

Employee Self Service- W2 Wage & Tax Statement

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.

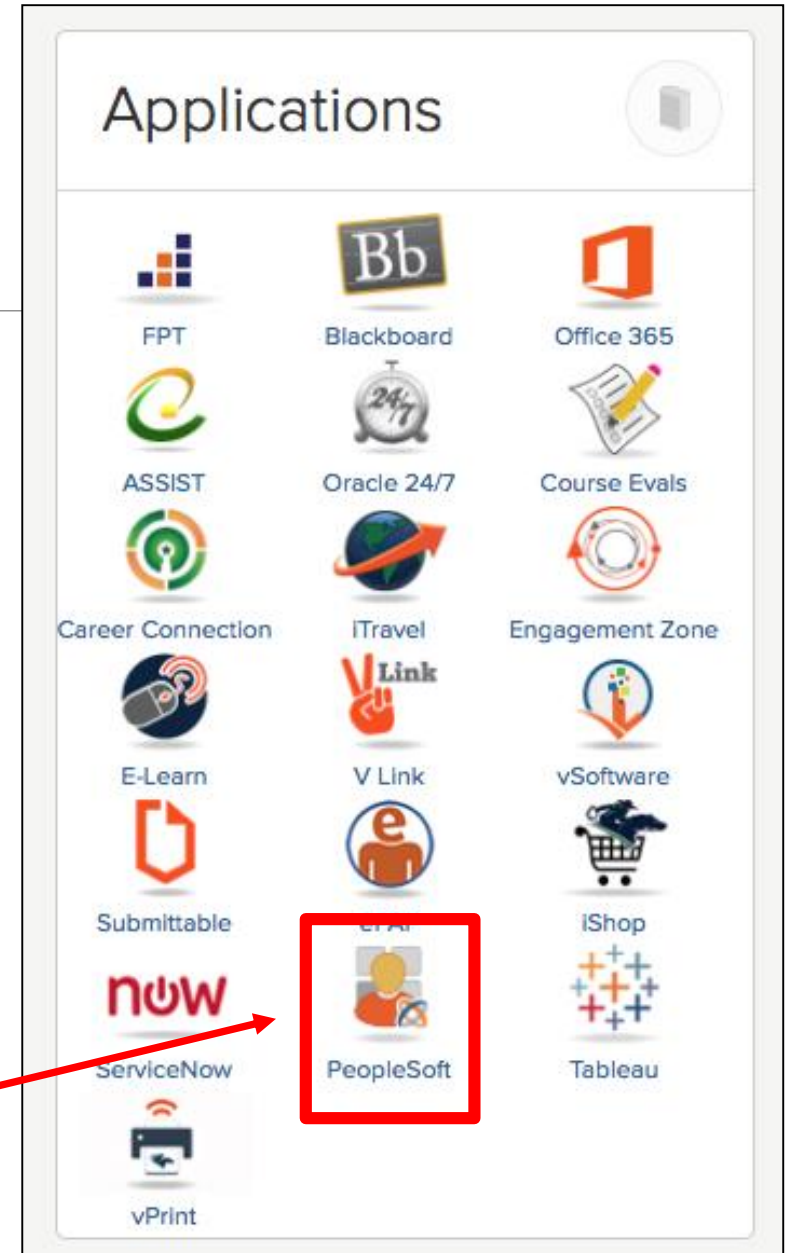
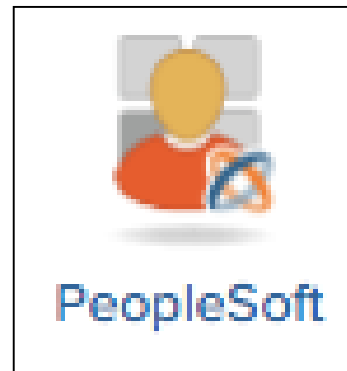
Enrollment after September 1, 2018

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



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Benefit Details






Within the Employee
Self Service Menu
click the NavBar icon




The University of Texas
Rio Grande Valley


Employee Self Service




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Benefit Details




NavBar


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My Favorites


Navigator

Select the bottom icon, Navigator


Navigator

Jaggaer iShop Sign In



Approvals



UTRGV HOP Policy



Visa Permit/Citiz



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Navigator



Approvals



My Links



Expenses



Payroll and Compensation

Financials

HRMS

Enterprise Components

PeopleSoft

Worklist

Reporting Tools

PeopleTools

Time and Attendance



Expenses



Payroll and Compensation



Personal Details



Talent Profile



Total Rewards



Select HRMS

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Time and Attendance



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Navigator

CLEAN_Address



Tax Navigator Interface



Self Service



Manager Self Service



UTZ Customizations



Payroll for North America



Set Up HCM



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Time and Attendance



Last Pay Date 06/01/2018

Talent Profile



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Self Service



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Time Reporting

Personal Information

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Leave Transfer Requests

Learning and Development

Recruiting

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Manage Delegation

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My Team



Pay

Payroll and Compensation

Pay

Voluntary Deductions

Direct Deposit

Total Rewards

W-4 Tax Information

View W-2/W-2c Forms


W-2/W-2c Consent

Select View W-2/W-2c Forms

View W-2/W-2c Forms

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[View a Different Tax Year](#)

Select Year End Form					
Personalize  1 of 1					
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
				Year End Form	Filing Instructions

There are no year end forms available at this time. Please try again later.

Your W-2/W-2c Forms are generated at the end of each year and can be viewed on this page



View W-2/W-2c Forms

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[View a Different Tax Year](#)

Select

Personalize | 

1 of 1

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
				Year End Form	Filing Instructions

There are no year end forms available at this time. Please try again later.

Click on the Home Button to
return to the PeopleSoft
Homepage



Visa Permit/Citizenship Data



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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.