTRGV ID#:	Banner or Student ID#:	Banner ID required for faculty. Student ID required for student-employees.
██████████	██████████	
Email:		
██████████@utrgv.edu		

The current information will be in the left column and the proposed information will be in the right column. Data in the proposed column needs to be reviewed/updated as needed.

Human Resources Portal

Current Position Number Information		New Proposed Position Number Information	
This section is pre-populated based on the position number selected.			
Position #: <input type="text" value="70111937"/>	Employee Classification: <input type="text" value="WS"/>	Search Position Number	
Job Code: <input type="text" value="10054"/>	Job Title: <input type="text" value="WS Student Assistant"/>	Position #: <input type="text" value="70111937"/>	Employee Classification: <input type="text" value="WS"/>
Division ID: <input type="text" value="105000"/>	Division Name: <input type="text" value="HUMAN RESOURCES & REG AF"/>	Search Job Code	
College ID: <input type="text" value="105000"/>	College Name: <input type="text" value="HUMAN RESOURCES & REG AF"/>	Job Code: <input type="text" value="10054"/>	Job Title: <input type="text" value="WS Student Assistant"/>
Department ID: <input type="text" value="208030"/>	Department Name: <input type="text" value="Human Resources & Talent Devt"/>	Search Department	
Hours per Week: <input type="text" value="19"/>	FTE: <input type="text" value=".475"/>	Division ID: <input type="text" value="105000"/>	Division Name: <input type="text" value="HUMAN RESOURCES & REG AF"/>
		College ID: <input type="text" value="105000"/>	College Name: <input type="text" value="HUMAN RESOURCES & REG AF"/>
		Department ID: <input type="text" value="208030"/>	Department Name: <input type="text" value="Human Resources & Talent Devt"/>
		Hours per Week: <input type="text" value="19"/>	FTE: <input type="text" value=".475"/>

To update the proposal, click on the search position number box in the section. When selecting a new all current position elements will be brought into proposal section. You may change elements as needed except on nonbudgeted positions; the title or department should not be changed.

New Proposed Position Number Information
This section is pre-populated based on the position number selected.
Search Position Number
Search Position Number Information ×
Enter the complete position number or department name. If you do not know the Peoplesoft Position Number, contact Position Control. For more information about PeopleSoft Position numbers, view the Quick Guide to PeopleSoft Positions .
Search by position # OR department name:*
<input type="text"/>
Search

Human Resources Portal

Search Position Number Information

Enter the complete position number or department name. If you do not know the Peoplesoft Position Number, contact Position Control. For more information about Peoplesoft Position numbers, view the [Quick Guide to Peoplesoft Positions](#).

Search by position # OR department name:

Actions	Position #	Emp Class - Job	Occupant and Nar	Location	Department	Reports To
	70114441	RES - 10152 / Re...	[REDACTED]	MKNH	PCCISU Primar...	[REDACTED]

PROPOSED BRIEF DESCRIPTION

When creating a Change of Job Data Form, a brief description/justification for the change is required. For a list of examples of what to include in the description box, see the ["Brief Description Examples"](#) section found at end of this manual.

Proposed Brief Description

Please provide the justification for this CJD. If faculty, include a list of courses or duties for this assignment. (limit to 600 characters):

For examples of what to include in the description, refer to the [HR Portal Manual](#).

Justification:

201 / 600

Update other fields as needed.

Proposed Reports to/Supervisor Information

Proposed Reports to / Supervisor Information

This section is pre-populated based on the position number selected.

Search Reports To

'Reports To' Position #:

70088597

Supervisor Job Title:

GME Program Coordinator

Supervisor First Name:

[REDACTED]

Supervisor Last Name:

[REDACTED]

Supervisor Employee ID:

600 [REDACTED]

Email:

[REDACTED]@utrgv.ec

FACULTY DEVELOPMENT LEAVE (FDL)

When preparing a Change of Job Data for faculty development leave, please follow the recommended steps below.

Under the "Proposed Position Number Information" section, update the hours per week as per the approved Faculty Development Leave so that position control may update the FTE accordingly in PeopleSoft.

Human Resources Portal

New Proposed Position Number Information

This section is pre-populated based on the position number selected.

Search Position Number

Position #:

70076161

Employee Classification:

FA1

Search Job Code

Job Code:

10021

Job Title:

Associate Professor

Search Department

Division ID:

400000

Division Name:

PROVOST - ACADEMIC AFFAIR

College ID:

410701

College Name:

College of Sciences

Department ID:

410730

Department Name:

Mathematical & Statistical Sci

Hours per Week:

20

FTE:

.5

The brief description information section is especially important for Human Resources, this is needed so that we understand what needs to be updated on the employee job record. We highly recommend using the wording below when submitting the Change of Job Data form for faculty development leave (FDL) employees.

Proposed Brief Description

Please provide the justification for this CJD. If faculty, include a list of courses or duties for this assignment. (limit to 600 characters):

For examples of what to include in the description, refer to the [HR Portal Manual](#).

Justification:

278 / 600

This change of Job Data form is being submitted for Victor Victory who will be on Faculty Development leave effective 9/1/2025 and will end 1/15/2026. FDL will be for Fall semester and the FTE for the employee will be working at is 50%. The employee salary will not be reduced.

Job Information

Job Information

Will prospective employee be hired in another department/college concurrently during the period of this assignment?:

Yes No

PROPOSED START/END DATES

For the proposed Start/End date section, provide the dates the changes you are submitting for the employee. See the example below:

Human Resources Portal

Proposed Start / End Dates

Start Date:

9/1/2025

End Date:

1/15/2026

PROPOSED COST CENTER

In the Proposed Cost Center section, indicate the employee's salary. Please doublecheck that the "Annual Amt" column contains the payment amount the employee will receive.

Proposed Cost Center

Enter the cost center number(s) of the corresponding source(s) of funding.

Open Rate Calculator

Cst Ctr/Prjct:	Name:	% Fund:	Amt:	
<input type="text" value="24000051"/>	THECB AY24 26 GME FT	<input type="text" value="75"/>	<input type="text" value="25000"/>	<input type="button" value="X"/>
<input type="text" value="24000052"/>	Bilingual Education Prog	<input type="text" value="25"/>	<input type="text" value="10000"/>	<input type="button" value="X"/>
<input type="text" value="0"/>		fund %	<input type="text" value="0"/>	<input type="button" value="X"/>
<input type="text" value="0"/>		fund %	<input type="text" value="0"/>	<input type="button" value="X"/>
<input type="text" value="0"/>		fund %	<input type="text" value="0"/>	<input type="button" value="X"/>
<input type="text" value="0"/>		fund %	<input type="text" value="0"/>	<input type="button" value="X"/>

Total: \$35,000.00

If an update to funding is needed, click on the "Search" button to open the pop-up box that will list all PeopleSoft cost centers and/or projects. The creator is required to enter the complete cost ctr / project number. The percentage of funding must add up to 100%.

Search Cost Center/Project Information

Search for cost center or project information.

Cost Center#:

Project #:

Description:

Submit

Reset

Annual Amount: This annual amount is what Staff, Medical Residents, or A&P employees would be paid for the full fiscal year (from September to August) as an FTE of 1.00. The annual amount (distributed if using more than one project) is entered here even if the employee is expected to work for less than the period. For example, if hiring a full-time staff with an FTE of 1.00 for the whole fiscal year and the Annual Amt is \$24,000, that amount is entered even if the employee were to start later in the year, or if the FTE was less than 1.00.

Contract Amount: The contract amount is what the faculty employee would be paid for the length of the contract (e.g., from September to May or in other cases September to August) as an FTE of 1.00 for the contract period. The

contract amount (distributed if using more than one project) is entered here even if the employee is expected to work for less than the contract period. For example, in those cases when hiring a full-time faculty who begins employment later in the year (Spring), or if the FTE is less than 1.00 then the department will need to provide the prorated contract worth amount to ensure that the faculty do not receive overpayment.

RATE OF PAY

The rate of pay will depend on the type of part-time staff position. For student-employees and part-time nonstudents, enter the Hourly Rate of Pay; for Graduate Assistantships, enter the Contract Worth to pay for the full length of the assignment. This section is not needed for faculty and full-time staff.

Pay Rate

INTERNATIONAL INFORMATION

International Information

Is the prospective employee going to work with a Visa?:

Yes No

Visa Type:

Is the prospective employee going to work with a Visa?:

Yes No

Visa Type:

If you answered 'No' to the question above, is the prospective employee a US Citizen/Permanent Resident or hold a valid Employment Authorization Document (EAD card)?:

Yes No

If you answered 'No' to the question above, is the prospective employee a US Citizen/Permanent Resident or hold a valid Employment Authorization Document (EAD card)?:

Yes No



Prior to creating the New Hire Form for this employee, please contact the Office of International Admissions & Student Services if you have any questions related to the international student employment process at International@utrgv.edu

Select if the prospective employee is International and if so, provide the type of Visa.

Human Resources Portal

International Information

Is the prospective employee going to work with a Visa?:

Yes No

Visa Type:

Select an item

 Student must complete the [On-Campus Employment Eligibility Form](#). Form must be reviewed by International Admissions Student Services prior to any of the form approvals.

B1/WB - Business Visitor/ Via Waiver Program

E3 ----- Certain Specialty Occupation Professionals from Australia

F1 ----- International Student

F1 & OPT -- International Student & Optional Practical Training (OPT)

H1B -- Professional Non-Immigrant Worker

J1 ----- Exchange Visitor

O1 ---- Extraordinary Ability in Sciences, Arts, Education, Bus. or Athletics

P1 ---- Performing Athlete, Artist, Entertainer

O1 ---- International Cultural Exchange Visitor

TN ---- NAFTA Professional Worker: Mexico, Canada

CHANGE OF LOCATION/SUPERVISOR

PURPOSE

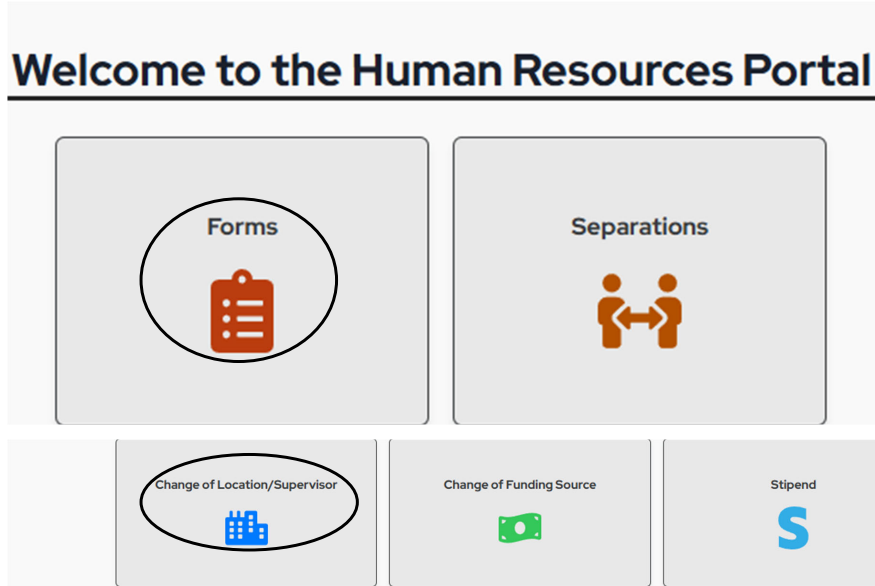
If the only change to an employee's information is the supervisor and/or location (building and/or office number), you should complete a Change of Location/Supervisor form. This form is a shorter version of the Change of Job Data Form and does not require additional information such as cost centers and workflow approval other than Position Control and Human Resources. If, however, there are changes other than the supervisor and/or location, submit a Change of Job Data Form, which also includes these two options.



Note: Employees cannot submit a location/supervisor change for themselves. A supervisor or someone else should submit the update.

NAVIGATING TO CHANGE OF LOCATION/SUPERVISOR

Click on forms and then on Change of Location/Supervisor



Search for the employee and enter the complete employee id and/or first name (minimum three characters) and/or last name (minimum 3 characters).

Change of Location / Supervisor Form

Home > Forms > Location / Supervisor

About this form: Use this form to update the location (building / office number) and/or supervisor of an employee.

Lookup Employee Information

Search for employee information to create a **Location and Supervisor** form

Employee ID:

First Name:

Last Name:

Search Results

Emp ID	Emp Name	Emp Class - Job Code	Department	Position #	HR Status
→		WS - 10054 / WS St...	Human Resources & ...	7011868	Active

Change of Location / Supervisor Form

Home > Forms > Location / Supervisor

About this form: Use this form to update the location (building / office number) and/or supervisor of an employee.

Employee Information

Employee Information

First: <input type="text" value="██████"/>	Middle: <input type="text" value="██████"/>	Last: <input type="text" value="██████████"/>
UTRGV ID#: <input type="text" value="██████████"/>	Employee Classification: <input type="text" value="WS"/>	
Email: <input type="text" value="██████████@utrgv.edu"/>		

Position #: <input type="text" value="70111868"/>	Job Code: <input type="text" value="10054"/>	Job Title: <input type="text" value="WS Student Assistant"/>
-------------------------------------------------------------	--------------------------------------------------------	------------------------------------------------------------------------

Division ID: <input type="text" value="105000"/>	Division Name: <input type="text" value="HUMAN RESOURCES & REG AF"/>
------------------------------------------------------------	------------------------------------------------------------------------------------

College ID: <input type="text" value="105000"/>	College Name: <input type="text" value="HUMAN RESOURCES & REG AF"/>
-----------------------------------------------------------	-----------------------------------------------------------------------------------

Department ID: <input type="text" value="208030"/>	Department Name: <input type="text" value="Human Resources & Talent Devt"/>
--------------------------------------------------------------	-------------------------------------------------------------------------------------------

Note: If any of the employee information above needs to be updated, it is recommended to use a [Change of Job Data \(CJD\)](#) form instead.

From the list of results, select the position requiring a change.

If the Reports to/Supervisor needs to be updated, click on Select "Reports To" position number.

PROPOSED REPORTS TO/SUPERVISOR INFORMATION

Proposed Reports to/Supervisor Information

This section is pre-populated based on the position number selected.

Search Reports To

'Reports To' Position #: <input type="text" value="70111906"/>	Supervisor Job Title: <input type="text" value="Human Resources Assist II"/>
Supervisor First Name: <input type="text" value="████████"/>	Supervisor Last Name: <input type="text" value="████████"/>
Supervisor Employee ID: <input type="text" value="600 ██████"/>	
Email: <input type="text" value="████████@utrgv.edu"/>	

CAMPUS LOCATION

If the campus location needs to be updated, click on the "Search location" button for a listing of buildings and update the office/room number accordingly.

Proposed Campus Location for the Position Number

Search Location

Campus City: <input type="text" value="Brownsville"/>	Campus Location: <input type="text" value="BVAQP"/>
Location Name: <input type="text" value="Vaquero Plaza"/>	Office/Room #: <input type="text" value="██████"/>

EFFECTIVE DATE

Enter the effective date of the change. In most cases, this date should not be before the 1st of the current month.

Effective Date

Date this change takes effect:

<input type="text" value="10 / 9 / 2025"/>	<input type="button" value="📅"/>
--------------------------------------------	----------------------------------

KEY REQUEST

Select if you will need a key request or not.

Key Request

i This section is not available for Student Workers, Graduate Assistants, or Work Study Students.

If this is a change of location, will you need a key or access card?

Yes No

Key Request

If this is a change of location, will you need a key or access card:

Yes No

Building 1

Select what type of request is needed for building.

Key Request

Room Key

Building Key

Submaster/Suite Key

Access Card Request

Room Access Card (office/lab/etc.)

Building Access Card

Schedule information for Access Card (work schedule). Select one.

Monday to Friday / 8am-5pm

Monday to Friday / 24 hrs

7 Days / 24 hrs

Other

Note: Position Control and Human Resources are the only approval needed for this type of form.

CHANGE OF FUNDING SOURCE(CFS)

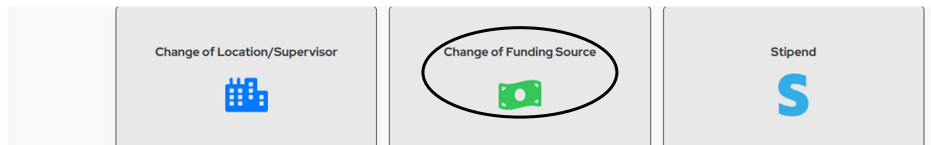
PURPOSE

If the only change to an employee's information is the funding of the current assignment, complete the Change of Funding Source form. It is important to note that this form will not update the employee's salary, assignment dates, or position information. This form will reduce the number of workflow approvers which in turn will reduce the amount of time to approve the fund changes.

NAVIGATING TO THE CHANGE OF FUNDING SOURCE

On the HR Portal click on Forms and click on Change of Funding Source

Welcome to the Human Resources Portal



SEARCH EMPLOYEE TO UPDATE

Type in the complete employee id and/or first name (minimum three characters) and/or last name (minimum 3 characters) and press the "Search" button.

Human Resources Portal

Home > Forms > Funding Source

About this form: If the only change to an employee's information is the funding source (cost center/project) for any employee assignment, you may use this form. It is important to note that this form will not update the employee's salary, assignment dates, or position information.

If you have any questions, please refer to the [HR Portal Manual](#).

Lookup Employee Information

Search for employee information to create a **Funding Source** form

Employee ID:

First Name:

Last Name:

Submit

Reset

There may be instances where more than one line will appear; select the assignment needing to be changed and press the "Continue" button.

Note: you cannot continue if there is currently more than one person tied to the position. A Change of Job Data Form is needed to move the employee to another position #.

EMPLOYEE INFORMATION

This section is prepopulated; therefore, cannot be changed. A Change of Job Data Form is needed instead.

Human Resources Portal

Home > Forms > Funding Source

Employee Information

Employee Information

To begin the Change of Funding Source form, provide the basic information of the person to be hired like shown below.

First Name:	Middle Name:	Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
UTRGV ID#:		
<input type="text"/>		

Position Information

This section is pre-populated based on the position number selected.

Position #:	Employee Classification:
<input type="text"/>	<input type="text"/>
Job Code:	Job Title:
<input type="text"/>	<input type="text"/>
Division ID:	Division Name:
<input type="text"/>	<input type="text"/>
Department ID:	Department Name:
<input type="text"/>	<input type="text"/>

Note: If any of the employee information above needs to be updated, it is recommended to use a [Change of Job Data \(CJD\)](#) instead of this form.

STIPEND INFORMATION

Stipend can be submitted with the employee's primary position number, or a different position number can be used. Please let us know if the stipend you are creating is to change information from a previously submitted stipend, if yes, a stipend number is required.

<h3>Stipend Information</h3>	<h3>Stipend Information</h3>
Is the CFS for a previously submitted stipend?:	Is the CFS for a previously submitted stipend?:
<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
	<input type="text"/>

BRIEF DESCRIPTION

Provide a brief description justifying the stipend you are submitting.

Human Resources Portal

Proposed Brief Description

Please provide the justification for this Change of Funding Source. If faculty, include a list of courses or duties for this assignment. (limit to 600 characters):

For examples of what to include in the description, refer to the [HR Portal Manual](#).

Justification: 0 / 900

PROPOSED START/END DATES

Using the dropdown arrows, select the funding start and end dates. The funding changes will only be made effective for the dates specified in this section. You cannot cross fiscal years when submitting a stipend. If an employee should continue to receive stipend for another fiscal year a new form will need to be submitted. You can create new form a month before the start date of the new fiscal year.

Proposed Start/End Dates

Start Date:

End Date:

PROPOSED COST CENTER

Using the magnifying glass icon for each line item, review/update (if needed) the proposed cost center numbers and funding source percentage. Populate the annual amount on proposed cost center sections. Change the Annual Rate as needed. The percentage of funding must add up to 100%.

Proposed Cost Center

If this request contains multiple cost centers or projects, I have authorization from the other cost center managers to approver on their behalf.

Enter the cost center number(s) of the corresponding source(s) of funding.

[Open Rate Calculator](#)

Cst Ctr/Prjct:	Name:	% Fund:	Amt:	
<input type="text" value="31000205"/>	Federal CWS Match	<input type="text" value="100"/>	<input type="text" value="5000"/>	<input type="button" value="X"/>
<input type="text" value="0"/>	<input type="text"/>	fund %	<input type="text" value="0"/>	<input type="button" value="X"/>
<input type="text" value="0"/>	<input type="text"/>	fund %	<input type="text" value="0"/>	<input type="button" value="X"/>
<input type="text" value="0"/>	<input type="text"/>	fund %	<input type="text" value="0"/>	<input type="button" value="X"/>
<input type="text" value="0"/>	<input type="text"/>	fund %	<input type="text" value="0"/>	<input type="button" value="X"/>
<input type="text" value="0"/>	<input type="text"/>	fund %	<input type="text" value="0"/>	<input type="button" value="X"/>

Total: \$5,000.00

Amount: The amount is what the employee would be paid for the duration of the stipend you create. The total amount will be divided into the months provided on the stipend form. Note that even if a stipend does not begin on

the 1st of the month or end on the end for the month the amount for that month will not be prorated. Employee will receive equal amounts through the duration that the stipend is active.

STIPEND (FACULTY AND STAFF)

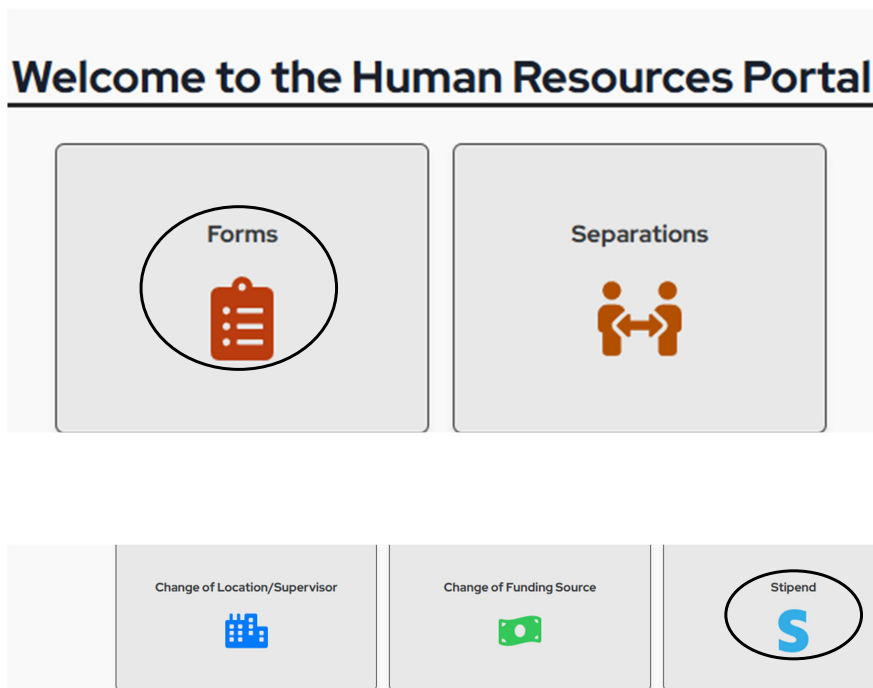
PURPOSE

Stipends are used to process an added job for an employee (faculty or exempt staff) outside their normal job duties for a specific period. Stipends do not apply to student employees or non-exempt staff.

A stipend can be tied to the primary position number of the employee if all position data elements are the same. If any data elements are different, a new non-budgeted position should be requested.

NAVIGATING TO THE STIPEND

Click On Forms then on Stipend.



SEARCH FOR EMPLOYEE

Type in the complete employee id and/or first name (minimum 3 characters) and/or last name (minimum 3 characters) and press the "Search" button.

Human Resources Portal

About this form: This form is used to provide an additional job to **only exempt employees** outside their normal job duties for a specific amount of time.

Lookup Employee Information

Search for employee information to create a **Stipend** form

Employee ID:

First Name:

Last Name:

Submit

Reset

Create Blank Form

Home > Forms > Stipends

About this form: This form is used to provide an additional job to **only exempt employees** outside their normal job duties for a specific amount of time.

Look up different employee

Employee Information

To begin the Stipend form, provide the basic information of the person to be hired like shown below.

First Name:

Middle Name:

Last Name:

UTRGV ID#:

Banner or Student ID#:

Banner ID required for faculty. Student ID required for student-employees.

Email:

Select the position to which the stipend will be linked. If the employee has never had a stipend, the only position that will appear will be the employee's primary position. Click on this position to bring in the employee information. When the employee ID has multiple instances found with the search, make sure to select the correct one. If the employee does not have any lines, choose the Blank Stipend button.

PURPOSE FOR STIPEND

When creating a stipend, you will be asked for the purpose, either to create a new stipend for the employee or to update the information of a previously approved stipend.

Purpose For Stipend

What is the purpose for stipend?:

- To create a new Stipend for the employee listed above.
- To update the amount or other information of a previous approved Stipend.

Please select a value

If you requested a new non-budgeted position, you may search for the position number by selecting "Search Position for Stipend". All the data in the following three sections (position, reports to, and cost center on proposed side) will change according to what was requested.

Update other fields as needed.

New Proposed Position Number Information

New Proposed Position Number Information

This section is pre-populated based on the position number selected.

Search Position Number

Position #:

Employee Classification:

Search Job Code

Job Code:

Job Title:

Search Department

Division ID:

Division Name:

College ID:

College Name:

Department ID:

Department Name:

Hours per Week:

FTE:

Proposed Reports to/Supervisor Information

Current Reports to/Supervisor Information		Proposed Reports to / Supervisor Information	
This section is pre-populated based on the position number selected.		This section is pre-populated based on the position number selected.	
<input type="button" value="Search Reports To"/>			
'Reports To' Position #:	Supervisor Job Title:	'Reports To' Position #:	Supervisor Job Title:
<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>
Supervisor First Name:	Supervisor Last Name:	Supervisor First Name:	Supervisor Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervisor Employee ID:		Supervisor Employee ID:	
<input type="text" value="0"/>		<input type="text" value="0"/>	
Email:		Email:	
<input type="text"/>		<input type="text"/>	

Job Information

Job Information

Will prospective employee be hired in another department/college concurrently during the period of this assignment?

Yes No

BRIEF DESCRIPTION

Provide a brief comment regarding the purpose of the Stipend Form. Departments can use the link provided below. It is a guide containing Human Resources' recommended comments to be used as brief description information. The recommended comments are examples that can be used for Change of Data Forms or Stipends.

Note that for faculty stipends, the level of effort must be included in the [Brief description](#).

Proposed Brief Description

Please provide the justification for this Stipend. If faculty, include a list of courses or duties for this assignment. (limit to 600 characters):

For examples of what to include in the description, refer to the [HR Portal Manual](#).

Justification: 0 / 600

Proposed Campus Location

Current Campus Location	Proposed Campus Location
	Search Location
Campus City: <input type="text" value="Place Holder"/>	Campus City: <input type="text" value="Place Holder"/>
Campus Location: <input type="text" value="AAAAA"/>	Campus Location: <input type="text" value="AAAAA"/>
Location Name: <input type="text" value="Place Holder"/>	Location Name: <input type="text" value="Place Holder"/>
Office/Room #: <input type="text"/>	Office/Room #: <input type="text" value="Enter room #"/>
Department Phone #: <input type="text"/>	Department Phone #: <input type="text" value="Enter phone #"/>

PROPOSED START/END DATES

When entering the start and end date for a stipend, please note that a one-day stipend is not allowed. A stipend must be created for a minimum of two or more days. For example, if you are wanting to pay a stipend for work done for one day only on 06/01/2025, you will use the proposed start date of 06/01/2025 and the proposed end date of 06/02/2025. See the example below.

Proposed Start / End Dates

Start Date: <input type="text" value="6 / 1 / 2025"/> <input type="button" value="🗑️"/> <input type="button" value="📅"/>	End Date: <input type="text" value="6 / 2 / 2025"/> <input type="button" value="🗑️"/> <input type="button" value="📅"/>
------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------

PROPOSED COST CENTER

Search for the cost center(s)/project(s) if this needs to be changed from what may already be populated. If entering more than one cost center/project the percentages of funding must add up to 100%. Enter the amount to be paid for the assignment.

Human Resources Portal

Proposed Cost Center

Enter the cost center number(s) of the corresponding source(s) of funding.

Open Rate Calculator

Cst Ctr/Prjct:	Name:	% Fund:	Amt:	
<input type="text" value="24000051"/>	THECB AY24 26 GME FN	75	25000	<input type="button" value="X"/>
<input type="text" value="24000052"/>	Bilingual Education Prog	25	10000	<input type="button" value="X"/>
<input type="text" value="0"/>		fund %	0	<input type="button" value="X"/>
<input type="text" value="0"/>		fund %	0	<input type="button" value="X"/>
<input type="text" value="0"/>		fund %	0	<input type="button" value="X"/>
<input type="text" value="0"/>		fund %	0	<input type="button" value="X"/>

Total: \$35,000.00

International Information

International Information

Is the prospective employee going to work with a Visa?:

Yes No

Visa Type:

International Information

Is the prospective employee going to work with a Visa?:

Yes No

Visa Type:

If you answered 'No' to the question above, is the prospective employee a US Citizen/Permanent Resident or hold a valid Employment Authorization Document (EAD card)?:

Yes No

! Prior to creating the New Hire Form for this employee, please contact the Office of International Admissions & Student Services if you have any questions related to the international student employment process at International@utrgv.edu

Human Resources Portal

International Information

Is the prospective employee going to work with a Visa?

Yes No

Visa Type:

Select an item

i Student must complete the [On-Campus Employment Eligibility Form](#). Form must be reviewed by International Admissions Student Services prior to any of the form approvals.

B1/WB - Business Visitor/ Via Waiver Program

E3 ----- Certain Specialty Occupation Professionals from Australia

F1 ----- International Student

F1 & OPT -- International Student & Optional Practical Training (OPT)

H1B -- Professional Non-Immigrant Worker

J1 ----- Exchange Visitor

O1 ---- Extraordinary Ability in Sciences, Arts, Education, Bus. or Athletics

P1 ---- Performing Athlete, Artist, Entertainer

Q1 ---- International Cultural Exchange Visitor

TN ---- NAFTA Professional Worker: Mexico, Canada


EDITING NEW HIRE FORMS, CHANGES OF JOB DATA FORMS, AND STIPEND FORMS

If New Hire, Changes of Job Data, and Stipends form has not reached Position Control or Human Resources for approval, the creators, reviewers, and assistant deans can edit any proposed section in the form. One of the sections that cannot be edited is the workflow section. Human Resources is the only department that can modify the workflow such as changing the project manager or reviewer. To make an edit, click on the "Edit CJD" or "Edit NH" button found at the top right side of the page.

Edit CJD#3000239 Edit CLS#4000103

Depending on your workflow role as listed before, you will be able to edit certain sections of the form. Once the edit is made, describe the edits made and click on Continue.

Justification for update

Edited by:  Paola Hernandez (email of employee making changes)

Email notification for edits made to this document will be sent to those in the workflow who already approved, except when status is set to 'on-hold'. Additional emails might be included if they are new to the workflow caused by the edits.

Provide a brief description for the edits made. Please limit to 500 characters (size of textbox below).

Example: "Rate of Pay changed from \$1.00 to \$10.00 due to typo. This does not affect encumbrance since it was calculated with the \$10 amount. Manager had already approved New Hire form with previous amount but has been notified and has replied to the creator (John Vaquero) on February 6, 2023 that he is okay with this change."

Description:

19 / 500

Testing editing CJD

An email notification will be sent out to those who approved and indicates which areas of the form were modified along with the comment.

If you want to read what other changes have been done to the form, open the form and click on the “View Edits to CJD” section found at the bottom of the page. It will take you back to the form but on view mode only, and at the bottom of the page you can find the “view edits” section.

Commented [VA1]: HR PORTAL FORM update does not exist for CJD, NH

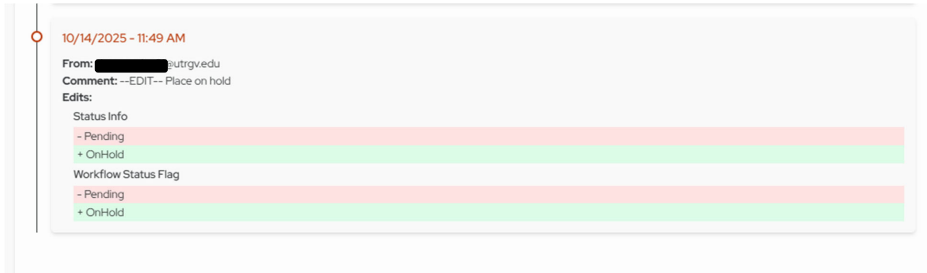
Note: Depending on what was edited, the workflow is automatically updated. For example, if the question about Visa is changed from “No” to “Yes,” the workflow will include International Office and they will need to approve before reaching Position Control or Human Resources.

FORM ON HOLD

There could be cases where Position Control or Human Resources may be waiting for a document or additional information from the department or employee to be hired before they can approve a New Hire. When this happens, Position Control or Human Resources will provide a comment documenting the reason for this hold.

Human Resources Portal

The comments for the New Hire when the status is on-hold can be viewed in the “View Edits” section of the form.



10/14/2025 - 11:49 AM

From: [REDACTED]@utrgv.edu
Comment: --EDIT-- Place on hold

Edits:

Status Info

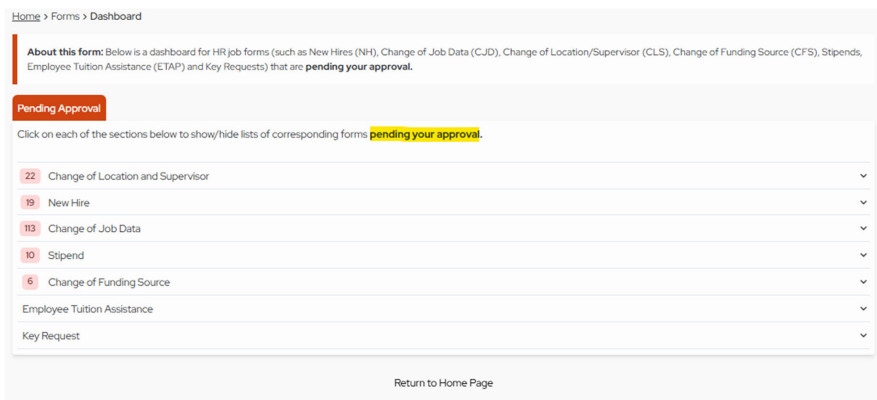
- Pending
- + OnHold

Workflow Status Flag

- Pending
- + OnHold

APPROVING NEW HIRES, CHANGES OF JOB DATA, CHANGES OF LOCATION/SUPERVISOR, CHANGE OF FUNDING SOURCE, AND STIPENDS

Once a form has been submitted, it is sent to the next person in the workflow. The form can either be approved or rejected by the recipient. To access the form, log into the HR Portal via my.utrgv.edu and click on the HR portal icon. Once logged in, click on the “Form” button from the main menu and then on “Dashboard”. The dashboard will show all forms pending your approval only.



Home > Forms > Dashboard

About this form: Below is a dashboard for HR job forms (such as New Hires (NH), Change of Job Data (CJD), Change of Location/Supervisor (CLS), Change of Funding Source (CFS), Stipends, Employee Tuition Assistance (ETAP) and Key Requests) that are **pending your approval**.

Pending Approval

Click on each of the sections below to show/hide lists of corresponding forms **pending your approval**.

- 22 Change of Location and Supervisor
- 19 New Hire
- 113 Change of Job Data
- 10 Stipend
- 6 Change of Funding Source
- Employee Tuition Assistance
- Key Request

Return to Home Page

Once you view the content, you can select to approve or reject the form.

When should an approver reject a New Hire Form? There might be cases where a New Hire does not have the correct information, such as a misspelled employee name or the wrong number of hours. An approver has the choice to either edit the form or have the creator or someone else in the workflow do the update. Once fixed, they can come back to the form, review it again and approve it. It is recommended to only reject if the New Hire requires too many edits or if the form is no longer valid (such as when the employee is not going to be hired after all).

The approver may select to send an email notification to the next person in the workflow. Keep in mind that some departments have opted not to receive emails, in this case by default, the email notification is set to “No” since there is no need to be notified.

Human Resources Portal

The approver may provide additional comments. Even if no email notifications are going to be sent, the comments will be recorded in the HR Portal so that other approvers may read them.

Click on the “Continue” button to update the form based on your approval selection.

Note: If rejecting a New Hire, anyone who has already approved it, including the creator, will be notified via email that it has been rejected. It is recommended that you provide a brief description explaining why it was rejected.

SEARCH

This menu option directs you to a search where you can locate forms.

Search by Form #, Employee ID, First or Last Name, Position #, or Fiscal Year

Home > Forms > Search

Search for New Hires, Change Of Job Data, Change of Funding Source, Change of Location / Supervisor and Stipends forms.

Form Search

Search for employee information to create a Search Results form

Form Number:

Employee Id:

First Name:

Last Name:

Position #:

Fiscal Year:

You can use this search to edit forms.

REPORTS

This menu option directs you to a search/ run reports where you can locate based on status: approved, pending, or rejected. And select show results.

Reports

Home > Forms > Reports

Filter Results

Status:

Employee Classification:

Filter based on:

The results will be downloaded to CSV based on your computer setting. You will find the report in Downloads folder on your computer (This PC -> Downloads).

RESOURCES

This menu option directs you resources you may need when creating New Hire Forms, Changes of Data Forms, and Stipend Forms

MANUALS

Resources

Home > Forms > Resources

Manuals

- [HR Portal Manual](#): Instructions on features of the Human Resources Portal.
- [Quick Guide to PeopleSoft Positions](#): Quick Guide to PeopleSoft Positions.

LINKS FOR PROSPECTIVE EMPLOYEES

Links for Prospective Employees

Criminal Background Check - (link varies)
Departments are required to provide the link to this secure online form to prospective employees. A unique link will be provided by the department head to the individual who has been asked to complete a Criminal Background Check form.

- For **work-study and direct wage employees**, the link is provided by the Career Center.
- For **faculty**, the assistant dean of each college will provide the link.
- For the rest of **staff**, the link is provided by the recruitment area in Human Resources.

The link can only be used for the same position. Do not use the same link for different classifications (for example, use the work-study code for a full-time position, or a clerk position to someone who needs to drive a university vehicle) as each Criminal Background link is related to the type of work the employee is to perform.

Form I-9
This site will take the prospective employees through the process of filling in their I-9 in a few simple steps. Filling in the form and submitting it to the employer will take only a few minutes. Employees will be able to complete and submit the form from this site. Nothing needs to be printed out or mailed. After form has been submitted, employee will need to stop by the Office of Human Resources and provide proper documentation as mentioned on the I-9 instructions.

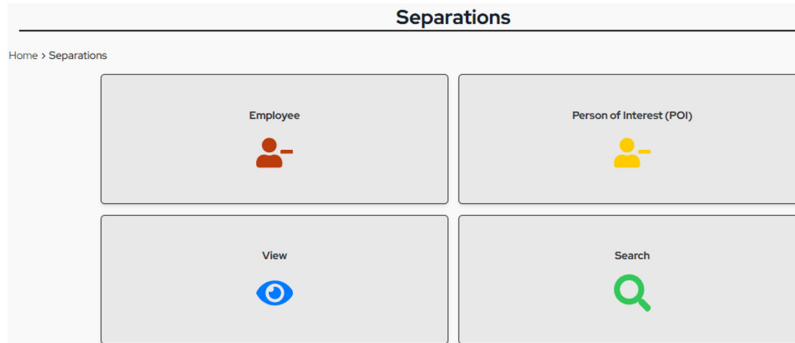
FORMS AND OTHER RESOURCES

Forms and Other Resources

- [On-Campus Employment Eligibility Form](#)
The hiring department must complete and route the form to the Office of International Admissions & Student Services along with the student's New Hire (NH) form.
- [Project Key Member Update Form](#)
Modify Key Member (such as the manager) of a project number.

SEPARATIONS

This menu option directs you to...



EMPLOYEE SEPARATIONS

PURPOSE


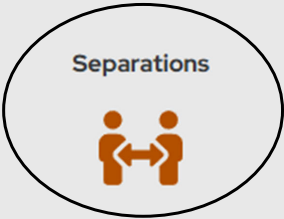


The design of the Separation Process is to assure that all departing employees properly separate from UTRGV and that any university property is cleared before departure from The University of Texas Rio Grande Valley. This procedure applies to all existing university employees regardless of classification. Unlike the New Hire Forms, there will be NO workflow involved. The system will send email notifications to various departments.

Note: If an employee is moving from one department to another or leaving for less than three months, you should use a Change of Job Data instead or hiring proposal via PeopleAdmin.

NAVIGATE TO EMPLOYEE SEPARATION

To begin, click on "Separations" from the HR Portal menu and select "Employee Separations."



Welcome to the Human Resources Portal

<p>Forms</p> 	<p>Separations</p> 
<p>Employee Tuition Assistance</p> 	<p>Key Request</p> 

[Return to Home Page](#)

Separations

Home > Separations

<p>Employee</p> 	<p>Person of Interest (POI)</p> 
-----------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------

SEARCH FOR EMPLOYEE

Type in the complete employee id and/or first name (minimum 3 characters) and/or last name (minimum 3 characters) and press the "Search" button.

Create an Employee Separation Form

Home > Separations > Create (Employee)

About this form: The Employee Separation form is designed to assure that all departing employees are separated from employment properly and that any university property is cleared prior to the employee's departure from The University of Texas Rio Grande Valley. This procedure applies to all existing employees of The University of Texas Rio Grande Valley regardless of classification. Unlike the other forms in the HR Portal, there will be NO workflow involved. Once the Employee Separation form is submitted, it will automatically send email notifications to various departments, as listed in the [HR Portal Manual](#).

NOTE: The Employee Separation process should be used only when the employee is leaving the university. If moving from one department to another, or leaving for less than three months, a [Change of Job Data \(CJD\)](#) form should be used instead.

Lookup Employee Information

Search for employee information to create a **Separations** form

Employee ID:

First Name:

Last Name:

Select the position in which you want to create a separation.

EMPLOYEE INFORMATION

Under the "Employee Information" section, the employee information will prepopulate most of the fields in the Separation form. If the employee information is not prepopulated, you may complete the section manually.

Employee Information

Employee Information

To begin the New Hire form, provide the basic information of the person to be hired like shown below.

First Name:

Middle Name:

Last Name:

UTRGV ID#:

Banner or Student ID#:

Banner ID required for faculty. Student ID required for student-employees.

Email:

Birth Month:

Birth Day:

POSITION INFORMATION

The position information should already be pre-populated.

Current Position Number Information

This section is pre-populated based on the position number selected.

Position #: 70111937	Employee Classification: WS
Job Code: 10054	Job Title: WS Student Assistant
Division ID: 105000	Division Name: HUMAN RESOURCES & REG AF
Department ID: 208030	Department Name: Human Resources & Talent Devt

SUPERVISOR INFORMATION

The Supervisor information should already be pre-populated.

Current Reports to/Supervisor Information

This section is pre-populated based on the position number selected.

Supervisor First Name: [REDACTED]	Supervisor Last Name: [REDACTED]
Supervisor Employee ID: 600 [REDACTED]	
Email: [REDACTED]@utrgv.edu	

INTERNATIONAL EMPLOYEE AND/OR GRAND-FUNDED POSITION

If the employee is on a sponsorship Visa, select "Yes" and specify the type of Visa the employee is working under. Otherwise, select "No" and leave the Sponsorship field as "None." This is to notify the International Office via email of the employee separation.

Select if the employee is under a grant-funded position. This is to notify Grants & Contracts.

International Employee and/or Grant Funded Position

Is employee working with a UTRGV sponsorship VISA?:

Yes No

Is this a grant funded position?:

Yes No

International Employee and/or Grant Funded Position

Is employee working with a UTRGV sponsorship VISA?:

Yes No

Visa Type:

Select Visa Type...

B1/WB - Business Visitor/ Via Waiver Program

E3 ----- Certain Specialty Occupation Professionals from Australia

F1 ----- International Student

F1 & OPT -- International Student & Optional Practical Training (OPT)

H1B -- Professional Non-Immigrant Worker

J1 ----- Exchange Visitor

O1 ---- Extraordinary Ability in Sciences, Arts, Education, Bus. or Athletics

P1 ---- Performing Athlete, Artist, Entertainer

Q1 ---- International Cultural Exchange Visitor

TN ---- NAFTA Professional Worker: Mexico, Canada

EMPLOYEE SEPARATION INFORMATION

Use the dropdown arrows to select the last physical work date. This is defined as the last actual physical working date in the institution.

Using the dropdown arrows, select the Separation date. This is defined as the last official day of employment.

For example, if the last day of an employee is on March 19, but he will use full-time vacation on the last three days of work (March 17-19), then his last physical work date will be March 17 and his separation date will be on March 19.

Employee Separation Information

Last Physical Work Date:

mm / dd / yyyy



Reason for Employee Separation:

Select reason...

Note: For voluntary separation (v), supervisor will need to submit a scanned copy of the letter of resignation to the Office of Human Resources at HR@utrgv.edu

Reasons for Employee Separations

Select the reason why the employee is separating from the institution. The list of reasons is categorized as voluntary and involuntary.

VOLUNTARY	INVOLUNTARY
DISSATISFIED WITH THE TYPE OF WORK	• CONDUCT
• FAILURE TO RETURN TO WORK FROM LEAVE	• DECEASED
• JOB ABANDONMENT	• END OF ASSIGNMENT
• OTHER UT INSTITUTION	• GROSS MISCONDUCT
• SEPARATION INCENTIVE PROGRAM	• LOSS OF [EMPLOYMENT] ELIGIBILITY
• RETIREMENT	• PERFORMANCE
• TRANSFER TO A DIFFERENT STATE AGENCY	• PROBATION PERIOD
• RESIGNED: BETTER OPPORTUNITY	• REDUCTION IN FORCE
• RESIGNED: BETTER PAY/BENEFITS	• TERMINATION OF ELECTED BENEFITS
• RESIGNED: JOB DISSATISFACTION	• VIOLATION OF RULE OR LAW
• RESIGNED: RELOCATION	
• RESIGNED: IN LIEU OF TERMINATION	
• RESIGNED: PERSONAL REASONS NOT RELATED TO THE JOB	
• RESIGNED: NON-REHIRED SETTLEMENT AGREEMENT	

Note: For voluntary separation (v), supervisor will need to submit a scanned copy of the letter of resignation to the Office of Human Resources at HR@utrgv.edu

SUPERVISOR CHECKLIST FOR EMPLOYEE SEPARATION

Supervisors have the responsibility to properly exit an employee. The checklist included in the form will function as a guide to ensure pending items are completed or returned before the issuance of the employee's final paycheck.

Human Resources Portal

Checklist

As supervisor, it is your responsibility to properly exit an employee. The checklist below will act as guide to ensure pending items are completed or returned prior to the issuance of the employee's final pay check.

Note: Supervisors may complete this checklist at a later time from the 'View employee separation' option.

YES	N/A	
<input type="radio"/>	<input type="radio"/>	Inform employee to submit final timecard Through Time Entry function in PeopleSoft.
<input type="radio"/>	<input type="radio"/>	Collect university equipment such as ipad, secure USB flash drive, laptop, and/or any other equipment that belongs to the institution, and keep inventory.
<input type="radio"/>	<input type="radio"/>	Collect procurement card and/or Travel cards , if any, and forward them to the Purchasing Office.
<input type="radio"/>	<input type="radio"/>	Inform employee to submit keys to the Facilities Operations Department (this includes vehicles keys or keys to any other facility or equipment).
<input type="radio"/>	<input type="radio"/>	Collect employee id card and submit to V One Card Services in Brownsville at Campus Bookstore and in Edinburg at ESTUN 2.310.
<input type="radio"/>	<input type="radio"/>	Collect employee access card (if any) and submit to the UTRGV University Police Department.
<input type="radio"/>	<input type="radio"/>	Inform the employee to contact Parking and Transportation for any pending parking fines and parking permit fees including possible refunds upon the return of their permit .
<input type="radio"/>	<input type="radio"/>	Inform the employee to contact the Office of Human Resources to facilitate separation.
<input type="radio"/>	<input type="radio"/>	Inform the employee to contact the university library for any pending fees/checked out items.
<input type="radio"/>	<input type="radio"/>	As a reminder, if employee is a Project Manager (Grants), please contact Grants Accountant. If employee is a cost center manager, please submit a new UTRGV Cost Center Key Member Update via PeopleSoft with the name of the new employee responsible for the Cost Center number(s).

SUBMIT FORM

Click on the continue button to have the system verify the Separation form for any missing data. After review, scroll down to the bottom of the page and send. The email notifications will be sent to several departments so that they can take the proper action from their side.

There are at least three different emails notifications sent out:

Email to Employee Separating: If the employee is a full-time employee, depending on their employee classification, they will receive an email with a link to complete the exit form and a list of the supervisor checklist.

Email to departments: This includes assistant deans, Grants and Contracts, and International Office if required from the form. The creator of the form also receives the notification along with the manager.

Email to Supervisor: Same as the email to the department, except that it also includes the checklist for reference purposes.

POI SEPARATION

PURPOSE

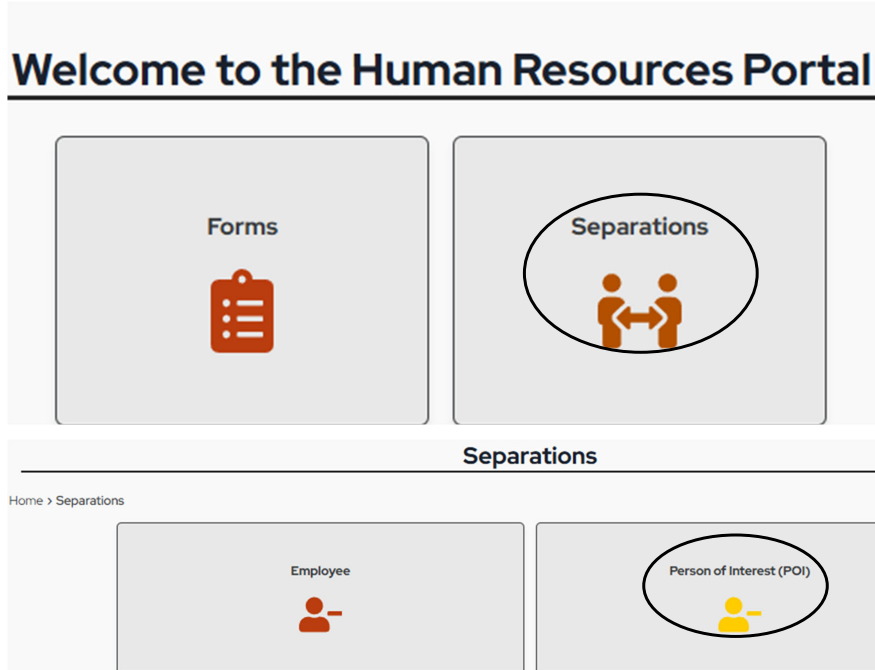
The design of the Separation Process is to assure that all departing Persons of Interest (POI) are properly separate from UTRGV and that any university property is cleared before departure from The University of Texas Rio Grande Valley. This procedure applies to all existing POIs regardless of classification. Unlike the New Hire Forms, there will be NO workflow involved. The system will send email notifications to various departments.

Note: A separation for POI must be submitted as soon as the supervisor is aware that the POI will no longer be affiliated with UTRGV.

NAVIGATE TO POI SEPARATION

To begin, click on "Separations" from the HR Portal menu and select "POI."

Type in the complete employee id and/or first name (minimum 3 characters) and/or last name (minimum 3 characters) and press the "Continue" button.



SEARCH FOR POI

Type in the complete employee id and/or first name (minimum three characters) and/or last name (minimum 3 characters) and press the "Search" button.

Human Resources Portal

Home > Separations > Create (POI)

About this form: The Person Of Interest (POI) Separation Form is designed to assure that all departing non-employees are separated from employment properly and that any university property is cleared prior to the POI's departure from The University of Texas Rio Grande Valley. This procedure applies to all existing non-employees (POIs) of The University of Texas Rio Grande Valley. Unlike the other forms in the HR Portal, there will be NO workflow involved. System will send email notifications to various departments, as listed in the [HR Portal Manual](#). The Employee Separation process should be used only when a POI is leaving the university. For UTRGV employees, DO NOT complete this form. Please refer to the [UTRGV Employee Separation Form](#).

NOTE: The Employee Separation process should be used only when the employee is leaving the university. If moving from one department to another, or leaving for less than three months, a [Change of Job Data \(CJD\)](#) form should be used instead.

Lookup POI Information

Search for employee information to create a **Separations** form.

Employee ID:

First Name:

Last Name:

Submit

Reset

POI INFORMATION

For a POI Separation, enter all required information (name, UTRGV ID, and email).

Employee Information

Employee Information

To begin the New Hire form, provide the basic information of the person to be hired like shown below.

First Name:

Middle Name:

Last Name:

UTRGV ID#:

Banner or Student ID#:

Banner ID required for faculty. Student ID required for student-employees.

Email:

DEPARTMENT INFORMATION

The department information should already be prepopulated, but if entered manually to the department that corresponds to the POI.

Current Position Number Information

This section is pre-populated based on the position number selected.

Division ID:

Division Name:

Department ID:

Department Name:

SUPERVISOR INFORMATION

The Supervisor information should already be prepopulated, but if it is blank or needs to be entered manually, click on the "Search Employee" button to update.

Current Reports to/Supervisor Information

This section is pre-populated based on the position number selected.

'Reports To' Position #:

Supervisor Job Title:

Supervisor First Name:

Supervisor Last Name:

Supervisor Employee ID:

Email:

POI SEPARATION INFORMATION

Using the dropdown arrows, select the Separation date.

This is defined as the last official day of employment. For example, if the last day of an employee is on March 19, but he will use full-time vacation on the last three days of work (March 17-19), then his last physical work date will be March 17 and his separation date will be on March 19. The separation for POI only requires a Separation Date.

POI Separation Information

Separation Date:

CHECKLIST

As a supervisor, it is your responsibility to properly exit a POI. The checklist below will act as a guide to ensure pending items are completed or returned to The University of Texas Rio Grande Valley.

Human Resources Portal

Note: Supervisors may complete this checklist at a later time from the 'View' option.

Checklist

As supervisor, it is your responsibility to properly exit a POI. The checklist below will act as a guide to ensure pending items are completed or returned to The University of Texas Rio Grande Valley.

Note: Supervisors may complete this checklist at a later time from the 'View POI separation' option.

YES	N/A	
<input type="radio"/>	<input type="radio"/>	Collect university equipment such as ipad, secure USB flash drive, laptop, and/or any other equipment that belongs to the institution, and keep inventory.
<input checked="" type="radio"/>	<input type="radio"/>	Inform POI to submit keys to the Facilities Operations Department (this includes vehicles keys or keys to any other facility or equipment).
<input type="radio"/>	<input type="radio"/>	Collect POI id card and submit to V One Card Services in Brownsville at Campus Bookstore and in Edinburg at ESTUN 2.310.
<input checked="" type="radio"/>	<input type="radio"/>	Collect POI access card (if any) and submit to the UTRGV University Police Department.
<input type="radio"/>	<input type="radio"/>	Inform the POI to contact Parking and Transportation for any pending parking fines and parking permit fees including possible refunds upon the return of their permit.
<input checked="" type="radio"/>	<input type="radio"/>	Inform the POI to contact the university library for any pending fees/checked out items.

SUBMIT FORM

Click on the continue button to have the system verify the Separation form for any missing data. After review, scroll down to the bottom of the page and send. The email notifications will be sent to several departments so that they can take the proper action from their side.

There are at least two different emails notifications sent out:

Email to departments: This includes assistant deans, Grants and Contracts, and International Office if required from the form. The creator of the form also receives the notification along with the manager.

Email to Supervisor: Same as the email to the department, except that it also includes the checklist for reference purposes.

EMPLOYEE CLASSIFICATIONS

Code	Description	Assigned Job Codes
AP	Admin. & Professional Staff	Varies
APN	AP Wages Acct	10997: Special Assign Faculty, 10999: Special Assign Staff
CL	Classified Staff	Varies (exempt and non-exempt staff)
CLN	Classified Staff Wages	10061: PT Non-Std, 10995: Spec Assign, 10998: Temp Spec Assign
FA1	Faculty Tenure	Varies
FA2	Faculty Non-Tenure	Varies
FA3	Faculty Summer	Varies
FA4	Faculty SOM –12 months	Varies
RES	Resident (School of Medicine)	10149: Chief Res, 10150: Res PGY 1, 1051: Res PGY 2, 1052: Res PGY 3, 10153: Res PGY 4, 10154: Res PGY 5
GRA	Graduate Research Assistant	10064: Asst Instr, 10081: Res Asst WS, 10082: Grad Asst WS, 10095: Res Asst, 10096: Grad Asst
GTA	Graduate Teaching Assistant	10047: Teaching Assistant, 10080: Teach Asst WS
STU	Students	10056: Temp Std, 10057: Std Acad Tutor, 10058: Std Acad Asst, 10059: Std Asst, 10060: Std Proj Assc, 10065: SEI, 10094: AmeriCorp
WS	College Work-Study	10039: Grad Std Ws, 10051: WS Std Aca Tutor, 10053: WS Std Aca Assist, 10054: WS Std Asst, 10055: WS Std Proj Assoc

EMPLOYEE CLASSIFICATIONS FOR STAFF

The staff classification refers to a position such as exempt staff, direct wage, and work-study. Staff Classifications for New Hire Forms and Changes of Job Data Forms:

- Administrative and Professional Staff
- College Work-Study
- Direct Wage (student employee)
- Exempt Regular
- Non-Exempt Regular
- Student Employment Initiative (SEI)
- Temporary Non- Exempt Staff
- Temporary Student

TEMPORARY NON-EXEMPT STAFF

An employee hired as Temporary Non-Exempt Staff can work between 20 to 40 hours for up to 90 days (if direct wage with no benefits) or 4 ½ months (if direct wage with benefits). After reaching the limit, the employee must wait 13 months from the last day they worked as Temporary Non-Exempt staff to reapply for that classification/job code description again. Under a different title, the individual could work up to 19 hours each week. Please contact Salary Administration for hiring recommendations or contact HR-Compensation to discuss establishing a permanent position if any further time is required after completing either the 3 or 4 ½ months.

Example: Temporary Non-Exempt Staff

Suppose John Smith worked as Temporary Non-Exempt Direct Wage (with no benefits) from January 1 – January 31st. Then he worked again from April 1 – April 30. That is already two months' worth. Then he worked from June 1 to June 30. That completes the three months of work.

This means that if he wants to work again as a Temporary Non-Exempt, he will have to wait 13 months since his last day on June 30, which would fall any time after August 1st of the following year.

WORKFLOW

The following workflows apply to all New Hire Forms, Changes of Job Data Forms, and Stipends

Faculty/Graduate Assistantship Workflow:

1. **Hiring Official:** This is the person responsible for the college or department.
2. **Manager Reviewer (optional):** A department may add a reviewer of their choice to approve before the manager.
3. **Manager:** Is the Project Manager based on the cost center or project used in the New Hire Form
4. **International Admission and Student Services:** For Students with an F1 Visa, the International Admissions and Student Services office will be included in the workflow. For a J1 Visa, the International Program & Partnerships office will be included in the workflow. For Resident positions with a J1 Visa, the Graduate Medical Education office will review the workflow. For all other staff positions, the Immigration Services Manager will be included in the workflow.

5. **Graduate Office:** If the Graduate Assistantship and total enrolled hours (academic) are less than 9 (for fall and spring) or less than 6 hours (for summer) and the student is not graduating, a justification will be needed, with the Graduate Office being included for approval.
6. **Grants and Contracts:** The Grants and Contracts office is included in the workflow when the budget is from a grant or cost-share. For cost centers with funding 5500 or 5600 as restricted accounts, Grants Accounting will be included in the workflow instead.
7. **Assistant Deans:** Assistant deans are included for faculty and graduate assistantship positions. They are added automatically based on the college selected.
8. **Vice President:** Vice Presidents are included in the workflow for all faculty positions.
***If it is a Graduate Assistantship, the Vice President is included only for "10064-Assistantship Instructor".
9. **Academic Affairs:** This was previously the role of the Provost.
10. **Position Control:** Included in faculty positions and only where there is a change to Graduate Assistantships.
11. **Human Resources:** Once reviewed and approved by HR, an email notification is sent out to the creator, manager, and supervisor of the New Hire Form to let them know that the employee is cleared and may begin employment on the date specified by HR (if different than proposed).

Faculty and Graduate Assistantship Workflow		Hiring Official	Reviewer	Manager	International Admission^	Graduate Office	Grants & Contracts^^	Financial Aid	Assistant Dean	Vice President	Academic Affairs^^	Position Control	Human Resources
FA1	Academic Affairs	-	-	-	-	-	-	<		<	<	<	<
	Health Affairs	<	-	<	-	-	-	<				<	<
	School of Medicine	<	-	<	-	-	-		<*			<	<
FA2	Academic Affairs	-	-	-	-	-	-	<			<	<	<
	Health Affairs	<	-	<	-	-	-	<				<	<
	School of Medicine	<	-	<	-	-	-		<*			<	<
FA3	Academic Affairs	-	-	-	-	-	-	<			<	<	<
	Health Affairs	<	-	<	-	-	-	<				<	<
	School of Medicine	<	-	<	-	-	-		<*			<	<
FA4	School of Medicine	<	-	<	-	-	-		<*		<	<	<
APN	10997: Special Assignment Faculty	<	-	<	-	-	-	<			<	<	<
RES	School of Medicine		-	<	-	-	-		<*			<	<
GRA	10064: Assistant Instructor***		-		-	<	-	<					<
	10081: Research Assistant WS		-		-	<	-	<	<				<
	10082: Graduate Assistant WS		-		-	<	-	<	<				<
	10095: Res. Assist, 10096: Grad. Assist.		-		-	<	-	<	<				<
GTA	10080: Teaching Assistant WS					<		<	<				<
	10047: Graduate Teaching Assistant		-		-	<	-	<	<				<

*VP for School of Medicine. ~Previously role for Provost ***If Graduate Assistantship, Vice President is included.

Student and Staff Workflow		Reviewer	Manager	International Admission [^]	Financial Aid	Grants & Contracts ^{^^}	Student Employment	Vice President [~]	Compensation Office	Position Control	Human Resources
AP	Administrative & Professional Staff	-	✓	-	-	-	✓	✓ ⁺	✓	✓	✓
APN	10999: Special Assignment A&P	-	✓	-	-	-	-	✓ ⁺	✓	✓	✓
CL	Classified Staff	-	✓	-	-	-	-	✓ ⁺	✓	✓	✓
CIN	10995: Special Assignment Classified Staff	-	✓	-	-	-	-	✓ ⁺	✓	✓	✓
	10998: Temp Staff Assignment *	-	✓	-	-	-	-	✓ ⁺	✓	✓	✓
	10061: Part-Time Non-Student (Academic Affairs)**	-	✓	-	-	✓	-	-	-	-	✓
	10061: Part-Time Non-Student **	-	✓	-	-	✓	✓	-	-	-	✓
STU	10065: Student Employment Initiative (SEI)***	-	✓	-	-	-	✓	-	-	-	✓
	10094: AmeriCorps***	-	✓	-	✓	-	-	-	-	-	✓
	Other***	-	✓	-	-	-	✓	-	-	-	✓
WS	College Work-Study***	-	✓	-	✓	-	✓	-	-	-	✓

[^]International Admission and Student Services, International Program & Partnerships, Graduate Medical Education, Immigration Services Manager – For international or VISA employees.

^{^^}Grants and Contracts Office – when budget from a grant or cost-share is used.

* Up to 4 ½ months with 20 – 40 hours per week.

** Up to 19 hours per week.

*** Position Control will be included in workflow if there is a change to the position.

~ Excludes VP Academic Affairs.

✓ * For stipends with staff positions and where the primary assignment of employee is non-faculty.

LOGGING IN AFTER TIMEOUT

The system will time out after 20 minutes of inactivity. When this happens, click on the banner at top of the page and re-enter your credentials. After that, you may close the pop-up screen and continue working where you left off. This prevents the loss of data that has been entered.

REQUESTING ACCESS TO THE HR PORTAL

How to access or view the HR Portal?

By default, all UTRGV full-time employees should automatically have access to the HR Portal. For new hires, once they are active in the PeopleSoft system, they will get access the next business day.

CREATING A GET ACCESS REQUEST

When requesting a special access/role, you must create a "Get Access" ticket in the UTRGV Support Center. For more information on how to create a Get Access request, please visit [Get Access](#).

Remember, when trying to access the HR Portal outside of any of our campuses, you will require to use a Virtual Private Network (VPN) connection. For more information on VPN, please visit how to use www.utrgv.edu/it/software/virtual-private-network

TROUBLESHOOTING

THE FORM DOES NOT DISPLAY WHEN TRYING TO VIEW OR APPROVE

This happens on certain browsers such as Safari for mobile devices. Using another browser such as Firefox or Chrome should be able to fix this issue.

Clearing the Cache on your browser will help as well.

TOOLS

RATE CALCULATOR

Although not required in the HR Portal but requested by popular demand, a Rate Calculator is available in the Proposed Cost Center section of the HR Portal for departmental use. To access it, click on the "Open Rate Calculator" button found on the top-right side.

Proposed Cost Center

Enter the cost center number(s) of the corresponding source(s) of funding.

[Open Rate Calculator](#)

The calculator will open in a new window.

Enter the date range, hours per week, rate of pay, and percentage of funding source, and press "Calculate."

Rate Calculator ✕

Start Date	End Date
<input type="text" value="10/09/2025"/>	<input type="text" value="End Date"/>
Proposed Start Date	Proposed End Date

Hours per Week

Pay Rate

Percent of Funding Source

The results will provide the total number of days in weeks and the total amount. Please note that the results are just an estimate since it does not exclude holidays and absences during the date range.

BRIEF DESCRIPTION EXAMPLES

The following are examples of what to include in the Brief Description box for Changes in Job Data Forms or Stipends in the HR Portal.

SCENARIOS

1 REDUCING THE EMPLOYEES' HOURS

Example of Brief Description:

This Change of Job Data Form is to reduce the employee's hours per week from 19 to 10 hours per week from 6/15/2025 to 7/31/2025.

2 CHANGING THE EMPLOYEE'S CLASSIFICATION

Example of Brief Description:

Note: This will require a different position number.

This Change of Job Data Form is to change the employee's classification from Work-Study to Student Employee. The employee ran out of Work-Study funds and will be changed to Student Employee funds effective 5/4/2025 and until the remainder of the assignment.

3 ADDING ASSIGNMENT

Example of Brief Description:

This Change of Job Data Form is to add a secondary assignment. This employee is currently working at [department name] with 9 hrs. per week and will be starting the secondary assignment at [department name] with 10 hrs. per week from 6/01/2025 to 8/31/2025.

4 CREATING A SPECIAL ASSIGNMENT FOR A STAFF EMPLOYEE

Example of Brief Description:

This stipend is to cover additional shifts worked at Knap Hospital for the month of April 2025 for the total amount of \$XXX. XX. If grant-funded, include in the description how this assignment is justifiable to the grant.

Example of Brief Description:

This stipend is for [mentorship/ workshops/ fellowships, etc.] for the Spring semester. The stipend total amount is \$XXX. XX. If grant-funded, include in the description how this assignment is justifiable to the grant.

5 CREATING A SPECIAL ASSIGNMENT FOR A FACULTY EMPLOYEE

Example of Brief Description:

This stipend is to cover faculty working on [overload, Chair, Director, workshop, etc.] for a monthly amount of \$2,000 (\$4,000 total) from April 2025 through May 2025.

If grant funded, include in the description how this assignment is justifiable to the grant.

6 FACULTY DEVELOPMENT LEAVE

The Brief Description information section is especially important for Human Resources, this is needed so that we understand what needs to be updated on the employee job record. We highly recommend using the wording below when submitting Changes of Job Data forms for FDL employees. Note that only highlighted in yellow is where information will be changing.

Example of Brief Description:

Justification: 321 / 900
This change of Job data form is being submitted to (NAME) will be on Faculty Developmental Leave effective (MM/DD/YYYY) and will end (MM/DD/YYYY). FDL will be for (SEMESTER OR ACADEMIC YEAR) and the FTE the employee will be working at is (50%). The employee Salary (WILL BE/WILLNOT BE) reduced to (\$SSSS) during this time

7 CHANGES IN FUNDING

Example of Brief Description:

Note: If the current funding does not cover the entire fiscal year, please submit another Change of Job Data.

This Change of Funding Form is only to change the cost centers in which the employee is being paid out. The funding change is from 5/4/2025 through 6/30/2025. If grant-funded, include in the description how this assignment is justifiable to the grant.

8 STIPENDS ARE BEING SUBMITTED TO CHANGE A FACULTY OVERLOAD AMOUNT

Example of Brief Description:

This stipend is for the Spring overload on the employee's primary assignment from 01/16/2025 - 05/31/2025. The total added amount is \$2,000.00 If grant-funded, include in the description how this assignment is justifiable to the grant.

9 UPDATING THE EMPLOYEE'S CONTRACT AMOUNT

Example of Brief Description:

This Change of Job Data Form is to increase the employee's contract total amount. The employee's initial contract amount was \$5,000 from 01/01/2025-05/31/2025, in which the employee received \$1,000/month. We are adding \$1,000 to the overall contract from 01/01/2025-05/31/2025 so that we may pay the updated total amount of \$6,000.

If grant-funded, include in the description how this assignment is justifiable to the grant.

10 ADDING AN EMPLOYEE INCENTIVE

Example of Brief Description:

This stipend is for quarterly incentives for the employee. This payment covers 01/01/2025 - 03/31/2025 for the total amount of \$XXX. XX.

Note: An employee incentive should NOT be grant-funded.

GRADUATE ASSISTANTSHIP

11 GRADUATE ASSISTANT (GRA/GTA)

Example of Brief Description:

The student will be assisting with the website and reports needed for the department, which is related to the student's program of study.

Reminder: Duties need to be related to the program of study or professional development.

12 GRADUATE RESEARCH ASSISTANT (GRA/GTA)

Example of Brief Description:

The student is conducting research with the XXXXX program.

13 GRADUATE TEACHING ASSISTANT (GRA/GTA)

Example of Brief Description:

The student will be assisting to teach class ART 3301-07 and ART 3352-01.

14 GRADUATE ASSISTANT OR ASSOCIATE INSTRUCTOR (GRA/GTA)

Example of Brief Description:

The student will be Instructor of Record for the following classes: MGMT 3301-02 and MGMT 3304-05 and holds the necessary 18 graduate credits in a discipline related to the courses assigned.

15 FACULTY SUMMER STIPEND (TENURE OR NON-TENURE) (FA3)

Example of Brief Description:

Faculty (Name) will be working on summer research activities from June thru August. The level of effort will be .333 the total amount to be paid is \$XXXX.

(9month salary/3 months in summer = Summer cap * FTE = Stipend amount \$8,011.33 (stipend amount)/ \$24,033.99 (summer 1/3rd cap) = FTE .333

Note: FTE is required for summer stipends. When providing FTE, please provide at least 3 decimals.

16 FACULTY STIPEND TENURE OR NON-TENURE (FA1 & FA2)

Example of Brief Description:

(Name) will be working as a nurse practitioner, seeing patients, 2 days a week.

16 hours a week @ \$50.00/ per hour for 3 months (June – August) 16 hrs. x \$50 = \$800 \$800 x 12 weeks = \$9,600

17 FACULTY STIPEND SOM (FA4)

Example of Brief Description:

This stipend is a quarterly incentive based on RVs as per LOO dated 1/24/25. This payment covers 1/1/25 to 3/31/25. The total amount to pay is \$XXXX. A spreadsheet Log with detailed information will be forwarded to the Salary Administration email for review.

Note: HR needs a spreadsheet/worksheet to process.

18 FACULTY STIPEND SOM (FA4)

Example of Brief Description:

Faculty (Name) is working additional shifts as a hospitalist to assist the department with 24-hour coverage at Knapp Medical Center. He worked 5-day shifts @ \$1380/shift in April. The total amount to pay is \$XXXX. A spreadsheet Log with detailed information will be forwarded to the Salary Administration email for review.

Note: HR needs a spreadsheet/worksheet to process.

19 MERIT INCREASE

Example of Brief Description:

This Change of Job Data submission is to increase the employee's salary to \$XXXX.XX as the employee has received a merit increase effective 09/01/2025.

If grant-funded, include in the description how this assignment is justifiable to the grant.

20 TEMPORARY ADDITIONAL DUTIES

Example of Brief Description:

This Change of Job Data submission is to temporarily increase the employee's salary to \$XXXX.XX from 09/01/2025 to 12/31/2025 as the employee will be performing additional duties.

If grant-funded, include in the description how this assignment is justifiable to the grant.

21 PERMANENT ADDITIONAL DUTIES

Example of Brief Description:

This Change of Job Data submission is to increase the employee's salary to \$XXXX.XX as the employee has been given permanent additional duties effective 09/01/2025.

If grant funded, include in the description how this assignment is justifiable to the grant.

22 REMOVING TEMPORARY ADDITIONAL DUTIES

Example of Brief Description:

This Change of Job Data submission is to place the employee's salary back to \$XXXX.XX effective 10/1/2025 as the employee is no longer working on the temporary duties.

If grant-funded, include in the description how this assignment is justifiable to the grant.

23 EQUITIES

Example of Brief Description:

This Change of Job Data submission is due to an Equity increase in the employee's salary to \$XXXX.XX as per SEA. Equity is effective 9/1/2025.

If grant-funded, include in the description how this assignment is justifiable to the grant.

24 PROMOTIONS

Example of Brief Description:

This Change of Job Data submission is to increase the employee's salary to \$XXXXXX. Employee (Name) has been promoted effectively on 09/01/2025.

If grant-funded, include in the description how this assignment is justifiable to the grant.

25 RECLASSIFICATIONS

Example of Brief Description:

This Change of Job Data submission is due to Reclassification and to increase the employee's salary to \$XXXXX effective 09/01/2025.

If grant-funded, include in the description how this assignment is justifiable to the grant.

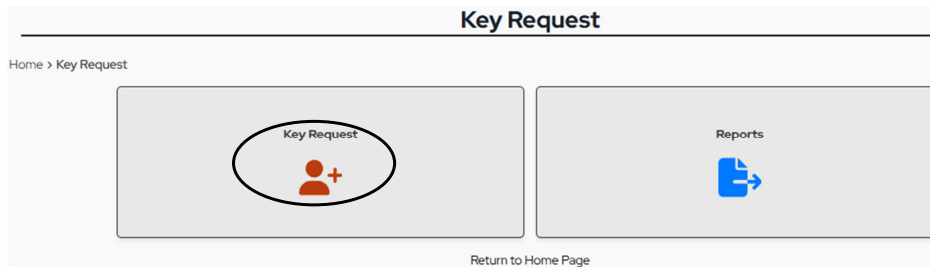
KEY REQUEST

This menu option directs you to create a key request/ access card request for an employee. Key and access card requests for location changes as well as lost, duplicate and/or broken keys will be made through the new HR Portal and will no longer be requested through iShop

The only key and access card requests that will remain in iShop will be for **restricted areas and for students**

Key requests for primary office access for new hires, rehires and transfers will be done within the hiring proposal as part of the onboarding process in PeopleAdmin.

They can create up to six requests at a time. It goes through the supervisor's approval.



REQUEST

About this form: Please complete the information below to order a key and/or access card.

This form is used to request additional keys or change of keys for individuals not already processed in PeopleAdmin.

Please note: All fields are mandatory.

Human Resources Portal

Home > Key Request > Create (Key Request)

About this form: Please complete the information below to order a key and/or access card.
This form is used to request additional keys or change of keys for individuals not already processed in PeopleAdmin.
Please note: All fields are mandatory.

Lookup Employee Information

Search for employee information to create a **Key Request** form

Employee ID:

First Name:

Last Name:

Employee information should be prepopulated, and information regarding the location of the key request/ access card is needed.

Key Request

✓ Building 1

Building Code for key or access card:

Location: Location Name:

Special Instructions for key request (optional):
Please provide additional information, if needed, that might help with this request. (Limit to 40 characters). For example, 'Key for HPEII east entrance.', etc.

Select what type of request is needed for building.

Key Request

Access Card Request

✗ Building 2

VIEW/APPROVE

This is the Key Request Dashboard where you can view and approve key/access card requests.

HOW TO GET HELP

If you have any questions regarding

- How to create/process a form?
- Getting access to the HR Portal
- Getting Role Access
- Any correction to the manual

Please reach out to the Office of Human Resources, **HRIS Analyst** at HRIS@UTRGV.EDU