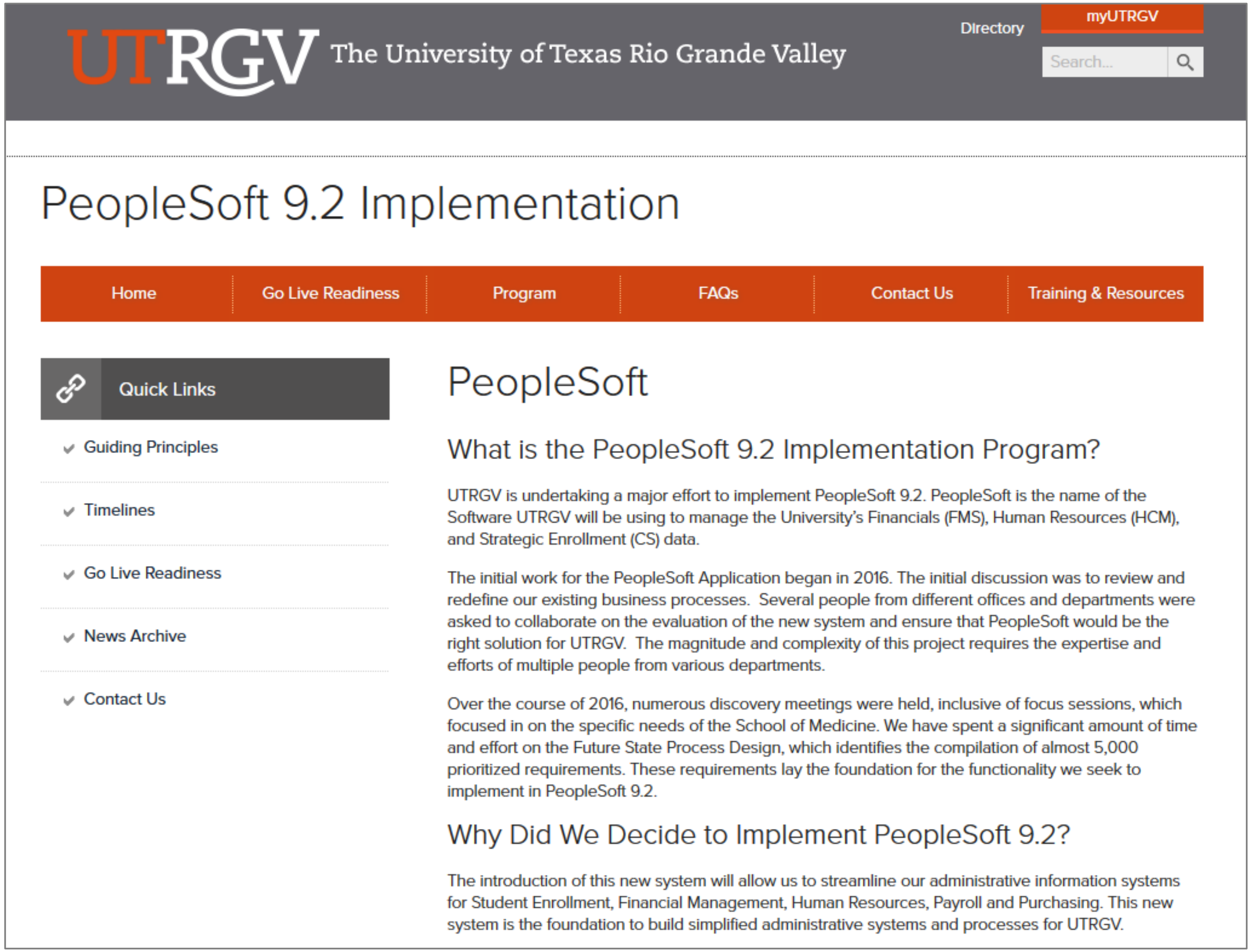
Entering and Submitting an Absence Requests Portal View


UTRGV The University of Texas Rio Grande Valley
Directory
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Home
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Timelines
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PeopleSoft 9.2 Implementation

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.

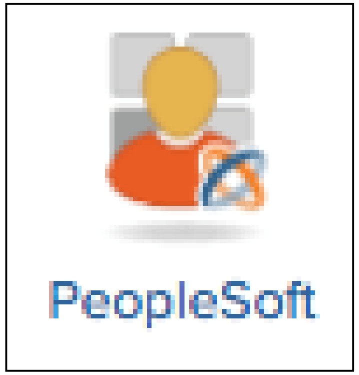
More information is available at www.utrgv.edu/peoplesoft

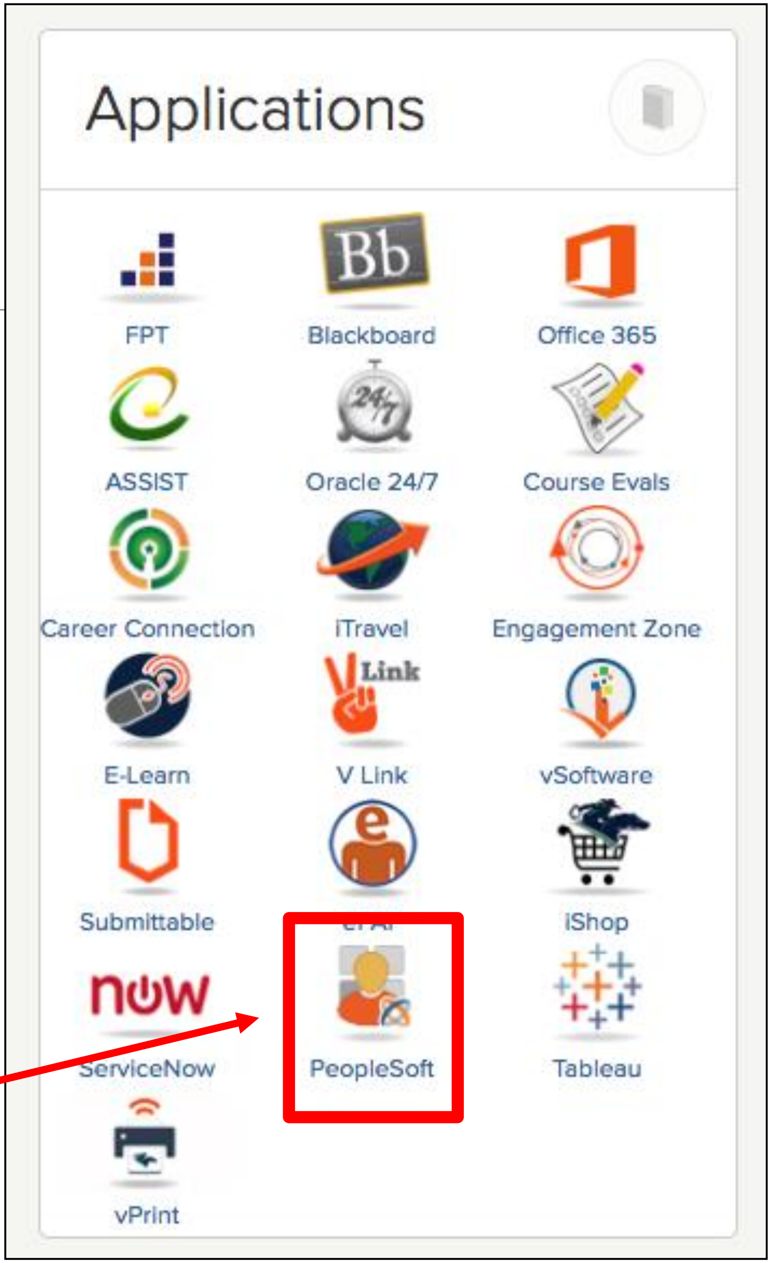
Log In

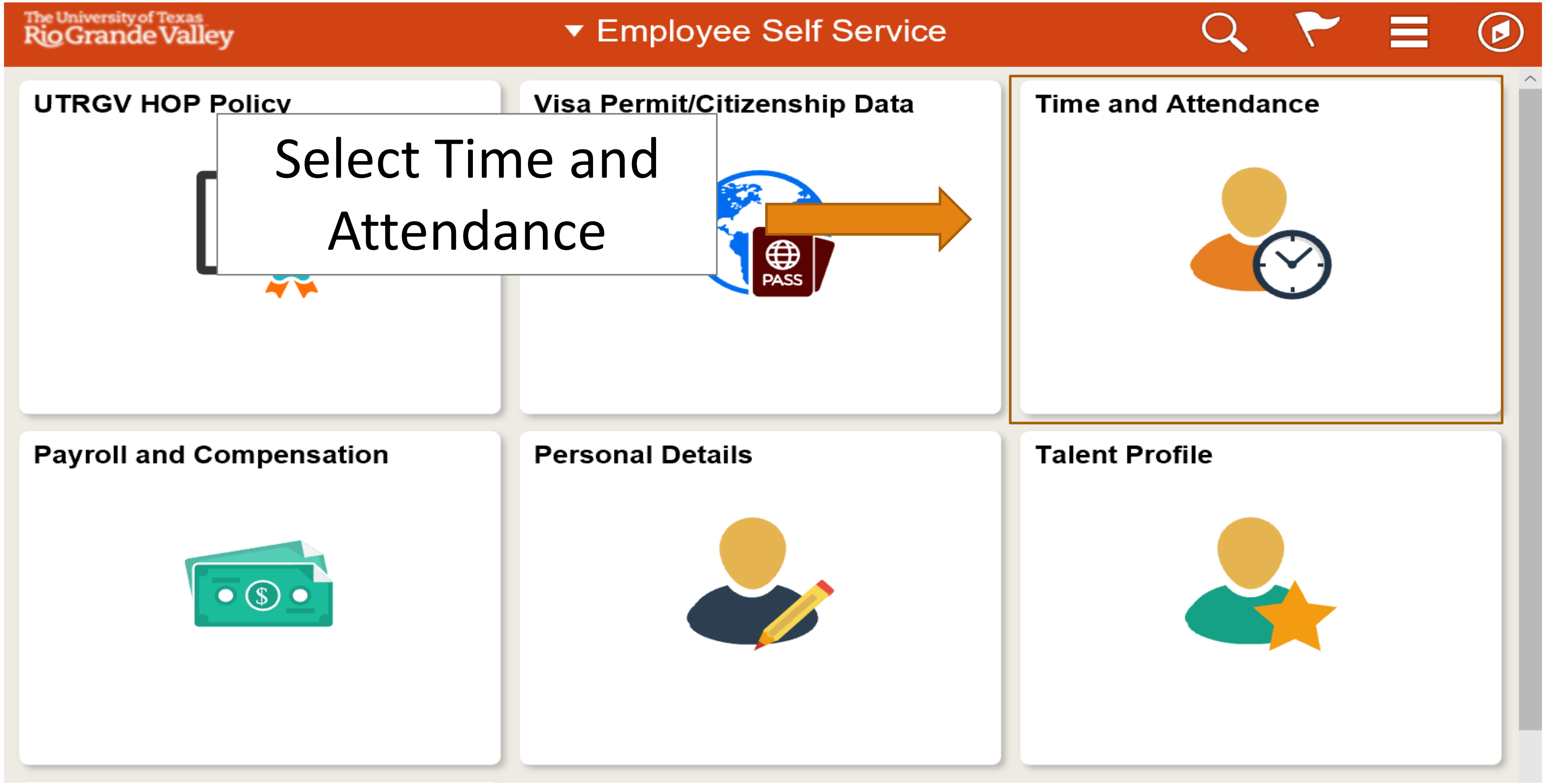
1. Navigate to https://my.utrgv.edu

2. Type in your credentials.

3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.


PeopleSoft

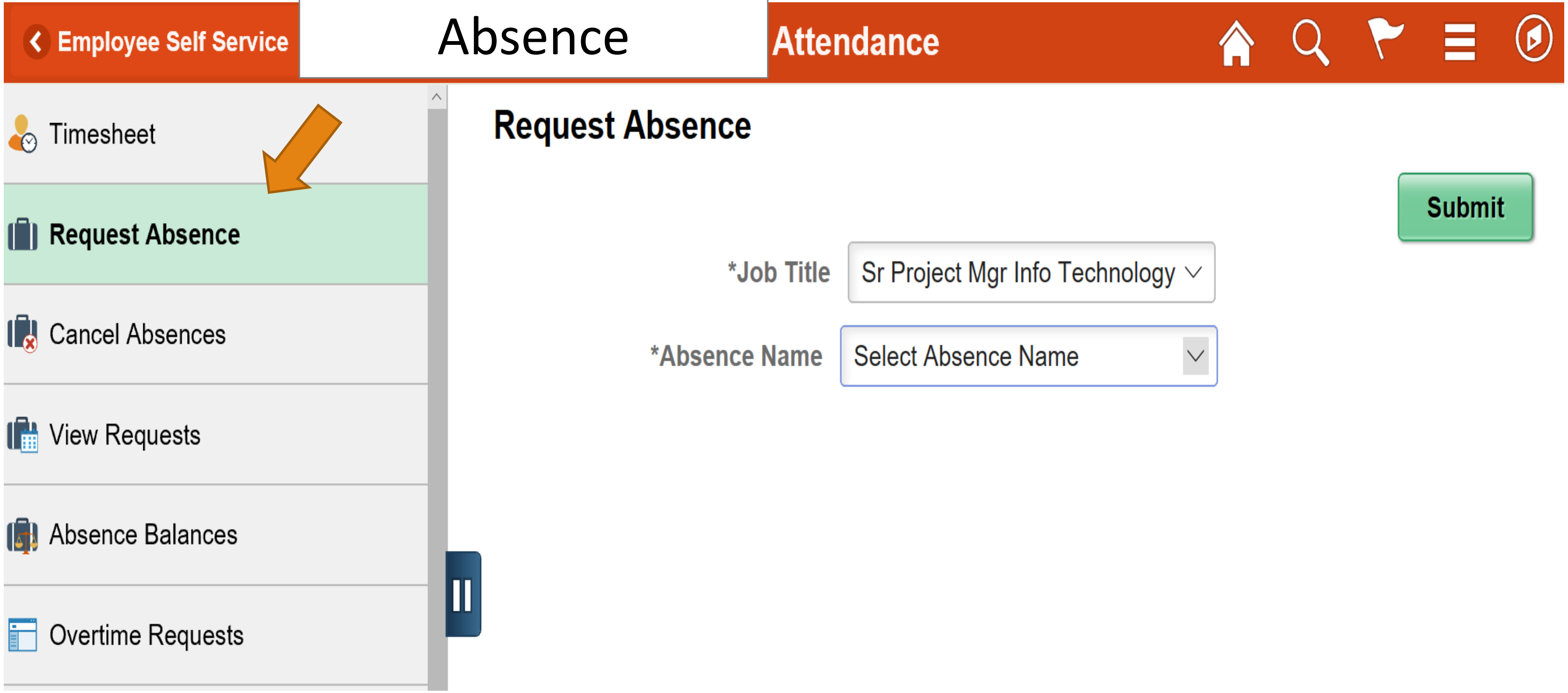

Applications
FPT
Blackboard
Office 365
ASSIST
Oracle 24/7
Course Evals
Career Connection
iTravel
Engagement Zone
E-Learn
V Link
vSoftware
Submittable
iShop
ServiceNow
PeopleSoft
Tableau
vPrint



The University of Texas Rio Grande Valley
Employee Self Service
UTRGV HOP Policy
Visa Permit/Citizenship Data
PASS
Time and Attendance
Payroll and Compensation
Personal Details
Talent Profile

Select Time and Attendance

Select Request Absence


Employee Self Service
Attendance
Timesheet
Request Absence
Cancel Absences
View Requests
Absence Balances
Overtime Requests
Submit

Request Absence

*Job Title: Sr Project Mgr Info Technology

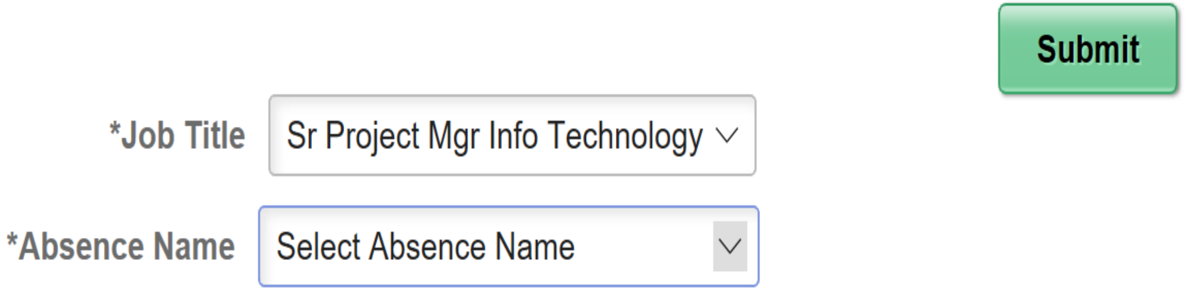
*Absence Name: Select Absence Name

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: Sr Project Mgr Info Technology

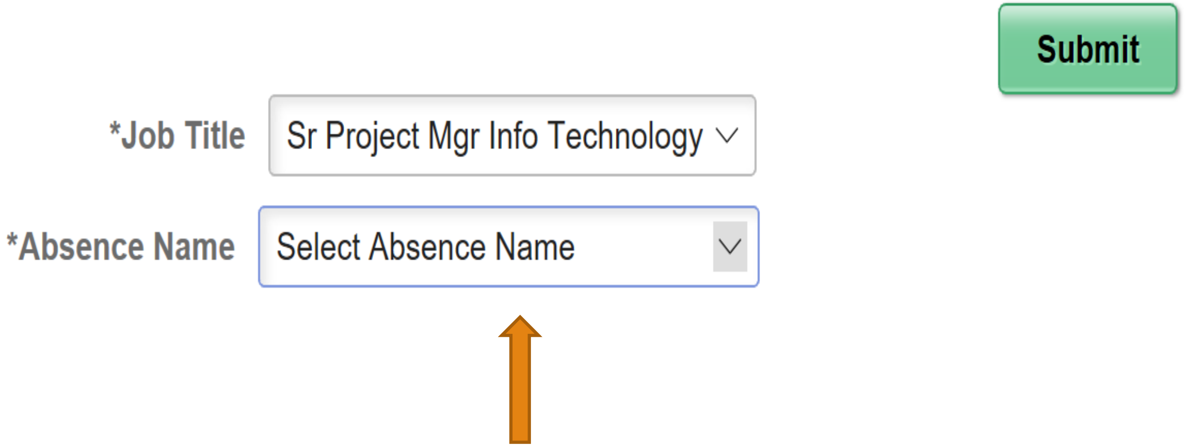
*Absence Name: Select Absence Name

4 Hour Rule – Summary

Exempt employees: To maintain consistency among departments and ensure compliance with the Fair Labor Standards Act. Partial- Day absences of exem 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.

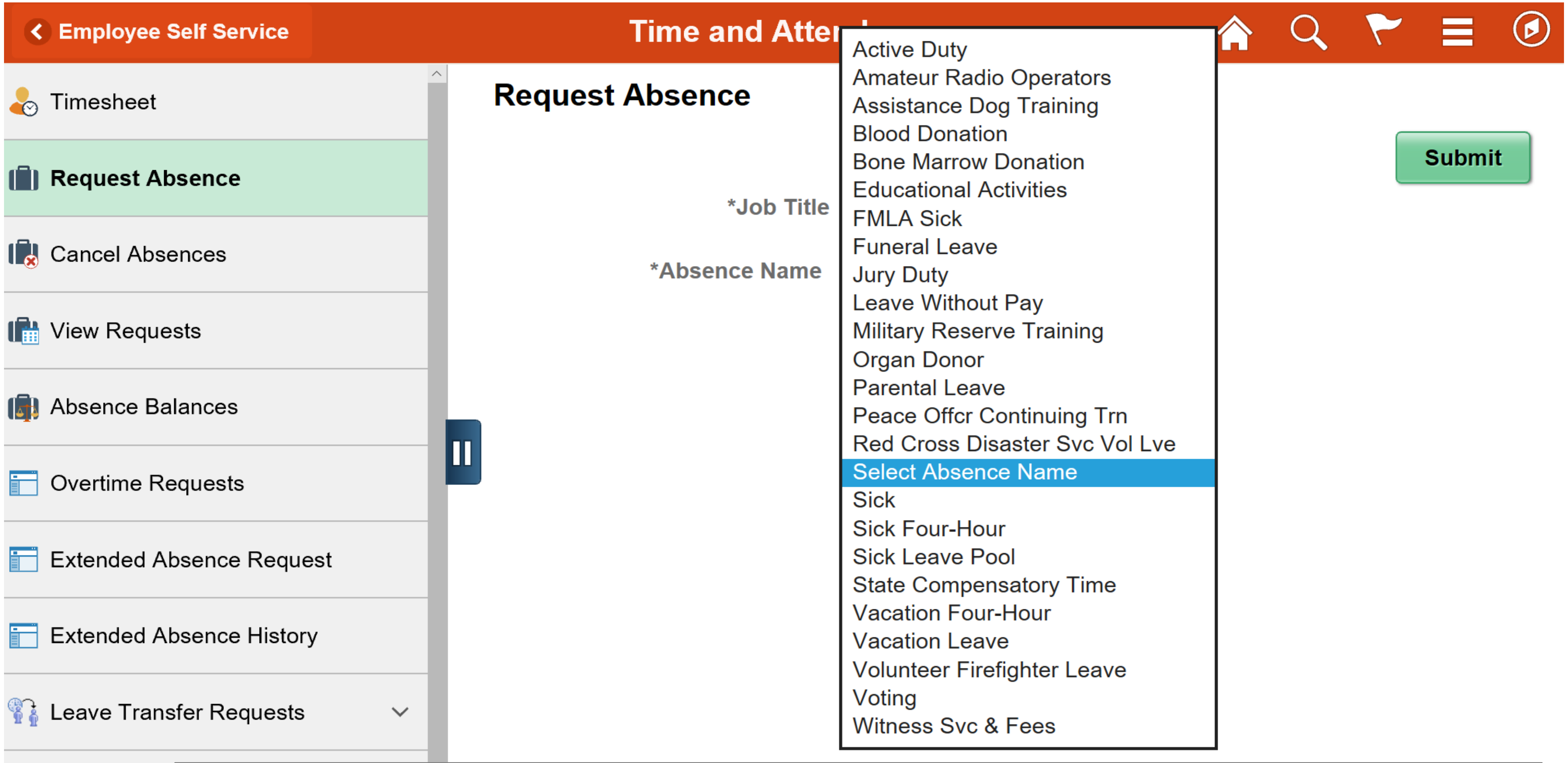
These guidelines should not be constructed as permission for exempt employees to work an abbreviated schedule. Notwithstanding the foregoing, all full-time employees are expected to regularly work a 40- hour workweek or use applicable leave accruals up to 40 hours.



*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


Employee Self Service
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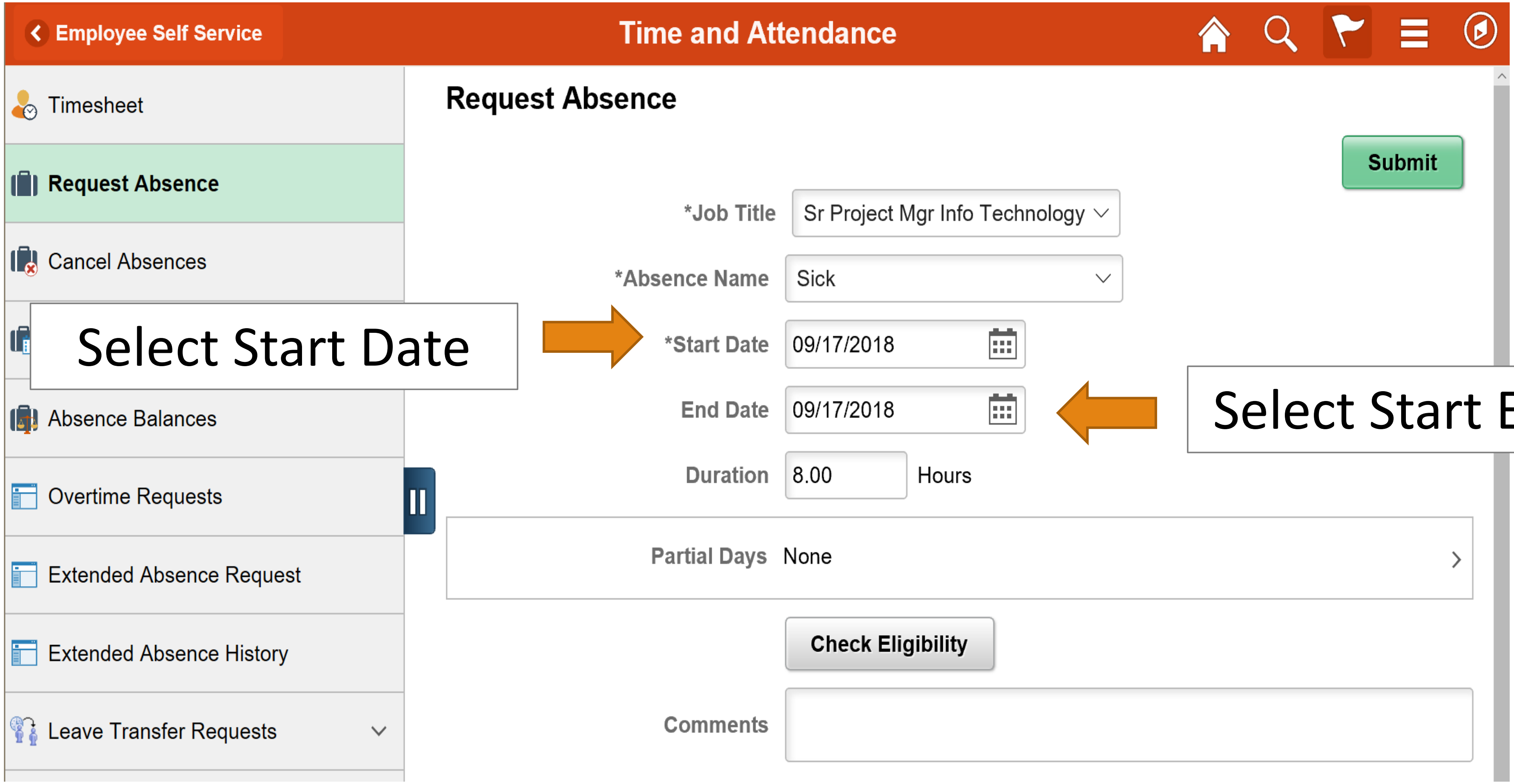
Request Absence
Cancel Absences
View Requests
Absence Balances
Overtime Requests
Extended Absence Request
Extended Absence History
Leave Transfer Requests
Request Absence
*Job Title
*Absence Name
Active Duty
Amateur Radio Operators
Assistance Dog Training
Blood Donation
Bone Marrow Donation
Educational Activities
FMLA Sick
Funeral Leave
Jury Duty
Leave Without Pay
Military Reserve Training
Organ Donor
Parental Leave
Peace Offcr Continuing Trn
Red Cross Disaster Svc Vol Lve
Select Absence Name
Sick
Sick Four-Hour
Sick Leave Pool
State Compensatory Time
Vacation Four-Hour
Vacation Leave
Volunteer Firefighter Leave
Voting
Witness Svc & Fees
Submit

Select the absence type from the **Absence Name** drop-down menu. *Leave types available will depend upon your HR Classification, FLSA Status, and awards.


Employee Self Service
Time and Attendance
Timesheet
Request Absence
Cancel Absences
Absence Balances
Overtime Requests
Extended Absence Request
Extended Absence History
Leave Transfer Requests
Submit
Check Eligibility

Request Absence

*Job Title: Sr Project Mgr Info Technology

*Absence Name: Sick

*Start Date: 09/17/2018

End Date: 09/17/2018

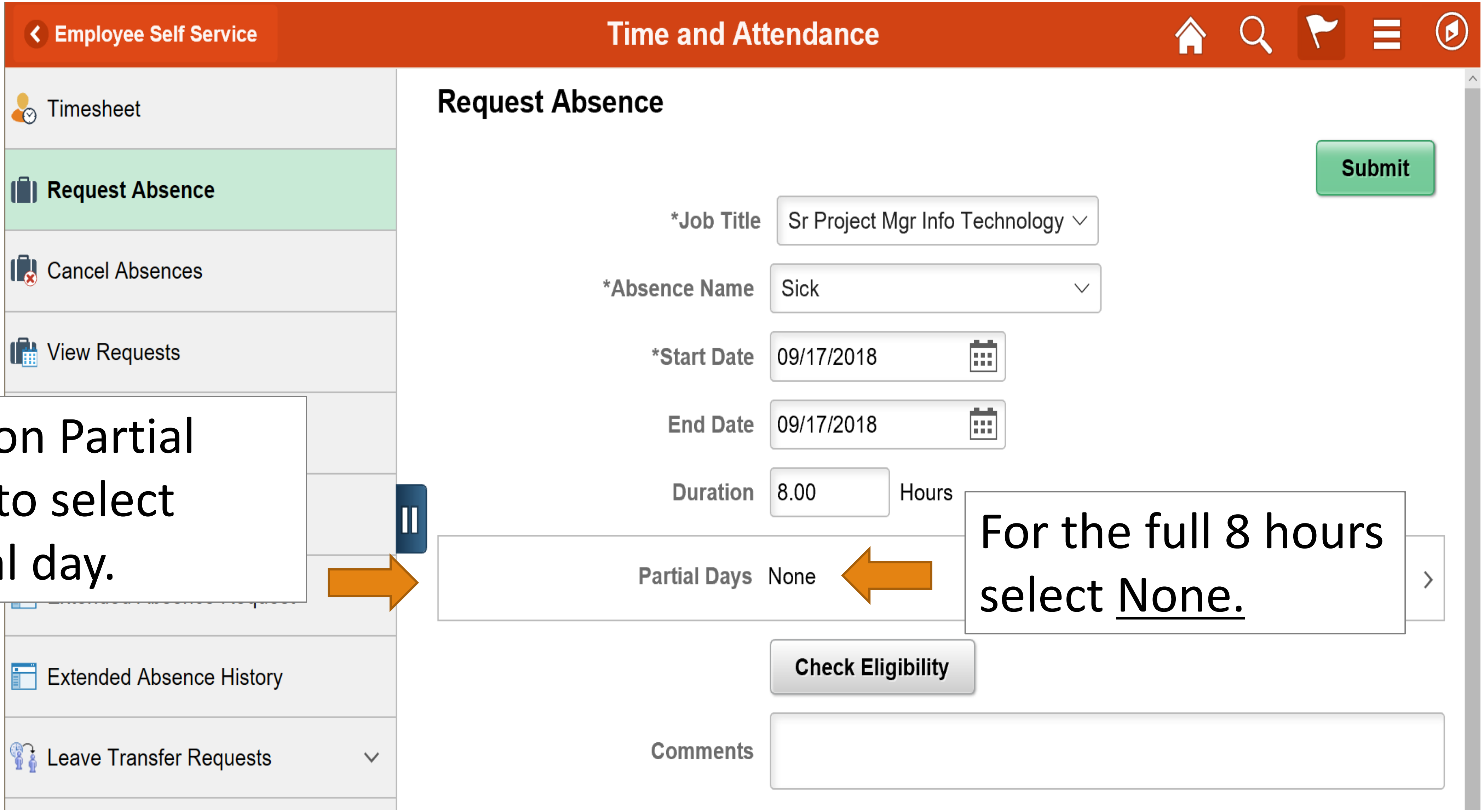
Duration: 8.00 Hours

Partial Days: None

Comments:

Select Start Date

Select Start End


Employee Self Service
Time and Attendance
Timesheet
Request Absence
Cancel Absences
View Requests
Extended Absence History
Leave Transfer Requests
Submit
Check Eligibility

Request Absence

*Job Title: Sr Project Mgr Info Technology

*Absence Name: Sick

*Start Date: 09/17/2018

End Date: 09/17/2018

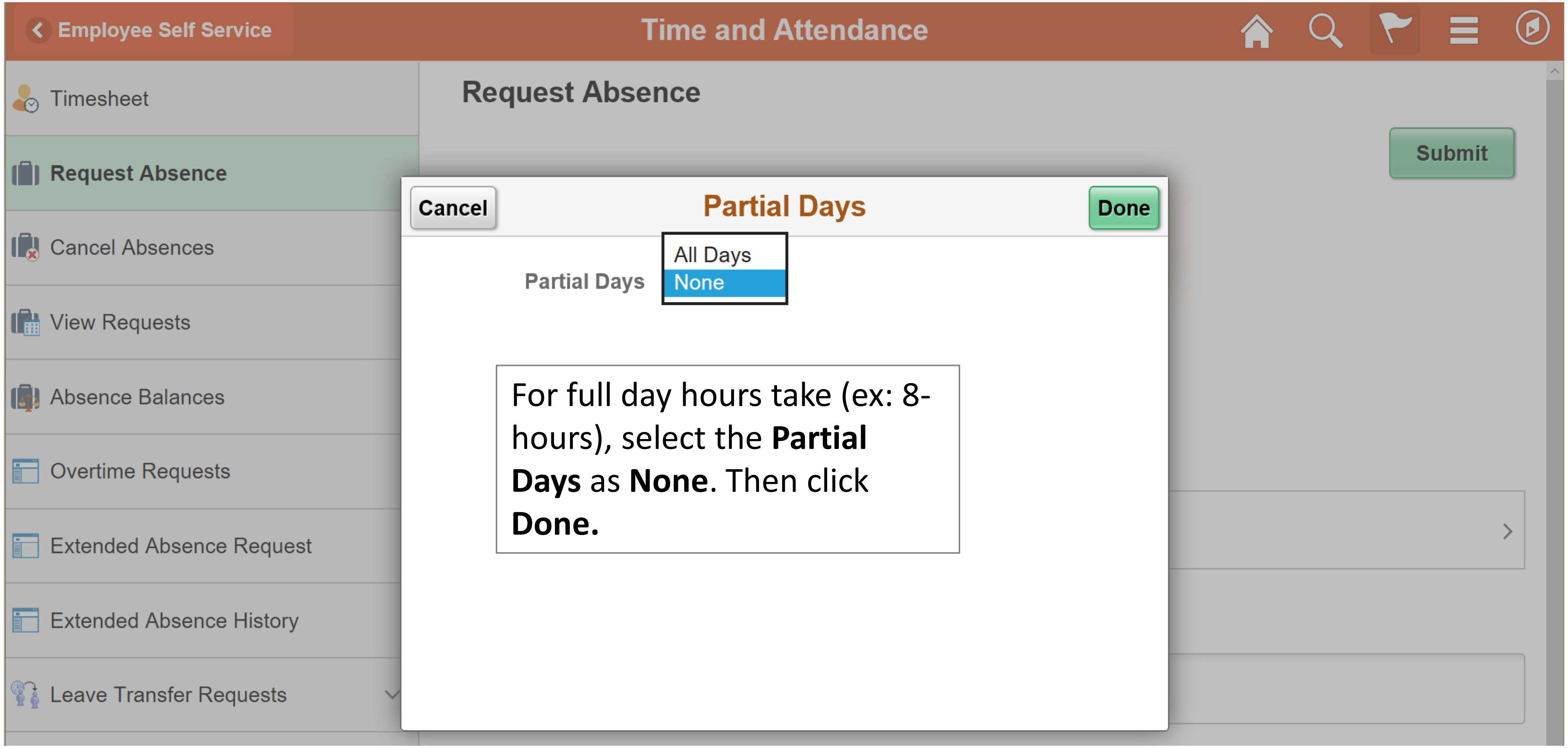
Duration: 8.00 Hours

Partial Days: None

Comments:

Click on Partial Days to select partial day.

For the full 8 hours select None.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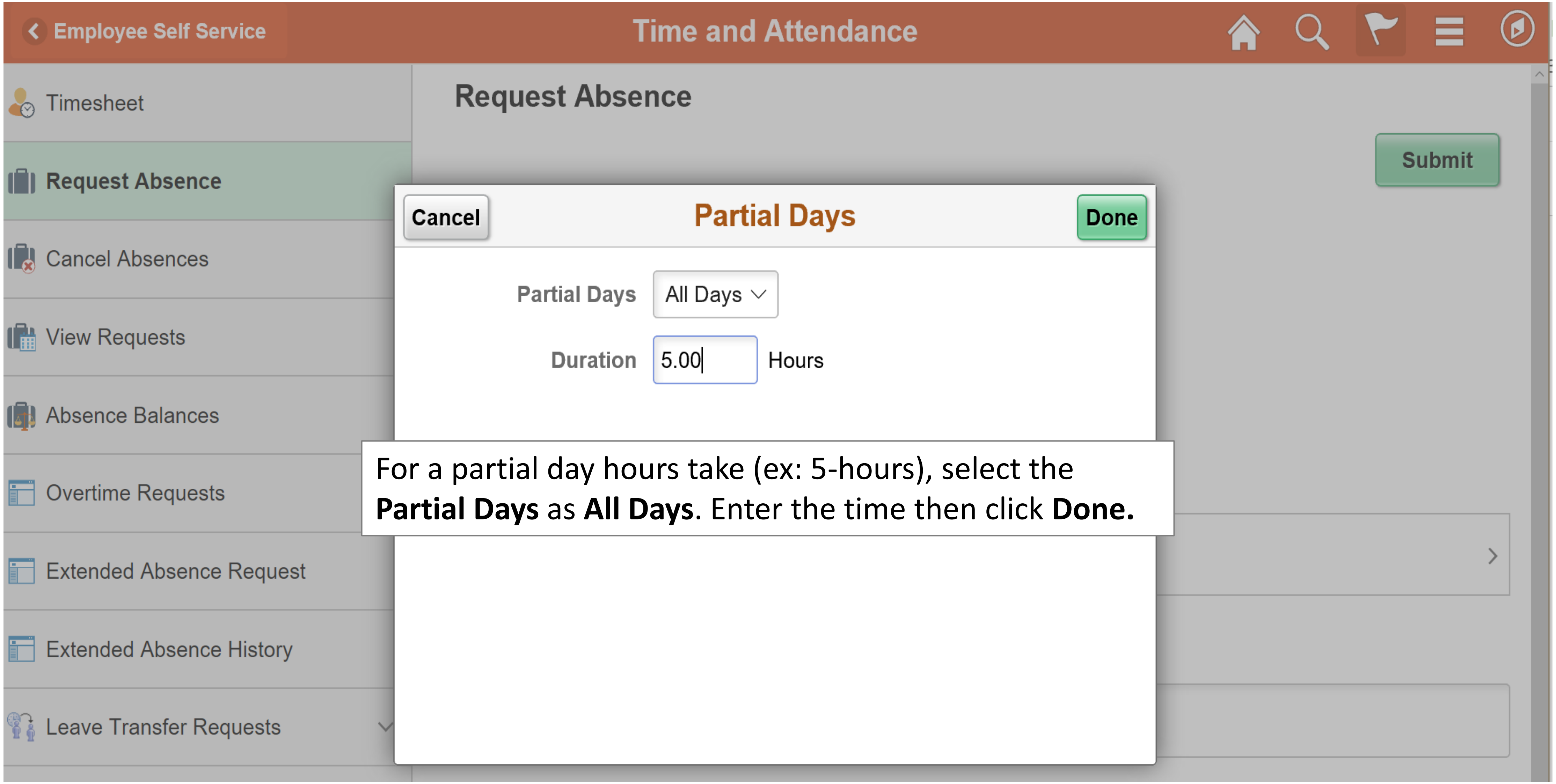
Overtime Requests
Extended Absence Request
Extended Absence History
Leave Transfer Requests
Request Absence
Submit
Cancel
Partial Days
Done
All Days
None

Partial Days: None

For full day hours take (ex: 8-hours), select the **Partial Days** as **None**. Then click **Done.**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Absence Balances
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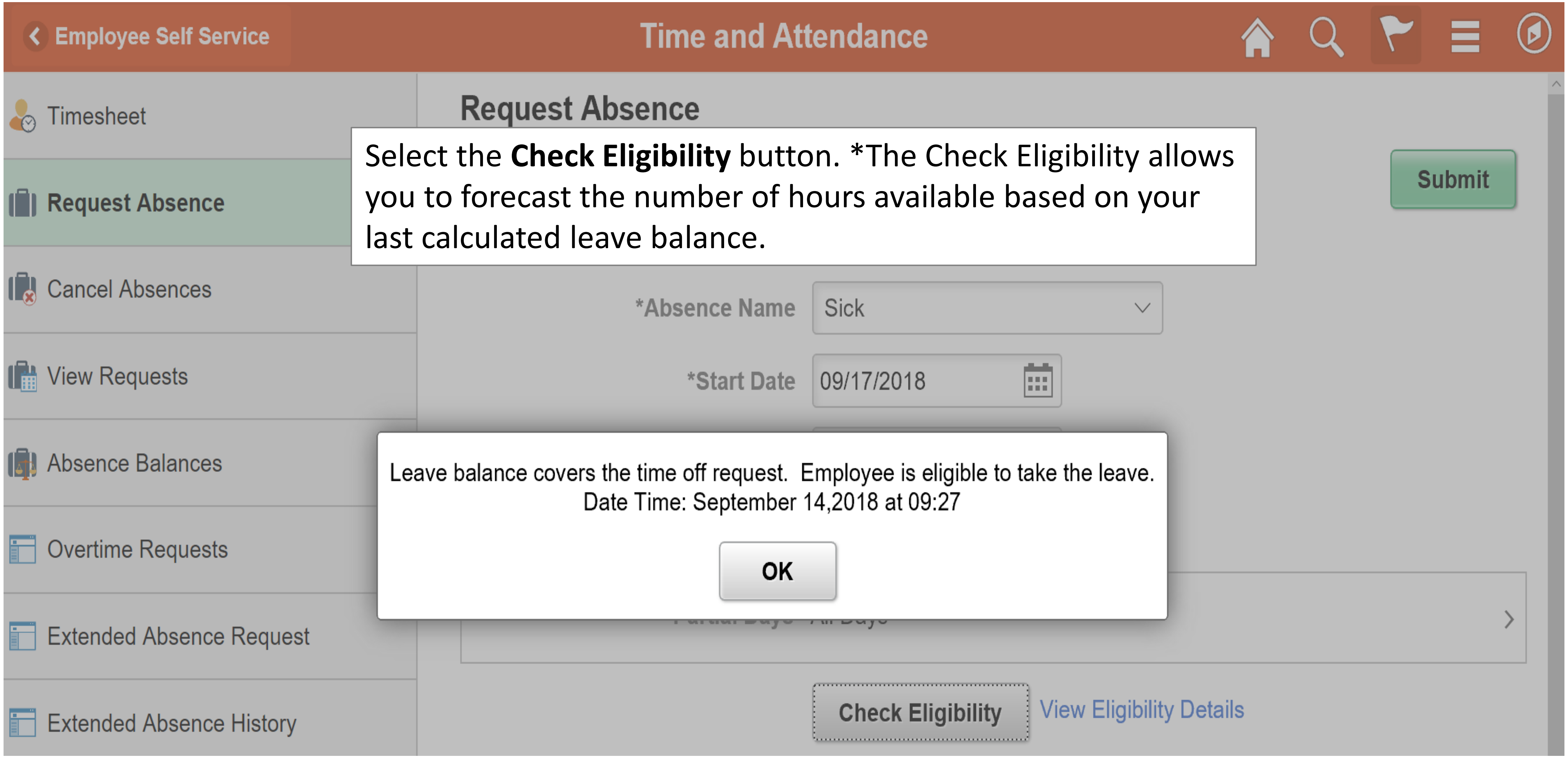
Extended Absence Request
Extended Absence History
Leave Transfer Requests
Request Absence
Submit
Cancel
Partial Days
Done

Partial Days: All Days

Duration: 5.00 Hours

For a partial day hours take (ex: 5-hours), select the **Partial Days** as **All Days**. Enter the time then click **Done.**


Employee Self Service
Time and Attendance
Timesheet
Request Absence
Cancel Absences
View Requests
Absence Balances
Overtime Requests
Extended Absence Request
Extended Absence History
Submit
OK
Check Eligibility
View Eligibility Details

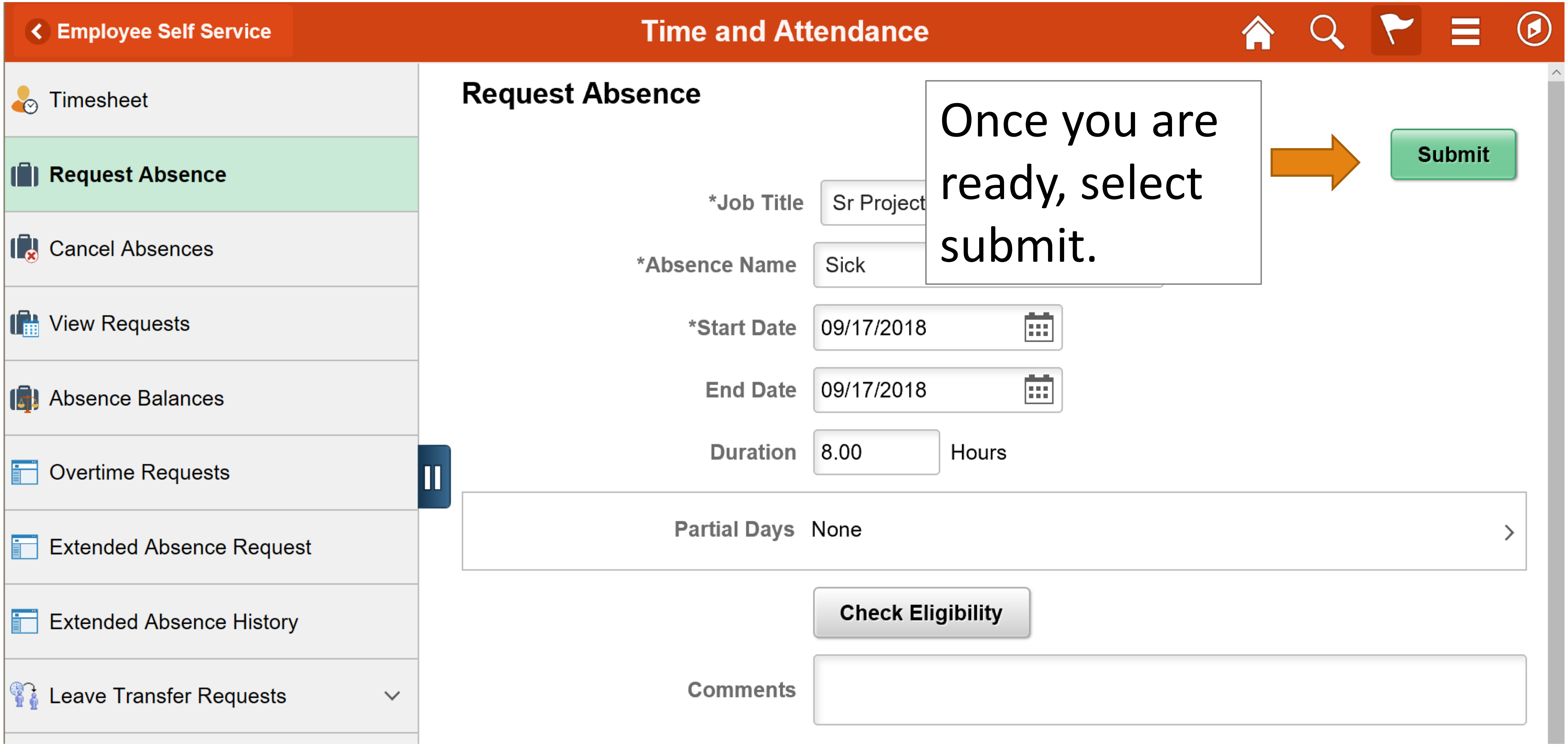
Select the **Check Eligibility** button. *The Check Eligibility allows you to forecast the number of hours available based on your last calculated leave balance.

Request Absence

*Absence Name: Sick

*Start Date: 09/17/2018

Leave balance covers the time off request. Employee is eligible to take the leave.
Date Time: September 14,2018 at 09:27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Request Absence
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Overtime Requests
Extended Absence Request
Extended Absence History
Leave Transfer Requests
Submit
Check Eligibility

Request Absence

*Job Title: Sr Project

*Absence Name: Sick

*Start Date: 09/17/2018

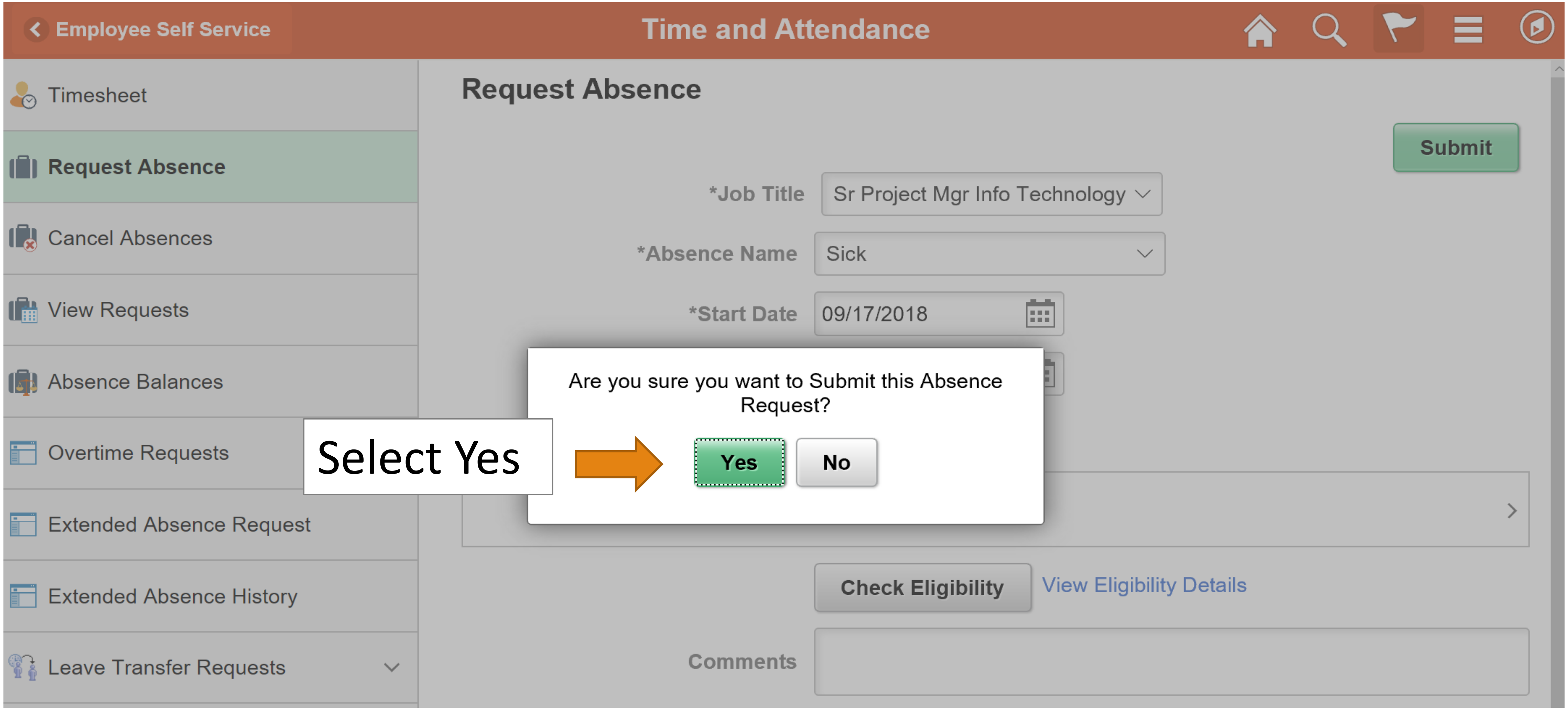
End Date: 09/17/2018

Duration: 8.00 Hours

Partial Days: None

Comments:

Once you are ready, select submit.


Are you sure you want to Submit this Absence Request?

*Job Title: Sr Project Mgr Info Technology

*Absence Name: Sick

*Start Date: 09/17/2018

Employee Self Service
Time and Attendance
Timesheet
Request Absence
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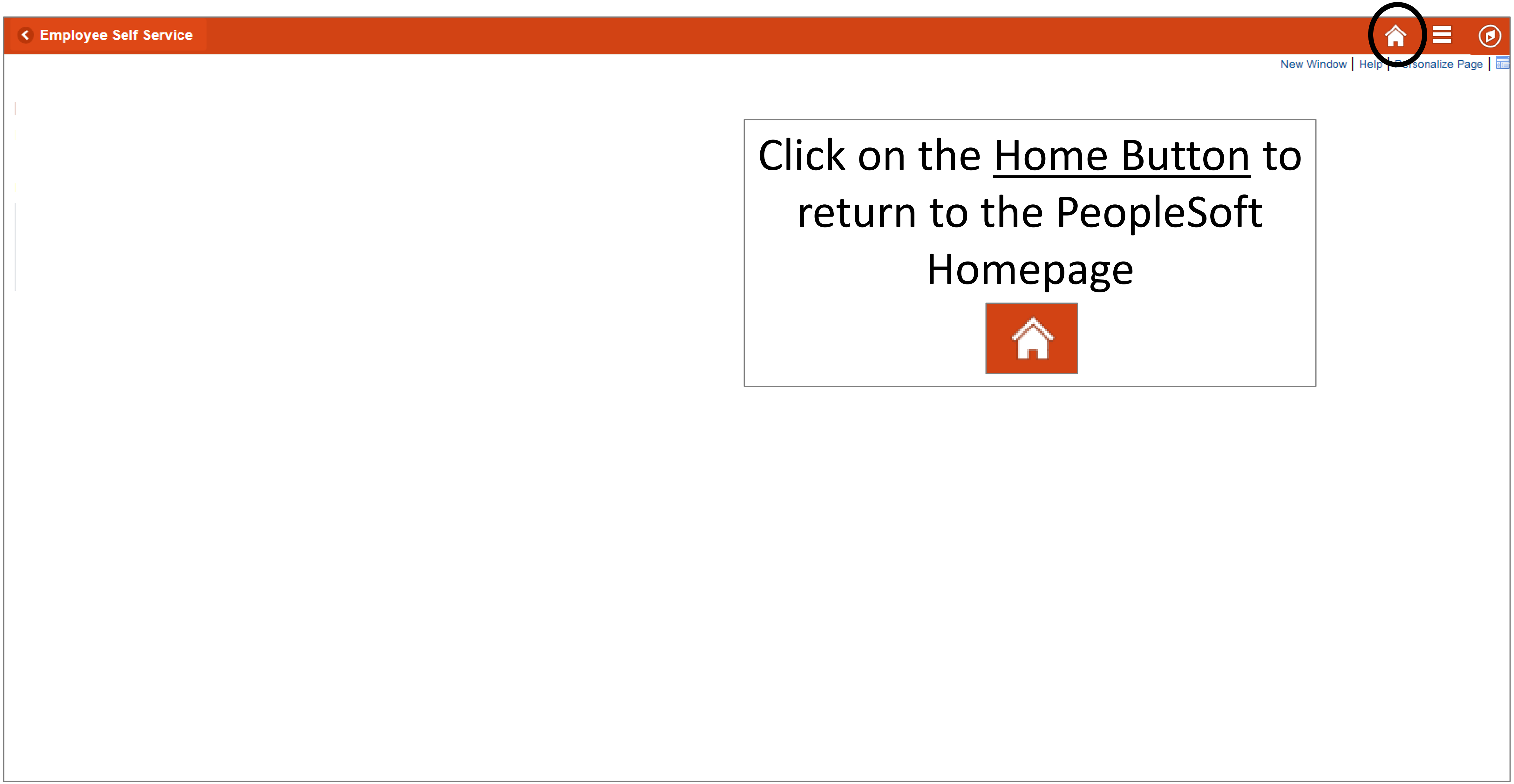
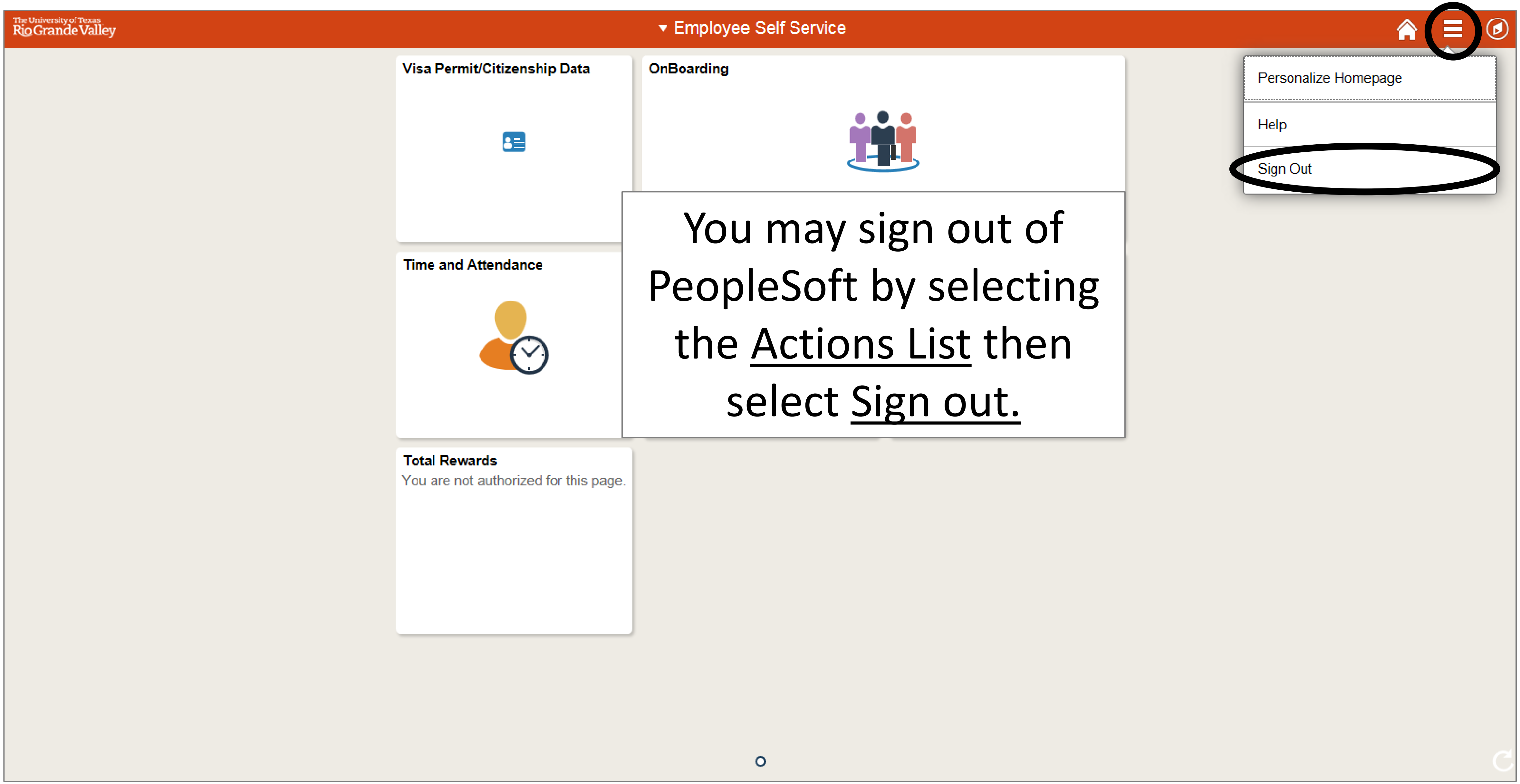
Absence Balances
Overtime Requests
Extended Absence Request
Extended Absence History
Leave Transfer Requests
Request Absence
Submit
Yes
No
Check Eligibility
View Eligibility Details
Comments

Select Yes


Employee Self Service
New Window | Help | Personalize Page |

Click on the Home Button to return to the PeopleSoft Homepage


The University of Texas Rio Grande Valley
Employee Self Service
Visa Permit/Citizenship Data
OnBoarding
Time and Attendance
Total Rewards
Personalize Homepage
Help
Sign Out

You are not authorized for this page.

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.