

# Cancel Absence Request Portal View

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## PeopleSoft 9.2 Implementation

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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

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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.

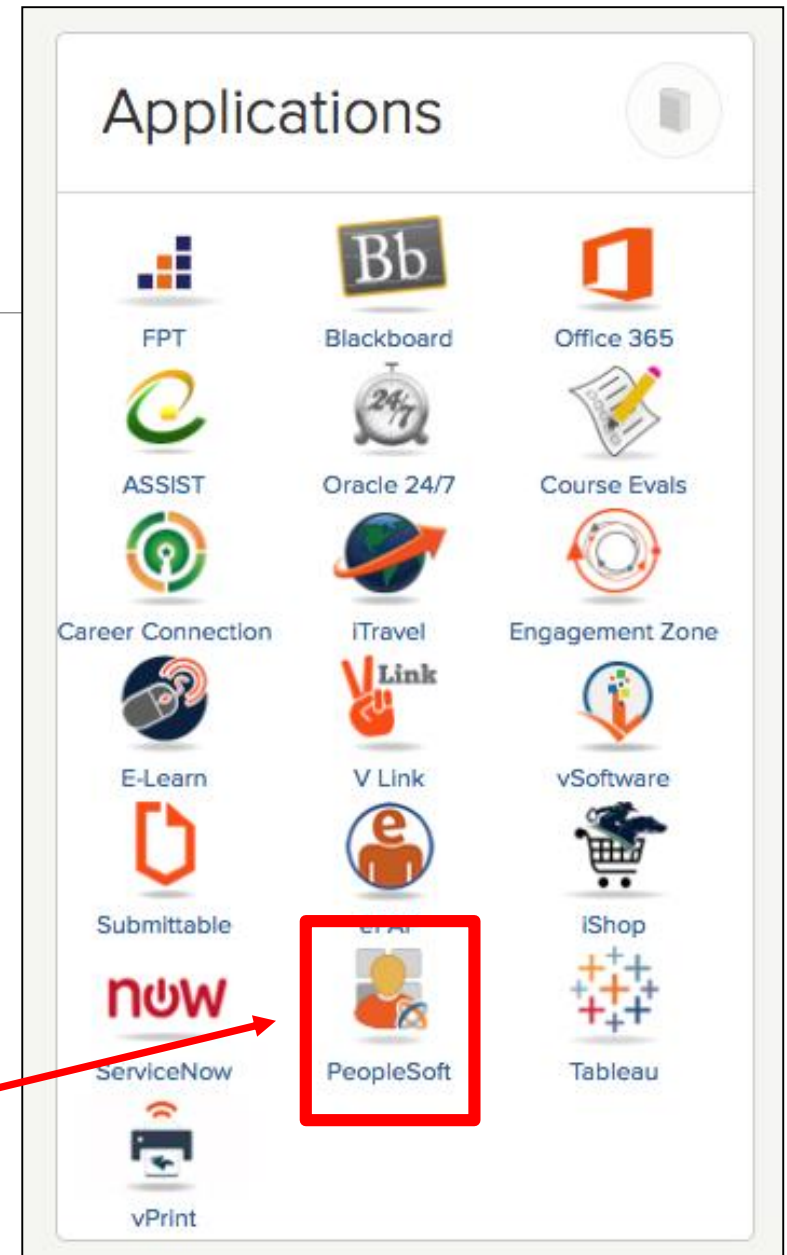
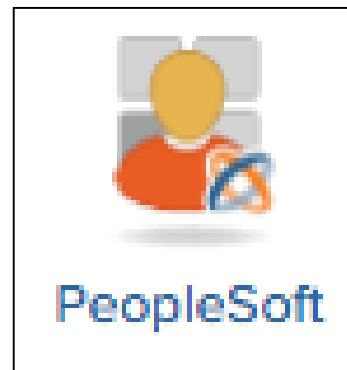
Enrollment after September 1, 2018

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](http://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.





UTRGV HOP Policy

Visa Permit/Citizenship Data

Time and Attendance

Select Time and  
Attendance



Payroll and Compensation



Personal Details



Talent Profile



Employee Self Service

Time and Attendance

Timesheet

Request Absence

Cancel Absences

View Requests

Absence Balances

Overtime Requests

Request Absence

Select Request Absence

\*Absence Name

Select Absence Name






gr Info Technology


Submit


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Employee Self Service


Time and Attendance





 Timesheet


 Request Absence


 **Cancel Absences**


 View Requests


 Absence Balances

 Overtime Requests

 Extended Absence Request

 Extended Absence History

 Leave Transfer Requests



### Cancel Absences

\*Job Title 

Sr Project Mgr Info Technology

View

Select Cancel Absences





3 rows	
<div><div>Vacat</div><div>Approved</div></div>	<div>09/18/2018 - 09/19/2018</div> <div>16 Hours</div> <div>&gt;</div>
<div><div>Sick</div><div>Submitted</div></div>	<div>09/17/2018</div> <div>5 Hours</div> <div>&gt;</div>
<div><div>Vacation Leave</div><div>Submitted</div></div>	<div>09/06/2018 - 09/14/2018</div> <div>56 Hours</div> <div>&gt;</div>

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## Leave Transfer Requests

\*Job Title Sr Project Mgr Info Technology ▾

**3 rows**

			
<b>Vacation Leave</b> Approved			09/18/2018 - 09/19/2018 16 Hours >
<b>Sick</b> Submitted		Select the absence event that needs to be canceled.	09/17/2018 5 Hours >
<b>Vacation Leave</b> Submitted			09/06/2018 - 09/14/2018 56 Hours >



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

▼
- Schedule
- Detailed Leave Balances

Cancel Absence

[Return to Cancel Absences](#)

Absence Details

Job Title

Sr Project Mgr Info Technology

Absence Name

Sick

Start Date

09/17/2018

End Date

09/17/2018

Duration

5.00

Hours

Status

Submitted

Comments

Cancel Details

Comments

Request History

>

Select the **Cancel Absence** button.

Cancel Absence

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Employee Self Service

Time and Attendance

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Extended Absence History

Leave Transfer Requests

Schedule

Detailed Leave Balances

Cancel Absence

[Return to Cancel Absences](#)

Cancel Absence

Absence Details

Job Title

Sr Project Mgr Info Technology

Status

Submitted

Comments

Cancel Details

Comments

Request History

Select Yes or No

Are you sure you want to Cancel this Absence Request?

Yes

No

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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.

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

Personalize Homepage

Help

Sign Out



Congratulations!

You have successfully completed this topic.

**End of Procedure.**