

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.*

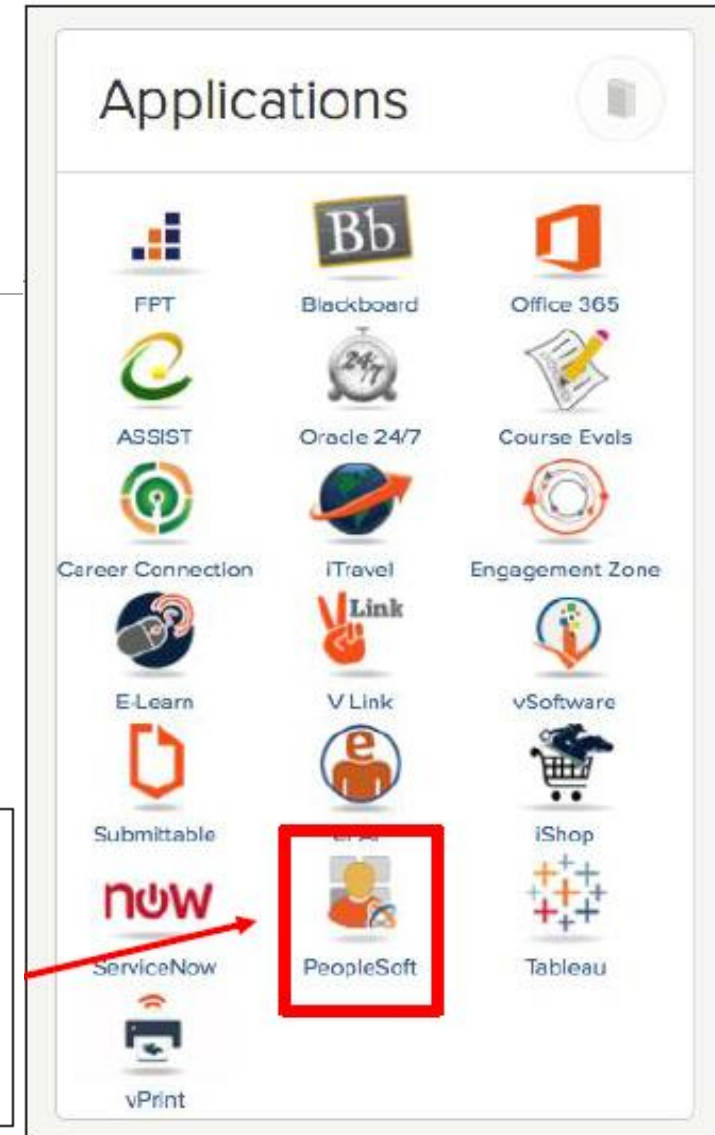
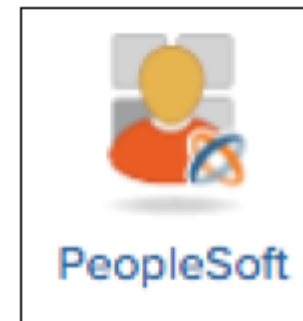
1. Request Mobile Phone number from employment candidates in PeopleAdmin; Include mobile number when creating new employee records.

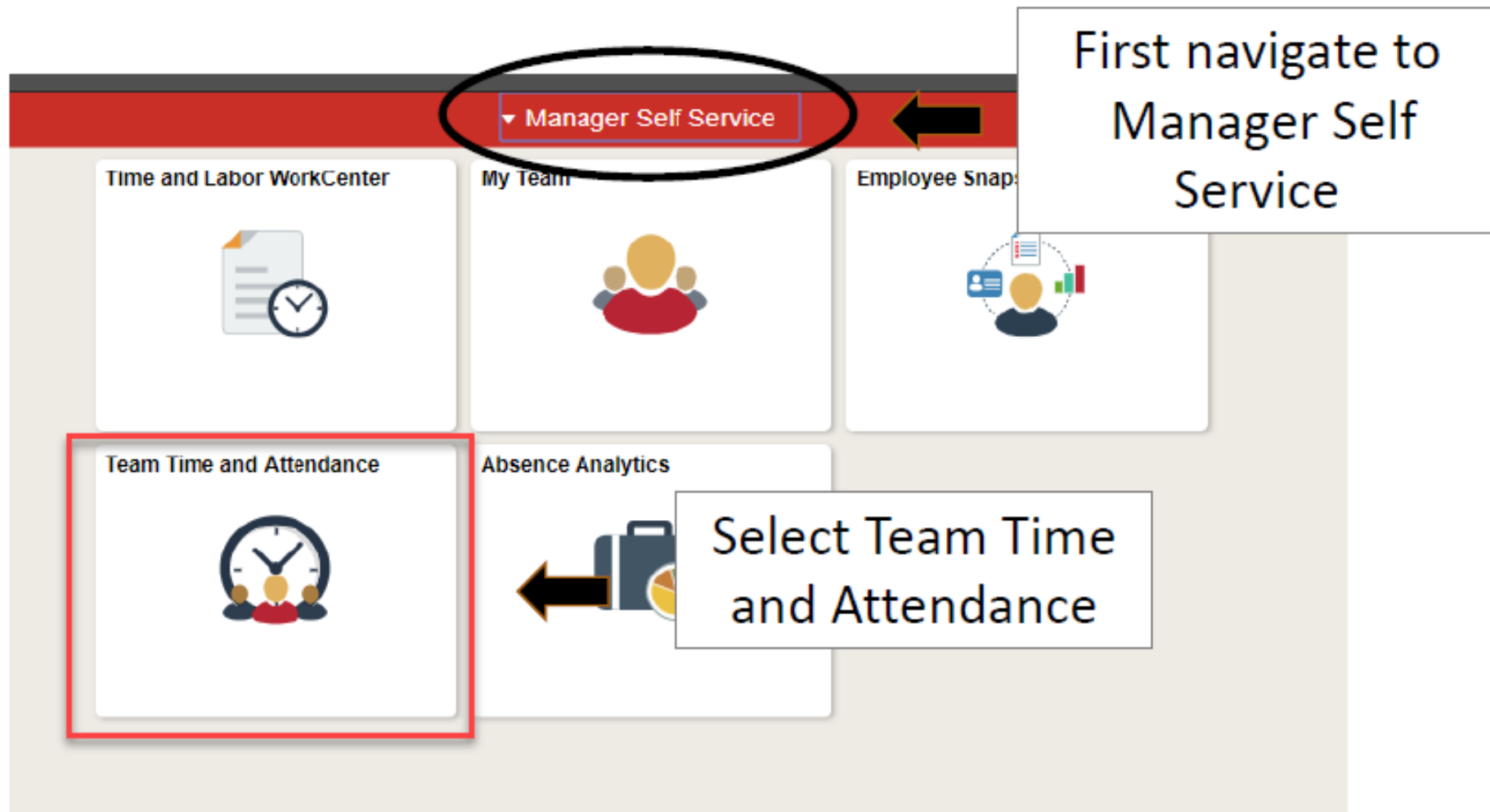
2. Employees update Mobile Phone number in PeopleSoft.


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

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 |

Approval Details
Personalize | Find | View All |
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 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 | |

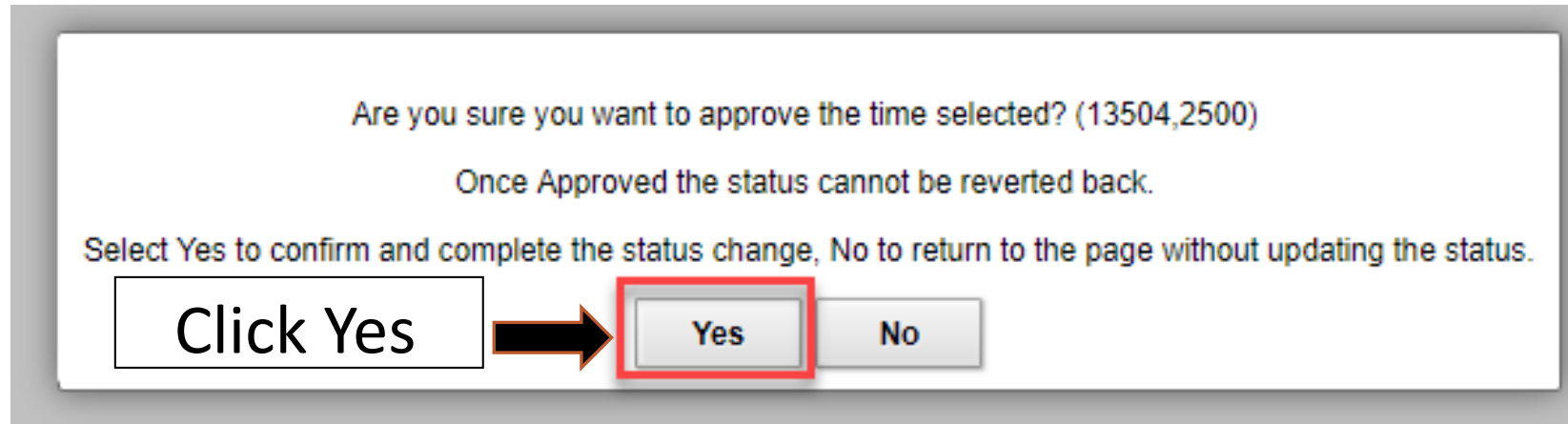
Select All Deselect All

Approve

Push Back

Review Time Card

Click
Approve



Save Confirmation

✓ The Save was successful.



Return to
Approval
Summary



Approve Payable Time

Tony Stark

Actions ▾

Start Date 08/01/2017

End Date 10/31/2018

[Return to Approval Summary](#)

Employee ID 0000000079

Employment Record 0

[Review Time Card](#)

Manager Self Service

Timesheet

Approve Reported Time

Payable Time

Approve Payable Time

Request Absence

Absence Requests

Team Time and Attendance

Employee Selection

Employee Selection Criteria

| Selection Criterion | Selection Criterion Value |
|---------------------|---------------------------|
| Time Reporter Group | |
| Employee ID | |
| Empl Record | |
| Last Name | |
| First Name | |
| Job Description | |

Get Employees







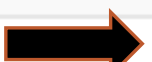
Clear Criteria

Save Criteria

To review status and details go to Timesheet

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 | | <u>Demographics</u>  | | | |
| Select | Last Name | First Name | Employee ID | Empl Record | Total Payable Hours |
|  | Stark | Tony | 0000000079 | 0 | 40.00 |

*View By

Calendar Period

*Date

09/16/2018

Scheduled Hours

80.00

Reported Hours

36.00

Previous Period

Next Period

Previous Employee

Print Timesheet

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

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

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"/> | Sun | 9/16 | New | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |
| | 02 REG - Regular | Mon | 9/17 | Submitted | 8:00:00AM | 12:00:00PM | 1:00:00PM | 5:00:00PM | | |
| | 02 REG - Regular | Tue | 9/18 | Submitted | 8:00:00AM | 12:00:00PM | <input type="text"/> | <input type="text"/> | 4.00 | |
| | 02 REG - Regular | Wed | 9/19 | Submitted | 8:00:00AM | 12:00:00PM | <input type="text"/> | <input type="text"/> | 4.00 | |
| | 02 REG - Regular | Thu | 9/20 | Submitted | 8:00:00AM | 12:00:00PM | <input type="text"/> | <input type="text"/> | 4.00 | |
| | <input type="text"/> | Fri | 9/21 | New | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |
| | <input type="text"/> | Sat | 9/22 | New | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |
| | <input type="text"/> | Sun | 9/23 | New | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |
| | 02 REG - Regular | Mon | 9/24 | Submitted | 8:00:00AM | 12:00:00PM | <input type="text"/> | <input type="text"/> | 4.00 | |
| | 02 REG - Regular | Tue | 9/25 | Submitted | 8:00:00AM | 12:00:00PM | <input type="text"/> | <input type="text"/> | 4.00 | |
| | 02 REG - Regular | Wed | 9/26 | Submitted | 8:00:00AM | 12:00:00PM | <input type="text"/> | <input type="text"/> | 4.00 | |
| | 02 REG - Regular | Thu | 9/27 | Submitted | 8:00:00AM | 12:00:00PM | <input type="text"/> | <input type="text"/> | 4.00 | |
| | 02 REG - Regular | Fri | 9/28 | Submitted | 8:00:00AM | 12:00:00PM | <input type="text"/> | <input type="text"/> | 4.00 | |
| | <input type="text"/> | Sat | 9/29 | New | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |
| | <input type="text"/> | Sun | 9/30 | New | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |

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"/> 31 | |
| <input checked="" type="checkbox"/> | 09/17/2018 | REG | Needs Approval | -4.00 | Hours | <input type="text"/> 31 | |

Select All

Deselect All

Approve

Push Back

Review Time Card



[Return to Approval Summary](#)

Review, certify
and Approve



Click on the Home Button to
return to the PeopleSoft
Homepage





Visa Permit/Citizenship Data



OnBoarding



Time and Attendance



Total Rewards

You are not authorized for this page.

You may sign out of
PeopleSoft by selecting
the Actions List then
select Sign out

Personalize Homepage

Help

Sign Out

Congratulations!

You have successfully completed this topic.

End of Procedure.