

# MSS – Overtime Payout

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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.*

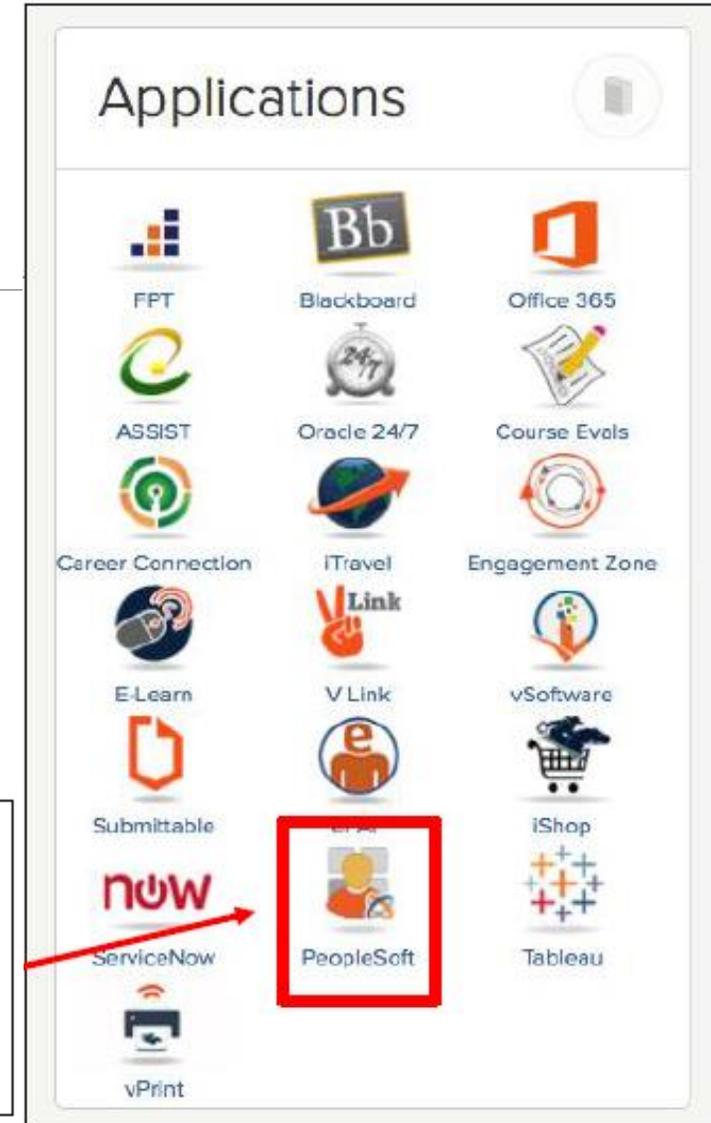
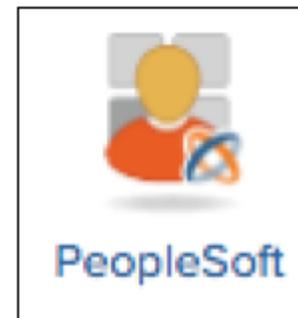
1. Request Mobile Phone number from employment candidates in PeopleAdmin; Include mobile number when creating new employee records.

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.



▼ Manager Self Service

Time and Labor WorkCenter

My Team

Employee Snap

Team Time and Attendance

Absence Analytics

First navigate to Manager Self Service

Select Team Time and Attendance

Click on Timesheet

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

Detailed Leave Balances

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"/>
Reports To Position Number	<input type="text"/>
	<input type="text"/>
Workgroup	<input type="text"/>

- Get Employees
- Clear Criteria
- Save Criteria

Change View

\*View By   Show Schedule Information  
 Date

Employees For Dalinda Sandoval, Totals From 10/08/2018 - 10/14/2018

Personalize | Find | 1 of 1

Time Summary		Demographics								
Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Last Name			0	0.000000	0.000000	0.000000			0.000000	0.000000

- Approve Reported Time
- Approve Absence
- Manager Self Service
- Time Management

# Team Time and Attendance

Report Time

## Timesheet Summary

**Employee Selection**

**Employee Selection Criteria**

Selection Criterion	Selection Criterion Value
Employee ID	0000000072
Empl Record	
Last Name	
First Name	
Reports To Position Number	
Workgroup	
Position Number	

**Get Employees**

**Clear Criteria**

**Save Criteria**

Enter Selection Criteria and click Get Employees

**Change View**

\*View By   Show Schedule Information

Date

[Previous Week](#) [Next Week](#)

Employees For Alejandro Chapa, Totals From 10/08/2018 - 10/14/2018 [Personalize](#) | [Find](#) | [🔍](#) 1 of 1

Time Summary	Demographics										
Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours▲	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours	
Bucks					0.00	40.00			0.00	0.00	

Click on Last Name

Employee must physically work over 40 hours in a week (Monday to Sunday) in order to earn Overtime. Available overtime will display under timesheet on the following month.

**Select Another Timesheet**

\*View By  Previous Period Next Period

\*Date

Scheduled Hours 176.00 Reported Hours 0.00 [Print Timesheet](#)

**From Monday 10/01/2018 to Wednesday 10/31/2018**

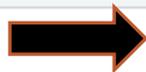
Time Reporting Code	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5	Sat 10/6	Sun 10/7
REG - Regular	8.00	8.00	8.00	8.00	8.00		
EMCL - Emergency Closure							

**Leave and Compensatory Time Balances**

Plan Type	Plan	Recorded Balance	Minimum Allo
Comp Time	OVERTIME	15.00	

In this example employee worked 50hrs in one week in September and has accrued a total of (50hrs-40hrs=10hours X 1.5) 15hrs overtime.

After reviewing available Overtime hours click on Previous Period



Previous Period

Next Period

Print Timesheet

From Monday 10/01/2018 to Wednesday 10/31/2018 ?

Time Reporting Code	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5	Sat 10/6	Sun 10/7
REG - Regular	8.00	8.00	8.00	8.00	8.00		
EMCL - Emergency Closure							

Save for Later Submit Review Time Card

Reported Time Status **Leave / Compensatory Time** Absence Payable Time

Leave and Compensatory Time Balances ? Personalize | Find | 1 of 1

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	OVERTIME	15.00	-9999		

### Timesheet

#### Star Bucks

Part Time Non Student

Supervisor Name Alma Arce

Actions

Employee ID 000000072 FTE 0.475000

Empl Record 0 Empl Type Salaried

Empl Class Classified

Earliest Change Date 08/31/2018

#### Select Another Timesheet

\*View By Calendar Period

Previous Period Next Period

\*Date 09/01/2018

Scheduled Hours 152.00

Reported Hours 172.00

Print Timesheet

#### From Saturday 09/01/2018 to Sunday 09/30/2018

Time Reporting Code	Sat 9/1	Sun 9/2	Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9	Mon 9/10	Tue 9/11	Wed 9/12	Thu 9/13	Fri 9/14
REG - Regular				8.00	8.00	8.00	8.00			10.00	10.00	10.00	10.00	10.00

Save for Later Submit Review Time Card

Reported Time Status Absence Payable Time

#### Reported Time Status

Personalize Find 1-20 of 20

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
09/04/2018	Submitted	8.00	REG	Regular	8.00	
09/05/2018	Submitted	8.00	REG	Regular	8.00	
09/06/2018	Submitted	8.00	REG	Regular	8.00	
09/07/2018	Submitted	8.00	REG	Regular	8.00	
09/10/2018	Submitted	10.00	REG	Regular	8.00	
09/11/2018	Submitted	10.00	REG	Regular	8.00	
09/12/2018	Submitted	10.00	REG	Regular	8.00	



Mon 9/17	Tue 9/18	Wed 9/19	Thu 9/20	Fri 9/21	Sat 9/22	Sun 9/23	Mon 9/24	Tue 9/25	Total	
8.00	8.00	8.00	8.00	8.00			8.00	8.00		

Click on plus sign to add a row



# Timesheet

**Star Bucks**

Part Time Non Student

Supervisor Name Alma Arce

Actions ▾

Employee ID 0000000072

FTE 0.475000

Empl Record 0

Empl Type Salaried

Empl Class Classified

Earliest Change Date 08/31/2018

## Select Another Timesheet

\*View By

[Previous Period](#) [Next Period](#)

\*Date   

Scheduled Hours 152.00

Reported Hours 0.00

[Print Timesheet](#)

From Saturday 09/01/2018 to Sunday 09/30/2018 

Time Reporting Code	Sat 9/1	Sun 9/2	Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7
<input type="text" value="REG - Regular"/>				0.00	0.00	0.00	0.00
<input type="text" value="OCP - Overtime Comp Payout"/>							

[Save for Later](#) [Submit](#) [Review Time Card](#)

Select Time Reporting Code OCP

## Reported Time Status

[Absence](#)

[Payable Time](#)

## Reported Time Status

[Personalize](#) | [Find](#) |  |  1 of 1

Date	Total	TRC	Description	Sched Hrs	Comments
	0.000000			0.00	

Mon 9/24	Tue 9/25	Wed 9/26	Thu 9/27	Fri 9/28	Sat 9/29	Sun 9/30	
8.00	8.00	8.00	8.00	8.00			
						10.00	



Enter number of hours to pay on the last day of the month

## Timesheet

**Star Bucks**

Part Time Non Student

Supervisor Name Alma Arce

Actions ▾

Employee ID 0000000072

FTE 0.475000

Empl Record 0

Empl Type Salaried

Empl Class Classified

Earliest Change Date 08/31/2018

### Select Another Timesheet

\*View By

[Previous Period](#) [Next Period](#)

\*Date   

Scheduled Hours 152.00

Reported Hours 0.00

[Print Timesheet](#)

From Saturday 09/01/2018 to Sunday 09/30/2018 

Time Reporting Code	Sat 9/1	Sun 9/2	Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8
<input type="text" value="REG - Regular"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.00	8.00	8.00	8.00	<input type="text"/>
<input type="text" value="OCP - Overtime Comp Payout"/>	<input type="text"/>							

Save for Later

Submit

Review Time Card

Click on Review Time Card

Reported Time Status

[Absence](#)

[Payable Time](#)

### Reported Time Status

[Personalize](#) [Find](#)   1 of 1

Date	Total	TRC	Description	Sched Hrs	Comments
	0.000000			0.00	

## Review Time Card

Help

If entered leave requires proof of absence, please acknowledge that this has been provided by the employee (e.g. proof of summons/appearance for jury duty/doctor's excuse/blood donation). Please view Handbook of Operating Procedure that best applies to the leave selected:

- Sick Leave
- Educational Activity Leave
- Military Leave, Funeral Leave
- Red Cross Disaster Service Volunteer Leave
- Blood Donation/ Bone Marrow Donation
- Volunteer Firefighters Leave
- Jury Duty and Witness Service and Fees
- Veterans Health Leave

### Time and Labor Error Messages

Personalize | Find |  |  First  1 of 1  Last

1

### Time and Labor Warning messages

Personalize | Find |  |  First  1 of 1  Last

1

I certify that the time hereon is in accordance with UT Rio Gran

Select to certify  
and click OK

work time and absence is in

OK

Tue  
9/11

8.00

## Timesheet

**Star Bucks**

Part Time Non Student

Supervisor Name Alma Arce

Actions ▾

Employee ID 0000000072

FTE 0.475000

Empl Record 0

Empl Type Salaried

Empl Class Classified

Earliest Change Date 08/31/2018

### Select Another Timesheet

\*View By

[Previous Period](#) [Next Period](#)

\*Date   

Scheduled Hours 152.00

Reported Hours 0.00

[Print Timesheet](#)

### From Saturday 09/01/2018 to Sunday 09/30/2018

Time Reporting Code	Sat 9/1	Sun 9/2	Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7
<input type="text" value="REG - Regular"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>
<input type="text" value="OCP - Overtime Comp Payout"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save for Later

Submit

Click Submit

Reported Time Status

[Absence](#)

[Payable Time](#)

### Reported Time Status

Personalize | Find |  |  1 of 1

Date	Total	TRC	Description	Sched Hrs	Comments
	0.000000			0.00	

Timesheet

## Submit Confirmation



The Submit was successful.

Time for the Time Period of 2018-09-01 to 2018-09-30 is submitted

OK



Click OK

Note: Payroll will pay hours entered before 20<sup>th</sup> day of current month for any hours as of prior month

Example: Payroll will pay any OCP hours entered as of 09/30/2018 on 10/20/2018 for pay date of 11/01/2018

## Important Information

- System will determine if overtime payment is subject to TRS or not based on the following logic.
  1. Time earned and paid on current timesheet is eligible to accrue TRS value.
  2. Time earned from prior periods and paid later is not eligible to accrue TRS value.

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.

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.**