

Employee Self Service- View Paycheck

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.

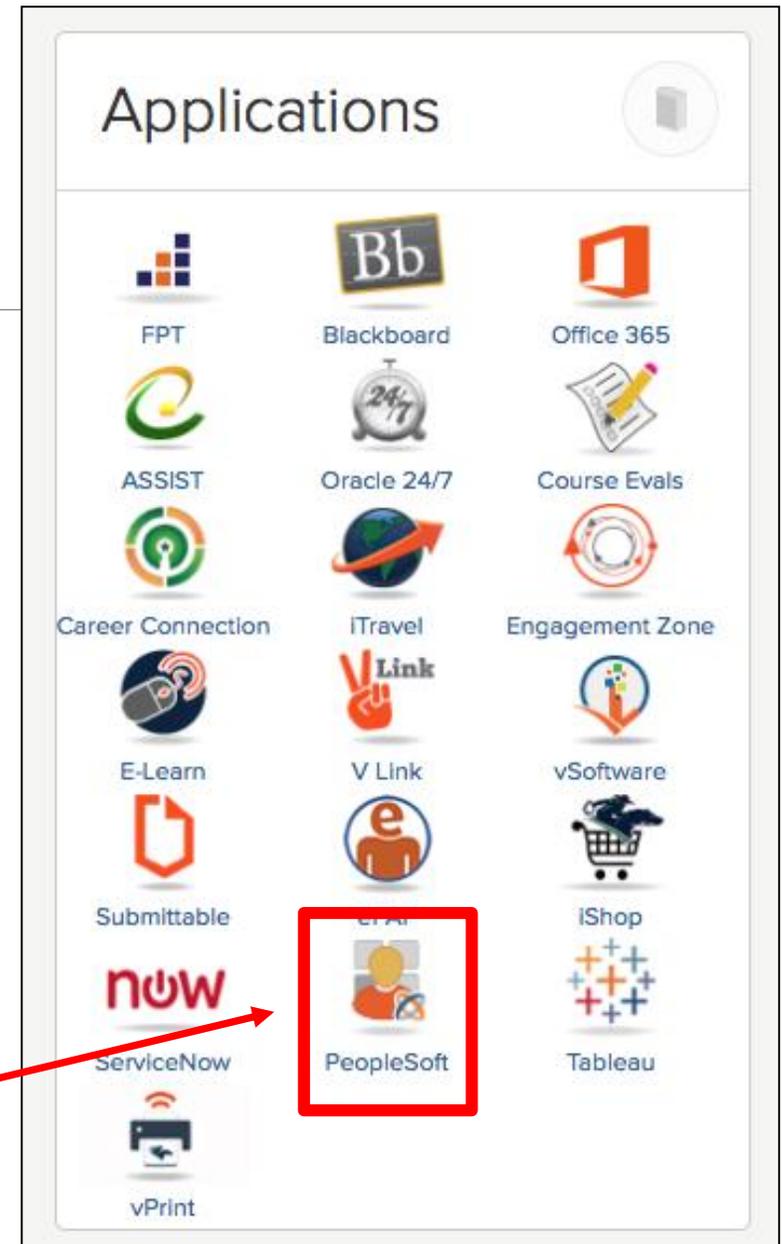
Enrollment after September 1, 2018

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



OnBoarding



Time and Attendance



Benefit Details



NavBar



Recent Places

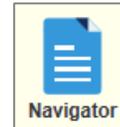


My Favorites



Navigator

Select the bottom
icon, Navigator



Jaggaer iShop Sign In



Approvals



UTRGV HOP Policy



Visa Permit/Citiz



NavBar: Navigator

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

Recent Places

My Favorites

Navigator

Approvals

My Links

Expenses

Select HRMS

Time and Attendance



Expenses



Payroll and Compensation



Personal Details



Talent Profile



Total Rewards



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

OnBoarding



Time and Attendance



NavBar: Navigator



Recent Places

Pay

Voluntary Deductions

Direct Deposit

Total Rewards

W-4 Tax Information

View W-2/W-2c Forms

W-2/W-2c Consent



My Favorites



Navigator



Team Time and Attendance



Time and Attendance



Pay

Select Pay
within the Payroll and
Compensation menu

Paychecks

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
06/01/2018	University of Texas, RGV	05/01/2018 05/31/2018	\$6245.71	4000002981

A list of Paychecks will be shown, select the one you would like to view.

University of Texas, RGV
 1201 West University Drive
 Edinburg TX 78539-9939

Pay Group: MON-UTRGV Monthly
 Pay Begin Date: 05/01/2018
 Pay End Date: 05/31/2018

Business Unit: UTR04
 Check #: 10PR1-400002981
 Check Date: 06/01/2018

David Clarke 123 Main Street Brownsville TX 78520-8954	Employee ID:	0000000459	TAX DATA:	Federal	TX State
	Department:	202001-Financial Services-Comptroller	Marital Status:	Single	N/A
	Location:	Univ Financial Services Bldg	Allowances:	0	0
	Job Title:	University Treasurer	Add. Percent:		
	Pay Rate:	\$8,333.33 Monthly	Add. Amount:		

HOURS AND EARNINGS				TAXES				
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Regular Pay - (18)			7,756.41	172.00	7,756.41	Fed Withholding	1,450.12	1,450.12
Holiday Salaried - (18)	48.076923	12.00	576.92					120.83
TOTAL:		12.00	8,333.33					2,087.62

A detailed Paycheck will appear in a separate internet window for you to view.

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS		
Description	Current	YTD	Description	Current	YTD
TOTAL:	0.00	0.00	TOTAL:	0.00	0.00

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	8,333.33	8,333.33	2,087.62	0.00	6,245.71
YTD	8,333.33	8,333.33	2,087.62	0.00	6,245.71

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE	NET PAY DISTRIBUTION
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Paychecks

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
06/01/2018	University of Texas, RGV	05/01/2018 05/31/2018	\$6245.71	4000002981

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 and 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.