

# MSS - Approve Overtime

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# 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

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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.

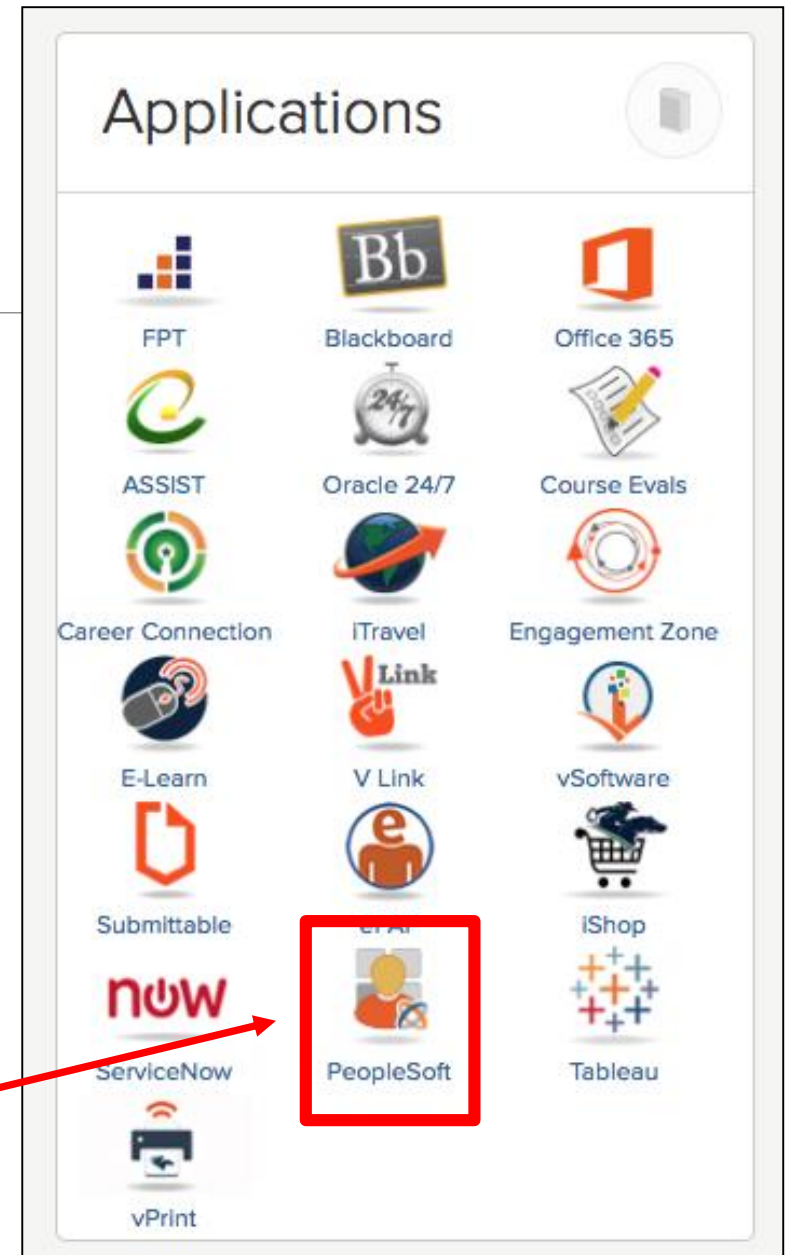
## Enrollment after September 1, 2018

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](http://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



Click the NavBar button  
to easily access functions



OnBoarding



Time and Attendance



Benefit Details



NavBar



Recent Places

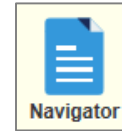


My Favorites



Navigator


Select Navigator icon




Jaggaer iShop Sign In



Approvals




UTRGV HOP Policy




Visa Permit/Citiz



Time and Attendance



Expenses




Payroll and Compensation



Personal Details



Talent Profile



Total Rewards



Select HRMS

NavBar: Navigator

- Recent Places
- My Favorites
- Navigator
- Approvals
- My Links
- Expenses

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

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 Manager Self Service



Time and Labor WorkCenter

My Team

Employee Snapshot

Team Time and Attendance

Absence Analytics

NavBar: Navigator

Recent Places

Manager Self Service

Time Management

Job and Personal Information

Compensation and Stock

Learning and Development

Performance Management

Detailed Leave Balances

My Team

Pay

Select Time Management

Time and Labor WorkCenter



My Team



Employee Snapshot



Team Time and Attendance



Absence Analytics



NavBar: Navigator

- Recent Places
- ★
- My Team
- Pay

Time Management

- Manage Schedules >
- Approve Time and Exceptions >**
- Report Time >
- View Time >
- Time and Labor WorkCenter
- Manager Search Options

Select  
Approve Time  
and Exceptions

Time and Labor WorkCenter



My Team



Employee

NavBar: Navigator



Recent Places



My Favorites



Navigator

← Approve Time and Exce... ↑

Reported Time

Payable Time

Overtime Requests

Absence Requests

Multiple Absence Requests

Team Time and Attendance



Absence Analytics



**Click on Overtime Requests**

Approve Overtime Requests

Select an Employee Request

**Employee Selection**

Employee Selection C

Selection Criterion

Employee ID

Empl Record

Last Name

First Name

Job Description

Reports To Position Numb

Workgroup

Here you can see all pending OT requests.

**Employee Overtime Requests** ? Personalize | Find | First 1 of 1 Last

Request Summary Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Date On Request	Request Status	Requested OT Hours	Actual OT Hours in Period	Projected OT Hours in Period
<input type="checkbox"/>	Lloyd	William	0000000461	0	08/15/2018	Needs Approval	8.00		

**Approval** ?

Select All Deselect All Approve Deny Push Back

- [View Overtime Balances](#)
- [Manager Self Service](#)
- [Time Management](#)

unsubscribeAction\_win0/document\_win0/CRITERIA\_GROUPBOX



### Approve Overtime Requests

#### Select an Employee Request

**Employee Selection**

**Employee Selection Criteria**

Selection Criterion	Selection Criterion Value
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"/>
Reports To Position Number	70012477
Workgroup	<input type="text"/>

**Get Employees**

**Clear Criteria**

**Save Criteria**

**Employee Overtime Requests**

**Request Summary** | Demographics

Select	Last Name	First Name
<input type="checkbox"/>	Lidw	William

**Approval**

**Select All** | **Deselect All**

**Click on the employee**

### Approve Employee Overtime Overtime Request Details

**William Lloyd**

Accountant IV

Actions

Employee ID 0000000461

Empl Record 0

#### Overtime Information

Date On Request 08/15/2018

Overtime Hours 8.00

Request Status Needs Approval

#### Approval Details

Role Name	Name
Originator	William Lloyd

#### Comment

Empty comment text area

# You can approve, deny, or pushback.

### By PosMgmt

**Overtime Request Approval for 2018-08-15:Pending** [View/Hide Comments](#)

Route to PosMgmt

**Pending**

David Clarke  
TLByPosMgmt

**Comments**

Approve Deny PushBack

[View All Overtime Requests](#)

[Return to Select an Employee Request](#)

Approve Employee Overtime  
Overtime Request Details

**William Lloyd**

Accountant IV

Employee ID 0000000461

Empl Record 0

Actions

Overtime Information

Date On Request 08/15/2018

Overtime Hours 8.00

Request Status Needs Approval

Approval Details

Role Name	Name
Originator	William Lloyd

Comment

Empty comment text area

You can approve, deny, or pushback.

By PosMgmt

Overtime Request Approval for 2018-08-15: Pending View/Hide Comments

Route to PosMgmt

Pending

David Clarke  
TLByPosMgmt

Comments

Approve

Deny

PushBack

[View All Overtime Requests](#)

[Return to Select an Employee Request](#)

javascript:void(0)

Approve Employee Overtime  
Overtime Request Details

**William Lloyd**

Accountant IV

Actions

Overtime Information

Date On Request 08/1  
Overtime Hours 8.00  
Request Status Need

# Pushback to employee when the request needs to be modified

Approval Details

Role Name	Name	Request Status	Trans Date	Comment
Originator	William Lloyd	Needs Approval	08/07/2018	N/A

Comment

Empty comment text area with a small icon on the right.

By PosMgmt

**Overtime Request Approval for 2018-08-15: Pending** [View/Hide Comments](#)

Route to PosMgmt

**Pending**

David Clarke  
TLByPosMgmt

**Comments**

Approve

Deny

PushBack

[View All Overtime Requests](#)

[Return to Select an Employee Request](#)





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.

Time and Attendance

An icon showing a person silhouette in orange and yellow next to a blue clock face.

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.**