Add a Leave Event on Timesheet



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PeopleSoft 9.2 Implementation

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 Guiding Principles 		What is the Pe	eopleSoft 9.2 Im	plementation Pr	ogram?
✓ Timelines		UTRGV is undertaking a Software UTRGV will be and Strategic Enrollmer	a major effort to implement e using to manage the Unive tt (CS) data.	PeopleSoft 9.2. PeopleSof ersity's Financials (FMS), H	t is the name of the uman Resources (HCM),
✓ Go Live Readiness		The initial work for the f redefine our existing bu	PeopleSoft Application bega isiness processes. Several	an in 2016. The initial discu people from different offic	ussion was to review and tes and departments were
		asked to collaborate on right solution for UTRGV efforts of multiple peop	I the evaluation of the new s I. The magnitude and com le from various departments	system and ensure that Pe plexity of this project requi	opleSoft would be the res the expertise and
✓ Contact Us		Over the course of 2016 focused in on the speci and effort on the Future prioritized requirements implement in PeopleSo	6, numerous discovery mee fic needs of the School of N 2 State Process Design, whi 3. These requirements lay th ft 9.2.	tings were held, inclusive Medicine. We have spent a ch identifies the compilation ne foundation for the function	of focus sessions, which significant amount of time n of almost 5,000 ionality we seek to
		Why Did We D	Decide to Implen	nent PeopleSof	t 9.2?
		The introduction of this for Student Enrollment, system is the foundation	new system will allow us to Financial Management, Hur n to build simplified adminis	streamline our administra man Resources, Payroll an strative systems and proce	tive information systems d Purchasing. This new sses for UTRGV.

https://www.utrgv.edu/peoplesoft/

Duo 2 Factor (2FA) Authentication



Access to PeopleSoft from remote locations (off-campus) <u>requires</u> Duo 2-Factor Authentication

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

Enroll now through July 31, 2018

- **1**. Add or update Mobile Phone number in our current Oracle EBS system.
- 2. Instructions to complete activation process will be sent to mobile device.

Enrollment after September 1, 2018

- 1. Request Mobile Phone number from employment candidates in PeopleAdmin; Include mobile number when creating new employee records.
- 2. Employees update Mobile Phone number in PeopleSoft.

More information is available at <u>www.utrgv.edu/peoplesoft</u>

Log In

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









🗞 Timesheet	Timeshe	et														New Wir	ndow Help
Request Aleconce	David Cla	arke reasurer					Employee ID Empl Record	0000000459	Empl T	FTE 1.000000 Type Salaried							
R Cancel Absences	Supervisor Actions •	Name	ſ			+ T:	Fmnl Class	Administrativ	<u>In I Profess</u>	sional							
💼 View Requests	Select Ar	Nother Timesheet	dar Period		Sei	ect <u>11</u>	mes	Period Ne	<u>et</u>								
Overtime Requests		*Date 08/01/2 Scheduled Hours 168.00	2018 🛐 🍫	Reported	Hours 24.00		Print Tir	nesheet	Xer enou								
Extended Absence Request	From Wedr	nesday 08/01/2018 to Frid	day 08/31/2018	(?) Wed	Thu	Fri	Sat	Sui	n	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Extended Absence History	EMCL - Eme	ergency Closure	v	8/1 2.00	8/2	8/3	8/4	8/:	5	8/6	8/7	8/8	8/9	8/10	8/11	8/12	
E Schedule	HLTKN - Ho SICKS - Sick	liday Taken - Salaried - Salaried	v	6.00	8.00												
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	Reported T Reported	Time Status					Perso	nalize Find	101 📑	1-4 of 4							
	Date	Reported Status	Total	TRC		Description		Sched Hrs	Add C	omments							
	08/01/2018	Needs Approval	2.00	EMCL		Emergency Closure	е	0.00		0							
	08/01/2018	Needs Approval	6.00	SICKS		Sick - Salaried		0.00									
	08/02/2018	Needs Approval	8.00	HLTKN		Holiday Taken - Sa	laried	0.00		Q							
	08/27/2018	Needs Approval	8.00	SICKS		Sick - Salaried		8.00									
	Self Service	na															

👃 Timesheet	Timesheet									New Window He
(Request Absence	David Clarke		Emj	ployee ID 0000000459	FTE 1.000000					
	University Treasurer		Emp	ol Record 0	Empl Type Salaried					
Real Absences	Supervisor Name		En Earliest Cha	npl Class Administrativ nge Date 05/01/2018	ve / Professional					
I View Requests	Select Another Timesheet									
	*View By Calend	dar Period	v	Previous Period Ne	ext Period					
	*Date 08/01/2	2018 📑 🍫								
	Scheduled Hours 168.00	Reported	Hours 24.00	Print Timesheet						
Extended Absence Request	From Wednesday 08/01/2018 to Frid	day 08/31/2018 🕐								
· ·	Time Reporting Code	Wed 8/1	Thu Fri 8/2 8/3	Sat Su 8/4 8/	n Mon /5 8/6	Tue \ 8/7	Ned Thu 8/8 8/9	Fri 8/10	Sat 8/11	Sun 8/12
Extended Absence History	EMCL - Emergency Closure	▼ 2.00								
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	08/02/2018 Needs Approval	8.00 HLTKN	Holiday Taken - Salarie	d 0.00	9					
	08/27/2018 Needs Approval	8.00 SICKS	Sick - Salaried	8.00						
	Self Service									

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Add Abse	ence Event	Submit Abs	Add Abs	ence								
)		Even	t								
Absence E	nutiement Bala	inces					Personalize	[7]				
Entitlement Na	ame	Bala	nce as of 08/31/2018**	From	То	Accrual	Period					
Sick Leave Ba	alance		210.00 Hours	09/01/2017	08/31/201	18 Year to	Date					
Vacation Leav	/e Balance		175.00 Hours	09/01/2017	08/31/201	18 Year to	Date					

Request Absence Self Service

Π

Time Reporting

Select the **Job Title** as your assignment. Select the absence type from the **Ab**: **Name** drop-down menu. *Leave types available will depend upon your HR Classification, FLSA Status, and awards.

Feel free to review all eligible leave types based on your FLSA status:
HOP- Sick Leave
HOP- Vacation Leave
HOP- Leave of Absence Without Pay
HOP- Emergency Leave
HOP- Jury Duty

*Job Title Sr Project Mgr Info Technology \vee

*Absence Name

Select Absence Name

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To read more about other leave type policies you can visit the following web page to the UTRGV Handbook of Operating Procedures

https://www.utrgv.edu/hop/handbook/index.htm

Submit

4 Hour Rule – Summary

Exempt employees: To maintain consistency among departments and ensure compliance with the Fair Labor Standards Act. Partial- Day absences of exempt employees will not be recorded as sick or vacation leave. There will be no docking of exempt employee for up to 3.75 hours from work. To use this leave type select Sick – Four Hour Rule and Vacation- Four Hour Rule.

For example: If an exempt employee is absent from work for a medical appointment for two hours, no sick leave will be utilized. If, however, the same employee was absent for four or more hours due to illness, sick leave will be used for the corresponding time away from work. If the absence is anticipated, the respective manager needs to pre-approved the time away and ensure appropriate coverage within the department.

These guidelines should not be constructed as permission for exempt employees to work an abbreviated schedule. Notwithstanding the foregoing, all full-time employees are expected to regularly work a 40- hour workweek or use applicable leave accruals up to 40 hours.

*Job Title Sr Project Mgr Info Technology ∨ *Absence Name Select Absence Name ✓ To use this leave type select Sick – Four Hour Rule and Vacation- Four Hour Rule

Submit

Save for Later	Submit	Review Time Card									
Reported Time Status Sum	mary Absence										
Absence Events ?										P	Personalize 🗇
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09/01/2018	iii)	Date	C	Details	New	Approval Monitor	Employee Timesheet		Foreca	Edit	Deli
Add / sence Event	Submit Absen	ce									
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Select Start	Balance	e as of 08/31/2018** From	То	Accrual Pe	eriod						
Date		210.00 Hours 09/01/2017	08/31/2018	Year to Da	ate						
Vacation Leave Balance		175.00 Hours 09/01/2017	08/31/2018	Year to Da	ate						

Request Absence Self Service

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Reported Time	Status <u>S</u> umma	Absence										
Absence Eve	nts 🕐											Personalize 🔄
*Start Date	End Date	Absence Name	Reason	Unit	ails	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
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Add Absen	ce Event	Submit Absence	e	Name								

Absence Entitlement Balance	es			Personalize 🗇
Entitlement Name	Balance as of 08/31/2018**	From	То	Accrual Period
Sick Leave Balance	210.00 Hours	09/01/2017	08/31/2018	Year to Date
Vacation Leave Balance	175.00 Hours	09/01/2017	08/31/2018	Year to Date

Request Absence Self Service

Save for L	ater	Submit Rev	iew Time Card									
Reported Time	Status Summa	ry Absence										
Absence Eve Absence Tak	ents ?										l	Personalize 🗵
*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Soloct	Source	Cancel	Forecast	Edit	Delete
09/01/2018 🛐	09/01/2018	Select Absence 1			Details		Details	Employee Timesheet		Foreca	Edit	Del
Add Abser	ice Event	Submit Absence										

Absence Entitlement Balance	es			Personalize 🗇
Entitlement Name	Balance as of 08/31/2018**	From	То	Accrual Period
Sick Leave Balance	210.00 Hours	09/01/2017	08/31/2018	Year to Date
Vacation Leave Balance	175.00 Hours	09/01/2017	08/31/2018	Year to Date

Request Absence Self Service

Absence Event Details



This page allows you to further establish the details of the absence event such as ***Start Date**, **End Date**, **Filter by Type Absence Name**, **Partial Days**, **Duration**, **Calculate End Date or Duration**, **Reporter Comments**

Enter Start Date, End Date, and

*Start Date 09/01/2018	View Monthly Schedule
End Date 09/01/2018	
Filter by Type All	
*Absence Name Sick	Current Balance 144.00 Hours**
Partial Days None	
Duration Hours	
Calculate End Date or Duration	
Comments	
Reporter Comments:	
Spell Check Comment (Alt+5)	
OK Cancel	
* Required Field	
**Disclaimer The current balance does not reflect absences that have not been processed.	

^ Help

	0	o Create Auseri	ue ney	,
Absence Event Det	Select the Partia	I Davs drop.	-down selection. If the	He
	absence event has a	a partial day	associated with the start	
~	date or end date	hased on y	our regular (assigned)	
		schodul		
Instructions		Scheuule	eu	
Enter Start Date, End Date, a	nd Absence Name. Then complete the re	est of the required field	s before returning to the Timesheet page.	
Absence Detail 👔				
*Sta	rt Date 09/01/2018		View Monthly Schedule	
En	d Date 09/01/2018			
Filter b	y Type All	~		
*Absence	Name Sick	~	Current Balance 144.00 Hours**	
Partia	I Days None	<u> </u>		
Calculate End Da	Hours Hours			
Guidalate End De				
Comments				
Reporter Com	nents:			
	Spell Check Co	mment (Alt+5	5)	
ОК	Car	ncel		
Required Field				
Disclaimer The current balance	does not reflect absences that have not been	processed.		

Instructions

Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail 🕐		
*Start Date	09/01/2018 🙀 View M	Ionthly Schedule
End Date	09/01/2018	
Filter by Type	All	
*Absence Name	Sick Current	t Balance 210.00 Hours**
Partial Days	All Days	
All Days Hours		
Duration	Hours	
Calculate End Date or D	uration	
Comments Reporter Comments	Select All Days, if the absence event has a partial day associated with the start date or end date	
OK * Required Field	Cancel	

Explanation

Partial Days Selection Types

The Calculate End Date or Duration button is enabled within Absence Management. Data that is entered and/or selected in the following fields is used within absence calculations. *NOTE* Absence Management will take into consideration any partial hours or half-day entries that are entered in these fields when the system calculates the start date, end date and/or duration (the date range between the start and end date *and* the total number of leave hours taken based on your regular (assigned) scheduled hours).

All Days

The **All Days** selection is used if the leave event covered during a specified date range is the same amount of leave hours taken for each of the dates included within its duration.

If each date within the date range has the same hours of leave taken, enter the number of leave hours taken for each date; then click **Calculate End Date or Duration**. This will auto-populate the **Duration**: field based on your regular (assigned) scheduled hours <u>and</u> the partial leave hours taken for each date within the duration.

If each date of the specified date range is considered half days, select the **All Days Are Half Days** option; then click **Calculate End Date or Duration**. This will auto-populate the **Duration**: field based on your regular (assigned) scheduled hours <u>and</u> the half day leave hours taken for each date within the duration.

NOTE If All Days is selected, hours <u>must</u> be entered or populated in this field to calculate the duration of the hours entered for a specified date range.

Explanation – Cont'd

<u>None</u>

The **None** selection is used if the leave event covered during a specified date range does <u>not</u> have partial hours associated with the leave take.

If the leave event does not require partial hours or days entry, enter your regular (assigned) scheduled hours; then click **Calculate End Date or Duration**. The **Duration**: field will autopopulate based on your regular (assigned) scheduled hours for the duration entered.

NOTE If None is selected, hours <u>do not</u> need to be entered or populated in this field to calculate the duration of the hours entered for a specified date range.

Absence Event Details	Help
▼ Instructions	
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.	
	_
Absence Detail ②	
*Start Date 09/01/2018 II View Monthly Schedule	
End Date 09/01/2018	
Filter by Type All	
*Absence Name Sick Current Balance 144.00 Hours**	
Partial Days None	
Duration Hours	
Coloulate End Date or Duration	
Calculate End Date of Duration	
Comments	
Reporter Comments:	
Spell Check Comment (Alt+5)	
Once vou are	
OK Cancel	
* Required Field	
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Absence Ever	nt Details		
8			
Instructions			
Enter Start Date, End	Date, and Absence Name. Then complete the rest of t	the required fields before returning to the Timesheet page.	
Absence Detail	2		
	*Start Date 09/01/2018	View Monthly Schedule	
	End Date 09/01/2018		
	Filter by Type All	~	
*/	Absence Name Sick	Current Balance 144.00 Hours**	
	Partial Days None	\sim	
	Duration Hours		
Calculate	e End Date or Duration		
Comments			
Report	er Comments:		
	Once you click okay. the Timesheet	t page is displayed. The duration of the	
	absonce event is new perulated up	ndor the Duration of the Absonce Events	
	absence event is now populated up	nuel the Duration of the Absence Events	
ОК	section. *NOTE* To enter additiona	al leave events, the absence must first be	
* Required Field	submitted.		
**Disclaimer The curren	1		

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Click on the <u>Home Button</u> to return to the PeopleSoft Homepage



Congratulations! You have successfully completed this topic. End of Procedure.

Modify a Leave Event on Timesheet



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🗞 Timesheet	Timeshe	et														New Wir	ndow Help
Request Absence	David Cla University Tr	irke reasurer				E	mployee ID mpl Record	0000000459 0	Empl T	FTE 1.000000 Type Salaried							
Cancel Absences	Supervisor Actions •	Name	Γ	C	`		Empl Class	Administrativ		sional							
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Overtime Requests		*Date 08/01/ Scheduled Hours 168.0	2018 🛐 🍫 0	Reported Hou	rs 24.00		Print Tim	renoù ive. nesheet	XI F ellou								
Extended Absence Request	From Wedr	nesday 08/01/2018 to Fri g Code	iday 08/31/2018	(?) Wed	Thu	Fri	Sat	Sur	1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
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	08/02/2018	Needs Approval	8.00	HLTKN		Holiday Taken - Sala	ried	0.00		2							
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	Self Service																

👃 Timesheet	Timeshe	et															New	Nindow Help
Request Absence	David Cla	arke				Er	nployee ID	0000000459		FTE 1.0000	00							
R Cancel Absences	University T Supervisor	reasurer Name				En	mpl Record	0 Administrative	Emp e / Prof	ol Type Salarie Tessional	d							
I View Requests	Actions Select Ar	nother Timesheet				Earliest Ch	ange Date	05/01/2018										
		*View By Calendar	Period		T		Previous	Period Ne>	xt Perio	d								
Overtime Requests		*Date 08/01/201 Scheduled Hours 168.00	8 🛐 🍫	Reported	Hours 24.00		Print Ti	nesheet										
Extended Absence Request	From Wed	nesday 08/01/2018 to Frida	y 08/31/2018	Wed	Thu	Fri	Sat	Sun	n	Mon	Tuo	Wor	T		Fri	Sat	S	un
Extended Absence History	EMCL - Eme	ng Code ergency Closure	T	8/1	8/2	8/3	8/4	8/5	5	8/6	8/7	8/8	8	/9	8/10	8/11	8/	12
Schedule	HLTKN - Ho	liday Taken - Salaried	v		8.00													
Detailed Leave Balances	SICKS - Sick	- Salaried or Later Submit		6.00 Review Tin	Sele	ct the												
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	Date	Reported Status	Total	TRC	De	escription		Sched Hrs	Add	d Comments								
	08/01/2018	Needs Approval	2.00	EMCL	E	mergency Closure		0.00		2								
	08/01/2018	Needs Approval	6.00	SICKS	S	ick - Salaried		0.00										
	08/02/2018	Needs Approval	8.00	HLTKN	Н	oliday Taken - Salar	ied	0.00		2								
	08/27/2018	Needs Approval	8.00	SICKS	S	ick - Salaried		8.00										
	Self Service																	

Absence Ev Absence Ta	vents ?	Results									Personalize 🔄
*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
11/12/2018	11/16/2018	Vacation Leave	40.00	Hours	Details	Needs Approval	Approval Monitor	Employee Absence Request		Forec	Edit
Add Abs	sence Event	Submit Absence								S abs	elect the des ence you wou to edit

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Absence Ev Absence Tak	rents ? Ke Forecast Re	esults									Personalize 🔄
*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
11/12/2018	11/16/2018	Vacation Leave	40.00	Hours	Details	Needs Approval	Approval Monitor	Employee Absence Request		Forec	Edit
Add Abse	ence Event	Submit Absence									

The row being edited is populated automatically. Once the Edit button is clicked and the current row is populated, the Edit button becomes greyed and unusable. To modify a leave event for the timesheet period selected, enter or look up the start date of the leave event in the ***Start Date** field. Enter or look up the end date of the leave event in the **End Date** field. Select the absence name from the **Absence Name** drop-down field list.



Message window is displayed upon changing the absence name. Click Yes

() milesneet	Timesheet														
Request Absence	David Clarke				Emj	ployee ID 0000	000459	FTE 1.000000							
	University Treasurer				Emp	ol Record 0	Em	pl Type Salaried							
Cancel Absences	Supervisor Name				En	n <mark>pl Class</mark> Admi	nistrative / Pro	ofessional							
~~	Actions				Earliest Cha	nge Date 05/01	/2018								
I View Requests	Select Another Timesheet														
	*View By Ca	lendar Period	d 🔻			Previous Perio	d Next Peri	od							
🚍 Overtime Requests	*Date 08/	01/2018	ы ¢												
	Scheduled Hours 16	8.00	Reported Ho	ours 24.00		Print Timeshe	et								
Extended Absence Request	From Wednesday 08/01/2018 to	Friday 08/3	1/2018 🕐												
•	Time Reporting Code		Wed	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue	Wed	Thu 8/9	Fri 8/10	Sat	Sun 8/12	
Extended Absence History	EMCL - Emergency Closure	T	2.00	0/2	0.0	014	013	0/0	0/1	0.0	0/0	0/10	0/11	0/12	
			2.00	0.00									L_		
Schedule	HLIKN - Holiday Taken - Salaried	•		8.00											
	SICKS - Sick - Salaried		6.00												
Detailed Leave Balances	Save for Later	Submit	Review Time (Card											
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	Date Reported Status	cha	anged an	d the d	luration	of the	old a	bsence	event	has					
	08/01/2018 Needs Approval	bee	en auto-o	deleted	1										
	08/01/2018 Needs Approval		6.00 SICKS	Sick	k - Salaried		0.00								
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	08/27/2018 Needs Approval		8.00 SICKS	Sick	k - Salaried		8.00								
	Self Service														
	Time Reporting														
	THE REPORT														

Select the Details Link Reported Time Status Payable Time Leave / Compensatory Time Absence Absence Events (?) Personalize 2 Forecast Results Absence Take Unit *Start Date End Date Duration Status Approval Monitor Select Absence Name D Source Cancel Forecast Edit s Туре Employee Edit 11/12/2018 11/16/2018 Approved Approval Monitor Absence Foreca Vacation Leave 40.00 Hours Details Request Submit Absence Add Absence Event

Absence Entitlement Balance	es			Personalize 🔁
Entitlement Name	Balance as of 09/30/2018**	From	То	Accrual Period
Sick Leave Balance	152.00 Hours	09/01/2018	08/31/2019	Year to Date
Vacation Leave Balance	88.00 Hours	09/01/2018	08/31/2019	Year to Date

**Disclaimer The current balance does not reflect absences that have not been processed.

Return to Select Employee

Approve Absence

Manager Self Service

Absence Event Details



Instructions

Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page

Absence Detail ③	
*Start Date 09/01/2018	View Monthly Schedule
End Date 09/01/2018	
Filter by Type All	~
*Absence Name Sick	Current Balance 144.00 Hours**
Partial Days None	\checkmark
Duration Hours	
Calculate End Date or Duration	
Comments	
Reporter Comments:	
Spell Check Comme	ent (Alt+5)
OK	

* Required Field

**Disclaimer The current balance does not reflect absences that have not been processed.

Help

The Absence Event Details page is displayed. This page allows the customer to further establish the details of the absence event such as ***Start Date:**, End Date:, Filter by Type:, ***Absence Name:**, Partial Days:, Duration:, Calculate End Date or Duration, Reporter Comments. For Partial Hours select the drop down option under partial days and choose All Days. Enter the duration of hours under All Days hours and duration, i.e. 2 hours.

NOTE: The current balance displayed in the absence event details will <u>not</u> reflect the absences that have <u>not</u> been processed.

00 Citale Absen	ce ney	^
Absence Event Details		Help
8		
▼ Instructions		
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required field	Is before returning to the Timesheet page.	
*Start Date 09/01/2018	View Monthly Schedule	
End Date 09/01/2018		
Filter by Type All		
*Absence Name Sick	Current Balance 144.00 Hours**	Click
Partial Days None		Durat
Duration Hours		
Calculate End Date or Duration		comn
Comments		Comn
Reporter Comments:		
Spell Check Comment (Alt+5)	5)	
OK Cancel		
* Required Field		
*Disclaimer The current balance does not reflect absences that have not been processed.		

Click the Calculate End Date or Duration button. Enter comments in the Report Comments field, if necessary.

> NOTE: The current balance displayed in the absence event details will <u>not</u> reflect the absences that have <u>not</u> been processed.

33 Greate Ausenice Reg

^ Help

Absence Event Details



Instructions

Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail ②			
*Start Date 09/01/2018 3		View Monthly Schedule	
End Date 09/01/2018			
Filter by Type All	~		
*Absence Name Sick	~	Current Balance 144.00 Hours	S**
Partial Days None	~		
Duration			
Calculate End Date or Duration			
Comments			
Reporter Comments:]
Spell Check Co	mment (Alt+5)		
ок Select the OK * Required Field	ncel		
**Disclaimer The current balance does not reflect absences that have not been	n processed.		

After selecting OK (previous slide) click View Requests to change edited absence from saved status to submitted status. .

C Employee Self Service	
Timesheet	View Requests
Request Absence	View Requests
Cancel Absences	Group Box
View Requests	Sick Saved
Absence Balances	NA

Request Absence

*Absence Name	Sick	•
*Start Date	09/24/2018	



Note: After submission the updated absent request will be sent to your supervisor's queue.

🗞 Timesheet	Timesheet									New Window Help
(Request Absence	David Clarke University Treasurer		Employe Empl Re	eID 0000000459 cord 0 Empl	FTE 1.000000 Type Salaried					
R Cancel Absences	Supervisor Name		Empl C Earliest Change	lass Administrative / Profes Date 05/01/2018	ssional					
🕞 View Requests	Select Another Timesheet	lendar Period 🔹	Pre	avious Period Next Period						
Overtime Requests	*Date 08/ Scheduled Hours 16	01/2018 🛐 🍫 8.00 Reported Hours	24.00 Pr	int Timesheet						
Extended Absence Request	From Wednesday 08/01/2018 to	Friday 08/31/2018 ② Wed	Thu Fri	Sat Sun	Mon T	ue Wed	Thu	Fri	Sat	Sun
Extended Absence History	EMCL - Emergency Closure	8/1 • 2.00	8/2 8/3	8/4 8/5	8/6	8/7 8/8	8/9	8/10	8/11	8/12
E Schedule	HLTKN - Holiday Taken - Salaried SICKS - Sick - Salaried	• 6.00	8.00							
📄 Detailed Leave Balances	Save for Later S	ubmit Review Time Card				The up	dated	duratio	n of th	e absence
	Reported Time Status Absence Reported Time Status Absence			Personalize Find 💷 📕	1-4 of 4	eventi	is now	populat	ed und	der the
	Date Reported Status	Total TRC	Description	Sched Hrs Add	Comments	Durati	on of th	ne Abse	nce Ev	ents
	08/01/2018 Needs Approval	2.00 EMCL	Emergency Closure	0.00	ρ	sectior	n in the	Times	neet. *	NOTE* To
	08/01/2018 Needs Approval	6.00 SICKS	Sick - Salaried	0.00		modify	/ additi	onal lea	ave eve	ents,
	08/02/2018 Needs Approval	8.00 HLTKN	Holiday Taken - Salaried	0.00	Q	follow	the sar	me sten	s The	leave
	Self Service Time Reporting	8.00 SICKS	Sick - Salaried	8.00		event Calcula	must be ate Abs	e proce	ssed th nd Pavr	rough the

13

process.



Click on the <u>Home Button</u> to return to the PeopleSoft Homepage



Congratulations! You have successfully completed this topic. End of Procedure.

Cancel a Leave Event on timesheet



Directory myUTRG\

Search...

Q

PeopleSoft 9.2 Implementation

Home	Go Live Readiness	Program	FAQs	Contact Us	Training & Resources									
P Quick Links		PeopleSc	oft											
 Guiding Principles 		What is the PeopleSoft 9.2 Implementation Program?												
✓ Timelines		UTRGV is undertaking a major effort to implement PeopleSoft 9.2. PeopleSoft is the name of the Software UTRGV will be using to manage the University's Financials (FMS), Human Resources (F and Strategic Enrollment (CS) data.												
✓ Go Live Readiness		ussion was to review and res and departments were												
		asked to collaborate of right solution for UTRG efforts of multiple peop	n the evaluation of the new V. The magnitude and com ple from various department:	system and ensure that Pe plexity of this project requi	opleSoft would be the res the expertise and									
✓ Contact Us		Over the course of 201 focused in on the spec and effort on the Future prioritized requirement implement in PeopleSco	6, numerous discovery mee ific needs of the School of N e State Process Design, whi s. These requirements lay th ft 9.2.	tings were held, inclusive Medicine. We have spent a ch identifies the compilatic ne foundation for the functi	of focus sessions, which significant amount of time n of almost 5,000 ionality we seek to									
		Why Did We [nent PeopleSof	Soft 9.2?										
		The introduction of this for Student Enrollment, system is the foundation	new system will allow us to Financial Management, Hu n to build simplified adminis	streamline our administrat man Resources, Payroll and strative systems and proce	tive information systems d Purchasing. This new sses for UTRGV.									

https://www.utrgv.edu/peoplesoft/

Duo 2 Factor (2FA) Authentication



Access to PeopleSoft from remote locations (off-campus) <u>requires</u> Duo 2-Factor Authentication

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

Enroll now through July 31, 2018

- **1**. Add or update Mobile Phone number in our current Oracle EBS system.
- 2. Instructions to complete activation process will be sent to mobile device.

Enrollment after September 1, 2018

- 1. Request Mobile Phone number from employment candidates in PeopleAdmin; Include mobile number when creating new employee records.
- 2. Employees update Mobile Phone number in PeopleSoft.

More information is available at <u>www.utrgv.edu/peoplesoft</u>

Log In

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









🗞 Timesheet	Timeshe	et														New Wir	ndow Help
Request Aleconce	David Cla	arke reasurer					Employee ID 0000000459 FTE 1.000000 Empl Record 0 Empl Type Salaried										
R Cancel Absences	Supervisor Actions •	Name	ſ			+ T:	Fmnl Class	Administrativ	<u>In I Profess</u>	sional							
💼 View Requests	Select Ar	Nother Timesheet	dar Period		Sei	ect <u>11</u>	mes	Period Ne	<u>et</u>								
Overtime Requests		*Date 08/01/2 Scheduled Hours 168.00	2018 🛐 🍫	Reported	Hours 24.00		Print Tir	nesheet	Xer enou								
Extended Absence Request	From Wedr	nesday 08/01/2018 to Frid	day 08/31/2018	(?) Wed	Thu	Fri	Sat	Sui	n	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Extended Absence History	EMCL - Eme	EMCL - Emergency Closure			8/2	8/3	8/4	8/:	5	8/6	8/7	8/8	8/9	8/10	8/11	8/12	
E Schedule	HLTKN - Ho SICKS - Sick	liday Taken - Salaried - Salaried	v	6.00	8.00												
Totailed Leave Balances	II Save fo	or Later Subr	nit	Review Time	e Card												
	Reported T Reported	Time Status					Perso	nalize Find	101 📑	1-4 of 4							
	Date	Reported Status	Total	TRC		Description		Sched Hrs	Add C	omments							
	08/01/2018	Needs Approval	2.00	EMCL		Emergency Closure	е	0.00		0							
	08/01/2018	Needs Approval	6.00	SICKS		Sick - Salaried		0.00									
	08/02/2018	Needs Approval	8.00	HLTKN		Holiday Taken - Sa	laried	0.00		Q							
	08/27/2018	Needs Approval	8.00	SICKS		Sick - Salaried		8.00									
	Self Service	na															

🗞 Timesheet	Timeshe	eet										New Window He
E Request Absence	David Cl	arke		Em	ployee ID 0000000459	FTE 1.000000						
Real Absences	University Supervisor	Treasurer • Name		Emp En	ol Record 0 npl Class Administrativ	Empl Type Salaried						
	Actions			Earliest Cha	nge Date 05/01/2018							
💼 View Requests	Select A	nother Timesheet										
🚍 Ovortimo Poquests		*View By Calendar *Date 08/01/201	Period 🔹		Previous Period Ne	xt Period						
		Scheduled Hours 168.00	Reported H	ours 24.00	Print Timesheet							
Extended Absence Request	From Wed	Inesday 08/01/2018 to Friday	08/31/2018 🕐									
	Time Reporti	ing Code	Wed 8/1	Thu Fri 8/2 8/3	Sat Su 8/4 8/	n Mon 5 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12
Extended Absence History	EMCL - Em	nergency Closure	▼ 2.00									
	HLTKN - H	oliday Taken - Salaried	•	8.00								
Schedule	SICKS - Sic	k - Salaried	6.00									
Detailed Leave Balances	Reported	for Later Submit	Review Tin	Select the								
	Reported	Time Status		Absence lab	Personalize Find	🗖 🔜 🛛 1-4 of 4						
	Date	Reported Status	Total TRC	Description	Sched Hrs	Add Comments						
	08/01/2018	Needs Approval	2.00 EMCL	Emergency Closure	0.00	ρ						
	08/01/2018	Needs Approval	6.00 SICKS	Sick - Salaried	0.00							
	08/02/2018	Needs Approval	8.00 HLTKN	Holiday Taken - Salarie	ed 0.00	ρ						
	08/27/2018	Needs Approval	8.00 SICKS	Sick - Salaried	8.00							
	Self Service											

Reported Time Status	<u>S</u> ummary	Absence
----------------------	-----------------	---------

Absence Eve	nts 👔										Personalize 🗇		
Absence Take Forecast Results													
*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit		
11/12/2018 🖲	11/16/2018	Vacation Leave	40.00) Hours	Details	Needs Approval	Approval Monitor	Employee Absence Request		Forec	Edit		
Add Absen	ce Event	Submit Absence						Clic	k Cano	cel			

Reported Time Status Summary Absence

Absence Eve	ents 🕐										Personalize 🗇
Absence Take	e Forecast Res	ults 📖									
*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
11/12/2018 🖲	11/16/2018	Vacation Leave 🗸	40.00	Hours	Details	Needs Approval	Approval Monitor	Employee Absence Request		Forec	Edit
Add Absen	ice Event	Submit Absence									
		Click Submi [.] Absence	t								

Timesheet

1.

Request Absence

👆 Timesheet

Real Absences

💼 View Requests

Overtime Requests

Extended Absence Request	From Wed	nesday 08/01/2018 to Friday 08	3/31/2018	3 🕐											
· · ·	Time Reportin	ng Code		Wed 8/1	Thu Fri 8/2 8/3	Sat S 8/4	sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	
Extended Absence History	EMCL - Em	ergency Closure 🔻		2.00											
	HLTKN - Ho	liday Taken - Salaried 🔹			8.00										
	SICKS - Sick	- Salaried		6.00											
Detailed Leave Balances	Save f	or Later Submit		Review Time Card											
	Reported	ime Status <u>A</u> bsence													
	Reported	Time Status				Personalize Fin	d 💷 🔠	1-4 of 4							
	Date	Reported Status	Total	TRC	Description	Sched Hrs	Add C	Comments							
	08/01/2018	Needs Approval	2.0	DEMCL	Emergency Closure	0.0	0	0							
	08/01/2018	Needs Approval	6.0	0 SICKS	Sick - Salaried	0.0	0								
	08/02/2018	Needs Approval	8.0	0 HLTKN	Holiday Taken - Salaried	0.0	0	0							
	08/27/2018	Needs Approval	8.0	SICKS	Sick - Salaried	8.0	0								

Self Service

Time Reporting

The **Timesheet** page is displayed. The cancelled leave event has been submitted through Absence Management and is no longer displayed at the top of the Timesheet page in the Timesheet grid. *NOTE* Once the leave event has been modified, the leave event must be processed through the Calculate Absence and Payroll process.



Click on the <u>Home Button</u> to return to the PeopleSoft Homepage



Congratulations! You have successfully completed this topic. End of Procedure.