

Employee Self Service- Sick Leave Pool Donation

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



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.

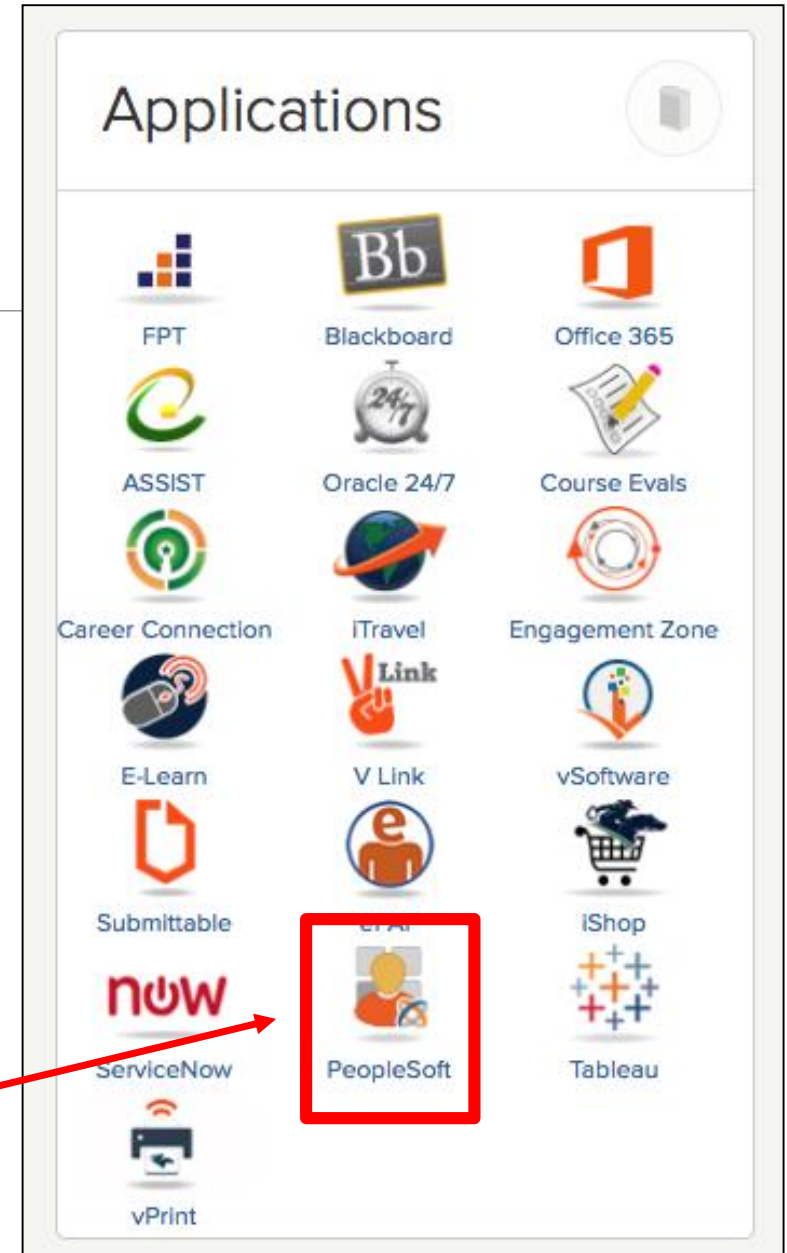
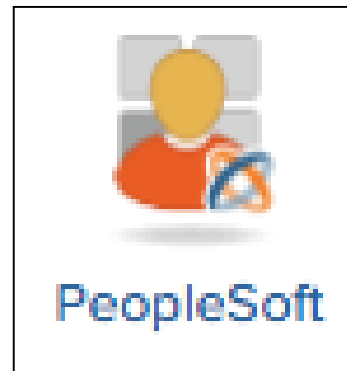
Enrollment after September 1, 2018

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



Visa Permit/Citizenship Data



OnBoarding



Time and Attendance

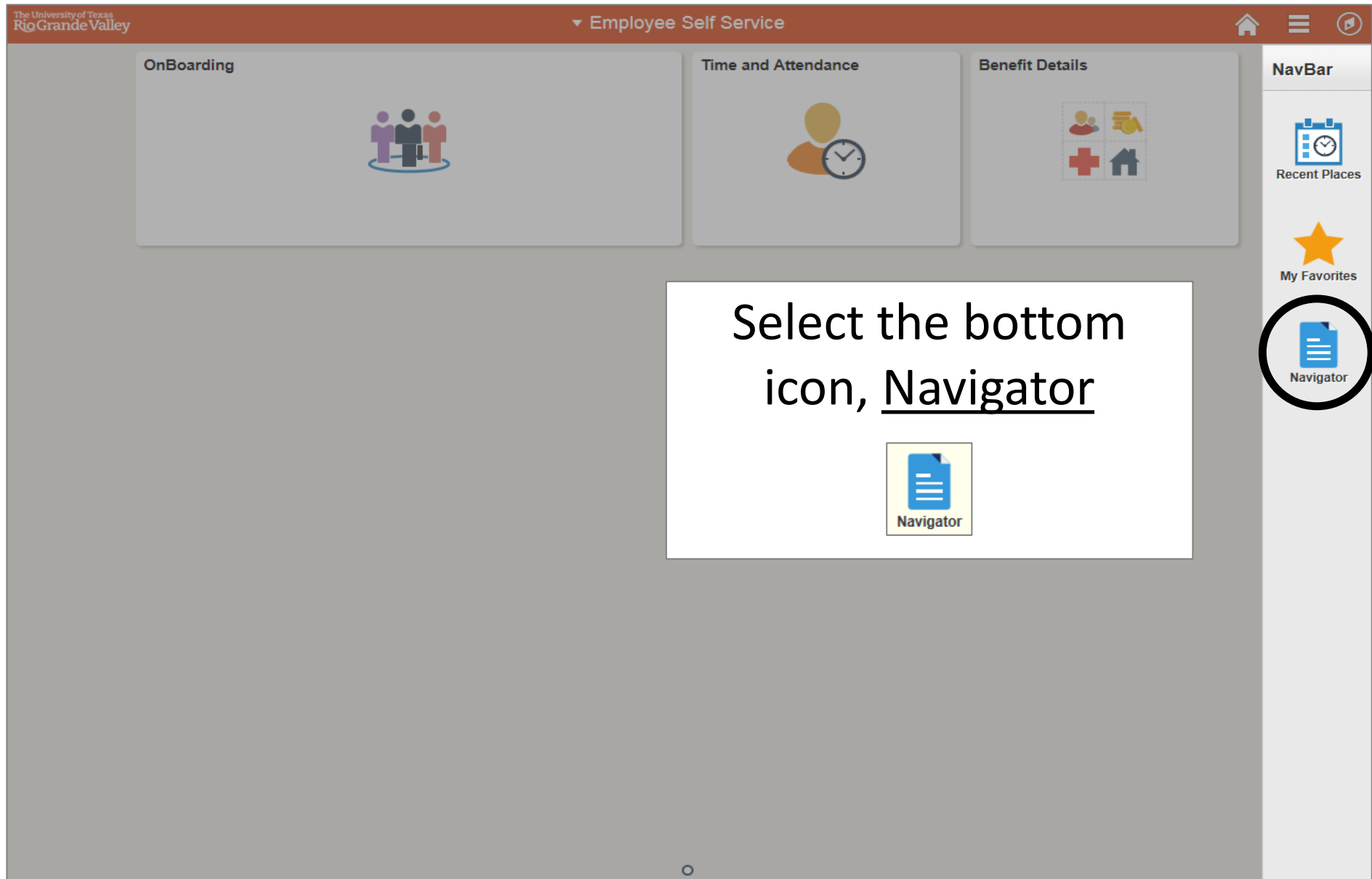


Benefit Details



Within the Employee
Self Service Menu
click the NavBar icon





Jaggaer iShop Sign In



Approvals



UTRGV HOP Policy



Visa Permit/Citiz



NavBar: Navigator



Recent Places



My Favorites



Navigator



Approvals



My Links



Expenses



Financials

HRMS

Enterprise Components

PeopleSoft

Worklist

Reporting Tools

PeopleTools

Time and Attendance



Expenses



Payroll and Compensation



Personal Details



Talent Profile



Total Rewards



Select HRMS

OnBoarding



Time and Attendance



NavBar: Navigator



Recent Places



My Favorites



Navigator

CLEAN_Address



Tax Navigator Interface



Self Service



Manager Self Service



UTZ Customizations



Payroll for North America



Set Up HCM



Enterprise Components



Worklist



Reporting Tools



PeopleTools



Select Self Service

Visa Permit/Citizenship Data

OnBoarding

Time and Attendance

Talent Profile

Benefit Details

Total Rewards
You are not authorized for this page.

Last Pay Date 06/01/2018

Self Service Menu. Select
Leave Transfer Requests

NavBar: Navigator

Self Service

Recent Places

My Favorites

Navigator

My Team

Pay

Time Reporting

Personal Information

Payroll and Compensation

Benefits

Leave Transfer Requests

Learning and Development

Recruiting

Visa Permit/Citizenship Data

Manage Delegation

Visa Permit/Citizenship Data



OnBoarding



Time and Attendance



Talent Profile



Benefit Details



Total Rewards



No Statement Available

Last Pay Date 06/01/2018

NavBar: Navigator



Leave Transfer Requests



Recent Plans



My Favorites



Navigator



My Team



Pay

Donate Leave Request

Receive Donated Leave Request

Return Unused Leave Request

Leave Transfer Request History

Leave Transfer Requests
Menu. Select Donate
Leave Requests

Request to Donate Leave

Brandon Flowers

Administrative AsstII

This form may be used to Donate leave time to either an eligible employee or to a leave bank.

Employees on written warning may not donate leave to an eligible employee who have provided notice or have been given notice of termination of employment.

Donation Program

*Program Name

Category

Contribution Type

Unit Type

Minimum Hours

Begin Date

Arlington Sick Leave Pool
Brownsville Sick Leave Pool
El Paso Sick Leave Pool
Permian Basin Sick Leave Pool
RGV Direct Sick Leave Donation
RGV Sick Leave Pool
San Antonio Sick Leave Pool
Select Program
System Admin Sick Leave Pool
Tyler Sick Leave Pool

Type Voluntary

Frequency

Ceiling Limit 999999999.99

Maximum Hours 999999999.99

End Date

Select RGV Sick Leave Pool
for Program Name

Leave Contribution

Personalize | Find | 1 of 1 | First | Last

From Entitlement	Balance	Hours to Donate	Recipient Type	Name	Details	Delete
Select Entitlement	Balance				Details	Delete

Comments

Requester Comments

Agreement and Compliance

- My donation is strictly voluntary.
- My donation will result in a deduction to my own personal sick leave balance.
- Unused hours by the recipient will not be returned to my available balance.
- Hours will not be deducted until the recipient meets all eligibility requirements.
- I am responsible for maintaining a sufficient sick leave balance for my sick absences.
- I have not been directly or indirectly intimidated, threatened, or coerced into donating sick leave.
- I have not and will not receive any remuneration or gift in exchange for donating sick leave.
- The dollar value of the donated sick leave will be included in my income by the University and taxes will be withheld from my payroll earnings.

☐ I hereby confirm that I have read and comply with the given statements.

Request to Donate Leave

Brandon Flowers

Administrative AsstII

This form may be used to Donate leave time to either an eligible employee or to a leave bank.

Employees on written warning may not donate accrued leave time. Additionally, employees who have provided notice or have been given notice of termination of employment may not donate time.

Donation Program

*Program Name RGV Sick Leave Pool

Category Bank

Contribution Type One-Time

Unit Type Hours

Minimum Hours 8.00

Begin Date 01/01/1990

Type Voluntary

Frequency

Ceiling Limit 9999999999.99

Maximum Hours 9999999999.99

End Date

Leave Contribution

Personalize | Find |   First 1 of 1 Last

From Entitlement	Balance	Hours to Donate	Recipient Type	Name	Details	Delete
Select Entitlement	Balance				Details	Delete
Sick						

Comments

Requester Comments

Agreement and Compliance

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- I have not been directly or indirectly intimidated, threatened, or coerced into donating sick leave.
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Select Sick as From Entitlement

Request to Donate Leave

Brandon Flowers

Administrative Asst/II

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Donation Program

*Program Name RGV Sick Leave Pool

Category Bank

Contribution Type One-Time

Unit Type Hours

Minimum Hours 8.00

Begin Date 01/01/1990

Type Voluntary

Frequency

Ceiling Limit 999999999.99

Maximum Hours 999999999.99

End Date


Enter the number of hours
you wish to donate in
increments of 8.0 hours

Leave Contribution

Personalize | Find |   First 1 of 1 Last

From Entitlement	Balance	Hours to Donate	Recipient Type	Name	Details	Delete
Sick	100.00	<input type="text"/>			Details	Delete

Comments

Requester Comments 

Agreement and Compliance

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Donation Program

*Program Name RGV Sick Leave Pool
Category Bank
Contribution Type One-Time
Unit Type Hours
Minimum Hours 8.00
Begin Date 01/01/1990

Type Voluntary
Frequency
Ceiling Limit 999999999.99
Maximum Hours 999999999.99
End Date

Confirm you have read and
comply with Agreement
Compliance Statement

Leave Contribution

Personalize | Find |  

From Entitlement	Balance	Hours to Donate	Recipient Type	Name	Details	Delete
Sick	100.00	8.0			Details	Delete

Comments

Requester Comments



Agreement and Compliance

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- The dollar value of the donated sick leave will be included in my income by the University and taxes will be withheld from my payroll earnings.

☐ I hereby confirm that I have read and comply with the given statements.

[Submit](#)

[Save for Later](#)

* Required Field

This form may be used to Donate leave time to either an eligible employee or to a leave bank.

Employees on written warning may not donate accrued leave time. Additionally, employees who have provided notice or have been given notice of termination of employment may not donate time.

Donation Program

*Program Name RGV Sick Leave Pool
 Category Bank
 Contribution Type One-Time
 Unit Type Hours
 Minimum Hours 8.00
 Begin Date 01/01/1990

Type Voluntary
 Frequency
 Ceiling Limit 999999999.99
 Maximum Hours 999999999.99
 End Date

Click Submit to submit
Donation Request

Leave Contribution

Personalize | Find | First 1 of 1 Last

From Entitlement	Balance	Hours to Donate	Recipient Type	Name	Details	Delete
Sick	100.00	8.0			Details	Delete

Comments

Requester Comments

Agreement and Compliance

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- The dollar value of the donated sick leave will be included in my income by the University and taxes will be withheld from my payroll earnings.

☐ I hereby confirm that I have read and comply with the given statements.

Submit

Save for Later

* Required Field

Request to Donate Leave

Submit Confirmation

✓ Are you sure you want to Submit this Request?

Yes

No

Confirm that you want to
submit the request by
clicking Yes

Request to Donate Leave

Submit Confirmation

✓ The Request has been submitted.

OK

The Request has been submitted, click OK

Donation Program

Type Voluntary

Unit Type	Hours
-----------	-------

Ceiling Limit 9999999999.99

Maximum Hours 9999999999.99

End Date

Personalize | Find | |

Agreement and Compliance

- ☒ I hereby confirm that I have read and comply with the given statements.

Personalize | First by Administrator

UTA Leave Donation

Pending

Multiple Approvers

UTA WF Absence Administrator

given notice of termination of employment may not donate time.

Donation Program

Program Name RGV Sick Leave Pool
 Category Bank Type Voluntary
 Contribution Type One-Time
 Unit Type Hours Ceiling Limit 9999999999
 Minimum Hours 8.00 Maximum Hours 9999999999
 Begin Date 01/01/1990 End Date

Leave Contribution

Personalize | Find |

From Entitlement	Balance	Hours to Donate	Recipient Type	Name
Sick	100.00	8.00		

Agreement and Compliance

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☒ I hereby confirm that I have read and comply with the given statements.

Request History

Personalize | First

Workflow Action	Name	Action Date	Comments
1 Submitted	Brandon Flowers	07/12/2018	

by Administrator

Absence Management - Leave Donations: Pending

UTA Leave Donation

Pending

Multiple Approvers
 UTA WF Absence Administrator

* Required Field

Click on the Home Button to return to the PeopleSoft Homepage



Visa Permit/Citizenship Data



OnBoarding



Personalize Homepage

Help

Sign Out

Time and Attendance



Talent Profile



Benefit Details



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.