

# Employee Self Service- Request Extended Absence (FMLA)

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# 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

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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.

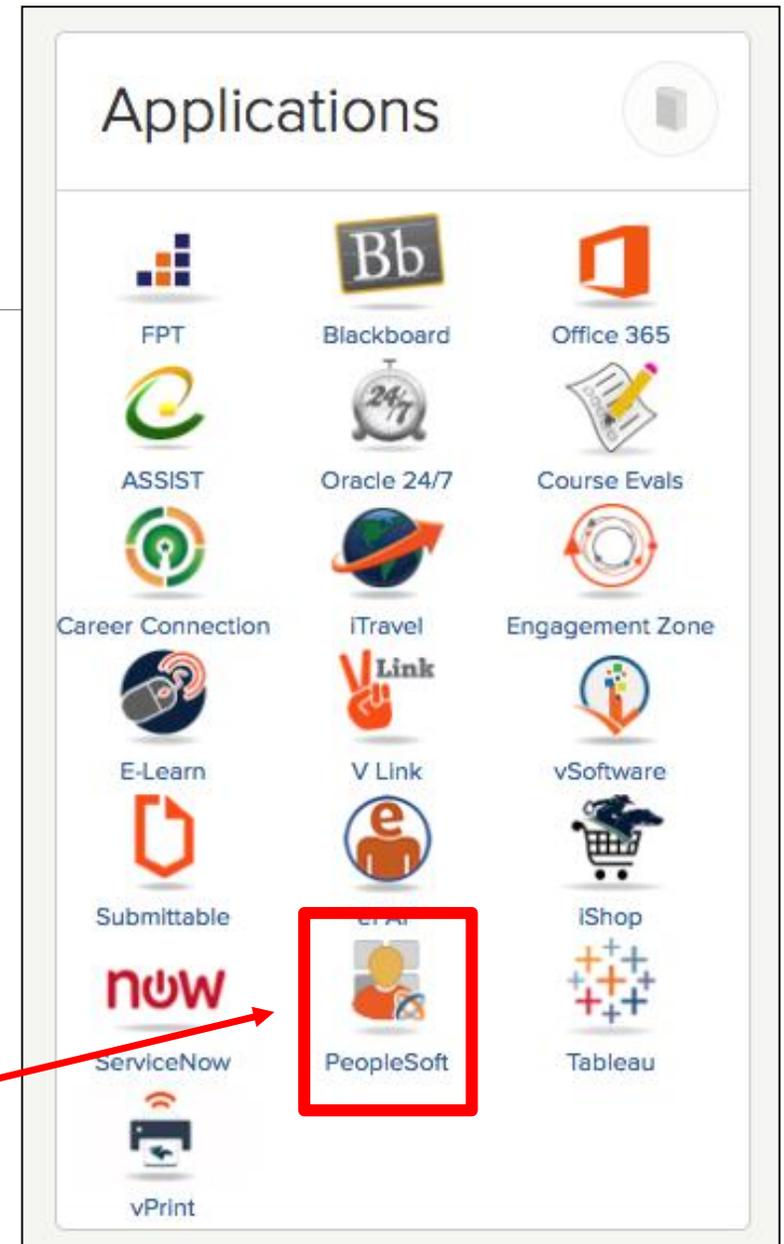
Enrollment after September 1, 2018

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.



Visa Permit/Citizenship Data



OnBoarding



Time and Attendance



Benefit Details



Navigate to the  
Employee Self  
Service Menu



Visa Permit/Citizenship Data



OnBoarding



Time and Attendance



Benefit Details



Within the Employee  
Self Service Menu  
click the NavBar icon



OnBoarding



Time and Attendance



Benefit Details



NavBar



Recent Places

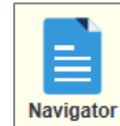


My Favorites



Navigator

Select the bottom  
icon, Navigator



Jaggaer iShop Sign In



Approvals



UTRGV HOP Policy



Visa Permit/Citiz



Time and Attendance



Expenses



Payroll and Compensation



Personal Details



Talent Profile



Total Rewards



Select HRMS

NavBar: Navigator

- Recent Places
- My Favorites
- Navigator
- Approvals
- My Links
- Expenses

- Financials >
- HRMS >**
- Enterprise Components >
- PeopleSoft >
- Worklist >
- Reporting Tools >
- PeopleTools >

OnBoarding



Time and Attendance



NavBar: Navigator



Recent Places

CLEAN\_Address >

Tax Navigator Interface >



My Favorites

**Self Service** >

Manager Self Service >



Navigator

UTZ Customizations >

Payroll for North America >

Set Up HCM >

Enterprise Components >

Worklist >

Reporting Tools >

PeopleTools >

Select Self Service

Visa Permit/Citizenship Data

OnBoarding

Last Pay Date **06/01/2018**

Time and Attendance

Talent Profile

Benefit Details

Total Rewards

You are not authorized for this page.

Self Service Menu.  
Select Time Reporting

NavBar: Navigator

Self Service

- Time Reporting**
- Personal Information
- Payroll and Compensation
- Benefits
- Leave Transfer Requests
- Learning and Development
- Recruiting
- Visa Permit/Citizenship Data
- Manage Delegation

Recent Places

My Favorites

Navigator

My Team

Pay

Visa Permit/Citizenship Data

OnBoarding

NavBar: Navigator

← Time Reporting →

**Report Time**

View Time >

Time Reporting Menu.  
Select Report Time

Time and Attendance

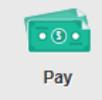
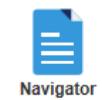
Last Pay Date 06/01/2018

Talent Profile

Benefit Details

Total Rewards

You are not authorized for this page.



Visa Permit/Citizenship Data

OnBoarding

Details

Last Pay Date 06/01/2018

Talent Profile

Benefit Details

Total Rewards  
You are not authorized for this page.

Report Time Menu. Select  
Extended Absence Request

NavBar: Navigator

Report Time

Overtime Requests

**Extended Absence Request**

Recent Places

My Favorites

Navigator

Pay

## Request Extended Absence

**Brandon Flowers**

HR Coord

Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

Extended Absence Request Details <span>?</span>	Related Links <span>?</span>
<p>*Start Date <input type="text" value="06/04/2018"/></p> <p>*Expected Return Date <input type="text" value="06/08/2018"/></p> <p>Absence Type <input type="text" value="All"/></p> <p>*Absence Name <input type="text" value="Select Absence Name"/></p>	<ul style="list-style-type: none"><li>FML - Medical Request</li><li>FML - Medical Release</li><li>DOL Certification - Family</li><li>DOL Certification - Employee</li><li>DOL Certification - Military</li></ul>

Select Start Dates  
and Expected Return  
Dates of Extended  
Absence

Go To [View Extended Absence Request History](#)

[View Absence Balances](#)

\* Required Field

## Request Extended Absence

### Brandon Flowers

HR Coord

Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

#### Extended Absence Request Details ?

\*Start Date

\*Expected Return Date

Absence Type

\*Absence Name

#### Related Links ?

- [FML - Medical Request](#)
- [FML - Medical Release](#)
- [DOL Certification - Family](#)
- [DOL Certification - Employee](#)
- [DOL Certification - Military](#)

Go To [View Extended Absence Request History](#)

[View Absence Balances](#)

\* Required Field

Related Links  
includes all necessary FMLA documentation. Click on the selected document to open forms in new windows tab.

### Request Extended Absence

#### Brandon Flowers

HR Coord

Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

#### Extended Absence Request Details

\*Start Date 06/04/2018

\*Expected Return Date 06/08/2018

Absence Type: All  
\*Absence Name: Family and Medical Leave Act  
Parental Leave

Select Absence Type, Family and Medical Leave Act (FMLA) or Parental Leave

Go To [View Extended Absence Request History](#)

[View Absence Balances](#)

\* Required Field

## Request Extended Absence

### Brandon Flowers

HR Coord

Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

#### Extended Absence Request Details ?

\*Start Date 06/04/2018

\*Expected Return Date

Absence Type

\*Absence Name

- Adoption or Foster Care Plcmnt
- Birth & Care of a Child
- FMLA Military Caregiver Take
- FMLA Military Exigency Take
- Select Absence Name
- Serious Hlth Cnd-Sps, Par, Chl
- Serious Hlth Cndition - My Own

Select Absence Name

Go To [View Extended Absence Request History](#)

[View Absence Balances](#)

\* Required Field

### Request Extended Absence

**Brandon Flowers**

HR Coord

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

**Extended Absence Request Details** ?

\*Start Date

\*Expected Return Date

Actual Return Date

Absence Type

\*Absence Name

Current Balance 0.00 \*\*

[FMLA Eligibility \(Employee\)](#)

**Related Links** ?

- FML - Medical Request
- FML - Medical Release
- DOL Certification - Family
- DOL Certification - Employee
- DOL Certification - Military

**FMLA Eligibility**  
Select To Review Eligibility.

**Absence Requests**

**Absence Request** ? Personalize | Find | View All | First 1 of 1 Last

Absence Requests	Status	Start Date	End Date	Duration	Source

Requestor Comments

Go To [View Extended Absence Request History](#) [View Absence Balances](#)

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

Request Extended Absence

FMLA Eligibility (Employee)

Use this Template form to enter Employee Extended Absence Request related information. In order to save your data entry updates, please navigate back to the Extended Absence Request page using the Return to Extended Absence Request link. Your Extended Absence Request must be saved in order for changes to go into effect.

**Extended Absence Detail Information**

**FMLA Eligibility (Employee)**

Eligibility Details

Employee's Spouse works for the same company What is the Spouse's employee number?

**Federal Eligibility**

The employee has been employed for at least 12 months Service Weeks

Federal Earned Hours Elig Current Hours

FMLA Balances

Leave Available Leave Taken

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**Medical Certification**

The information in this section is to be completed by your FMLA Administrator and will not be shared with Management or any other party.

Date Change Will Take Effect

Sequence 0	Extended Due Date
Original Due Date	Complete Received Date
Incomplete Received Date	Chronic Condition
Certification Completed	Duration
Frequency	Physician Name
Miscellaneous	Certification Date To
Certification Date From	

---

**Comments**

Comments



[Return to Extended Absence Request](#)

FMLA Eligibility  
Select Validate Sections To Review Eligibility.

Select Employee's Spouse works For The Same Company And Enter Spouse's Employee ID Number Should This Apply.

### Request Extended Absence

**Brandon Flowers**

HR Coord

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

**Extended Absence Request Details** ?

\*Start Date 06/04/2018 [calendar]

\*Expected Return Date 06/08/2018 [calendar]

**Actual Return Date** [calendar]

Absence Type Family and Medical Leave Act [dropdown]

\*Absence Name Serious Hlth Cndition - My Own [dropdown]

Current Balance 0.00 \*\*

FMLA Eligibility (Employee)

**Related Links** ?

- FML - Medical Request
- FML - Medical Release
- DOL Certification - Family
- DOL Certification - Employee
- DOL Certification - Military

**Absence Requests**

**Absence Request** ? Personalize | Find | View All | [print] [calendar] First 1 of 1 Last

Absence Requests	Status	Start Date	End Date	Duration	Source

Requestor Comments [text area]

Go To [dropdown] View Extended Absence Request History

**Submit** Save for Later

[View Absence Balances](#)

\* Required Field

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

Check that all information is correct then click Submit

Please note:  
Actual Return Date may be left blank unless return to work date is know.

Employee Self Service

### Request Extended Absence

**Brandon Flowers**  
HR Coord

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

#### Extended Absence Request Details

\*Start Date: 06/04/2018  
\*Expected Return Date: 06/08/2018  
Actual Return Date:  
Absence Type: Family and Medical Leave  
\*Absence Name: Serious Hlth Cndition - My  
FMLA Eligibility (Employee)

#### Related Links

- FML - Medical Request
- FML - Medical Release
- DOL Certification - Family
- DOL Certification - Employee

#### Absence Requests

Absence Request	Status	Start Date

#### Requestor Comments

Go To [View Extended Absence Request History](#)

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

#### Confirmation Page Absence EA

Request Extended Absence  
Submit Confirmation

Are you sure you want to Submit this Extended Absence Request?

Submit Confirmation, if all information is correct click YES if you need to go back to previous screen click NO

Request Extended Absence

Submit Confirmation

✓ The Extended Absence Request was successfully submitted.

OK

The Extended Absence Request was successfully submitted, click OK

To attach FMLA documentation visit: Employee Self Service, Time and Attendance, Extended Absence History

The screenshot shows the 'Employee Self Service' interface for Brandon Flowers, an HR Coordinator. The left sidebar contains navigation options: Timesheet, Request Absence, Cancel Absences, View Requests, Absence Balances, Overtime Requests, Extended Absence Request, Extended Absence History (highlighted), Schedule, and Absence Balance Details. The main content area is titled 'Extended Absence Request History' and includes a date range filter (From 06/19/2016 to Through 06/13/2019) and a Refresh button. Below this is a table with the following data:

Absence Name	Status	Start Date	Expected Return Date	Source	Edit
Serious Hlth Cndition - My Own		06/04/2018	06/08/2018	Employee Extended Absence	Edit

Select the Edit button

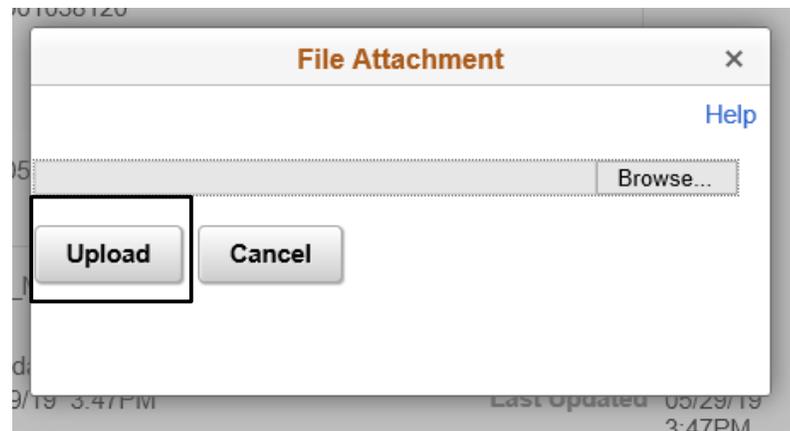
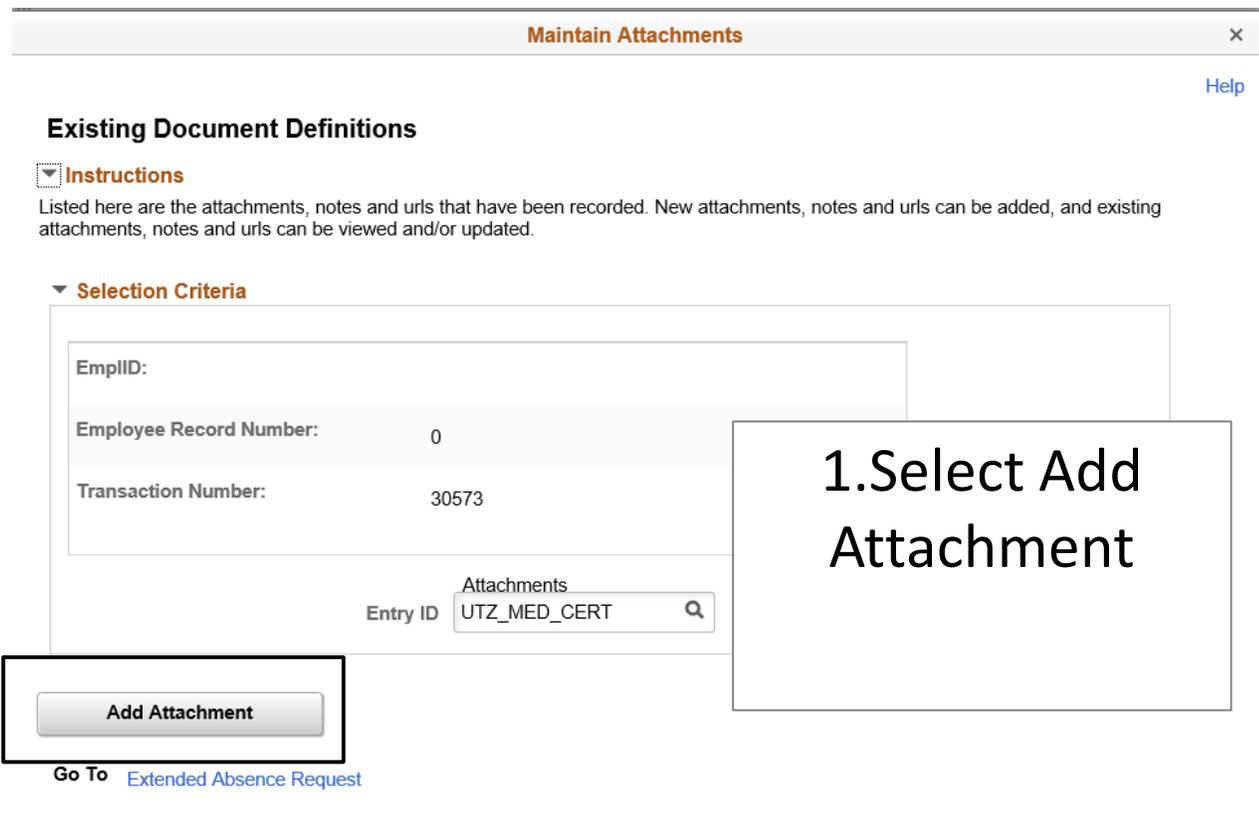
## Request Extended Absence

### Brandon Flowers

HR Coord

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

Extended Absence Request Details ?	Related Links ?
Request 9473	FML - Medical Request
Request Date 03/15/2019	FML - Medical Release
*Start Date 08/04/2018	DOL Certification - Family
*Expected Return Date 08/08/2018	DOL Certification - Employee
Actual Return Date <input type="text"/>	DOL Certification - Military
Absence Type All <input type="text"/>	<b>Other Documents</b>
*Absence Name Serious Hlth Cndition - My Own <input type="text"/>	Attachments (0)
Status Submitted	



## Document Definition - New Attachment

▼ **Instructions**

You have chosen to enter a new attachment. Note: Please click on Save after selecting the attachment.

▼ **Selection Criteria**

EmplID:	-----
Employee Record Number:	0
Transaction Number:	30573

Entry ID	UTZ_MED_CERT		
Sequence	0		
Created	05/29/19 3:47PM	Last Updated	05/29/19 3:47PM

---

\*Subject

Attachment

3. Add Subject and  
Select Save

Go To [Existing Document Definitions](#)

View Request Status and Approval Details

Extended Absence Request Details

Request 2228

Start Date 06/04/2018

Expected Return Date 06/08/2018

Actual Return Date

Absence Type Family and Medical Leave Act

Absence Name Serious Hlth Cndition - My Own

Current Balance 0.00 \*\*

Status Submitted

FMLA Eligibility (Employee)

Absence Requests

Absence Request

Personalize | Find | View All | First 1 of 1 Last

Absence Requests	Status	Start Date	End Date	Duration	Source
Vacation Leave	Submitted	06/05/2018	06/06/2018	16 Hours	Employee Absence Request

Request History

Personalize

Status	Name	Date	Comments
Submitted	Brandon Flowers	07/02/2018	

Extended Abs Process for FMLA

**Absence Management: Pending**

Extended Abs Process for FMLA

**Pending**

- Multiple Approvers
- Extended Absence Administrator

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.

- Personalize Homepage
- Help
- Sign Out

Time and Attendance

An icon showing a person silhouette in orange and a clock face.

Talent Profile

An icon showing a person silhouette in green with a yellow star.

Benefit Details

A grid of four icons: a person silhouette, a stack of coins, a red cross, and a house.

Total Rewards

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.**