

Add a Leave Event on Timesheet

PeopleSoft 9.2 Implementation

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- ✓ Timelines
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PeopleSoft

What is the PeopleSoft 9.2 Implementation Program?

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 (HCM), and Strategic Enrollment (CS) data.

The initial work for the PeopleSoft Application began in 2016. The initial discussion was to review and redefine our existing business processes. Several people from different offices and departments were asked to collaborate on the evaluation of the new system and ensure that PeopleSoft would be the right solution for UTRGV. The magnitude and complexity of this project requires the expertise and efforts of multiple people from various departments.

Over the course of 2016, numerous discovery meetings were held, inclusive of focus sessions, which focused in on the specific needs of the School of Medicine. We have spent a significant amount of time and effort on the Future State Process Design, which identifies the compilation of almost 5,000 prioritized requirements. These requirements lay the foundation for the functionality we seek to implement in PeopleSoft 9.2.

Why Did We Decide to Implement PeopleSoft 9.2?

The introduction of this new system will allow us to streamline our administrative information systems for Student Enrollment, Financial Management, Human Resources, Payroll and Purchasing. This new system is the foundation to build simplified administrative systems and processes for UTRGV.

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

Duo 2 Factor (2FA) Authentication



Access to PeopleSoft from remote locations (off-campus) requires 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.

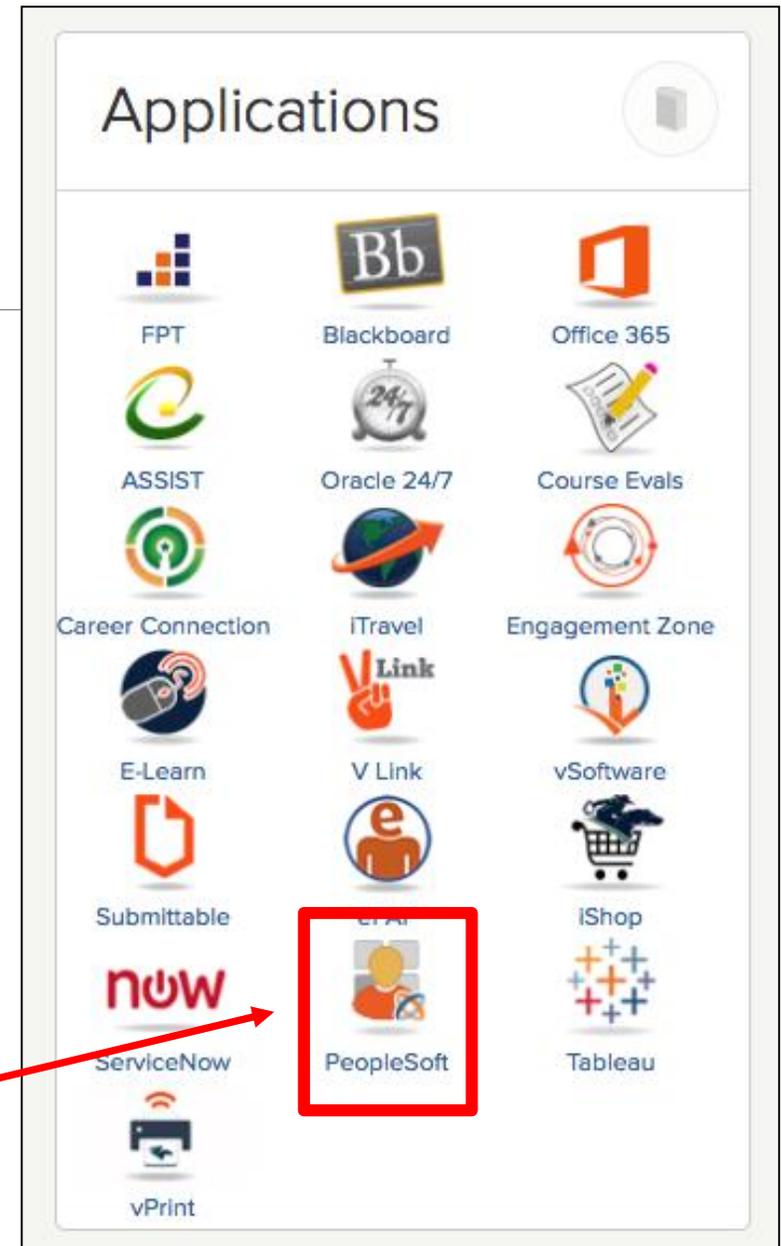
Enrollment after September 1, 2018

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 www.utrgv.edu/peoplesoft

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.



Visa Permit/Citizenship Data



OnBoarding



Time and Attendance



Benefit Details



Navigate to the
Employee Self Service
Menu

Grid of service tiles:

- Visa Permit/Citizenship Data**: Icon of a globe and passport.
- UTRGV HOP Policy**: Icon of a document with a seal.
- Approvals**: Icon of a document with a checkmark and a notification badge with the number **2**.
- Time and Attendance**: Icon of a person and a clock, circled in black.
- Payroll and Compensation**: Icon of a stack of money. Text: Last Pay Date **09/04/2018**.
- Personal Details**: Icon of a person and a pencil.
- Talent Profile**: Icon of a person and a star.
- Benefit Details**: Icon of a person, a plus sign, and a house.
- Total Rewards**: Icon of a pie chart and coins. Text: No Statement Available.

Select Time and Attendance

Timesheet

- Request Absence
- Cancel Absences
- View Requests
- Overtime Requests
- Extended Absence Request
- Extended Absence History
- Schedule
- Detailed Leave Balances

Timesheet

David Clarke
University Treasurer

Employee ID 0000000459 FTE 1.000000
Empl Record 0 Empl Type Salaried
Empl Class Administrative / Professional

Supervisor Name
Actions

Select Timesheet

Select Another Timesheet

*View By Previous Period Next Period

*Date

Scheduled Hours 168.00 Reported Hours 24.00 [Print Timesheet](#)

From Wednesday 08/01/2018 to Friday 08/31/2018 ?

Time Reporting Code	Wed 8/1	Thu 8/2	Fri 8/3	Sat 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
EMCL - Emergency Closure	2.00											
HLTKN - Holiday Taken - Salaried		8.00										
SICKS - Sick - Salaried	6.00											

[Save for Later](#) [Submit](#) [Review Time Card](#)

Reported Time Status [Absence](#)

Reported Time Status [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	
08/01/2018	Needs Approval	6.00	SICKS	Sick - Salaried	0.00	
08/02/2018	Needs Approval	8.00	HLTKN	Holiday Taken - Salaried	0.00	
08/27/2018	Needs Approval	8.00	SICKS	Sick - Salaried	8.00	

Self Service

Time Reporting

- Timesheet**
- Request Absence
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- Extended Absence History
- Schedule
- Detailed Leave Balances

Timesheet

David Clarke
 University Treasurer

Supervisor Name
 Actions ▾

Employee ID 0000000459 FTE 1.000000
 Empl Record 0 Empl Type Salaried
 Empl Class Administrative / Professional
 Earliest Change Date 05/01/2018

Select Another Timesheet

*View By Calendar Period ▾ Previous Period Next Period

*Date 08/01/2018 🗓️ 🔄

Scheduled Hours 168.00 Reported Hours 24.00 [Print Timesheet](#)

From Wednesday 08/01/2018 to Friday 08/31/2018 ?

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[Save for Later](#) [Submit](#) [Review Time](#)

Reported Time Status **Absence**

Select the Absence Tab

Reported Time Status

Personalize | Find | 1-4 of 4

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08/27/2018	Needs Approval	8.00	SICKS	Sick - Salaried	8.00	

Self Service
 Time Reporting

Save for Later Submit Review Time Card

Reported Time Status Summary Absence

Absence Events ?

Personalize | [icon]

Absence Take [icon]

*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
					Details		Approval Monitor	Administrator Absence Event	<input type="checkbox"/>	Edit

Add Absence Event

Add Absence Event

Absence Entitlement Balances

Personalize | [icon]

Entitlement Name	Balance as of 08/31/2018**	From	To	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

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

- Request Absence
- Self Service
- 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](#)

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>

*Job Title

*Absence Name

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.

Submit

*Job Title

*Absence Name



To use this leave type select Sick – Four Hour Rule and Vacation- Four Hour Rule

Save for Later Submit Review Time Card

Reported Time Status Summary Absence

Absence Events Personalize

Absence Take

*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
09/01/2018	09/01/2018				Details	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit	Del

Add Absence Event Submit Absence

Select End Date

Select Start Date

Absence Entitlement Balances Personalize

	Balance as of 08/31/2018**	From	To	Accrual Period
	210.00 Hours	09/01/2017	08/31/2018	Year to Date
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- Request Absence
- Self Service
- Time Reporting

Save for Later Submit Review Time Card

Reported Time Status Summary Absence

Absence Events ? Personalize

Absence Take

*Start Date	End Date	Absence Name	Reason	Unit	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
09/01/2018	09/01/2018	Select Absence I			ails	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit	Del

Select Absence Name

Add Absence Event Submit Absence

Absence Entitlement Balances Personalize

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[Reported Time Status](#) [Summary](#) [Absence](#)

Absence Events [Personalize](#)

[Absence Take](#)

*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Source	Cancel	Forecast	Edit	Delete
09/01/2018	09/01/2018	Select Absence I			Details		Employee Timesheet	<input type="checkbox"/>	Forecast	Edit	Delete

Select Details

[Add Absence Event](#) [Submit Absence](#)

Absence Entitlement Balances [Personalize](#)

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- [Request Absence](#)
- [Self Service](#)
- [Time Reporting](#)

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**

Instructions

Enter Start Date, End Date, and

Absence Detail ?

*Start Date

[View Monthly Schedule](#)

End Date

Filter by Type

*Absence Name

Current Balance 144.00 Hours**

Partial Days

Duration Hours

Comments

Reporter Comments:

[Spell Check Comment \(Alt+5\)](#)

* Required Field

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

Absence Event Det



Select the **Partial Days** drop-down selection. If the absence event has a partial day associated with the start date or end date based on your regular (assigned) scheduled

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 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.

▼ 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 

[View Monthly Schedule](#)

End Date 

Filter by Type ▼

*Absence Name ▼

Current Balance 210.00 Hours**

Partial Days ▼

All Days Hours

Duration Hours

Comments

Reporter Comments

Select All Days, if the absence event has a partial day associated with the start date or end date

* Required Field

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 and 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 and the half day leave hours taken for each date within the duration.

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

Explanation – Cont'd

None

The **None** selection is used if the leave event covered during a specified date range does not 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 auto-populate based on your regular (assigned) scheduled hours for the duration entered.

NOTE If None is selected, hours do not 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



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

[View Monthly Schedule](#)

End Date

Filter by Type

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Duration Hours

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[Spell Check Comment \(Alt+5\)](#)



Once you are done, click OK

* Required Field

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[View Monthly Schedule](#)

End Date

Filter by Type

*Absence Name

Current Balance 144.00 Hours**

Partial Days

Duration Hours

Calculate End Date or Duration

Comments

Reporter Comments:

Once you click okay, the **Timesheet** page is displayed. The duration of the absence event is now populated under the Duration of the **Absence Events** section. *NOTE* To enter additional leave events, the absence must first be submitted.

OK

* Required Field

**Disclaimer The current

Click on the Home Button to
return to the PeopleSoft
Homepage





Visa Permit/Citizenship Data

OnBoarding

Time and Attendance

Total Rewards
You are not authorized for this page.

- Personalize Homepage
- Help
- Sign Out**

You may sign out of PeopleSoft by selecting the Actions List then select Sign out



Congratulations!

You have successfully completed this topic.

End of Procedure.

Modify a Leave Event on Timesheet

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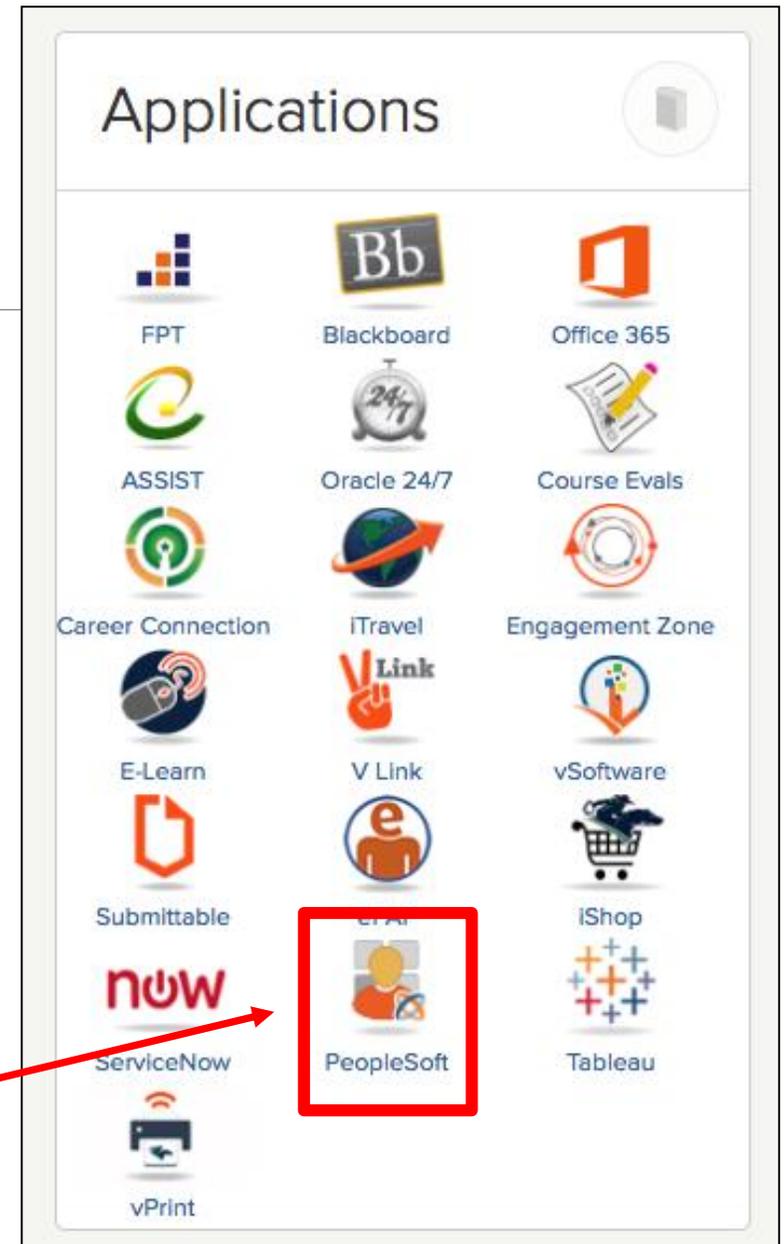
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Visa Permit/Citizenship Data



OnBoarding



Time and Attendance



Benefit Details



Navigate to the
Employee Self Service
Menu



Visa Permit/Citizenship Data



UTRGV HOP Policy



Approvals



2

Select Time and Attendance



Time and Attendance



Payroll and Compensation



Last Pay Date **09/04/2018**

Personal Details



Talent Profile



Benefit Details



Total Rewards



No Statement Available

Timesheet

- Request Absence
- Cancel Absences
- View Requests
- Overtime Requests
- Extended Absence Request
- Extended Absence History
- Schedule
- Detailed Leave Balances

Timesheet

David Clarke
University Treasurer

Employee ID 0000000459 FTE 1.000000
Empl Record 0 Empl Type Salaried
Empl Class Administrative / Professional

Supervisor Name
Actions ▾

Select Timesheet

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date

Scheduled Hours 168.00 Reported Hours 24.00 [Print Timesheet](#)

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EMCL - Emergency Closure ▾	2.00											
HLTKN - Holiday Taken - Salaried ▾		8.00										
SICKS - Sick - Salaried	6.00											

[Save for Later](#) [Submit](#) [Review Time Card](#)

Reported Time Status Absence

Reported Time Status 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	
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Self Service
Time Reporting

- Timesheet**
- Request Absence
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- Extended Absence History
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Timesheet

David Clarke
University Treasurer

Supervisor Name
Actions

Employee ID 0000000459 FTE 1.000000
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Empl Class Administrative / Professional
Earliest Change Date 05/01/2018

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[Save for Later](#) [Submit](#) [Review Time](#)

Reported Time Status: **Absence**

Select the Absence Tab

Reported Time Status

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	
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Self Service
Time Reporting

Reported Time Status | Summary | Absence

Absence Events ?

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	<input type="checkbox"/>	Forec	Edit

Add Absence Event

Submit Absence

Select the desired absence you would like to **edit**

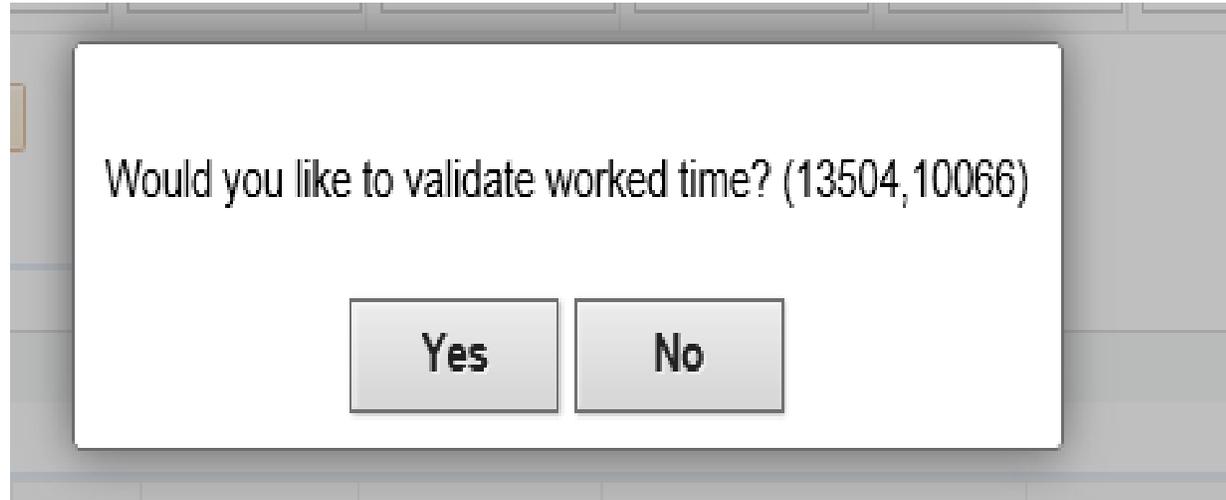
Absence Events ?

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	<input type="checkbox"/>	<input type="button" value="Forec"/>	<input type="button" value="Edit"/>

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

Timesheet

David Clarke

University Treasurer

Supervisor Name

Actions ▾

Employee ID 000000459 FTE 1.000000

Empl Record 0 Empl Type Salaried

Empl Class Administrative / Professional

Earliest Change Date 05/01/2018

Select Another Timesheet

*View By Previous Period Next Period

*Date

Scheduled Hours 168.00 Reported Hours 24.00 [Print Timesheet](#)

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Reported Time Status [Absence](#)

Reported Time Status

Date	Reported Status				
08/01/2018	Needs Approval				
08/01/2018	Needs Approval	6.00	SICKS	Sick - Salaried	0.00
08/02/2018	Needs Approval	8.00	HLTKN	Holiday Taken - Salaried	0.00
08/27/2018	Needs Approval	8.00	SICKS	Sick - Salaried	8.00

The **Timesheet** page is displayed. The Absence Name is changed and the duration of the old absence event has been auto-deleted

Self Service

Time Reporting

Request Absence

Cancel Absences

View Requests

Overtime Requests

Extended Absence Request

Extended Absence History

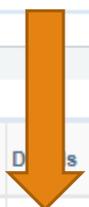
Schedule

Detailed Leave Balances

Select the Details Link

Reported Time Status	Leave / Compensatory Time	Absence	Payable Time
--------------------------------------	---	-------------------------	------------------------------

Absence Events ? Personalize 												
Absence Take	Forecast Results 											
Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	11/12/2018	11/16/2018	Vacation Leave	40.00	Hours	Details	Approved	Approval Monitor	Employee Absence Request	<input type="checkbox"/>	<input type="button" value="Forecast"/>	<input type="button" value="Edit"/>



Absence Entitlement Balances Personalize 				
Entitlement Name	Balance as of 09/30/2018**	From	To	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

*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.

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 not reflect the absences that have not been processed.

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

*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



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

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.

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

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 ?

*Start Date

[View Monthly Schedule](#)

End Date

Filter by Type

*Absence Name

Current Balance 144.00 Hours**

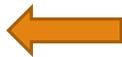
Partial Days

Duration Hours

Comments

Reporter Comments:

Spell Check Comment (Alt+5)



Select the OK

* Required Field

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

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

The image shows a screenshot of an 'Employee Self Service' interface. On the left is a vertical menu with five items: 'Timesheet', 'Request Absence' (with a briefcase icon), 'Cancel Absences', 'View Requests' (highlighted in green), and 'Absence Balances'. The top of the menu has a red header with a back arrow and the text 'Employee Self Service'. On the right is the 'View Requests' page, which has a red header with the title 'View Requests'. Below the header is a section titled 'View Requests' in orange text, followed by a light gray box labeled 'Group Box' containing the items 'Sick', 'Saved', and 'NA'.

Employee Self Service	
Timesheet	
 Request Absence	
Cancel Absences	
View Requests	
Absence Balances	

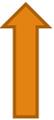
View Requests	
View Requests	
Group Box	
Sick	
Saved	
NA	

Request Absence

*Absence Name

*Start Date

Submit



Click submit

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

- Timesheet
- Request Absence
- Cancel Absences
- View Requests
- Overtime Requests
- Extended Absence Request
- Extended Absence History
- Schedule
- Detailed Leave Balances

Timesheet

David Clarke

University Treasurer

Supervisor Name

Actions ▾

Employee ID 0000000459 FTE 1.000000

Empl Record 0 Empl Type Salaried

Empl Class Administrative / Professional

Earliest Change Date 05/01/2018

Select Another Timesheet

*View By Calendar Period ▾

[Previous Period](#) [Next Period](#)

*Date 08/01/2018

Scheduled Hours 168.00

Reported Hours 24.00

[Print Timesheet](#)

From Wednesday 08/01/2018 to Friday 08/31/2018 ?

Time Reporting Code	Wed 8/1	Thu 8/2	Fri 8/3	Sat 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
EMCL - Emergency Closure ▾	2.00											
HLTKN - Holiday Taken - Salaried ▾		8.00										
SICKS - Sick - Salaried	6.00											

[Save for Later](#)

[Submit](#)

[Review Time Card](#)

[Reported Time Status](#)

[Absence](#)

Reported Time Status

[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	
08/01/2018	Needs Approval	6.00	SICKS	Sick - Salaried	0.00	
08/02/2018	Needs Approval	8.00	HLTKN	Holiday Taken - Salaried	0.00	
08/27/2018	Needs Approval	8.00	SICKS	Sick - Salaried	8.00	

[Self Service](#)

[Time Reporting](#)

The updated duration of the absence event is now populated under the Duration of the **Absence Events** section in the **Timesheet**. ***NOTE*** To modify additional leave events, follow the same steps. The leave event must be processed through the Calculate Absence and Payroll process.



Click on the Home Button to
return to the PeopleSoft
Homepage





Visa Permit/Citizenship Data

OnBoarding

Time and Attendance

Total Rewards

You are not authorized for this page.

- Personalize Homepage
- Help
- Sign Out

You may sign out of PeopleSoft by selecting the Actions List then select Sign out



Congratulations!

You have successfully completed this topic.

End of Procedure.

Cancel a Leave Event on timesheet

PeopleSoft 9.2 Implementation

Home

Go Live Readiness

Program

FAQs

Contact Us

Training & Resources



Quick Links

- ✓ Guiding Principles
- ✓ Timelines
- ✓ Go Live Readiness
- ✓ News Archive
- ✓ Contact Us

PeopleSoft

What is the PeopleSoft 9.2 Implementation Program?

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 (HCM), and Strategic Enrollment (CS) data.

The initial work for the PeopleSoft Application began in 2016. The initial discussion was to review and redefine our existing business processes. Several people from different offices and departments were asked to collaborate on the evaluation of the new system and ensure that PeopleSoft would be the right solution for UTRGV. The magnitude and complexity of this project requires the expertise and efforts of multiple people from various departments.

Over the course of 2016, numerous discovery meetings were held, inclusive of focus sessions, which focused in on the specific needs of the School of Medicine. We have spent a significant amount of time and effort on the Future State Process Design, which identifies the compilation of almost 5,000 prioritized requirements. These requirements lay the foundation for the functionality we seek to implement in PeopleSoft 9.2.

Why Did We Decide to Implement PeopleSoft 9.2?

The introduction of this new system will allow us to streamline our administrative information systems for Student Enrollment, Financial Management, Human Resources, Payroll and Purchasing. This new system is the foundation to build simplified administrative systems and processes for UTRGV.

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

Duo 2 Factor (2FA) Authentication



Access to PeopleSoft from remote locations (off-campus) requires 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.

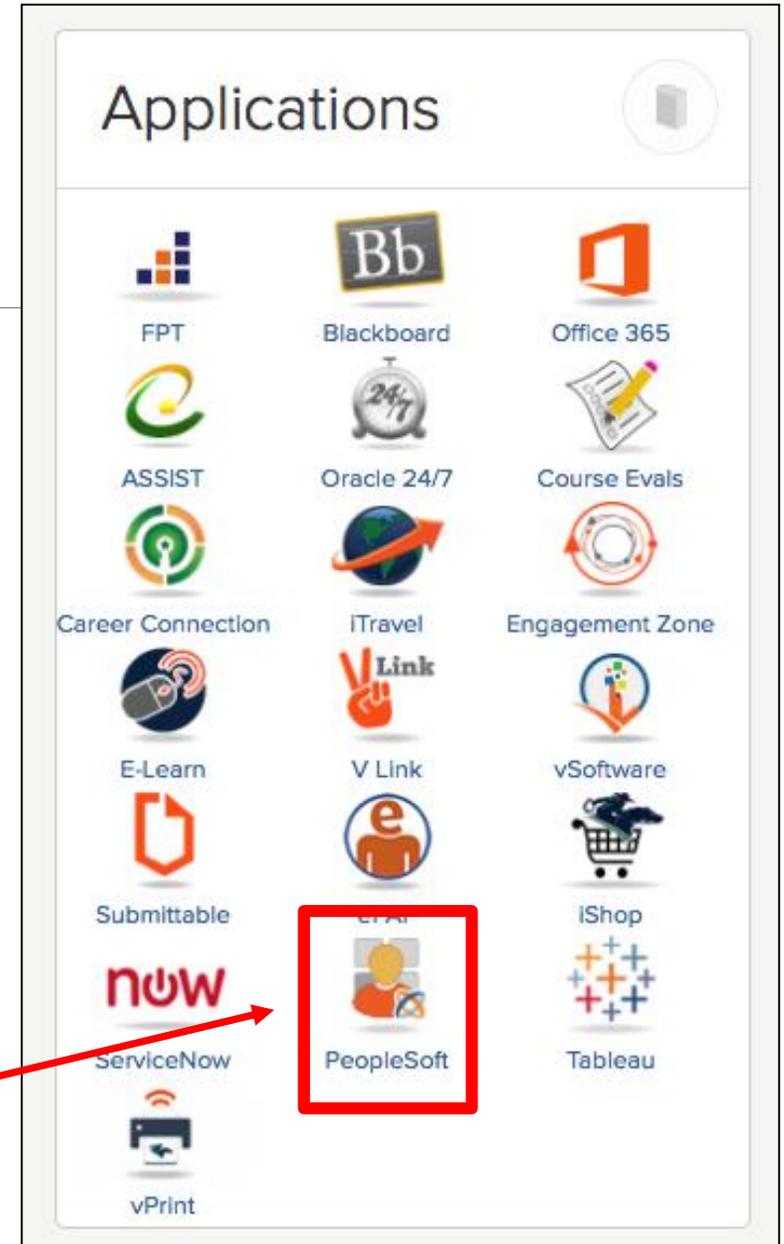
Enrollment after September 1, 2018

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 www.utrgv.edu/peoplesoft

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.



Visa Permit/Citizenship Data



OnBoarding



Time and Attendance



Benefit Details



Navigate to the
Employee Self Service
Menu

Grid of service tiles:

- Visa Permit/Citizenship Data
- UTRGV HOP Policy
- Approvals (2)
- Time and Attendance (circled)
- Payroll and Compensation (Last Pay Date 09/04/2018)
- Personal Details
- Talent Profile
- Benefit Details
- Total Rewards (No Statement Available)

Select Time and Attendance

Timesheet

- Request Absence
- Cancel Absences
- View Requests
- Overtime Requests
- Extended Absence Request
- Extended Absence History
- Schedule
- Detailed Leave Balances

Timesheet

David Clarke
University Treasurer

Employee ID 0000000459 FTE 1.000000
Empl Record 0 Empl Type Salaried
Empl Class Administrative / Professional

Supervisor Name
Actions ▾

Select Timesheet

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date

Scheduled Hours 168.00 Reported Hours 24.00 [Print Timesheet](#)

From Wednesday 08/01/2018 to Friday 08/31/2018 ?

Time Reporting Code	Wed 8/1	Thu 8/2	Fri 8/3	Sat 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
EMCL - Emergency Closure ▾	2.00											
HLTKN - Holiday Taken - Salaried ▾		8.00										
SICKS - Sick - Salaried	6.00											

[Save for Later](#) [Submit](#) [Review Time Card](#)

Reported Time Status Absence

Reported Time Status 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	
08/01/2018	Needs Approval	6.00	SICKS	Sick - Salaried	0.00	
08/02/2018	Needs Approval	8.00	HLTKN	Holiday Taken - Salaried	0.00	
08/27/2018	Needs Approval	8.00	SICKS	Sick - Salaried	8.00	

Self Service
Time Reporting

- Timesheet**
- Request Absence
- Cancel Absences
- View Requests
- Overtime Requests
- Extended Absence Request
- Extended Absence History
- Schedule
- Detailed Leave Balances

Timesheet

David Clarke
University Treasurer

Supervisor Name
Actions ▾

Employee ID 0000000459 FTE 1.000000
Empl Record 0 Empl Type Salaried
Empl Class Administrative / Professional
Earliest Change Date 05/01/2018

Select Another Timesheet

*View By Previous Period Next Period

*Date

Scheduled Hours 168.00 Reported Hours 24.00 [Print Timesheet](#)

From Wednesday 08/01/2018 to Friday 08/31/2018 ?

Time Reporting Code	Wed 8/1	Thu 8/2	Fri 8/3	Sat 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
EMCL - Emergency Closure	2.00											
HLTKN - Holiday Taken - Salaried		8.00										
SICKS - Sick - Salaried	6.00											

[Save for Later](#) [Submit](#) [Review Time](#)

Reported Time Status: **Absence**

Select the Absence Tab

Reported Time Status

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	
08/01/2018	Needs Approval	6.00	SICKS	Sick - Salaried	0.00	
08/02/2018	Needs Approval	8.00	HLTKN	Holiday Taken - Salaried	0.00	
08/27/2018	Needs Approval	8.00	SICKS	Sick - Salaried	8.00	

Self Service
Time Reporting

Absence Events [?](#) [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	<input type="checkbox"/>	Forec	Edit

[Add Absence Event](#) | [Submit Absence](#)

Click Cancel

Absence Events ? Personalize [A]

Absence Take Forecast Results [...]

*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
11/12/2018 [31]	11/16/2018 [31]	Vacation Leave ▼	40.00	Hours	Details	Needs Approval	Approval Monitor	Employee Absence Request	<input type="checkbox"/>	Forec	Edit

Add Absence Event [Submit Absence](#)

Click Submit
Absence

- Timesheet**
- Request Absence
- Cancel Absences
- View Requests
- Overtime Requests
- Extended Absence Request
- Extended Absence History
- Schedule
- Detailed Leave Balances

Timesheet

1. 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.

From Wednesday 08/01/2018 to Friday 08/31/2018 ?

Time Reporting Code	Wed 8/1	Thu 8/2	Fri 8/3	Sat 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
EMCL - Emergency Closure	2.00											
HLTKN - Holiday Taken - Salaried		8.00										
SICKS - Sick - Salaried	6.00											

Reported Time Status 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	
08/01/2018	Needs Approval	6.00	SICKS	Sick - Salaried	0.00	
08/02/2018	Needs Approval	8.00	HLTKN	Holiday Taken - Salaried	0.00	
08/27/2018	Needs Approval	8.00	SICKS	Sick - Salaried	8.00	

[Self Service](#)
[Time Reporting](#)



Click on the Home Button to
return to the PeopleSoft
Homepage





Visa Permit/Citizenship Data

A blue icon depicting a document with a checkmark and a person silhouette.

OnBoarding

An icon showing three stylized human figures in purple, black, and red, standing on a blue circular base.

Time and Attendance

An icon showing a person silhouette in orange and yellow next to a blue clock face.

Total Rewards

You are not authorized for this page.

Personalize Homepage

Help

Sign Out

You may sign out of PeopleSoft by selecting the Actions List then select Sign out



Congratulations!

You have successfully completed this topic.

End of Procedure.