

MSS – Approve Hourly Time

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.*

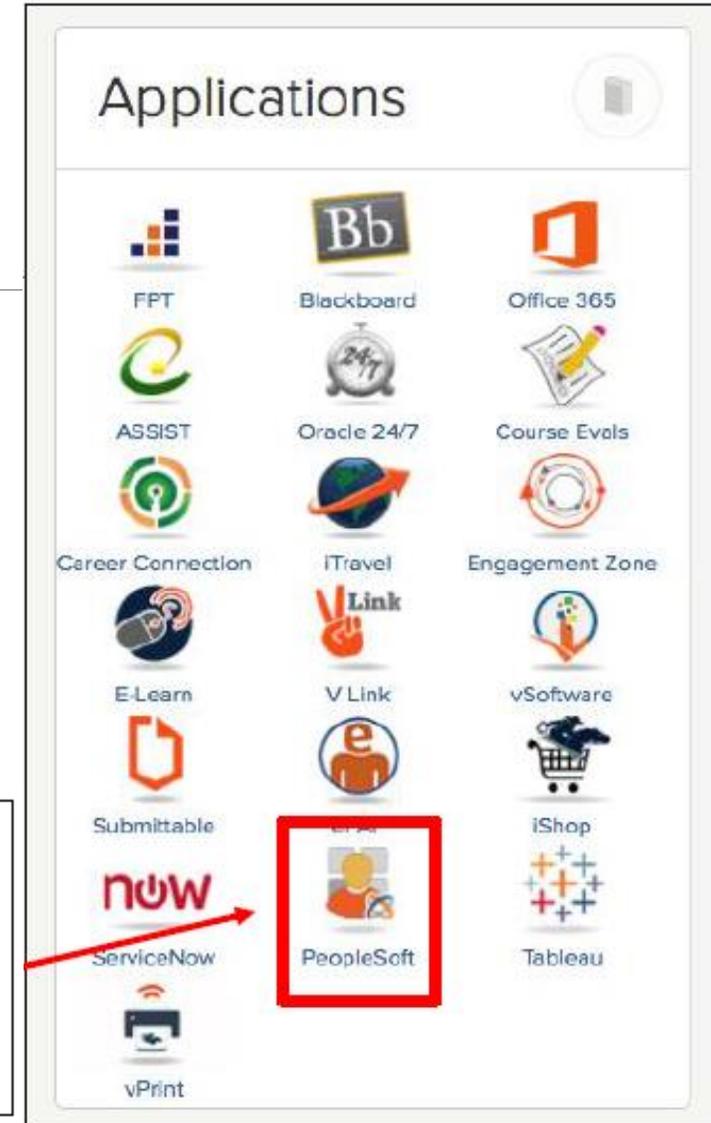
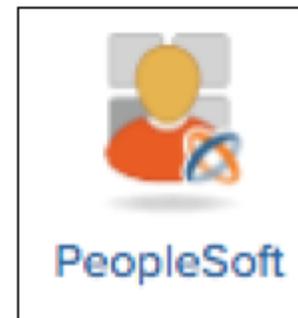
1. Request Mobile Phone number from employment candidates in PeopleAdmin; Include mobile number when creating new employee records.

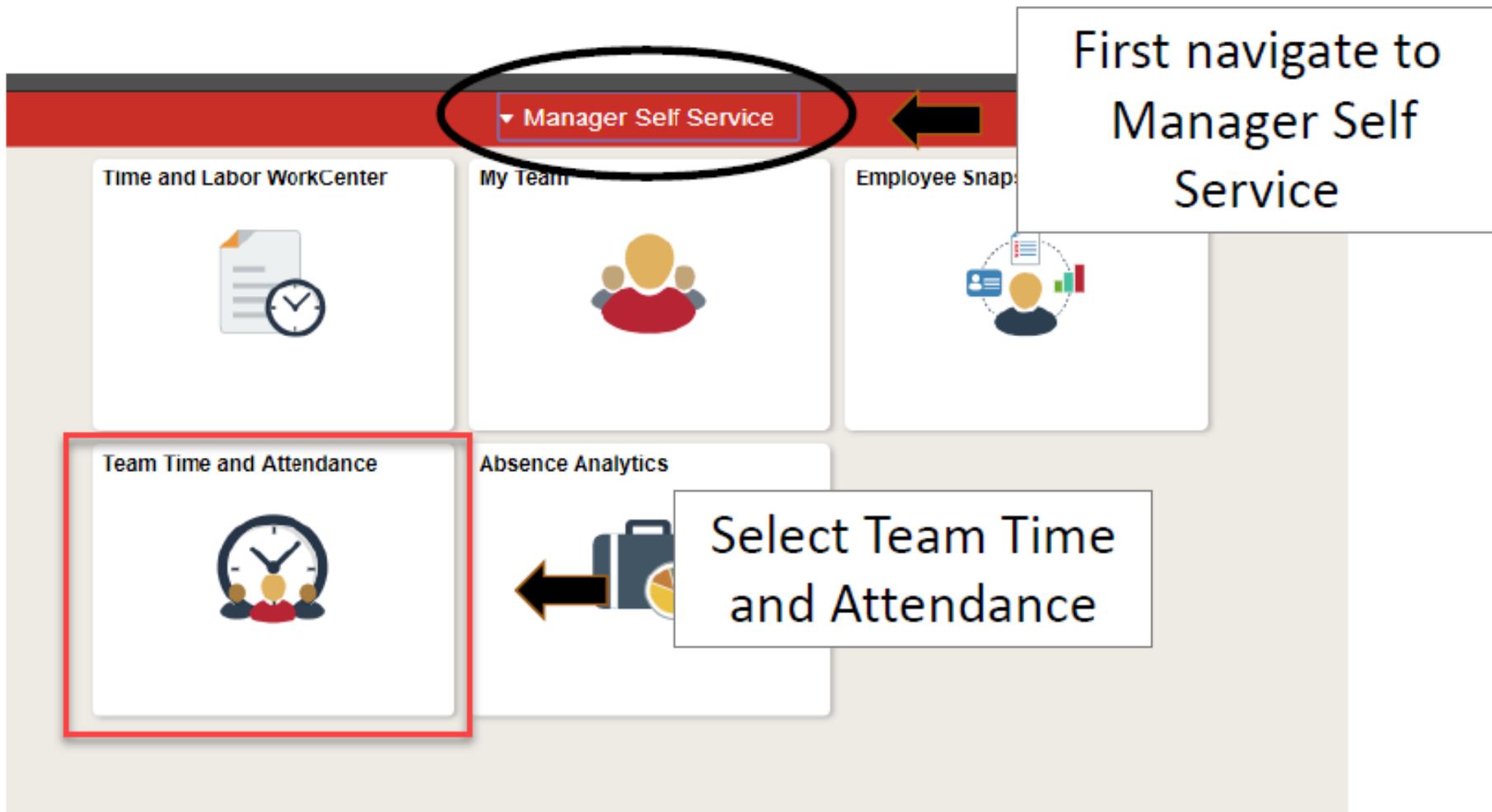
2. Employees update Mobile Phone number in PeopleSoft.

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.





- Timesheet
- Approve Reported Time
- Payable Time
- Approve Payable Time**
- Request Absence
- Absence Requests

Approve Payable Time
Approve Time for Time Reporters

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Description	<input type="text"/>

- Get Employees**
- Clear Criteria
- Save Criteria

1. Click on Approve Payable time

2. Click on Get Employees

3. Click on the last name of the employee

Change Time in View

Start Date 09/01/2017 End Date 10/31/2018

Employees For Alejandro Chapa

Time Summary Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Total Payable Hours
<input type="checkbox"/>	Stark	Tony	0000000079	0	40.00

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Add Comments
<input checked="" type="checkbox"/>	09/03/2018	DWG	Needs Approval	3.00	Hours	<input type="text"/>	
<input checked="" type="checkbox"/>	09/04/2018	DWG	Needs Approval	6.00	Hours	<input type="text"/>	
<input checked="" type="checkbox"/>	09/05/2018	DWG	Needs Approval	2.00	Hours	<input type="text"/>	
<input checked="" type="checkbox"/>	09/06/2018	DWG	Needs Approval	6.00	Hours	<input type="text"/>	
<input checked="" type="checkbox"/>	09/07/2018	DWG	Needs Approval	2.00	Hours	<input type="text"/>	
<input checked="" type="checkbox"/>	09/10/2018	DWG	Needs Approval	3.00	Hours	<input type="text"/>	
<input checked="" type="checkbox"/>	09/11/2018	DWG	Needs Approval	6.00	Hours	<input type="text"/>	
<input checked="" type="checkbox"/>	09/12/2018	DWG	Needs Approval	2.00	Hours	<input type="text"/>	
<input checked="" type="checkbox"/>	09/13/2018	DWG	Needs Approval	6.00	Hours	<input type="text"/>	

Select All Deselect All

Approve

Push Back

Review Time Card



Click on Review Time Card

Review Time Card ×

[Help](#)

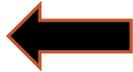
SPONSORED PROJECT-FUNDED ASSIGNMENTS: All reported hours worked were for the sponsored project. IF NOT, I have advised Research Administration at research@utrgv.edu or 956-665-2889.

Click on
check mark
to certify



I certify that the time hereon is true and correct to the best of my knowledge and that work time and absence is in accordance with UT Rio Grande policy.

OK



Then click OK

Approval Details ? Personalize | Find | View All | Print | Calendar First 1-9 of 9 Last

Overview | **Time Reporting Elements** | **Cost** | **Task Reporting Elements** ...

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Add Comments
<input checked="" type="checkbox"/>	09/03/2018	DWG	Needs Approval	3.00	Hours	<input type="text"/> 31	
<input checked="" type="checkbox"/>	09/04/2018	DWG	Needs Approval	6.00	Hours	<input type="text"/> 31	
<input checked="" type="checkbox"/>	09/05/2018	DWG	Needs Approval	2.00	Hours	<input type="text"/> 31	
<input checked="" type="checkbox"/>	09/06/2018	DWG	Needs Approval	6.00	Hours	<input type="text"/> 31	
<input checked="" type="checkbox"/>	09/07/2018	DWG	Needs Approval	2.00	Hours	<input type="text"/> 31	
<input checked="" type="checkbox"/>	09/10/2018	DWG	Needs Approval	3.00	Hours	<input type="text"/> 31	
<input checked="" type="checkbox"/>	09/11/2018	DWG	Needs Approval	6.00	Hours	<input type="text"/> 31	
<input checked="" type="checkbox"/>	09/12/2018	DWG	Needs Approval	2.00	Hours	<input type="text"/> 31	
<input checked="" type="checkbox"/>	09/13/2018	DWG	Needs Approval	6.00	Hours	<input type="text"/> 31	

Select All Deselect All

Approve

Push Back

Review Time Card

Click
Approve



Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

Click Yes → Yes No

Save Confirmation

✓ The Save was successful.

OK ← Then click OK

Return to
Approval
Summary



Approve Payable Time

Tony Stark

Actions ▾

Start Date 09/01/2017

End Date 10/31/2018

[Return to Approval Summary](#)

Employee ID 0000000079

Employment Record 0

[Review Time Card](#)

Manager Self Service **Team Time and Attendance**

- Timesheet** ←
- Approve Reported Time
- Payable Time
- Approve Payable Time
- Request Absence
- Absence Requests

To review status and details go to Timesheet

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Description	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

Click on Get Employees

Click on the last name of the employee

Change Time in View

Start Date 09/01/2017 End Date 10/31/2018

Employees For Alejandro Chapa Personalize | Find | View All | First 1 of 1 Last

Time Summary Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Total Payable Hours
	Stark	Tony	0000000079	0	40.00

Previous Period Next Period



Use Previous Period or Next Period to navigate to a different calendar period

*View By Calendar Period
 *Date 09/16/2018
 Scheduled Hours 80.00 Reported Hours 36.00
 Previous Employee Print Timesheet

From 09/16/2018 to 09/30/2018

Add Comments	Time Reporting Code	Day	Date	Reported Status	In	Out	In	Out	Punch Total
		Sun	9/16	New					
	02 REG - Regular	Mon	9/17	Submitted	8:00:00AM	12:00:00PM			4.00
	02 REG - Regular	Tue	9/18	Submitted	8:00:00AM	12:00:00PM			4.00
	02 REG - Regular	Wed	9/19	Submitted	8:00:00AM	12:00:00PM			4.00
	02 REG - Regular	Thu	9/20	Submitted	8:00:00AM	12:00:00PM			4.00
		Fri	9/21	New					
		Sat	9/22	New					
		Sun	9/23	New					
	02 REG - Regular	Mon	9/24	Submitted	8:00:00AM	12:00:00PM			4.00
	02 REG - Regular	Tue	9/25	Submitted	8:00:00AM	12:00:00PM			4.00
	02 REG - Regular	Wed	9/26	Submitted	8:00:00AM	12:00:00PM			4.00
	02 REG - Regular	Thu	9/27	Submitted	8:00:00AM	12:00:00PM			4.00
	02 REG - Regular	Fri	9/28	Submitted	8:00:00AM	12:00:00PM			4.00
		Sat	9/29	New					
		Sun	9/30	New					

Save for Later Submit Review Time Card Clear

Payable Time Viewing Option

By TRC and Status

By TRC, Status and Day

Show In Detail

View Full Detail

To view Total Click on By TRC and Status

Payable Time

Date	TRC	Description	TRC Type	Payable Status	Quantity
09/17/2018	REG	Regular	Hours	Approved	4.00
09/18/2018	REG	Regular	Hours	Approved	4.00
09/19/2018	REG	Regular	Hours	Approved	4.00
09/20/2018	REG	Regular	Hours	Approved	4.00
09/24/2018	REG	Regular	Hours	Approved	4.00
09/25/2018	REG	Regular	Hours	Approved	4.00
09/26/2018	REG	Regular	Hours	Approved	4.00
09/27/2018	REG	Regular	Hours	Approved	4.00
09/28/2018	REG	Regular	Hours	Approved	4.00



Payable Status

Taken by Payroll – Time has been transitioned to Payroll for processing

Needs Approval – Time is pending Supervisor Approval

Approved – Time has been approved and available for next regular Payroll

Rejected by Payroll – Employee might not have active job for time submitted

Pushed Back – Days were pushed back and will not process

NOTE: In order to resubmit each pushed back date will need to reflect a change in total number of hours per day.

If only changing a day there is no need to pushed back, employee can simply make the changes and resubmit for approval.

NOTE: Timesheet can be corrected up to 90 days after time period

Add Comments	Time Reporting Code	Day	Date	Reported Status	In	Out	In	Out	Punch Total	
<input type="text"/>	<input type="text"/>	Sun	9/16	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>
<input type="text"/>	02 REG - Regular	Mon	9/17	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		<input type="button" value="+"/>
<input type="text"/>	02 REG - Regular	Tue	9/18	Submitted	8:00:00AM	12:00:00PM	<input type="text"/>	<input type="text"/>	4.00	<input type="button" value="+"/>
<input type="text"/>	02 REG - Regular	Wed	9/19	Submitted	8:00:00AM	12:00:00PM	<input type="text"/>	<input type="text"/>	4.00	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	02 REG - Regular	Thu	9/20	Submitted	8:00:00AM	12:00:00PM	<input type="text"/>	<input type="text"/>	4.00	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Fri	9/21	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Sat	9/22	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Sun	9/23	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	02 REG - Regular	Mon	9/24	Submitted	8:00:00AM	12:00:00PM	<input type="text"/>	<input type="text"/>	4.00	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	02 REG - Regular	Tue	9/25	Submitted	8:00:00AM	12:00:00PM	<input type="text"/>	<input type="text"/>	4.00	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	02 REG - Regular	Wed	9/26	Submitted	8:00:00AM	12:00:00PM	<input type="text"/>	<input type="text"/>	4.00	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	02 REG - Regular	Thu	9/27	Submitted	8:00:00AM	12:00:00PM	<input type="text"/>	<input type="text"/>	4.00	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	02 REG - Regular	Fri	9/28	Submitted	8:00:00AM	12:00:00PM	<input type="text"/>	<input type="text"/>	4.00	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Sat	9/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Sun	9/30	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/> <input type="button" value="-"/>

Example:
Adding 4 hours to a prior submitted day

Review, certify and Submit

Adjustment will go for Supervisor's approval, in this example to reduce the original 4hrs and increase with the correction of 8 hours

Approval Details ? Personalize | Find | View All | | First ◀ 1-2 of 2 ▶ Last

Overview | Time Reporting Elements | Cost | Task Reporting Elements

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Add Comments
<input checked="" type="checkbox"/>	09/17/2018	REG	Needs Approval	8.00	Hours	<input type="text"/>	
<input checked="" type="checkbox"/>	09/17/2018	REG	Needs Approval	-4.00	Hours	<input type="text"/>	

Select All

Deselect All

Approve

Push Back

Review Time Card



Review, certify and Approve

[Return to Approval Summary](#)



Click on the Home Button to
return to the PeopleSoft
Homepage

A red square button with a white house icon inside, centered below the text.



Visa Permit/Citizenship Data



OnBoarding



Time and Attendance



Total Rewards

You are not authorized for this page.

Personalize Homepage

Help

Sign Out

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.