

Manager Self Service – View and Update Employee Talent Profiles

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.

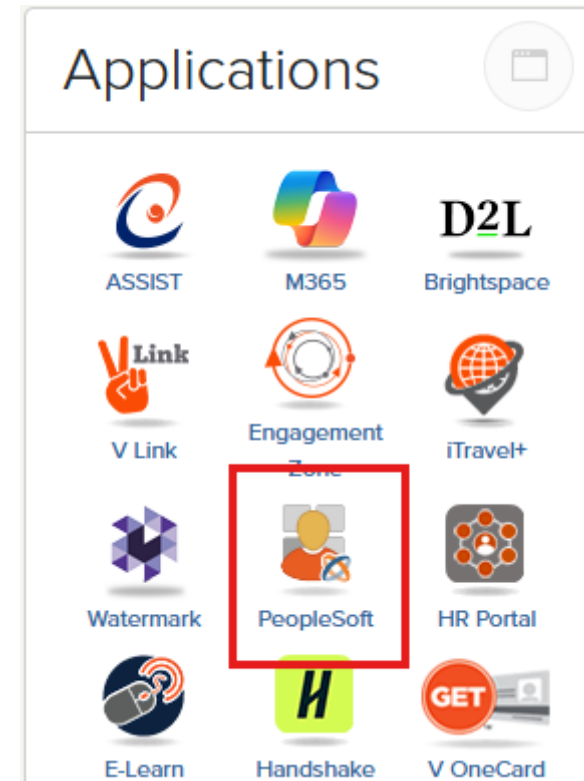
For more information please visit:

[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 Homepage Selector

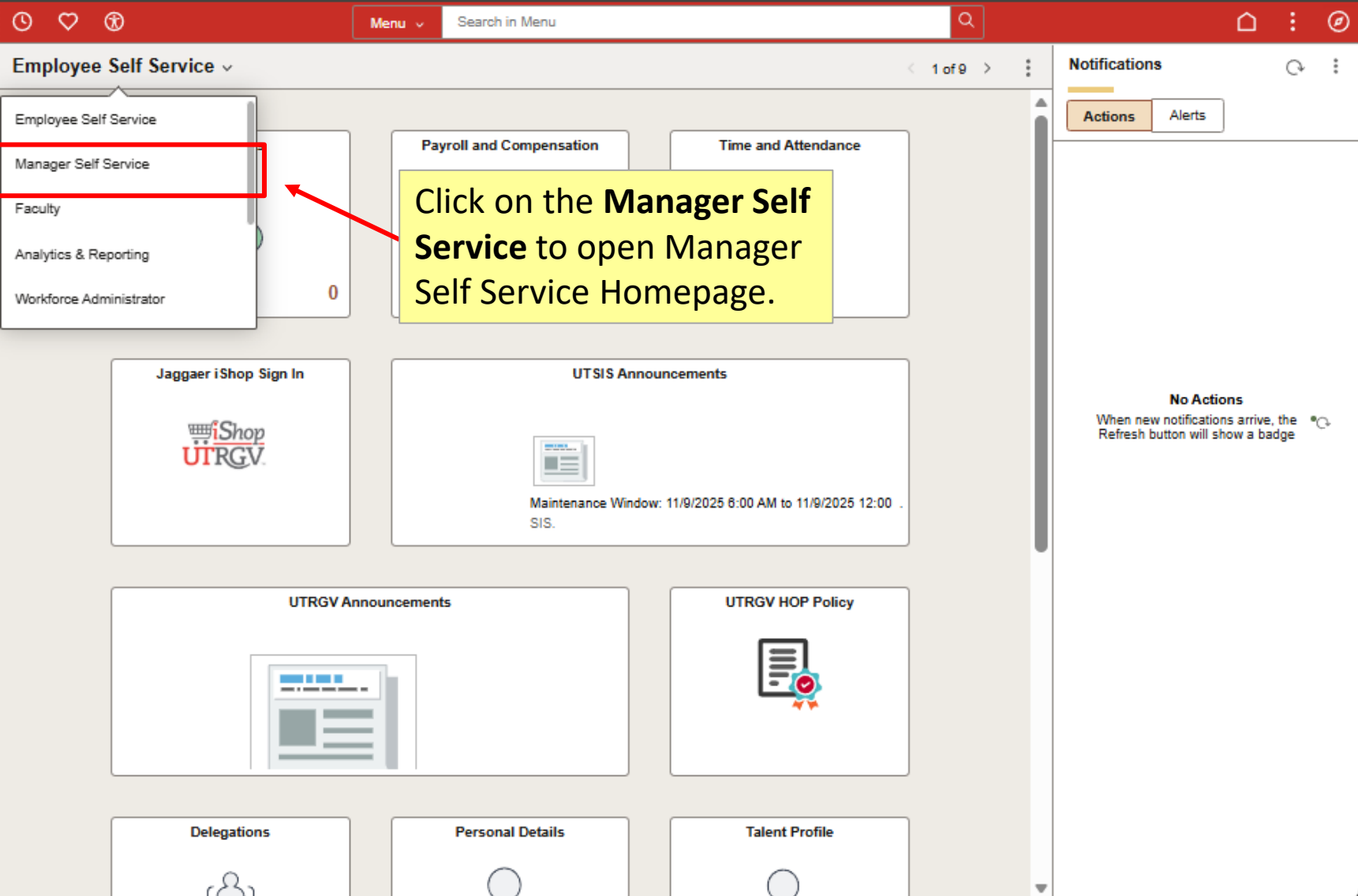
The screenshot shows the Employee Self Service interface. At the top, there is a red navigation bar with a 'Menu' dropdown and a search bar. Below the navigation bar, the 'Employee Self Service' menu is highlighted with a red box. A yellow callout box with a red arrow pointing to the menu contains the text: 'Click on the **Homepage Selector** to open Homepage options.'

The main content area displays several tiles:

- Approvals**: A tile with a document icon and a green checkmark, showing a count of 0.
- Jaggaer iShop Sign In**: A tile with the Jaggaer iShop UTRGV logo.
- UTSIS Announcements**: A tile with a document icon and a maintenance window announcement: 'Maintenance Window: 11/9/2025 6:00 AM to 11/9/2025 12:00 . SIS.'
- UTRGV Announcements**: A tile with a document icon.
- UTRGV HOP Policy**: A tile with a document icon and a red checkmark.
- Delegations**: A tile with a person icon.
- Personal Details**: A tile with a person icon.
- Talent Profile**: A tile with a person icon.

On the right side, there is a 'Notifications' panel with 'Actions' and 'Alerts' tabs. The 'Actions' tab is selected, and it displays 'No Actions' with a message: 'When new notifications arrive, the Refresh button will show a badge'.

Navigating to Manager Self Service



The screenshot displays the Employee Self Service portal interface. At the top, there is a red navigation bar with icons for clock, heart, and person, a 'Menu' dropdown, a search bar labeled 'Search in Menu', and icons for home, settings, and profile. Below the navigation bar, the 'Employee Self Service' dropdown menu is open, showing options: 'Employee Self Service', 'Manager Self Service' (highlighted with a red box), 'Faculty', 'Analytics & Reporting', and 'Workforce Administrator'. A red arrow points from a yellow callout box to the 'Manager Self Service' option. The callout box contains the text: 'Click on the **Manager Self Service** to open Manager Self Service Homepage.' The main content area features several tiles: 'Payroll and Compensation', 'Time and Attendance', 'Jaggaer iShop Sign In' (with the iShop UTRGV logo), 'UTSIS Announcements' (with a document icon and text: 'Maintenance Window: 11/9/2025 8:00 AM to 11/9/2025 12:00 . SIS.'), 'UTRGV Announcements' (with a document icon), 'UTRGV HOP Policy' (with a document icon and a red checkmark), 'Delegations', 'Personal Details', and 'Talent Profile'. On the right side, there is a 'Notifications' panel with 'Actions' and 'Alerts' tabs, and a 'No Actions' message: 'When new notifications arrive, the Refresh button will show a badge' with a refresh icon.

Navigate to Team Talent Profile

The screenshot displays the Manager Self Service interface. The top navigation bar is red and contains a clock icon, a heart icon, a user icon, a 'Menu' dropdown, a search bar labeled 'Search in Menu', and a magnifying glass icon. The main content area is titled 'Manager Self Service' and shows a grid of nine tiles. The tiles are: 'Approvals' (document icon with a green checkmark and a '0' badge), 'Delegations' (two people icon with arrows), 'Team Calendar' (calendar icon), 'My Team' (three people icon), 'Team Snapshot' (three people icon with a magnifying glass), 'Team Time and Attendance' (clock icon), 'Absence Analytics' (briefcase icon), 'Team Talent Profile' (three people icon with a star, highlighted with a red box and an arrow from a yellow callout box), and 'Team Performance' (bar chart icon). A right-hand sidebar contains a 'Notifications' section with 'Actions' and 'Alerts' tabs. Below the tabs, it says 'No Actions' and 'Notifications arrive, the badge will show a badge'.

Manager Self Service

Menu Search in Menu

Approvals 0

Delegations

Team Calendar

My Team

Team Snapshot

Team Time and Attendance

Absence Analytics

Team Talent Profile

Team Performance

Notifications

Actions Alerts

No Actions

Notifications arrive, the badge will show a badge

Click on the Team Talent Profile.

Talent Team Profile View

Search in Menu

Team Talent Profile

> Find Team Member

Team Members

2 rows

>

Job Title

Spec Assignment Classified

Status

Active

Department

Education & Academic Affairs

Position

70106156

Type

Employee

>

Job Title

Human Resources Assist II

Status

Active

Department

Human Resources

Position

70111906

Type

Employee

Talent Team Profile lists all employees who directly report to the manager.

Selecting Employee

Search in Menu

Team Talent Profile

> Find Team Member

Team Members

2 rows

Job Title

Spec Assignment Classified

Status

Active

Department

Education & Academic Affairs

Position

70106156

Type

Employee

Job Title

Human Resources Assist II

Status

Active

Department

Human Resources

Position

70111906

Type

Employee

Click on the arrow to view employees Talent Profile.



Adding Employee Location

The screenshot displays the 'Team Talent Profile' interface. At the top, there is a red navigation bar with icons for back, clock, heart, and a person, along with a search bar labeled 'Search in Menu'. Below this, the profile header shows a placeholder for a profile picture and the text 'Human Resources Assist II' with a link 'Select Different Employee'. The main content area is divided into two columns. The left column contains a sidebar with tabs: 'General' (selected), 'Education', and 'Accomplishments'. The right column is titled 'Current Location' and displays the message 'No data exists.' Below this message, an 'Add' button is highlighted with a red rectangular box. A red arrow points from a yellow callout box to this 'Add' button. Another yellow callout box points to the profile header area.

Team Talent Profile

Human Resources Assist II
[Select Different Employee](#)

General

Education

Accomplishments

Current Location

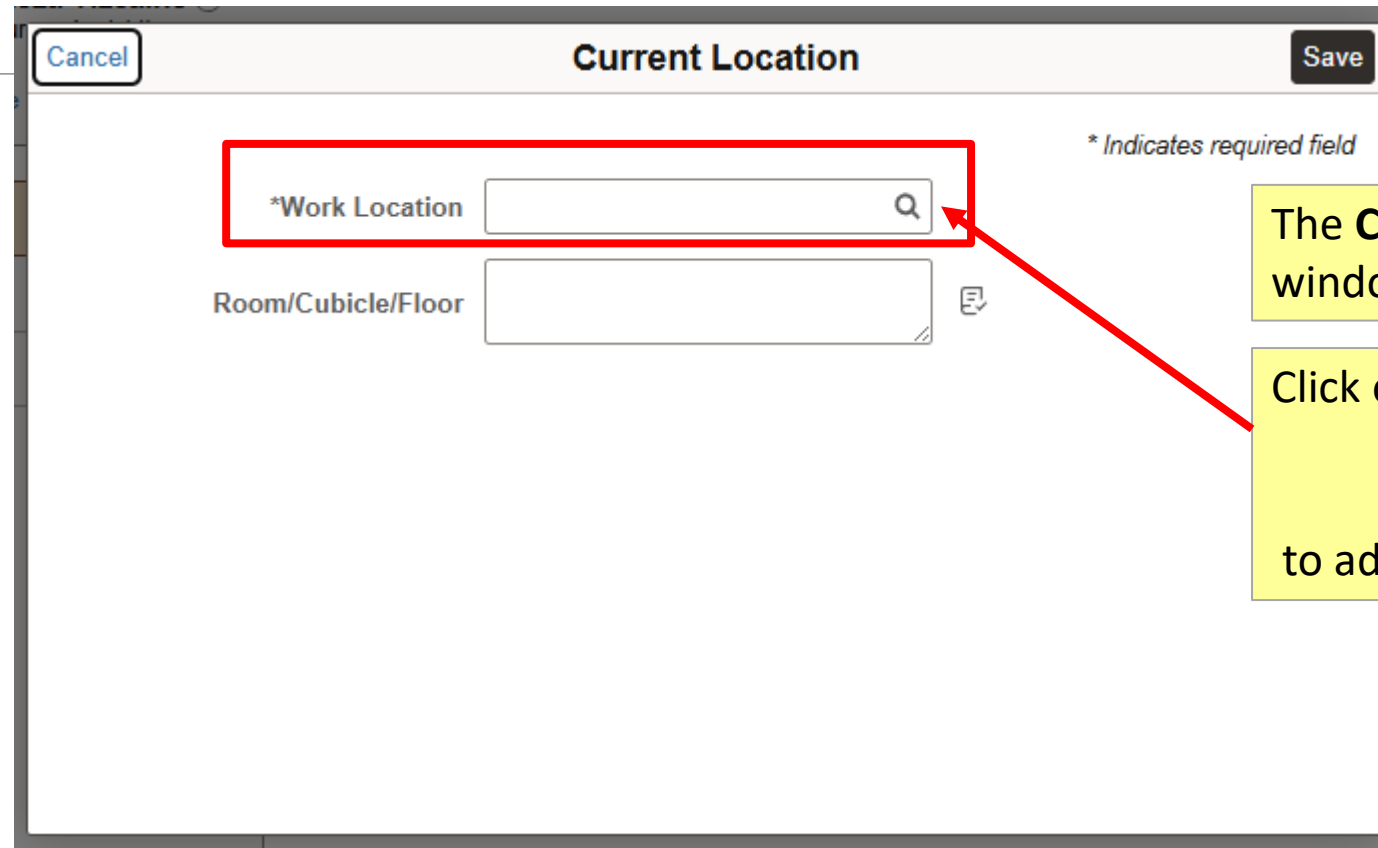
No data exists.

[Add](#)

The employee Team Talent Profile will open.

If employee does not have a location set, click **Add** to add **Current Location**.

Adding Work Location



The screenshot shows a window titled "Current Location" with a "Cancel" button on the top left and a "Save" button on the top right. Inside the window, there is a text input field labeled "*Work Location" with a search icon (magnifying glass) to its right. A red rectangular box highlights the "*Work Location" label and the input field. Below this field is another text input field labeled "Room/Cubicle/Floor" with a small document icon to its right. A red arrow points from the search icon in the "Work Location" field to a yellow callout box on the right. The callout box contains the text "The **Current Location** window will open." and "Click on the search icon" followed by a magnifying glass icon and "to add **Work Location**." A small note "* Indicates required field" is located in the top right corner of the window's content area.

Cancel

Current Location

Save

* Indicates required field

*Work Location

Room/Cubicle/Floor

The **Current Location** window will open.

Click on the search icon



to add **Work Location**.

Lookup Location

Cancel

Lookup

Search for: Work Location

> Search Criteria

▼ Search Results

1 row

Content Item ↑↓	Description ↑↓
LOCATION	Location

The Lookup popup will appear. Select **Location**.

Adding Room/Cubicle/Floor

Cancel **Current Location** Save

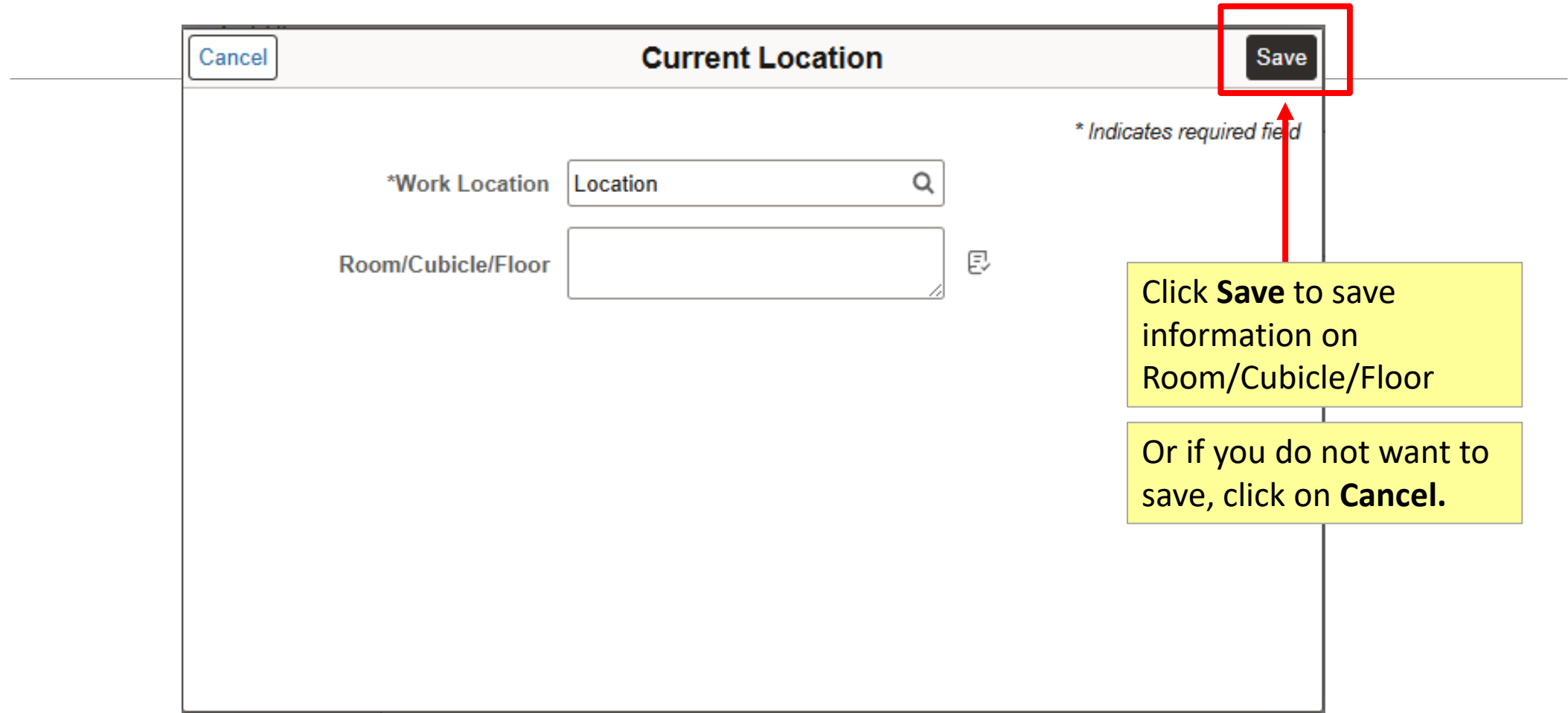
** Indicates required field*

*Work Location Location 

Room/Cubicle/Floor 

To add Room/Cubicle/Floor type in the information in the textbox.

Submitting Employee Current Location



The screenshot shows a web form titled "Current Location". At the top left is a "Cancel" button. At the top right is a "Save" button, which is highlighted with a red rectangular box. A red arrow points from a yellow instruction box below to the "Save" button. The form contains two input fields: the first is labeled "*Work Location" and contains the text "Location", with a magnifying glass icon to its right; the second is labeled "Room/Cubicle/Floor" and is empty, with a document icon to its right. A legend on the right side of the form states "* Indicates required field".

Cancel

Current Location

Save

* Indicates required field

*Work Location Location

Room/Cubicle/Floor

Click **Save** to save information on Room/Cubicle/Floor

Or if you do not want to save, click on **Cancel**.

Adding New Location

The screenshot displays the 'Team Talent Profile' interface. On the left, a sidebar contains a profile card for 'Human Resources Assist II' and a list of tabs: 'General' (selected), 'Education', and 'Accomplishments'. The main content area is titled 'Current Location' and features a red-bordered box containing a '+' icon. Below this is a table with the header 'Work Location' and an 'Edit/View' column. The table has one row with the text 'Location' and a red-bordered box containing a '>' icon in the 'Edit/View' column. Two yellow callout boxes with red arrows provide instructions: one points to the '+' icon, and the other points to the '>' icon.

Team Talent Profile

Human Resources Assist II
[Select Different Employee](#)

General

Education

Accomplishments

Current Location

Work Location

Location

Edit/View

To add an additional location, click on the '+' icon and follow instructions from slides 10-13.

To Edit/View/Delete a location, click on the '>' icon.

View/Edit/Delete Employee Current Location

Cancel

Current Location

Save

** Indicates required field*

Work Location	Location
Room/Cubicle/Floor	2.130 

Delete

On this page, make any necessary changes then click **Save**.

If you do not want to save changes, click on **Cancel**.

To delete Current Location, click on **Delete**.

Viewing Employee Education and Highest Education Level

To view employees **Education**, click on the Education drop down.

Note: Education section is view only.

Team Talent Profile



Human Resources Specialist

Select Different Employee

General

Education ▾

Highest Education Level 1

Degrees 2

Accomplishments ▾

Degrees

Degree	Edit/View
Bachelor Degree	>
Master of Arts	>



Reviewing Education

Team Talent Profile



Human Resources Specialist

Select Different Employee

General

Education

Highest Education Level

Degrees

Accomplishments

Degrees

Degree	Edit/View
Bachelor Degree	>
Master of Arts	>

To review employees **Education**, click on the **Edit/View** arrow.

Education Information Pop-up

Degrees

Updates are not authorized for Degrees

Degree

Master of Arts

Details

Country

United States

State

Texas

School Code

School Description

Field of Study Code

Field of Study Description

Graduated

No

Year Acquired

Information on employee education will appear. This is View only.

To exit this view, click the X in the top right corner.

Viewing Team Talent Profile Accomplishments

Search in Menu

Team Talent Profile

Spec Assignment Classified

Select Different Employee

General

Education

Accomplishments

Job Knowledge/Experience

0

Language Skills

Licenses & Certifications

Performance Review Ratings

Competencies

Technical/Computer Details

Job Knowledge/Experience

Data does not exist and cannot be added here.

To view employees **Accomplishments**, click on the Accomplishments drop down.

Note: Job Knowledge/Experience, Language Skills, and Competencies are view only.

Adding Employee Licenses & Certification

Spec Assignment Classified

Select Different Employee

General

Education

Accomplishments

Job Knowledge/Experience

Language Skills

Licenses & Certifications

Performance Review Ratings

Competencies

Technical/Computer Details

Licenses & Certifications

No data exists.

Add

If employee does not have any **Licenses & Certifications** and you would like to add one, click **Add** to add license/certification.

Adding Issue Date

[Cancel](#) **Licenses & Certifications** [Save](#)

** Indicates required field*

***Issue Date** 05/08/2026 

***License/Certification** 

Details

Country 

State 

Commission Date MM/DD/YYYY 

Expiration Date MM/DD/YYYY 

License/Certification Number 

Issued By 

The **Issue Date** of Licenses/Certifications will auto fill out with today's date. If you would like to change this, type into the textbox or click on the calendar icon to make a selection.

Adding License/Certification

CancelLicenses & CertificationsSave

** Indicates required field*

*Issue Date 05/08/2026 

***License/Certification** 

Details

Country 

State 

Commission Date MM/DD/YYYY 

Expiration Date MM/DD/YYYY 

License/Certification Number 

Issued By 

To add a
License/Certification
click on the search icon



To look up licenses and
certifications.

Lookup License/Certification

Cancel

Lookup

Search for: License/Certification

▼ Search Criteria

Show Operators

Content Type

LIC

Content Item
(begins with)

Description
(begins with)

Search

Clear

▼ Search Results

Only the first 300 results can be displayed.

300 rows

Content Item ↑↓	Description ↑↓
LIC001	Apprentice Electrician
LIC002	Athletic Training License
LIC003	Backflow Prevention Assembly Tester (BPAT)

The Lookup window will open. User can search for license/certifications by typing in the textbox **Content Item** and **Description**, or by selecting an option from **Search Results** section.

Click **Cancel** if you do not want to select a license/certification at this time

Adding Country and State

[Cancel](#) **Licenses & Certifications** [Save](#)

** Indicates required field*

*Issue Date 

*License/Certification 

[Details](#)

Country 

State 

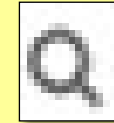
Commission Date 

Expiration Date 

License/Certification Number 

Issued By 

To add a **Country and State** click on the search icon



To look up licenses and certifications.

The **Look Up** window will open. Follow the same steps as the previous slide.

Adding Commission and Expiration Date

[Cancel](#) **Licenses & Certifications** [Save](#)

** Indicates required field*

*Issue Date 

*License/Certification 

[Details](#)

Country 

State 

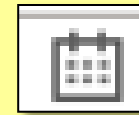
Commission Date 

Expiration Date 

License/Certification Number 

Issued By 

To add **Commission Date** and **Expiration Date**, type the date into the text box, or click on the calendar icon



to make a selection.

Adding License/Certification Number and Issued By

CancelLicenses & CertificationsSave

** Indicates required field*

***Issue Date** 

***License/Certification** 

[Details](#)

Country 

State 

Commission Date 

Expiration Date 

License/Certification Number 

Issued By 

In the textboxes, type the **License/Certification Number** and **Issued by**

Submitting Licenses & Certification

Cancel

Licenses & Certifications

Save

** Indicates required field*

*Issue Date

05/08/2026

*License/Certification

Apprentice Electrician

Details

Country

United States

State

Texas

Commission Date

05/08/2026

Expiration Date

05/08/2028

License/Certification Number

123456

Issued By

UTRGV

Click **Save** to save information on Licenses & Certification

Or if you do not want to save, click on **Cancel**.

Note: No changes will be saved when selecting Cancel

Adding/Viewing/Editing Licenses & Certifications

Team Talent Profile

Human Resources Assist II

Select Different Employee

General

Education

Accomplishments

Job Knowledge/Experience 0

Language Skills 0

Licenses & Certifications 1

Performance Review Ratings 0

Competencies 0

Technical/Computer Details 0

Licenses & Certifications

License/Certification	Edit/View
Apprentice Electrician	>

To add an additional License/Certification, click on the '+' icon and follow instructions from slides 20-26

To Edit/View click on the '>' icon

Edit/View/Delete Licenses & Certifications

Cancel

Licenses & Certifications

Save

** Indicates required field*

Issue Date

05/08/2026

Add New Version

License/Certification Apprentice Electrician

Details

Country

United States

State

Texas

Commission Date

05/08/2026

Expiration Date

05/08/2028

License/Certification Number

123456

Issued By

UTRGV

Delete

On this page, make any necessary changes then click **Save**.

If you do not want to save changes, click on **Cancel**.

To delete License/Certification, click on **Delete**.

Adding Employee Technical/Computer Details

The screenshot displays the 'Team Talent Profile' interface. At the top, there is a red navigation bar with icons for back, clock, heart, and a person, along with a 'Search in Menu' input field. Below this, the profile header shows a placeholder for a profile picture and the text 'Spec Assignment Classified', with a link to 'Select Different Employee'. The main content area is divided into two sections. On the left is a sidebar menu with categories: General, Education, Accomplishments, Job Knowledge/Experience, Language Skills, Licenses & Certifications, Performance Review Ratings, Competencies, and Technical/Computer Details. The 'Technical/Computer Details' category is currently selected and highlighted in orange. On the right, the 'Technical/Computer Details' section displays the message 'No data exists.' and a blue 'Add' button, which is highlighted with a red rectangle. A red arrow points from a yellow callout box to the 'Add' button. The callout box contains the text: 'If employee does not have any **Technical/Computer Details** and you would like to add one, click **Add**.'

Team Talent Profile

Spec Assignment Classified

Select Different Employee

General

Education

Accomplishments

Job Knowledge/Experience

Language Skills

Licenses & Certifications

Performance Review Ratings

Competencies

Technical/Computer Details

Technical/Computer Details

No data exists.

Add

If employee does not have any **Technical/Computer Details** and you would like to add one, click **Add**.

Adding Performance Review

CancelTechnical/Computer DetailsSave

** Indicates required field*

*Content Item ID

Details

Experience Level

To add a **Content Item ID** click on the search icon.



Lookup Content Item ID

Cancel

Lookup

Search for: Content Item ID

▼ Search Criteria

Show Operators

Content Type UT_TECH2

Content Item (begins with)

Description (begins with)

Search

Clear

▼ Search Results

Only the first 300 results can be displayed.

300 rows

Content Item ↑↓	Description ↑↓
TC20001	2D/3D Rendering
TC20002	3Com
TC20003	3D Animation
TC20004	3D Graphics

The Lookup window will open. User can search for Content Item by typing in the textbox **Content Item** and **Description**, or by selecting an option from **Search Results** section.

Click **Cancel** if you do not want select a Content ID at this time.

Adding Experience Level

CancelTechnical/Computer DetailsSave

** Indicates required field*

*Content Item ID

Details

Experience Level

0 or None

1 Year

2 Years

3 Years

4 Years

5 Years

6 Years

7 Years

8 Years

9 Years

_10+ Years

To add **Experience Level**, click on the drop down and select the number of years.

Submitting Technical/Computer Details

Cancel

Technical/Computer Details

Save

** Indicates required field*

*Content Item ID

Details

Experience Level

Click **Save** to save information on Technical/Computer Details

Or if you do not want to save, click on **Cancel**.

Note: No changes will be saved when selecting Cancel

Adding/Viewing/Editing Technical/Computer Details

Spec Assignment Classified

Select Different Employee

General

Education

Accomplishments

Job Knowledge/Experience

Language Skills

Licenses & Certifications

Performance Review Ratings

Competencies

Technical/Computer Details

Technical/Computer Details

Content Item ID	Experience Level	Edit/View
3D Graphics		

To add an additional Technical/Computer Details, click on the '+' icon and follow instructions from slides 30-33

To Edit/View click on the '>' icon

Edit/View/Delete Technical/Computer Details

[Cancel](#)

Technical/Computer Details

[Save](#)

Content Item ID

3D Graphics

Details

Experience Level

6 Years

Delete

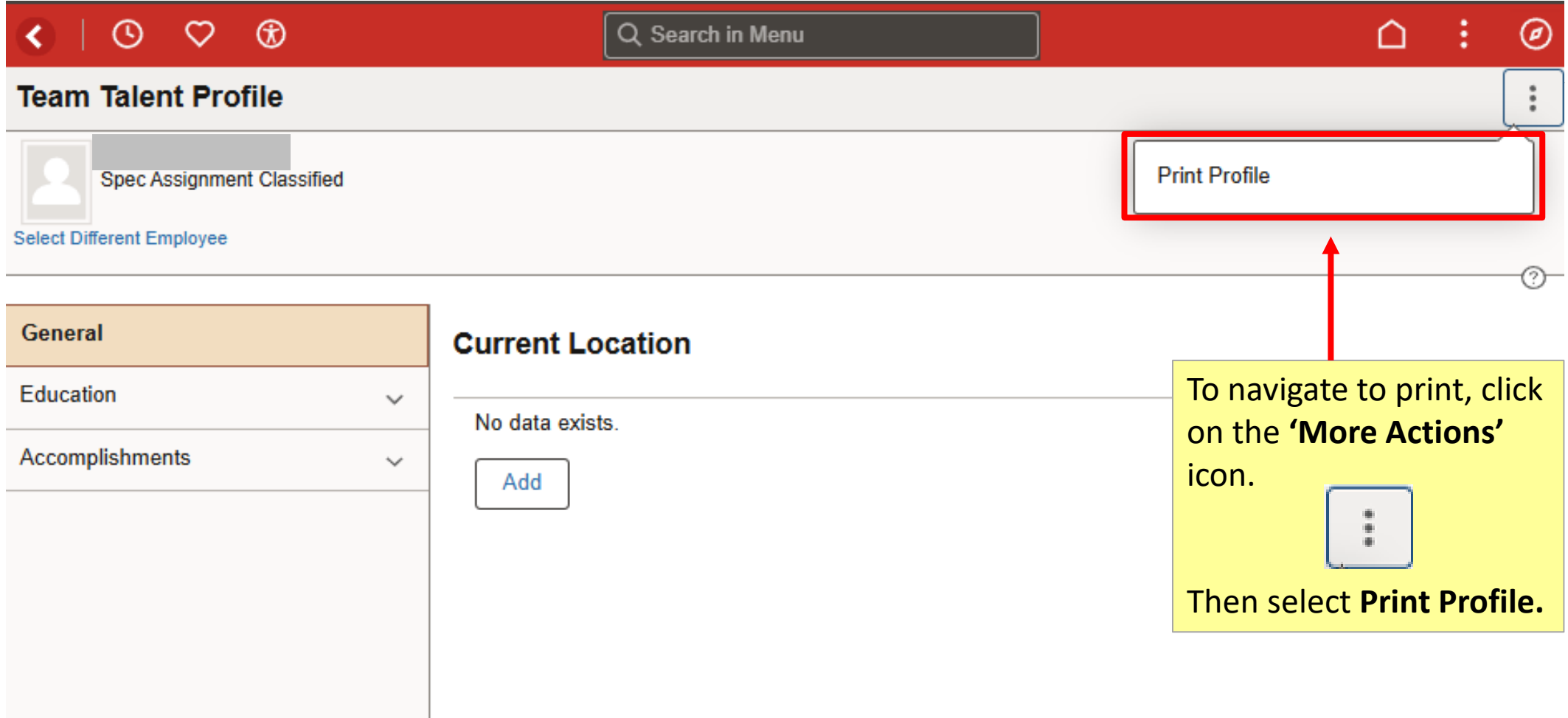
** Indicates required field*

On this page, make any necessary changes then click **Save**.

If you do not want to save changes, click on **Cancel**.

To delete Technical/Computer Details, click on **Delete**.

Navigate to Print Employee Talent Profile



The screenshot shows the 'Team Talent Profile' interface. At the top, there is a red navigation bar with icons for back, clock, heart, and a person, along with a 'Search in Menu' search bar. Below this, the page title 'Team Talent Profile' is displayed. On the left, there is a profile card for 'Spec Assignment Classified' with a 'Select Different Employee' link. A red box highlights the 'Print Profile' button in the top right corner. A yellow callout box with an arrow points to this button, containing the text: 'To navigate to print, click on the **More Actions** icon. Then select **Print Profile**.' The callout box also includes an icon of a button with three vertical dots.

Team Talent Profile

Spec Assignment Classified

Select Different Employee

General

Education

Accomplishments

Current Location

No data exists.

Add

Print Profile

To navigate to print, click on the **More Actions** icon.

Then select **Print Profile**.

Employee Talent Profile Print Page Preview

Talent Profile

JPM_PP_PROF.pdf

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🗑

🔍

Draw

🔗

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Ask Copilot

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1

of 1

🔄

📄

As of 2025-05-30

General Information

Employee ID: [REDACTED]

Profile Type: PERSON

Person

Profile Status: Active

Status Date: 2018-08-18

Highest Education Level

Content Item ID	Description
EL001	What is the highest education level you have achieved?

Degrees

Content Item ID	Date Acquired	Location	School
DE0207	2025-05-21	United States	
MA	2025-05-21	United States	

Job Knowledge/Experience

Content Item ID	Description
SKL043	Employee Compensation

Language Skills

Content Item ID	Description	Reading Proficiency	Speaking Proficiency	Writing Proficiency
SP	Spanish	2 - Moderate	3 - High	

Licenses & Certifications

Content Item ID	Description	Issue Date
LIC080	Global Professional in Human Resources	2025-05-28
LIC096	Professional in Human Resources	2028-05-01

Technical/Computer Details

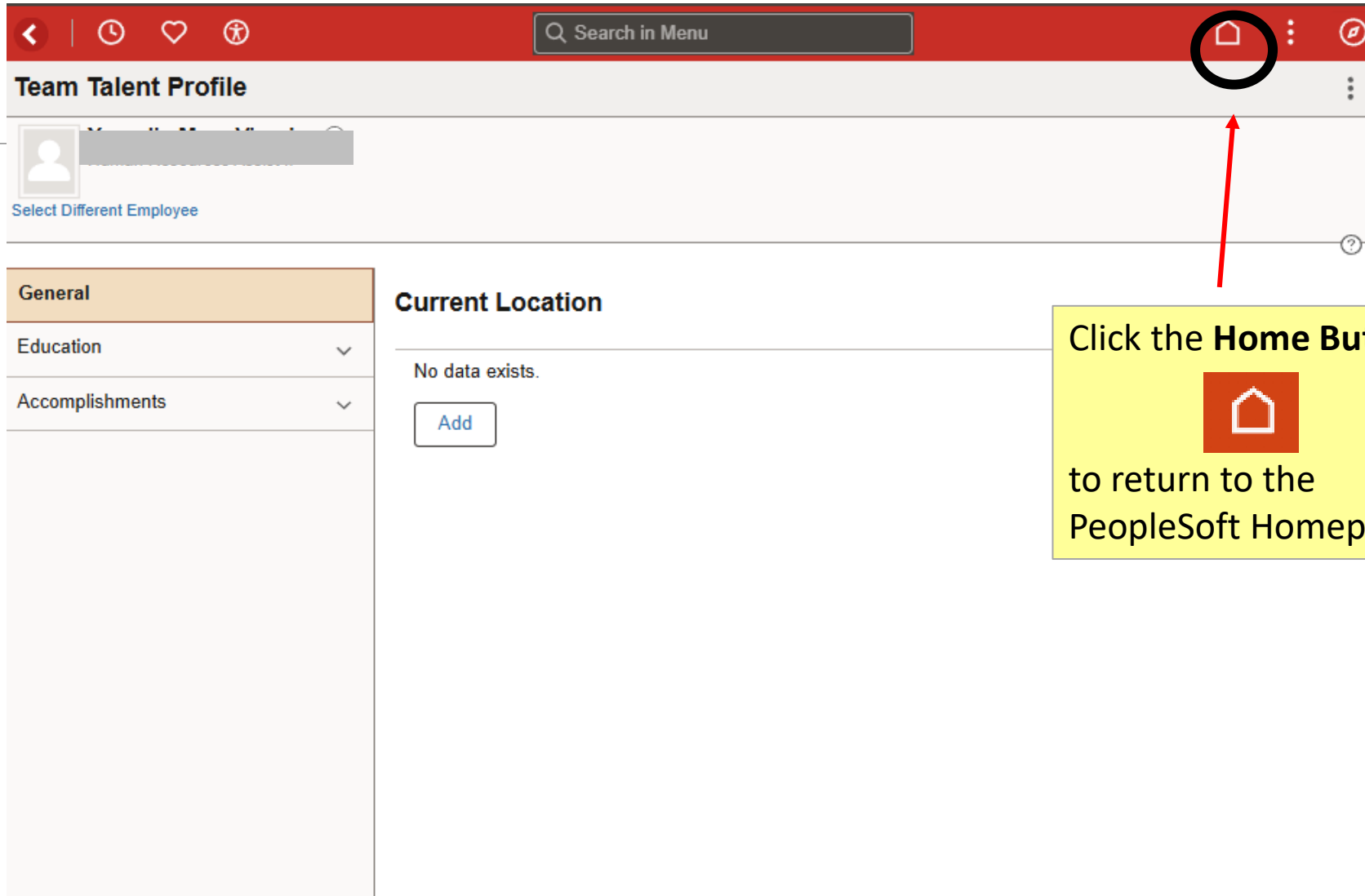
Content Item ID	Description
TC20130	COBOL
TC20703	SQLBase

** End of report **

Page 1 of 1

Note: The number of pages in a Talent Profile will vary based on the number of details included.

Return to Homepage



Click the **Home Button**



to return to the
PeopleSoft Homepage

Sign Out of PeopleSoft

The screenshot displays the PeopleSoft Employee Self Service interface. The top navigation bar includes the University of Texas Rio Grande Valley logo, a clock icon, a heart icon, a 'Menu' dropdown, a search bar, and a magnifying glass icon. The main content area is titled 'Employee Self Service' and contains a grid of service tiles: Delegations, OnBoarding, Personal Details, Talent Profile, Benefit Details, Performance, Total Rewards (with a 'No Statement Available' message), and My Forms. On the right side, a user menu is open, showing options: New Window, My Preferences, Help, and Sign Out. The 'Sign Out' option is highlighted with a red rectangle, and a red arrow points to it from a yellow callout box.

Employee Self Service ▾

Delegations

OnBoarding

Personal Details

Talent Profile

Benefit Details

Performance

Total Rewards

No Statement Available

My Forms

New Window

My Preferences

Help

Sign Out

You may sign out of PeopleSoft by selecting the more options icon



Then select **Sign Out**

Congratulations!

You have successfully completed this topic.

End of Procedure.