

Approve, Deny and Push-back an Absence Request Portal View

Microsoft Authenticator (MFA)

Access to PeopleSoft from remote locations (off-campus) requires Microsoft Authenticator (MFA)

Example: Approving purchases, submitting absence and timecards, approving a workflow, etc.

UTRGV uses Microsoft Multifactor Authenticator (MFA) to keep our information and applications secure.

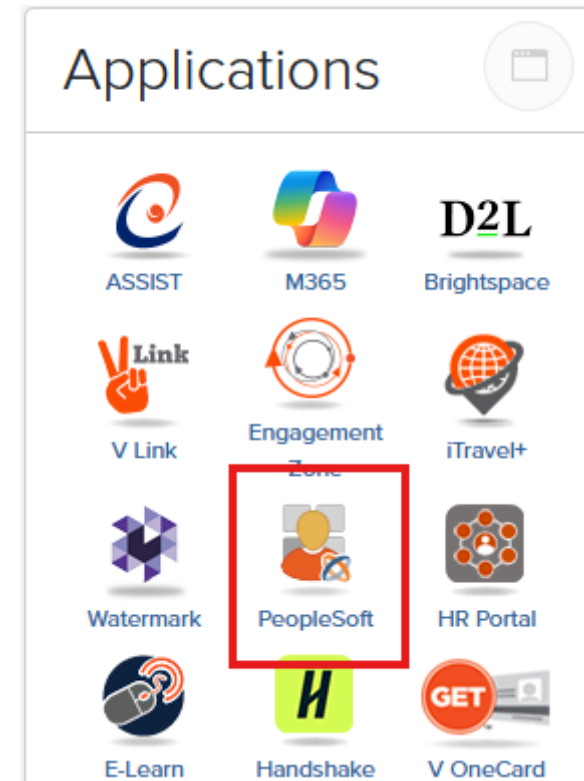
For more information please visit:

[Microsoft Multifactor Authentication.](#)



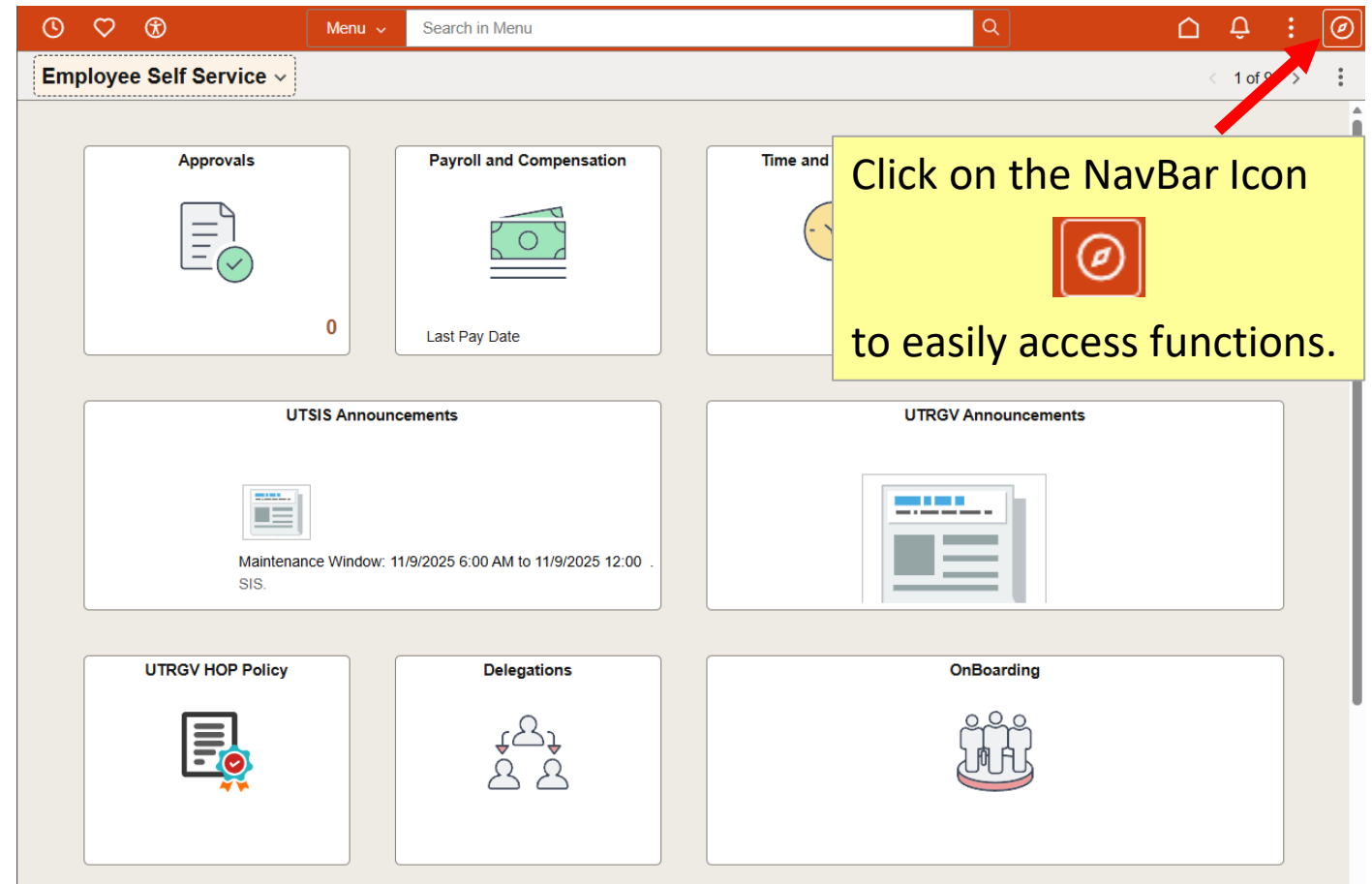
Log In

1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



Navigate to NavBar

1. PeopleSoft opens to the Employee Self Service page.
2. At the top right-hand side of the page select the NavBar Icon.



The screenshot shows the Employee Self Service portal interface. A yellow callout box with the text "Select the Menu icon to reveal additional functionalities." points to the "Menu" icon in the right-hand sidebar. The sidebar contains icons for "Recently Visited", "Approvals", "Favorites", "Menu", and "My Links". The "Menu" icon is highlighted with a red rectangle. The main content area displays sections for "Approvals", "Payroll and Compensation", "Time and Attendance", "Jaggaer iShop Sign In", and "UTSIS Announcements".

- **Stressors** are external factors that trigger a stress response.



[Menu](#)



My Links

Select HRMS

The screenshot shows the 'Employee Self Service' interface. The main content area includes sections for 'Approvals' (with a count of 0), 'Payroll and Compensation' (showing 'Last Pay Date 03/06/2026'), 'Time and Attendance', and 'UTSIS Announcements' (with a maintenance window notice for 11/9/2025). A 'Menu' button is located in the top right corner. A red arrow points from a yellow callout box to the 'HRMS' folder in the 'NavBar: Menu' dropdown. The callout box contains the text 'Select the HRMS folder.'.

Employee Self Service ▾

Menu ▾ Search in Menu 🔍

Approvals

0

Payroll and Compensation

Last Pay Date **03/06/2026**

Time and Attendance

UTSIS Announcements

Maintenance Window: 11/9/2025 6:00 AM to 11/9/2025 12:00 . SIS.

NavBar: Menu

- Recently Visited
- HRMS**
- Financials
- Enterprise Components
- PeopleSoft
- Worklist
- Reporting Tools
- PeopleTools

Approvals

Favorites

Menu

My Links

Select the **HRMS** folder.

Manager Self Service Folder

The screenshot shows the 'Employee Self Service' portal interface. The main content area displays several service tiles: 'Approvals' (with a document icon and a count of 0), 'Payroll and Compensation' (with a money icon and 'Last Pay Date 03/06/2026'), 'Time and Attendance' (with a clock icon), 'Jaggaer iShop Sign In' (with the iShop UTRGV logo), and 'UTSIS Announcements' (with a document icon and a maintenance window notice for 11/9/2025). A sidebar on the right, titled 'NavBar: Menu', contains sections for 'Recently Visited' (with a clock icon), 'Approvals' (with a document icon), 'Favorites' (with a heart icon), 'Menu' (with a hamburger icon), and 'My Links' (with a heart icon). The 'Menu' section lists several HRMS folders: 'Tax Navigator Interface', 'Self Service', 'Manager Self Service' (highlighted with a red box), 'UTZ Customizations', 'Workforce Administration', 'Benefits', 'Compensation', and 'Time and Labor'. A yellow callout box with the text 'Select the Manager Self Service folder.' and a red arrow points to the 'Manager Self Service' folder in the sidebar menu.

Employee Self Service ▾

Menu ▾ Search in Menu

Approvals

Payroll and Compensation

Time and Attendance

Jaggaer iShop Sign In

UTSIS Announcements

Maintenance Window: 11/9/2025 6:00 AM to 11/9/2025 12:00 . SIS.

NavBar: Menu

Menu

HRMS

- Tax Navigator Interface >
- Self Service >
- Manager Self Service >**
- UTZ Customizations >
- Workforce Administration >
- Benefits >
- Compensation >
- Time and Labor >

Select the **Manager Self Service** folder.

Time Management folder

The screenshot shows the 'Employee Self Service' portal interface. The main content area displays several tiles: 'Approvals' with a document icon and a count of 0; 'Payroll and Compensation' with a money icon and 'Last Pay Date 03/06/2026'; 'Jaggaer iShop Sign In' with the UTRGV logo; and 'UTSIS Announcements' with a document icon and a maintenance window notice for 11/9/2025. A sidebar menu is open on the right, titled 'NavBar: Menu'. It lists various HRMS options under 'Manager Self Service', including 'Time Management', 'Job and Personal Information', 'Compensation and Stock', 'Learning and Development', 'Performance Management', 'Absence Balance Details', and 'Review Transactions'. A red arrow points from a yellow text box 'Select Time Management folder.' to the 'Time Management' folder icon in the sidebar.

Employee Self Service

Menu

Search in Menu

Approvals

Payroll and Compensation

Last Pay Date 03/06/2026

Jaggaer iShop Sign In

UTSIS Announcements

Maintenance Window: 11/9/2025 6:00 AM to 11/9/2025 12:00 . SIS.

NavBar: Menu

Menu > HRMS

Manager Self Service

Time Management

Job and Personal Information

Compensation and Stock

Learning and Development

Performance Management

Absence Balance Details

Review Transactions

Approve Time and Exceptions folder

Employee Self Service

Approvals

0

Payroll and Compensation

Last Pay Date 03/06/2026

Time and Attendance

Jaggaer iShop Sign In

UTSIS Announcements

Maintenance Window: 11/9/2025 6:00 AM to 11/9/2025 12:00 . SIS.

NavBar: Menu

Menu > HRMS > Manager Self Service

Time Management

Manage Schedules

Approve Time and Exceptions

Report Time

View Time

Manager Search Options

Select the Approve Time and Exceptions folder.

Absence Request

The screenshot shows the 'Employee Self Service' portal. The main content area has a grid of tiles: 'Approvals' (with a document icon and a '0' count), 'Payroll and Compensation' (with a money icon and 'Last Pay Date 03/06/2026'), 'Time and Attendance' (with a clock icon), 'Jaggaer iShop Sign In' (with the iShop UTRGV logo), and 'UTSIS Announcements' (with a document icon and a maintenance window notice for 11/9/2025). A sidebar menu is open on the right, titled 'NavBar: Menu'. It contains sections for 'Recently Visited' (with a clock icon), 'Approvals' (with a document icon), 'Favorites' (with a heart icon), 'Menu' (with a hamburger icon), and 'My Links' (with a heart icon). The 'Approvals' section is expanded, showing 'Approve Time and Exceptions' and a list of options: 'Exceptions', 'Approve Overtime Requests', 'Absence Requests' (highlighted with a red box and a red arrow from a yellow callout), and 'Multiple Absences Approval'. The yellow callout box contains the text 'Select Absence Request.'

Employee Self Service

Menu > HRMS > Manager Self Service >

Time Management

Recently Visited

Approvals

Favorites

Menu

My Links

Approve Time and Exceptions

- Exceptions
- Approve Overtime Requests
- Absence Requests**
- Multiple Absences Approval

Select Absence Request.

Approvals

Payroll and Compensation

Time and Attendance

Jaggaer iShop Sign In

UTSIS Announcements

Last Pay Date 03/06/2026

Maintenance Window: 11/9/2025 6:00 AM to 11/9/2025 12:00 . SIS.

Absence Request Page

Absence Requests

Human Resources Assist II
Select the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by selecting the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

Click on the Employee's Name.

Show Requests by Status Pending Refresh

Absence Requests

Personalize | Find |

First 1 of 1 Last

Name	Employee ID	Job Title	Approval Process	Absence Name	Start Date	End Date	Status	Submitted
		Clin Assoc Prof of Medicine	Absence Request	Bone Marrow Donation	05/05/2026	05/05/2026	Submitted	05/05/2026

Go To View Monthly Calendar

Absence Request Overview



Search in Menu



Absence Request



Clin Assoc Prof of Medicine

 In Process

Approve

Deny

Pushback

Absence Details

Absence Name	Bone Marrow Donation	End Date	05/05/2026
Start Date	05/05/2026	Total Hours	8 Hours
Partial Days & Hours	None		
Current Balance	0.00	 Disclaimer	Check Eligibility View Eligibility Details

 **Requester Comments**

There are no requester comments

Request History >

Approver Comments

Approval Chain >

As Manager you must review employee's Absence Details.

Checking Eligibility



Absence Request


Clin Assoc Prof of Medicine

 In Process

Approve

Deny

Pushback

Absence Details

Absence Name Bone Marrow Donation

End Date 05/05/2026

Start Date 05/05/2026

Total Hours 8 Hours

Partial Days & Hours None

Current Balance 0.00  [Disclaimer](#)

Check Eligibility

[View Eligibility Details](#)

Requester Comments

There are no requester comments

Request History >

Approver Comments

Approval Chain >

Click on the **Eligibility** button.

This will provide an estimate of the employee's available hours based on their last calculated leave balance.

Manager Options

Search in Menu

Absence Request

Clin Assoc Prof of Medicine

In Process

Approve

Deny

Pushback

Absence Details

Absence Name

Bone Marrow Donation

Start Date

05/05/2026

Partial Days & Hours

None

Current Balance

0.00

Disclaimer

End Date

05/05/2026

Total Hours

8 Hours

Requester Comments

There are no requester comments

Request History

Approver Comments

Approval Chain

You have the option to Approve, Deny and Pushback the employee's Absence Request.

Option 1: Pushback

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Absence Request

Clin Assoc Prof of Medicine

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In Process

Approve

Deny

Pushback

Absence Details

Absence Name

Bone Marrow Donation

Start Date

05/05/2026

Partial Days & Hours

None

Current Balance

0.00

📘 Disclaimer

▼ Requester Comments

There are no requester comments

Request History

>

Approver Comments

Approval Chain

>

By selecting the **Pushback button**, it returns the **Absence Request** to the employee for rework or corrections.

This will not approve or denied the absence request form but allows the employee to edit and resubmit request.

Option 2: Deny

Search in Menu

Absence Request

Clin Assoc Prof of Medicine

In Process

Approve

Deny

Pushback

Absence Details

Absence Name

Bone Marrow Donation

Start Date

05/05/2026

Partial Days & Hours

None

Current Balance

0.00

i

Disclaimer

Check Eligibility

View Eligibility Details

Requester Comments

There are no requester comments

Request History

Approver Comments

Approval Chain

By selecting the **Deny** button, you are rejecting the employee's **Absence Request** form.

Option 3: Approve

Search in Menu

Absence Request

Clin Assoc Prof of Medicine

In Process

Approve

Deny

Pushback

Absence Details

Absence Name

Bone Marrow Donation

Start Date

05/05/2026

Partial Days & Hours

None

Current Balance

0.00

i

Disclaimer

Check Eligibility

View Eligibility Details

Requester Comments

There are no requester comments

Request History

Approver Comments

Approval Chain

By selecting the **Approve** button, you are accepting the employee's **Absence Request** form.

Make a comment



Search in Menu



Absence Request



Clin Assoc Prof of Medicine

 In Process

Approve

Deny

Pushback

Absence Details

Absence Name	Bone Marrow Donation	End Date	05/05/2026
Start Date	05/05/2026	Total Hours	8 Hours
Partial Days & Hours	None		
Current Balance	0.00	 Disclaimer	

 Requester Comments

There are no requester comments

Request History

Approver Comments

Approval Chain >

Please ensure a comment is entered on the Absence Request form prior to submitting an approval, denial, or pushback.

The comment entered will be sent back to the employee for reviewal.

Timestamp

Search in Menu

Absence Request

Clin Assoc Prof of Medicine

✓

Approved on 05/05/2026

Absence Details

Absence Name

Bone Marrow Donation

Start Date

05/05/2026

Partial Days & Hours

None

Current Balance

0.00

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Disclaimer

End Date

05/05/2026

Total Hours

8 Hours

Requester Comments

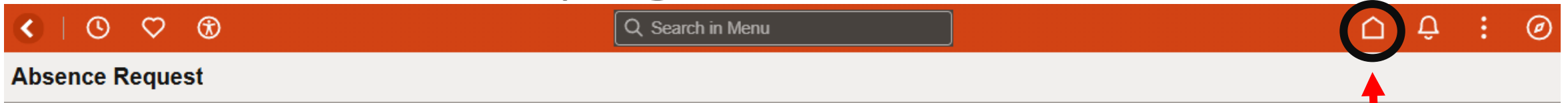
There are no requester comments

Request History

Approval Chain

Based on whether the request is approved, denied, or pushback, a timestamp will appear showing when the response was submitted.

Return to Homepage



Clin Assoc Prof of Medicine

Approved on 05/05/2026

Absence Details

Absence Name Bone Marrow Donation

End Date 05/05/2026

Start Date 05/05/2026

Total Hours 8 Hours

Partial Days & Hours None

Current Balance 0.00 ⓘ Disclaimer

Requester Comments

There are no requester comments

Request History

>

Approval Chain

>

Click the **Home** Button



to return to the
PeopleSoft Homepage

Sign Out

The University of Texas
Rio Grande Valley

Menu Search in Menu

Employee Self Service

1 of 6

Delegations

OnBoarding

Personal Details

Talent Profile

Benefit Details

Performance

Total Rewards

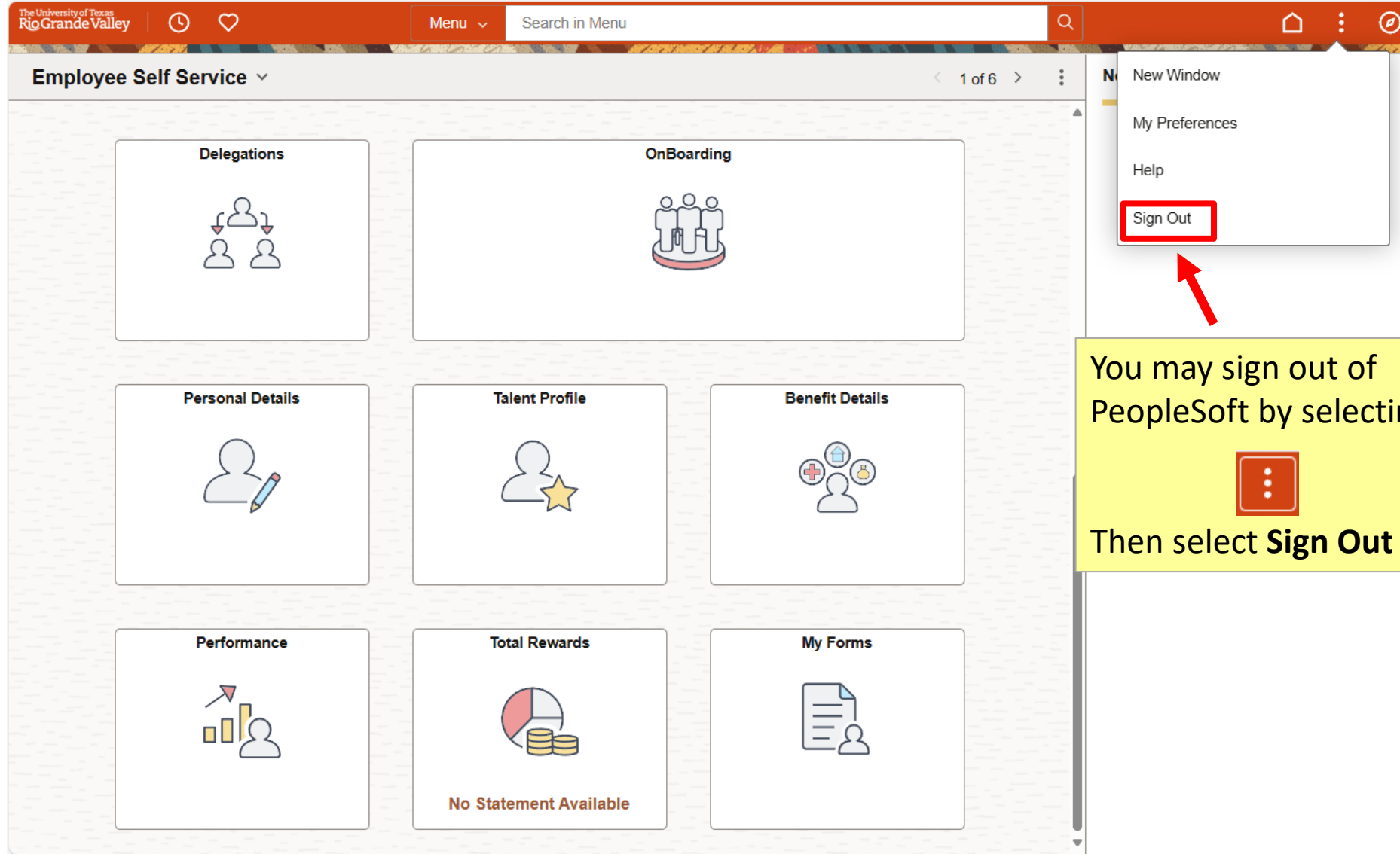
My Forms

No Statement Available

New Window
My Preferences
Help
Sign Out

You may sign out of PeopleSoft by selecting

Then select **Sign Out**

The image is a screenshot of the PeopleSoft Employee Self Service interface. At the top, there is an orange header bar with the University of Texas Rio Grande Valley logo, a clock icon, a heart icon, a 'Menu' dropdown, a search bar labeled 'Search in Menu', and navigation icons for home, list, and refresh. Below the header, the main content area has a light gray background with a grid of service tiles. The tiles are: 'Delegations' (top left, icon of two people with arrows), 'OnBoarding' (top right, icon of three people on a stage), 'Personal Details' (middle left, icon of a person and a pencil), 'Talent Profile' (middle center, icon of a person and a star), 'Benefit Details' (middle right, icon of a person with a plus sign and a gear), 'Performance' (bottom left, icon of a bar chart and a person), 'Total Rewards' (bottom center, icon of a pie chart and coins, with a note 'No Statement Available'), and 'My Forms' (bottom right, icon of a document and a person). On the right side of the interface, a vertical menu is open, showing options: 'New Window', 'My Preferences', 'Help', and 'Sign Out'. The 'Sign Out' option is highlighted with a red rectangular box, and a red arrow points from a yellow instructional box to it. The yellow box contains the text 'You may sign out of PeopleSoft by selecting' followed by a red square icon with three vertical dots, and then 'Then select Sign Out'.

Congratulations!

You have successfully completed this topic.

End of Procedure.