

Employee Self Service- Disability

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/>

Microsoft Authenticator (MFA)



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

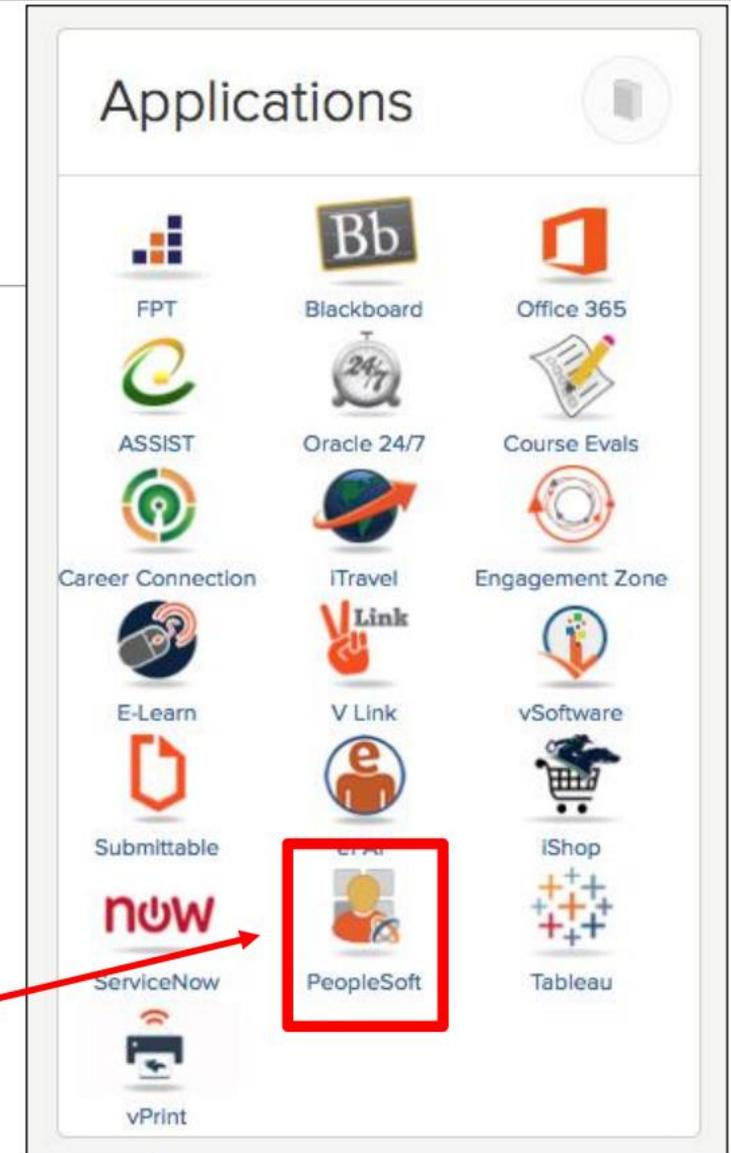
Example: *Approving purchases, submitting absence and timecards, approving a workflow, etc.*

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

[Set up your authentication method](#)

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.



Jaggaer iShop Sign In



Approvals



0

UTRGV HOP Policy



Visa Permit/Citizenship Data



Delegations



OnBoarding



Time and Attendance



Navigate to the Employee Self Service Menu and select Personal Details

Payroll and Compensation



Last Pay Date **02/22/2022**

Personal Details



Talent Profile



Benefit Details



Performance



Total Rewards



My Forms



 **David Clarke** ✓
University Treasurer

 **Addresses**

 Contact Details

 Marital Status

 Name

 Ethnic Groups

 Emergency Contacts

 Additional Information

 **Disability**

 Veteran Status

Addresses

Home Address

123 Main Street
Brownsville, TX 78520-8954

Current

Mailing Address

12345 Utrgv Blvd.
Brownsville, TX 78520
Cameron

Current

Personal Details Summary
select Disability



 **David Clarke** 
University Treasurer

-  Addresses
-  Contact Details
-  Marital Status
-  Name
-  Ethnic Groups
-  Emergency Contacts
-  Additional Information
-  **Disability**
-  Veteran Status

Voluntary Self-Identification of Disability

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people. We are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we will use the answer you give to help us provide better services. Your answer will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we will update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

Read the entire form and select the option that best describes you.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

Please select one of the options below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

Your Name

Today's Date

 **David Clarke**
University Treasurer

-  Addresses
-  Contact Details
-  Marital Status
-  Name
-  Ethnic Groups
-  Emergency Contacts
-  Additional Information
-  **Disability**
-  Veteran Status

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2020

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.¹ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

Please select one of the options below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

Your Name

Today's Date

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

¹Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Submit

Once option is selected
scroll down and click
Submit

 **David Clarke** 
University Treasurer

- Addresses
- Contact Details
- Marital Status
- Name
- Ethnic Groups
- Emergency Contacts
- Additional Information
- Disability**
- Veteran Status

answer you give will be kept private and will not be used against you in any way.
If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Misdiagnosis
- Post-traumatic stress disorder
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Mental disability (previously called mental retardation)

Please select one of the options below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

Your Name David Clarke

Today's Date 07/02/2018

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

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Submit

Are you sure you want to submit this information?

OK Cancel

Once you select Submit you will be asked if you are sure you want to submit the information. If all is correct click OK

The Submit was successful.

- Addresses
- Contact Details
- Marital Status
- Name
- Ethnic Groups
- Emergency Contacts
- Additional Information
- Disability**
- Veteran Status

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A confirmation will appear at the top of the screen.

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- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please select one of the options below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
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Today's Date 07/02/2018

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Submit



 **David Clarke** ✓
University Treasurer

Addresses

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Voluntary Self-Identification of Disability

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- Impairments requiring the use of a wheelchair
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Today's Date 07/02/2018

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Click on the Home Button to return to the PeopleSoft Homepage



Jaggaer iShop Sign In



Approvals



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UTRGV HOP Policy

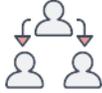


Visa Permit/Citizenship Data



- Personalize Homepage
- New Window
- My Preferences
- Help
- Sign Out**

Delegations



OnBoarding

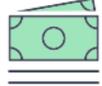


Time and Attendance



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

Payroll and Compensation



Last Pay Date **02/22/2022**

Personal Details



Talent Profile



Benefit Details



Performance



Total Rewards



My Forms



Congratulations!

You have successfully completed this topic.

End of Procedure.