

MSS – Assign Work Schedules

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.*

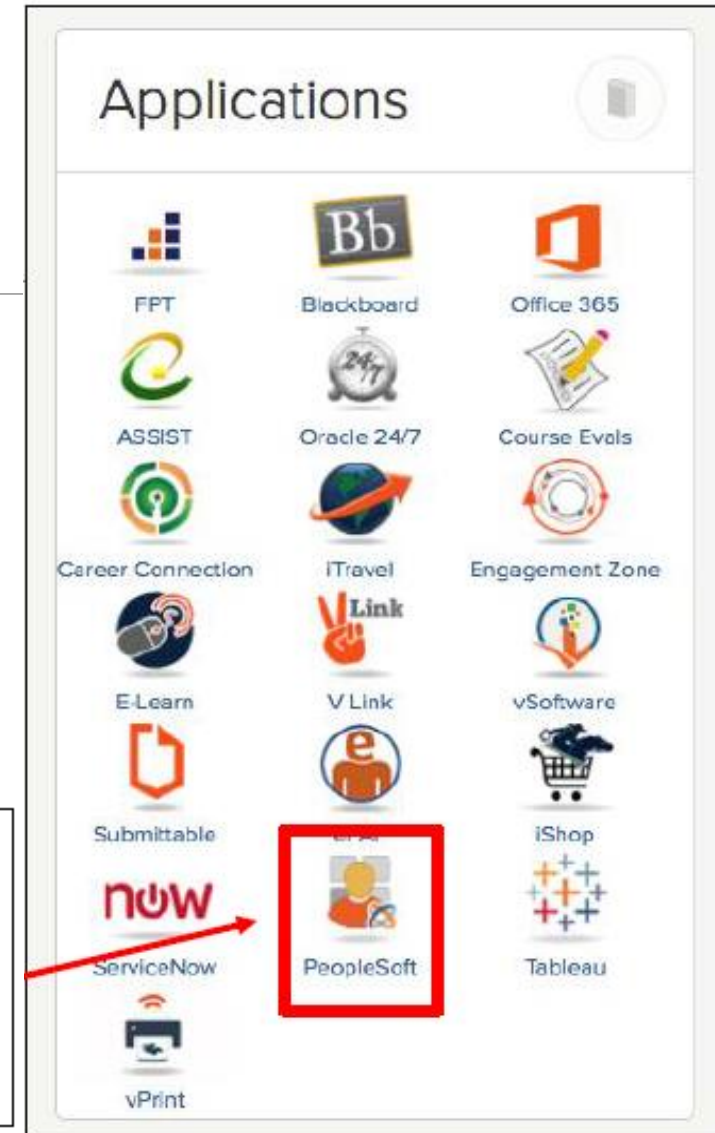
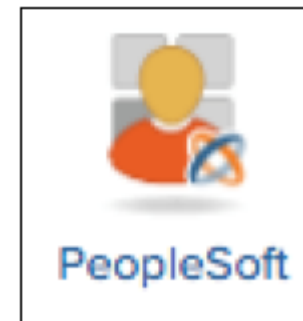
1. Request Mobile Phone number from employment candidates in PeopleAdmin; Include mobile number when creating new employee records.

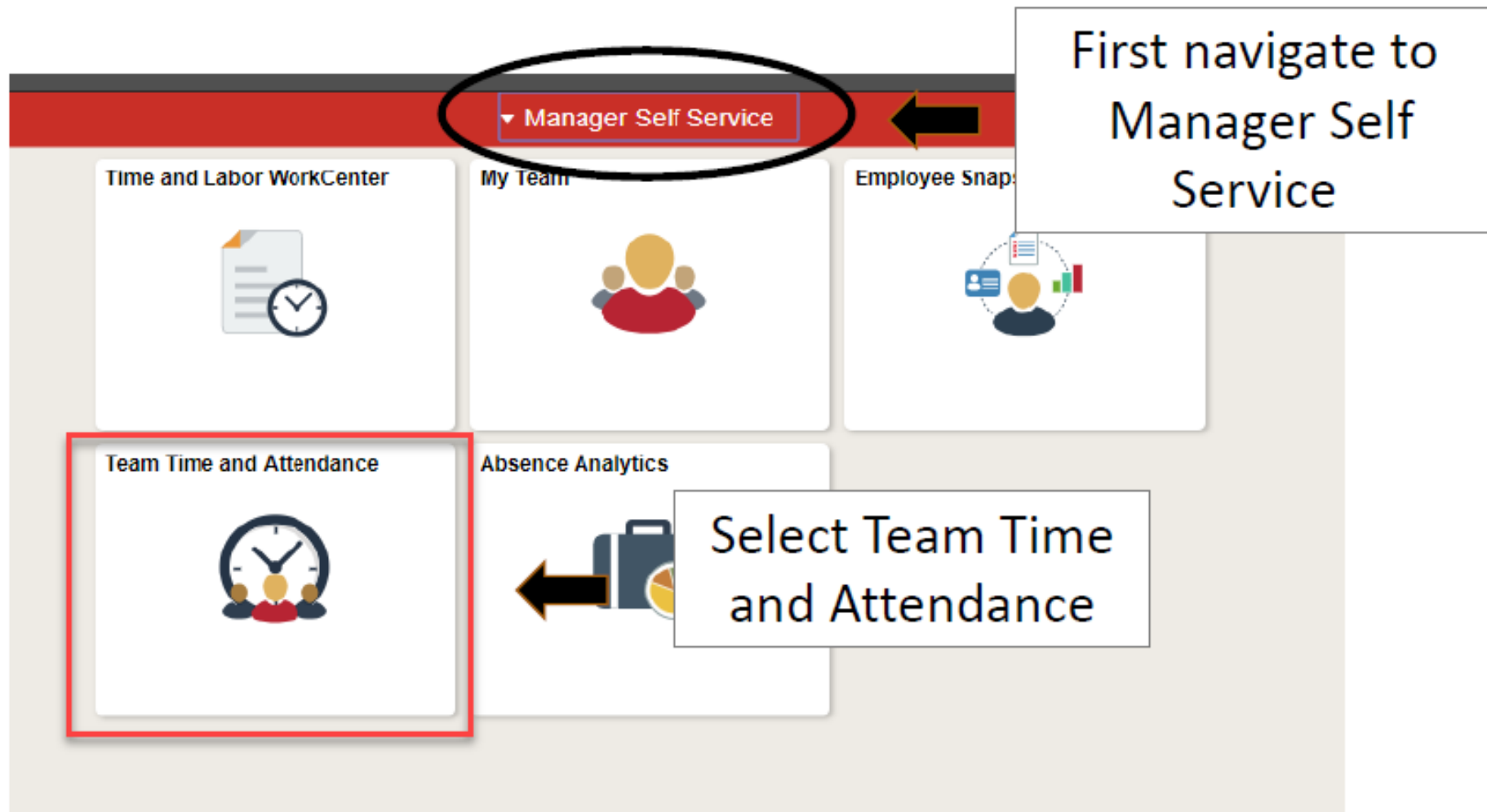
2. Employees update Mobile Phone number in PeopleSoft.

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.





Team Time and Attendance

Team Time and Attendance

Timesheet

Approve Reported Time

Payable Time

Approve Payable Time

Request Absence

Absence Requests

Cancel Absences

View Requests

Compensatory Time

Overtime Balances

Overtime Requests

Assign Work Schedule

Manager Search Options

Assign Work Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Business Unit begins with

Department begins with

Organizational Relationship =

☒ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Enter Employee ID and click Search

Click on Assign Work Schedule

Assign Work Schedule

Peggy Carter

Part Time Non Student

Employee ID 0000000087

Employment Record 0

Actions ▼

Assign Schedules ? Personalize | Find | View All | First 1 of 1 Last

Primary Schedule **Alternate Schedule**

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Show Schedule
04/01/2018	Select Predefined Schedule ▼	SHARE	EMTWT47	Show

View history of Schedule Assignments, including default changes

Save Return to Search Refresh Update/Display Include History Correct History

Click on plus sign
to add a new row



Assign Work Schedule

Peggy Carter

Part Time Non Student

Actions ▾

Employee ID 0000000087

Employment Record 0

Assign Schedules ?

Primary Schedule

Alternative

*Effective Date

*Assignment Method

10/01/2018



31

Select

04/01/2018



31

Select Predefined

► View history of Schedules

Save

Return to Search

Refresh

First change effective start date of schedule
Note: New schedule should start on Monday

Personalize | Find | View All |

First 1-2 of 2 Last

ID

Description

Show Schedule

475HOUR



Elap Day

Elap MTWT

4.75 Hour

Day

Then click on magnifying

475HOUR



Elap Day

Elapased MTWT 4.75 Hour

Day

Show Schedule



Update/Display

Include History

Correct History

Assign Work Schedule

Peggy Carter
Part Time Non Student

Actions ▾

Assign Schedules ?

Primary Schedule Alternate Schedule

*Effective Date	*Assignment Method
10/01/2018	Select Predefined Schedule
04/01/2018	Select Predefined Schedule

View history of Schedule Assignments, including

Save Return to Search Refresh

Look Up Schedule ID

Set ID SHARE

Schedule ID begins with

Description begins with

Look Up Clear Cancel Basic

Lookup

Search Results

View 100 First 1-37 of 37

Schedule ID	Description
EMF5HOUR	Elapsed MF 5 Hour day
EMTWT10HOUR	Elapsed MTWT 10 Hour Day
EMTWT475HOUR	Elapsed MTWT 4.75 Hour Day
EMTWT4F3HOUR	Elapsed MTWT 4 F 3 Hour Day
EMTWT5HOUR	Elapsed MTWT 5 Hour
EMTWT8.5F6	EMTWT8.5F6
EMTWT9F0	EMTWT9F0
EMTWTF1.60	EMTWTF1.60
EMTWTF2HOUR	Elapsed MTWTF 2 Hour Day
EMTWTF3HOUR	Elapsed MTWTF 3 Hour

1-2 of 2

Show Schedule

Show Schedule

Include History Correct History

Select schedule needed

If Schedule needed is not listed, please send email to payroll@utrgv.edu in format listed below

Mon	Tue	Wed	Thu	Fri	Sat	Sun
0	0	8	8	0	12	12

Assign Work Schedule

Peggy Carter

Part Time Non Student

Employee ID 0000000087

Employment Record 0

Actions ▾

Assign Schedules ?

Personalize | Find | View All | | First 1-2 of 2 Last

Primary Schedule

Alternate Schedule

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule		
10/01/2018	Select Predefined Schedule ▾	SHARE	EMTWT4F3HOUR	Elapsed MTWT 4 F 3 Hour Day	Show Schedule		
04/01/2018	Select Predefined Schedule ▾	SHARE	EMTWT475HOUR	Elapsed MTWT 4.75 Hour Day	Show Schedule		

► View history of Schedule Assignments, including default changes

Save



Sea

Click Save

Update/Display

Include History

Correct History



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.