Entering and Submitting an Absence Request (Emergency Leave)

Absence Management

Leave types available will depend upon HR Classification, FLSA status and awards.

Feel free to review all eligible leave types based on your FLSA status:
ADM 04-603 Sick Leave
ADM 04-602 Annual Leave
ADM 04-601 Leave of Absence Without Pay
ADM 04-606 Emergency Leave
ADM 04-613 Jury Duty

To read more about other leave type policies you can visit our UTRGV Handbook of Operating Procedures webpage:

https://www.utrgv.edu/hop/handbook/index.htm

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.*

Enroll in DUO

Employee information from PeopleSoft is used to automatically enroll employee's mobile phones into DUO Mobile. In order to use DUO Mobile, employees must update their Contact Details in PeopleSoft with their current mobile phone number. DUO 2-Factor authentication is required for the following:

- Access to VPN
- Access to PeopleSoft from a location outside of a UTRGV campus
- Access to a terminal server
- Access to Remote Desktop to access your UTRGV computer from off campus
- Access to email or other Office 365 applications from off campus

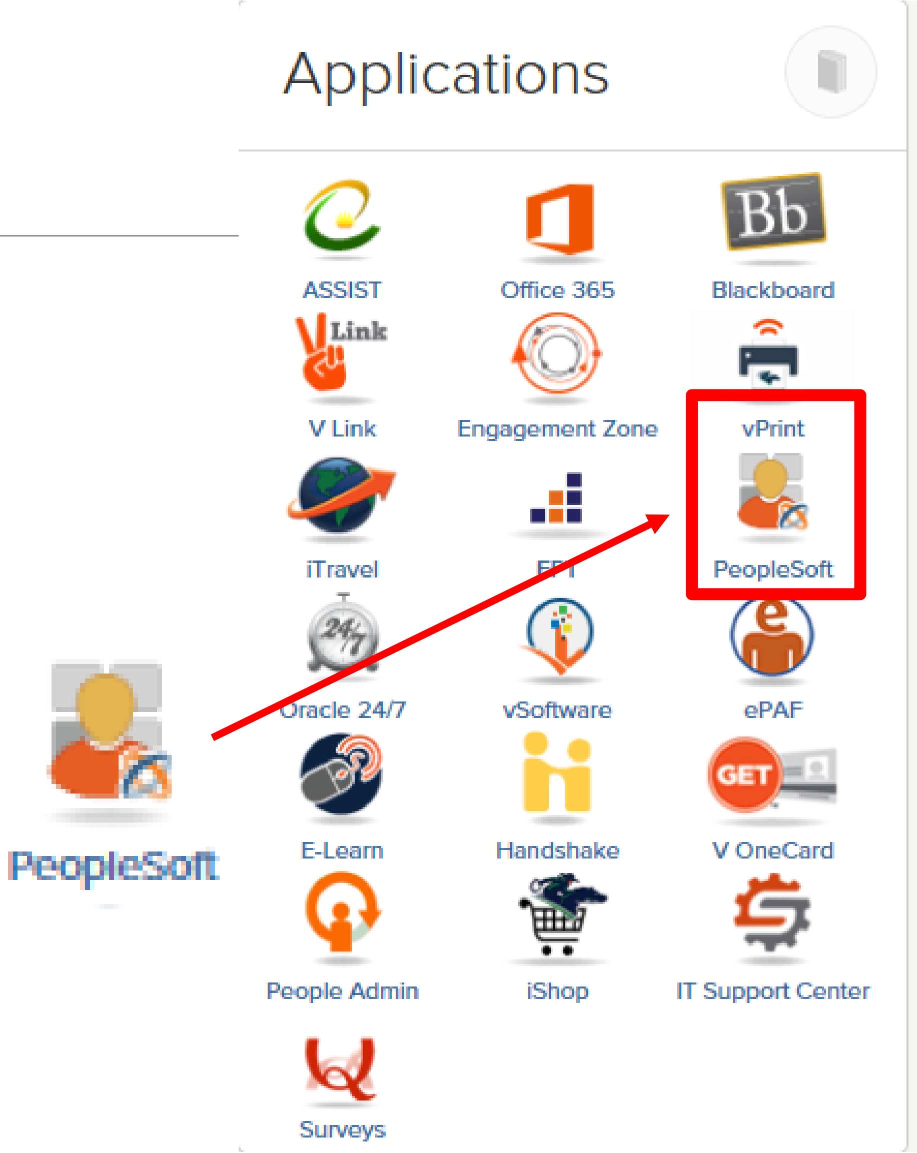
More information is available at: Enroll in DUO

Log In

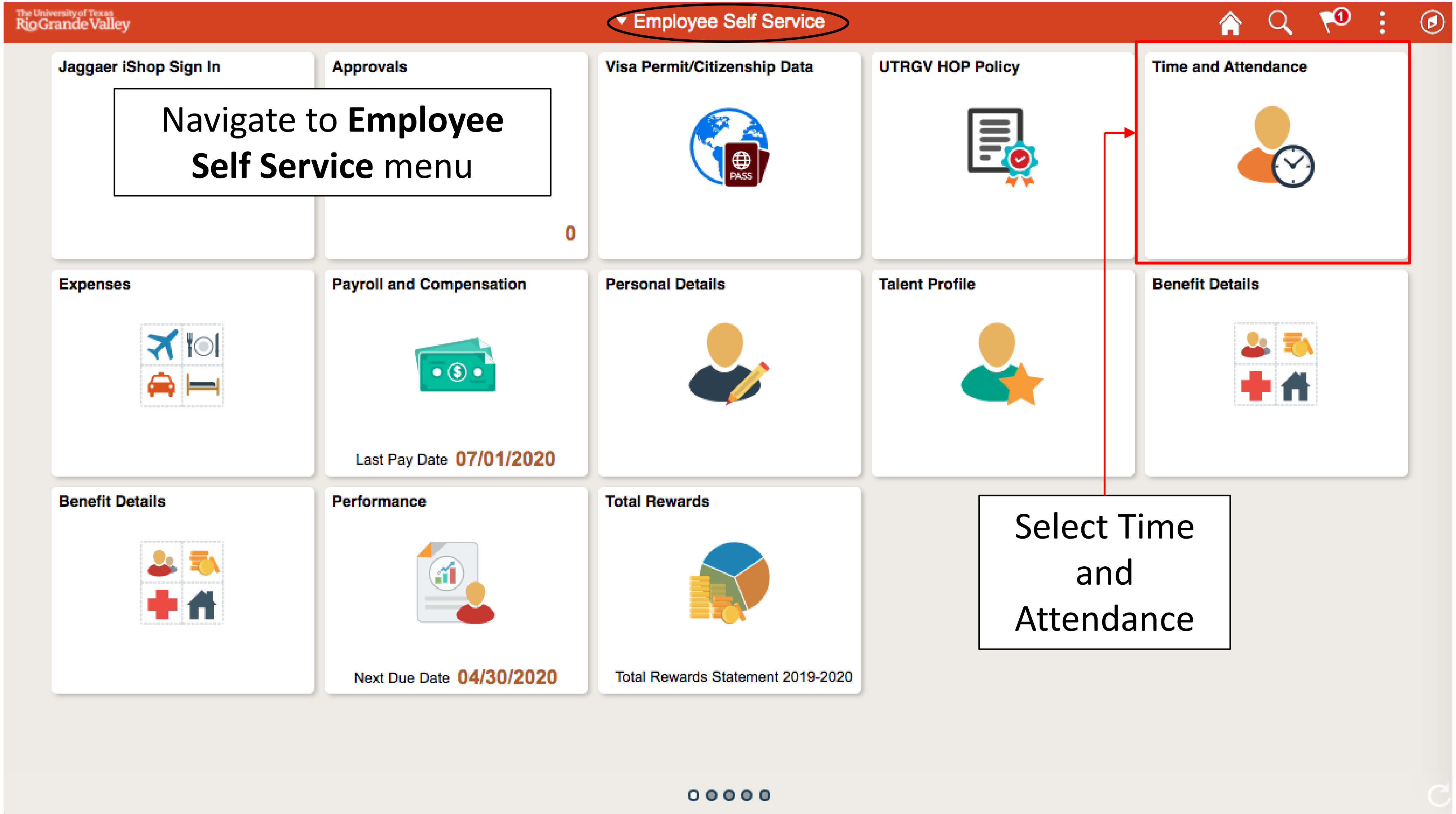
1. Navigate to https://my.utrgv.edu

2. Type in your credentials.

3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.

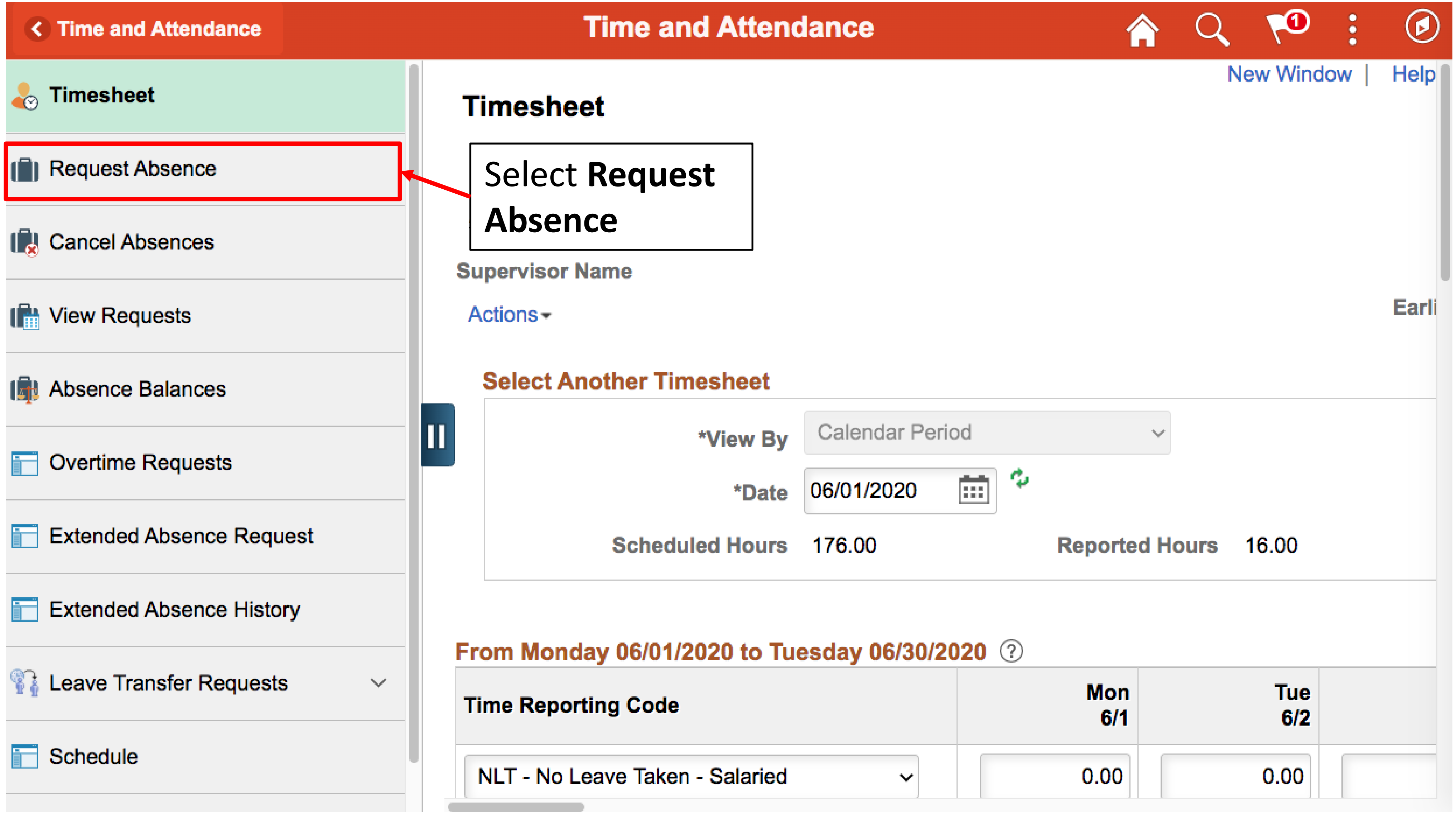

Applications
ASSIST
Office 365
Blackboard
V Link
Engagement Zone
vPrint
iTravel
EPT
PeopleSoft
Oracle 24/7
vSoftware
ePAF
E-Learn
Handshake
V OneCard
People Admin
iShop
IT Support Center
Surveys
PeopleSoft

*Please note, if you are off-campus you will be required to use Duo 2 Factor Authentication


The University of Texas Rio Grande Valley
Employee Self Service
Jaggaer iShop Sign In
Approvals
0
Visa Permit/Citizenship Data
PASS
UTRGV HOP Policy
Time and Attendance
Expenses
Payroll and Compensation
Last Pay Date 07/01/2020
Personal Details
Talent Profile
Benefit Details
Benefit Details
Performance
Next Due Date 04/30/2020
Total Rewards
Total Rewards Statement 2019-2020

Navigate to **Employee Self Service** menu

Select Time and Attendance



Select **Request Absence**

Time and Attendance
Time and Attendance
1
New Window | Help
Timesheet
Request Absence
Cancel Absences
View Requests
Absence Balances
Overtime Requests
Extended Absence Request
Extended Absence History
Leave Transfer Requests
Schedule
Actions
Earli

Timesheet

Supervisor Name

Select Another Timesheet

*View By: Calendar Period

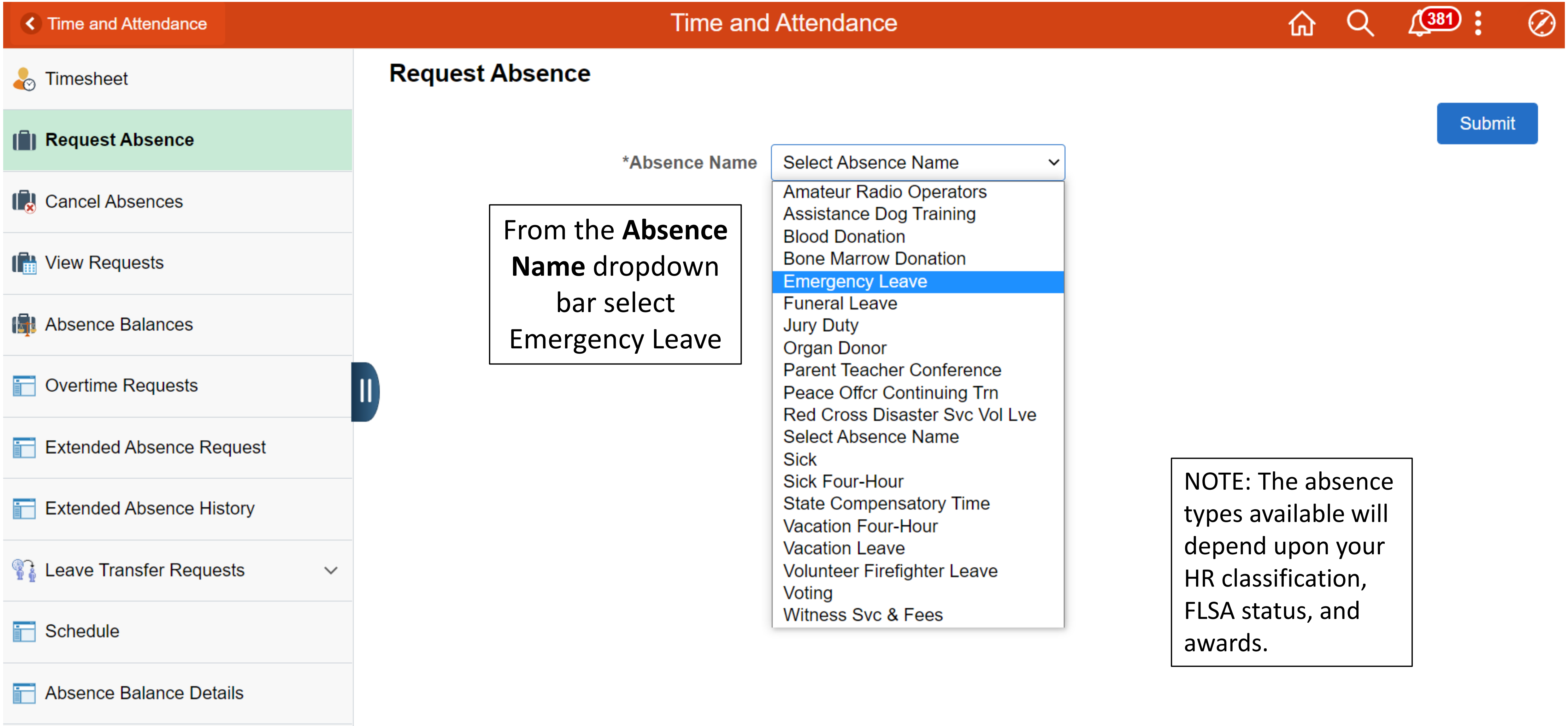
*Date: 06/01/2020

Scheduled Hours 176.00

Reported Hours 16.00

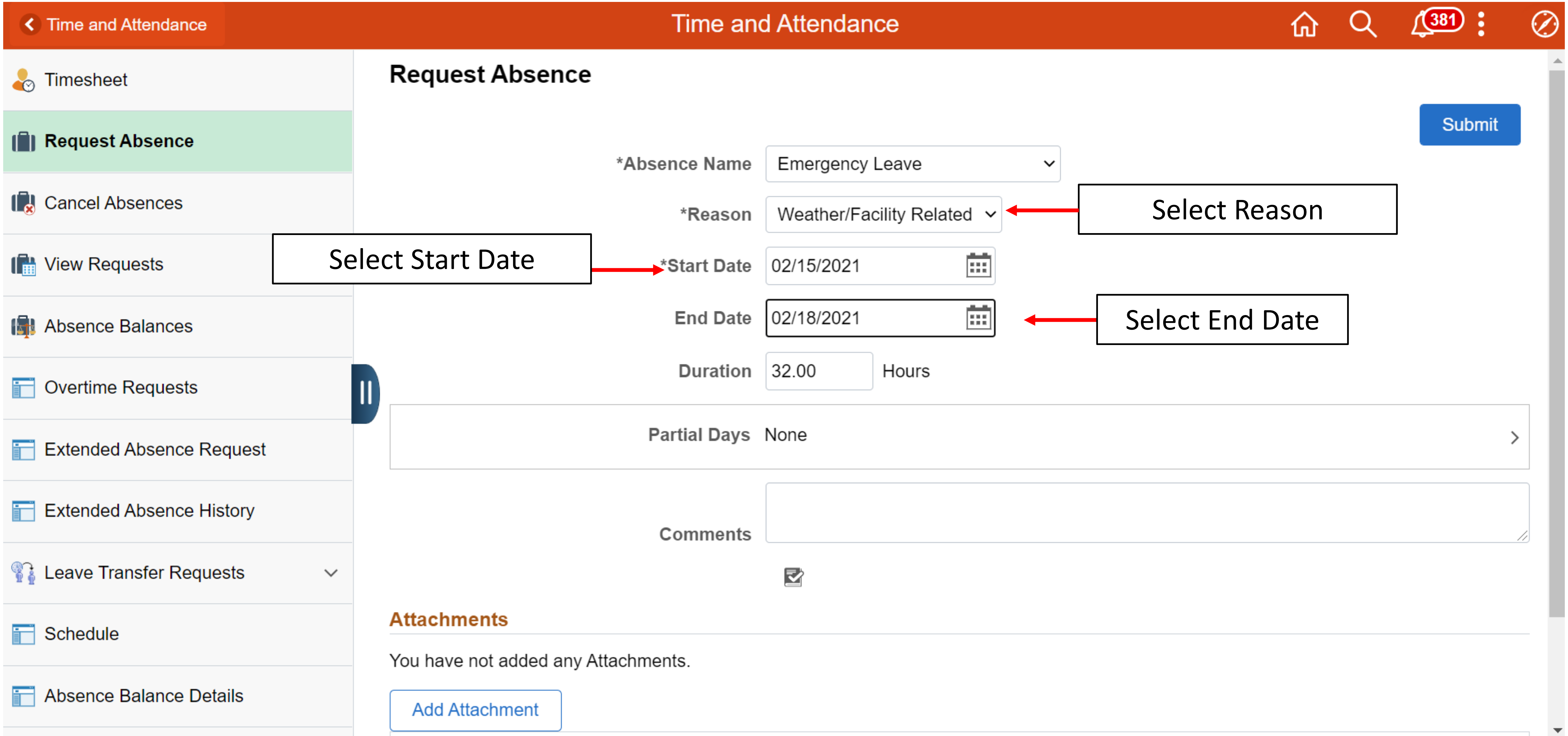
From Monday 06/01/2020 to Tuesday 06/30/2020

Time Reporting Code	Mon 6/1	Tue 6/2
NLT - No Leave Taken - Salaried	0.00	0.00


Time and Attendance
Time and Attendance
381
Timesheet
Request Absence
Cancel Absences
View Requests
Absence Balances
Overtime Requests
Extended Absence Request
Extended Absence History
Leave Transfer Requests
Schedule
Absence Balance Details
Request Absence
Submit
*Absence Name
Select Absence Name
Amateur Radio Operators
Assistance Dog Training
Blood Donation
Bone Marrow Donation
Emergency Leave
Funeral Leave
Jury Duty
Organ Donor
Parent Teacher Conference
Peace Offcr Continuing Trn
Red Cross Disaster Svc Vol Lve
Select Absence Name
Sick
Sick Four-Hour
State Compensatory Time
Vacation Four-Hour
Vacation Leave
Volunteer Firefighter Leave
Voting
Witness Svc & Fees

From the **Absence Name** dropdown bar select Emergency Leave

NOTE: The absence types available will depend upon your HR classification, FLSA status, and awards.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Time and Attendance
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Timesheet
Request Absence
Cancel Absences
View Requests
Absence Balances
Overtime Requests
Extended Absence Request
Extended Absence History
Leave Transfer Requests
Schedule
Absence Balance Details
Submit
Add Attachment

Request Absence

*Absence Name: Emergency Leave

*Reason: Weather/Facility Related

*Start Date: 02/15/2021

End Date: 02/18/2021

Duration: 32.00 Hours

Partial Days: None

Comments:

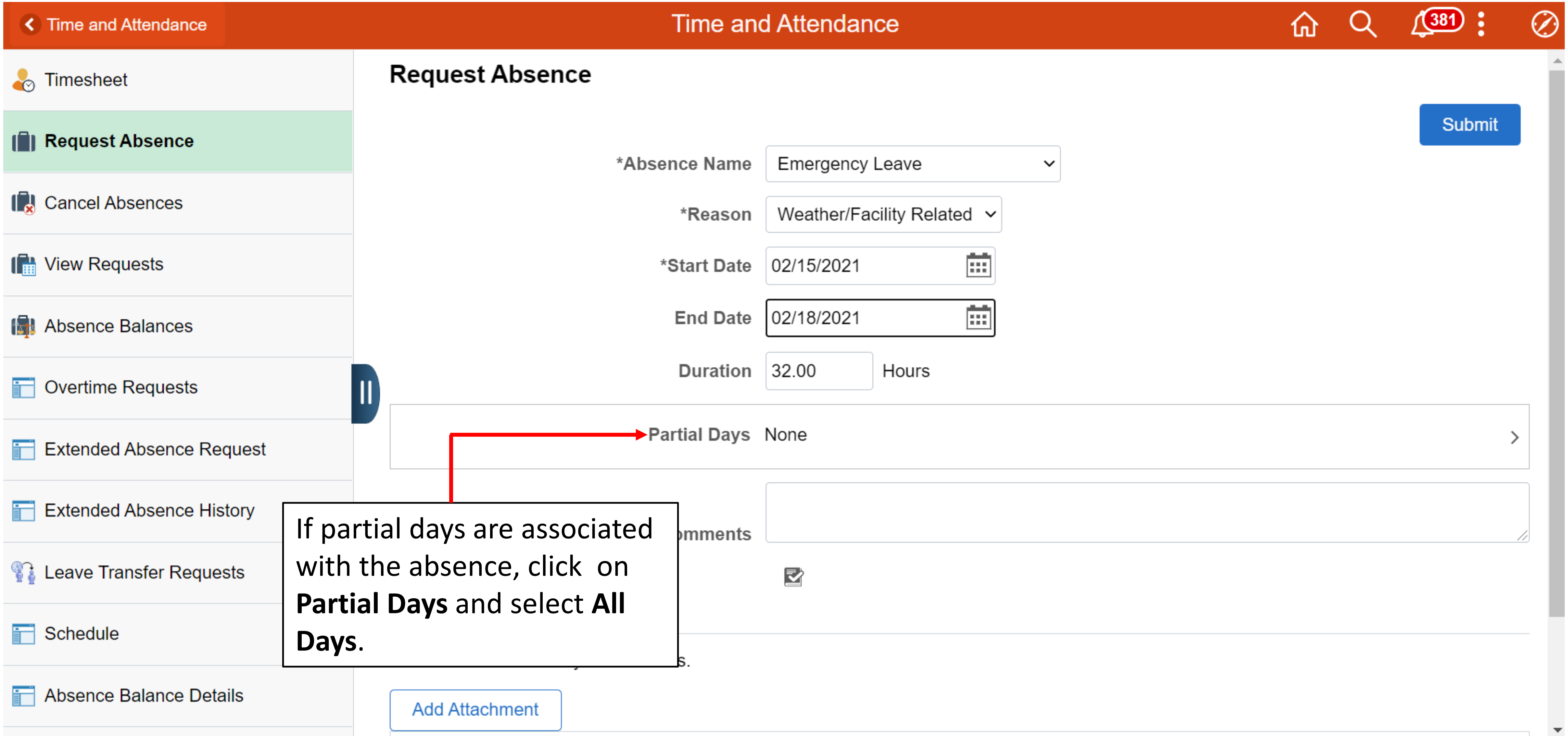
Attachments

You have not added any Attachments.

Select Reason

Select Start Date

Select End Date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Submit
Add Attachment

Request Absence

*Absence Name: Emergency Leave

*Reason: Weather/Facility Related

*Start Date: 02/15/2021

End Date: 02/18/2021

Duration: 32.00 Hours

Partial Days: None

omments

s.

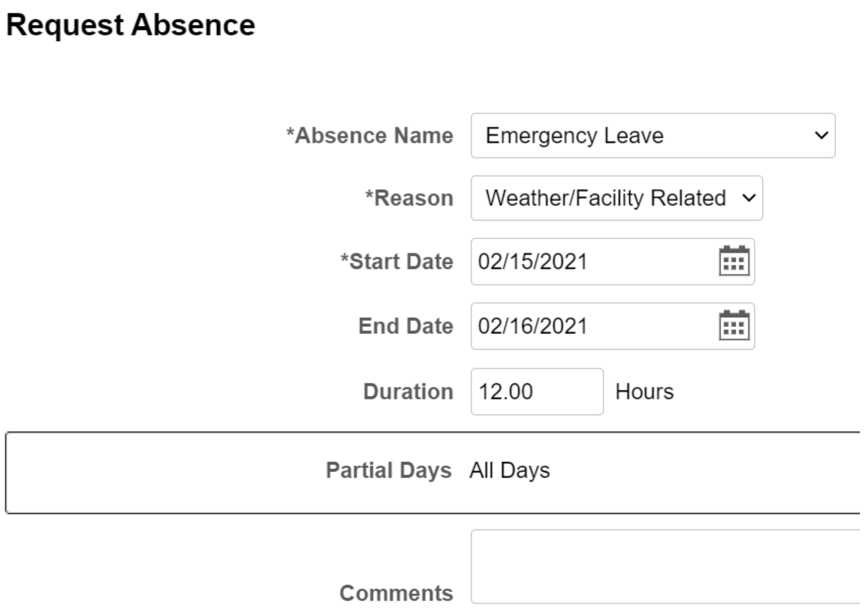
If partial days are associated with the absence, click on **Partial Days** and select **All Days**.

Absence Management – Partial Days

Partial Days

The Partial Days dropdown is used to indicate partial day absences. It allows the employee to indicate the exact number of hours on leave.

NOTE: Absence Management will calculate any partial hours or half-day entries that are entered using the Start and End Date range.



Request Absence

*Absence Name: Emergency Leave
*Reason: Weather/Facility Related
*Start Date: 02/15/2021
End Date: 02/16/2021
Duration: 12.00 Hours
Partial Days: All Days
Comments:

Absence Management – Partial Days Cont’d

All Days

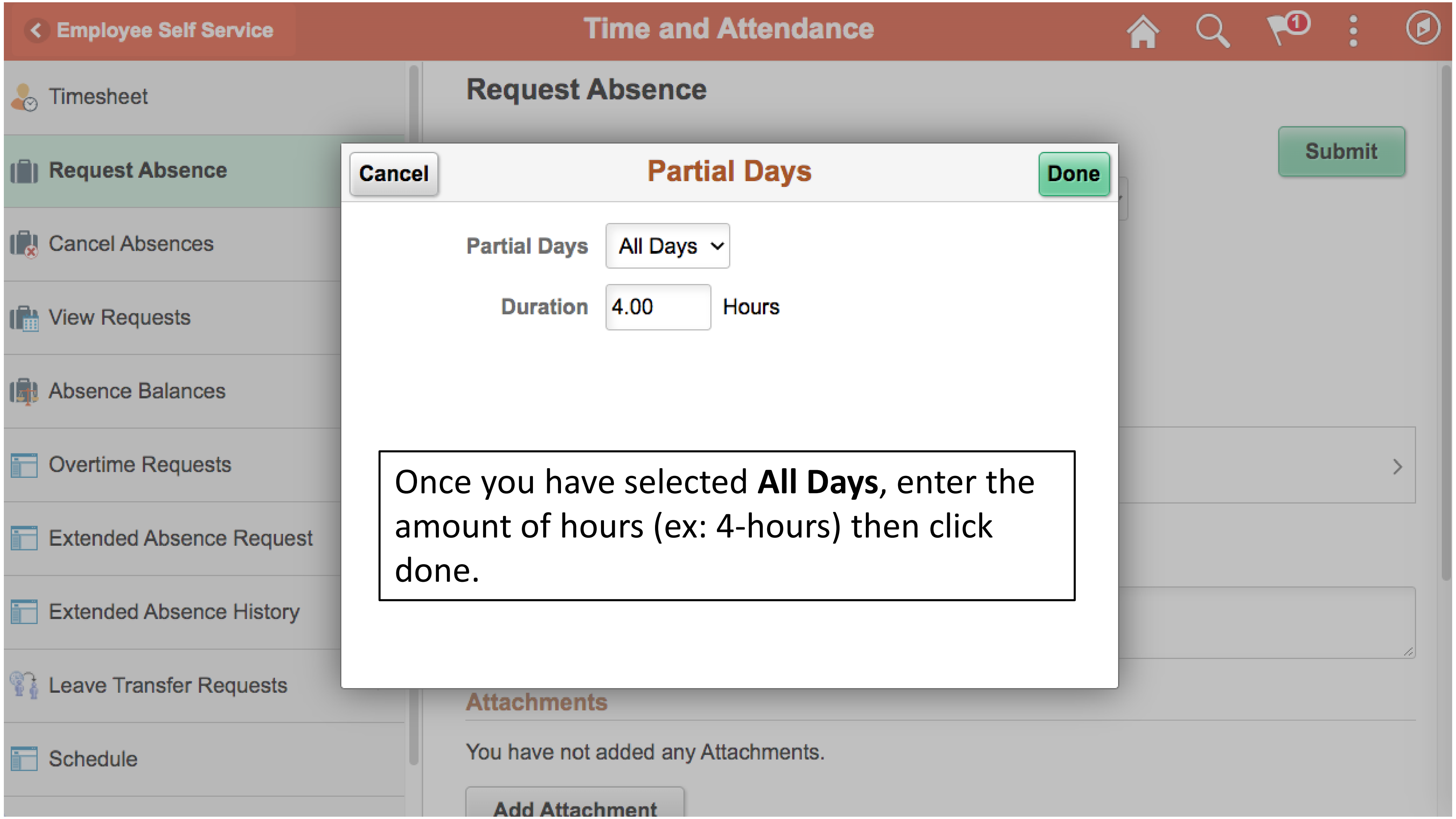
The **All Days** selection is used if the leave event occurred is a partial day absence and not a full 8 hour leave.

The amount of leave will be indicated in the **All Days Hours** field. You will need to click on **Calculate End Date or Duration**, this will auto-populate the **Duration** field with the total number of hours of leave based on your schedule, date range and leave taken for each day.

None

The **None** selection is used by default. This indicates the absence is *not* a partial absence and will be calculated as full day leave.

If the leave event does not require partial hours, enter the **Start** and **End Date** then you can click on **Calculate End Date or Duration**. The **Duration** field will auto-populate based on your regular schedule and dates submitted.

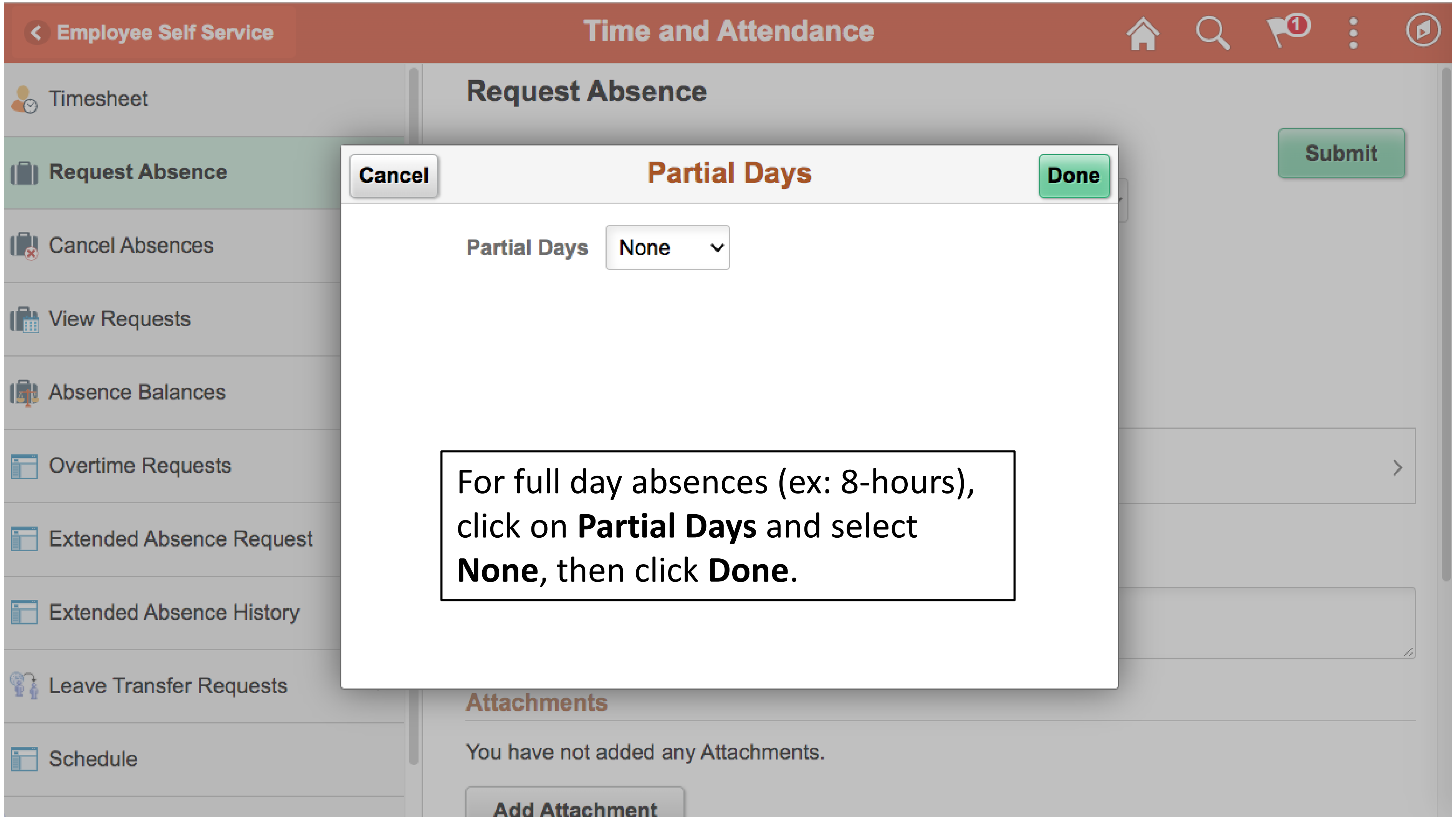

Employee Self Service
Time and Attendance
Timesheet
Request Absence
Cancel Absences
View Requests
Absence Balances
Overtime Requests
Extended Absence Request
Extended Absence History
Leave Transfer Requests
Schedule
Request Absence
Submit
Cancel
Partial Days
Done
Attachments
Add Attachment

Partial Days: All Days

Duration: 4.00 Hours

You have not added any Attachments.

Once you have selected **All Days**, enter the amount of hours (ex: 4-hours) then click done.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Overtime Requests
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Extended Absence History
Leave Transfer Requests
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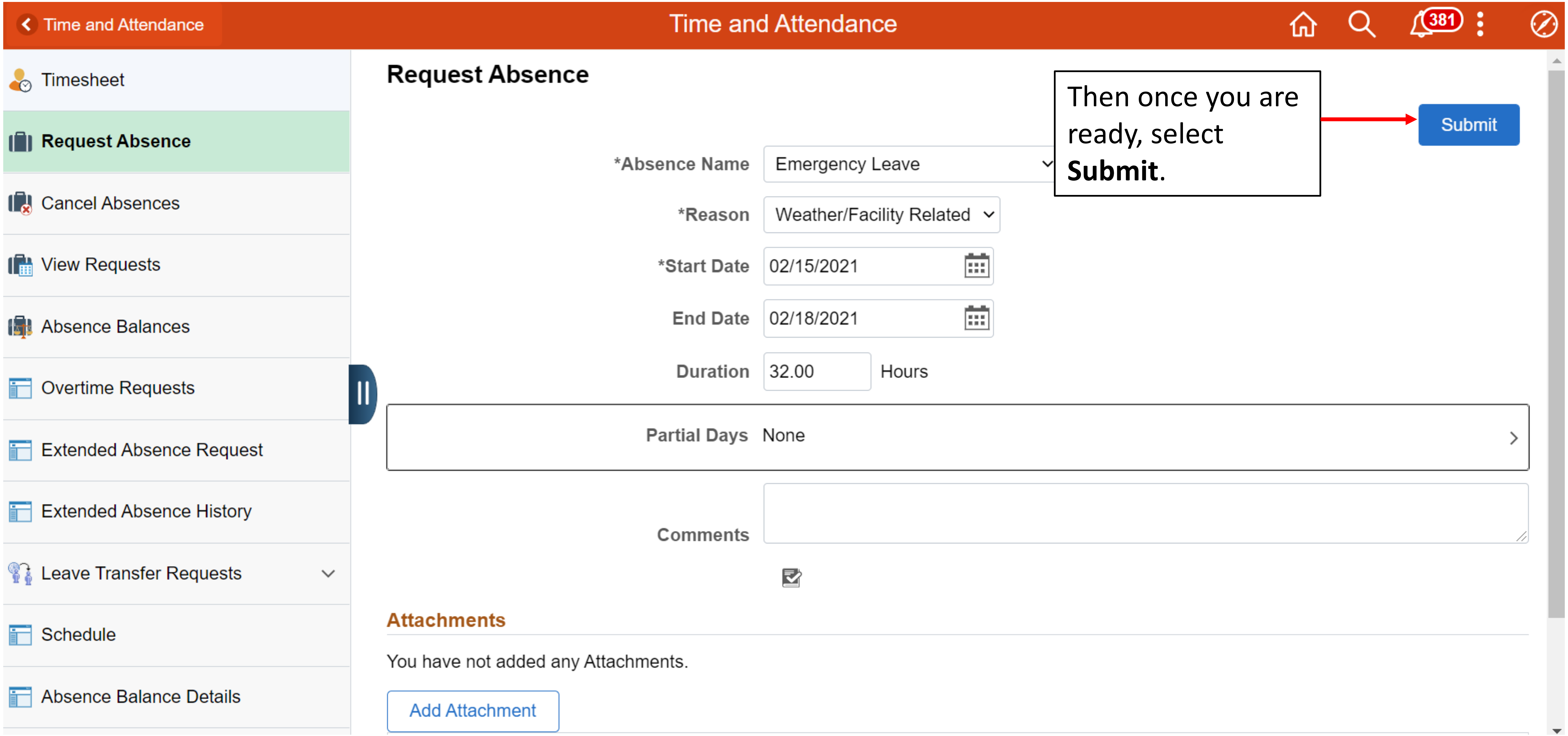
Submit
Cancel
Partial Days
Done
Attachments
Add Attachment

Partial Days: None

You have not added any Attachments.

For full day absences (ex: 8-hours), click on **Partial Days** and select **None**, then click **Done**.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Absence Balances
Overtime Requests
Extended Absence Request
Extended Absence History
Leave Transfer Requests
Schedule
Absence Balance Details
Submit
Add Attachment

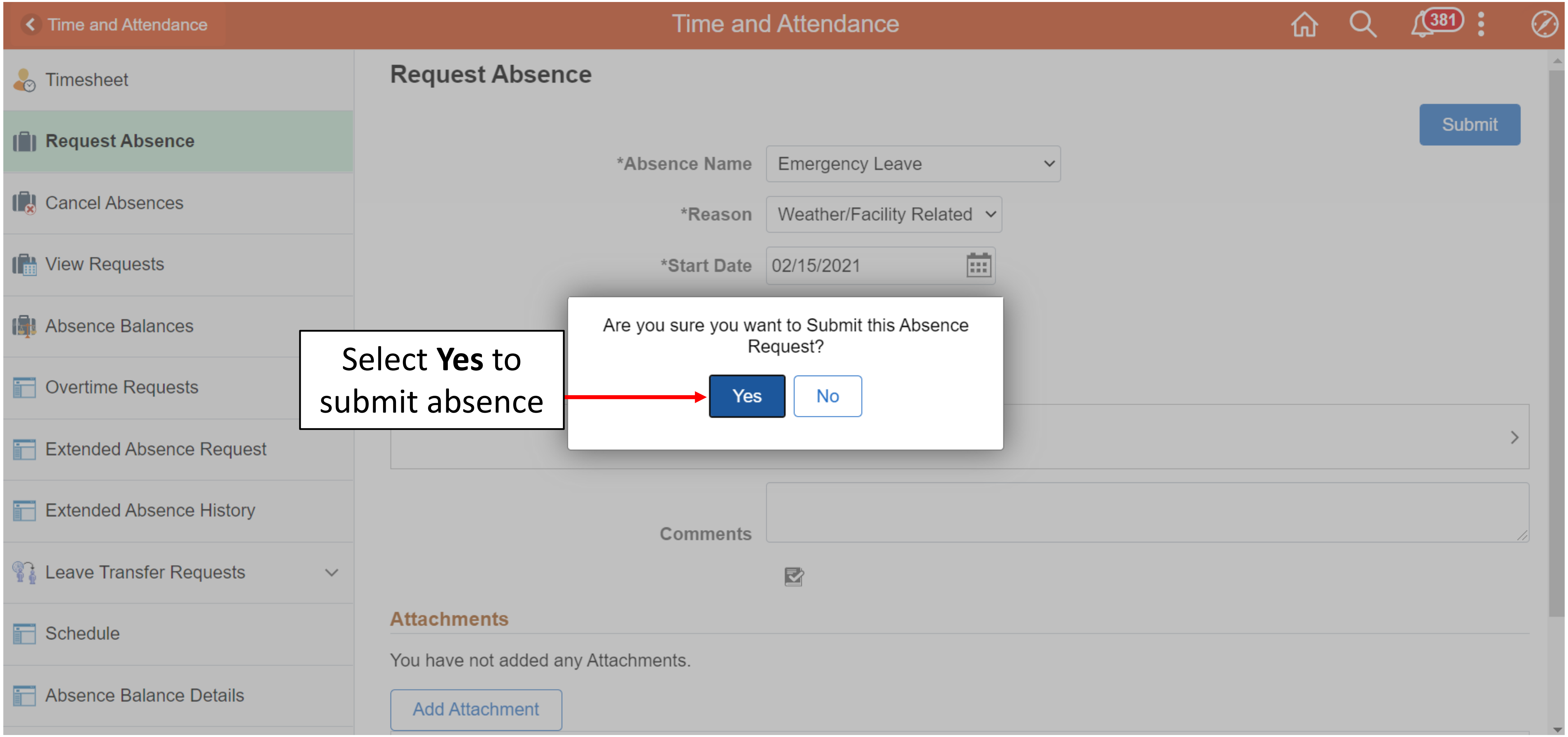
Request Absence

*Absence Name	Emergency Leave
*Reason	Weather/Facility Related
*Start Date	02/15/2021
End Date	02/18/2021
Duration	32.00 Hours
Partial Days	None
Comments	

Attachments

You have not added any Attachments.

Then once you are ready, select **Submit**.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Absence Balances
Overtime Requests
Extended Absence Request
Extended Absence History
Leave Transfer Requests
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Absence Balance Details
Submit
Yes
No
Add Attachment

Request Absence

*Absence Name: Emergency Leave

*Reason: Weather/Facility Related

*Start Date: 02/15/2021

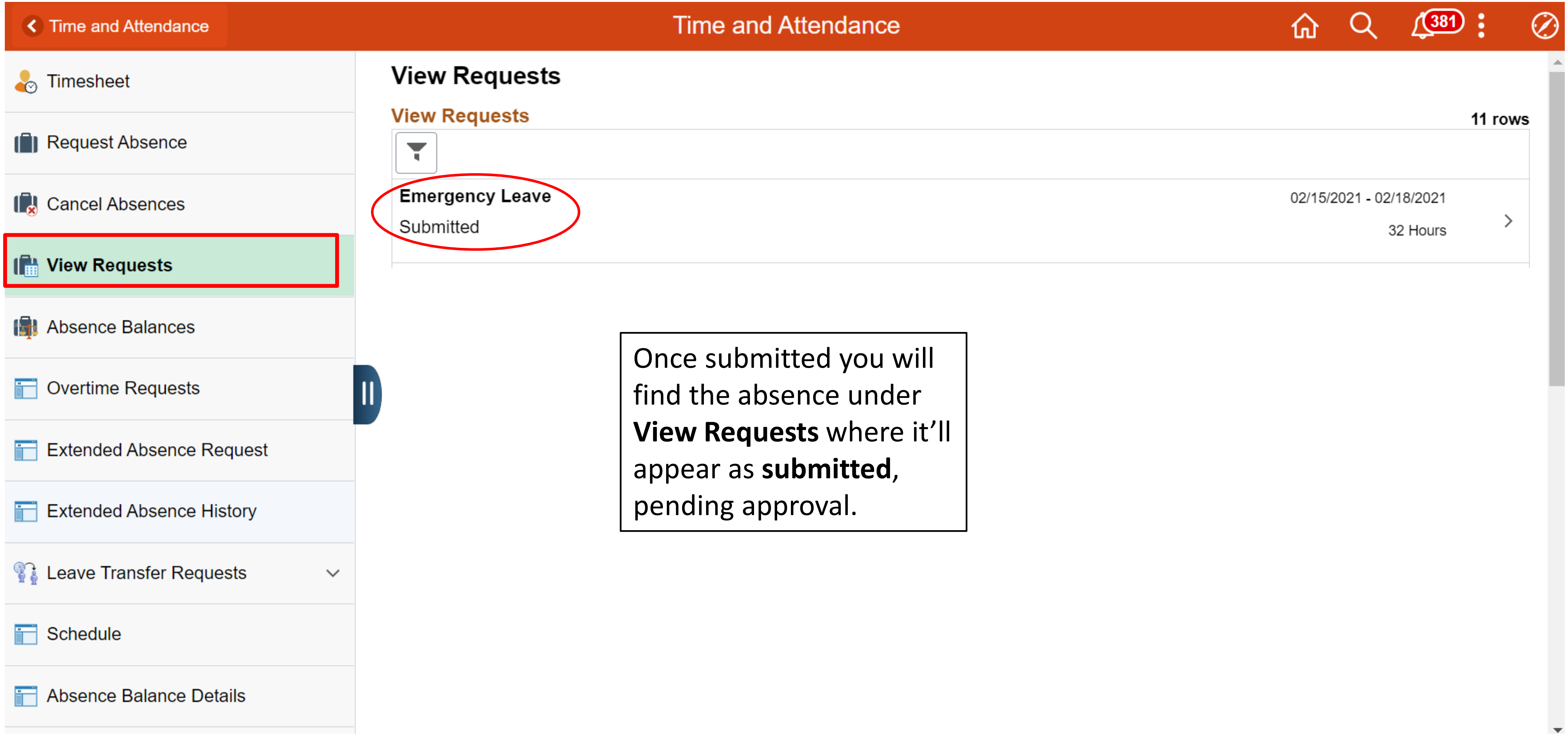
Comments

Attachments

You have not added any Attachments.

Are you sure you want to Submit this Absence Request?

Select **Yes** to submit absence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Extended Absence Request
Extended Absence History
Leave Transfer Requests
Schedule
Absence Balance Details

View Requests

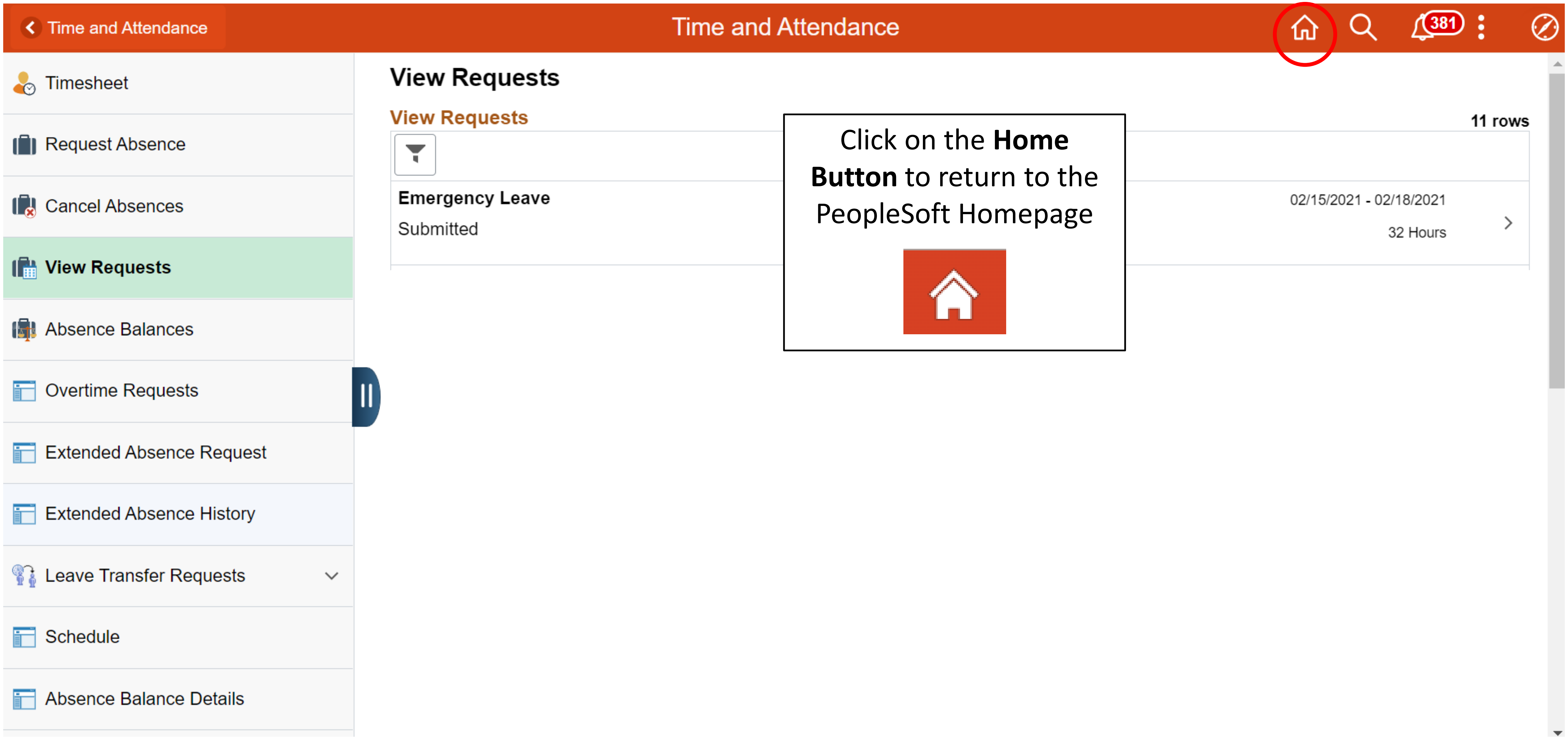
View Requests

11 rows

Emergency Leave
Submitted

02/15/2021 - 02/18/2021
32 Hours

Once submitted you will find the absence under **View Requests** where it'll appear as **submitted**, pending approval.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Timesheet
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Absence Balances
Overtime Requests
Extended Absence Request
Extended Absence History
Leave Transfer Requests
Schedule
Absence Balance Details

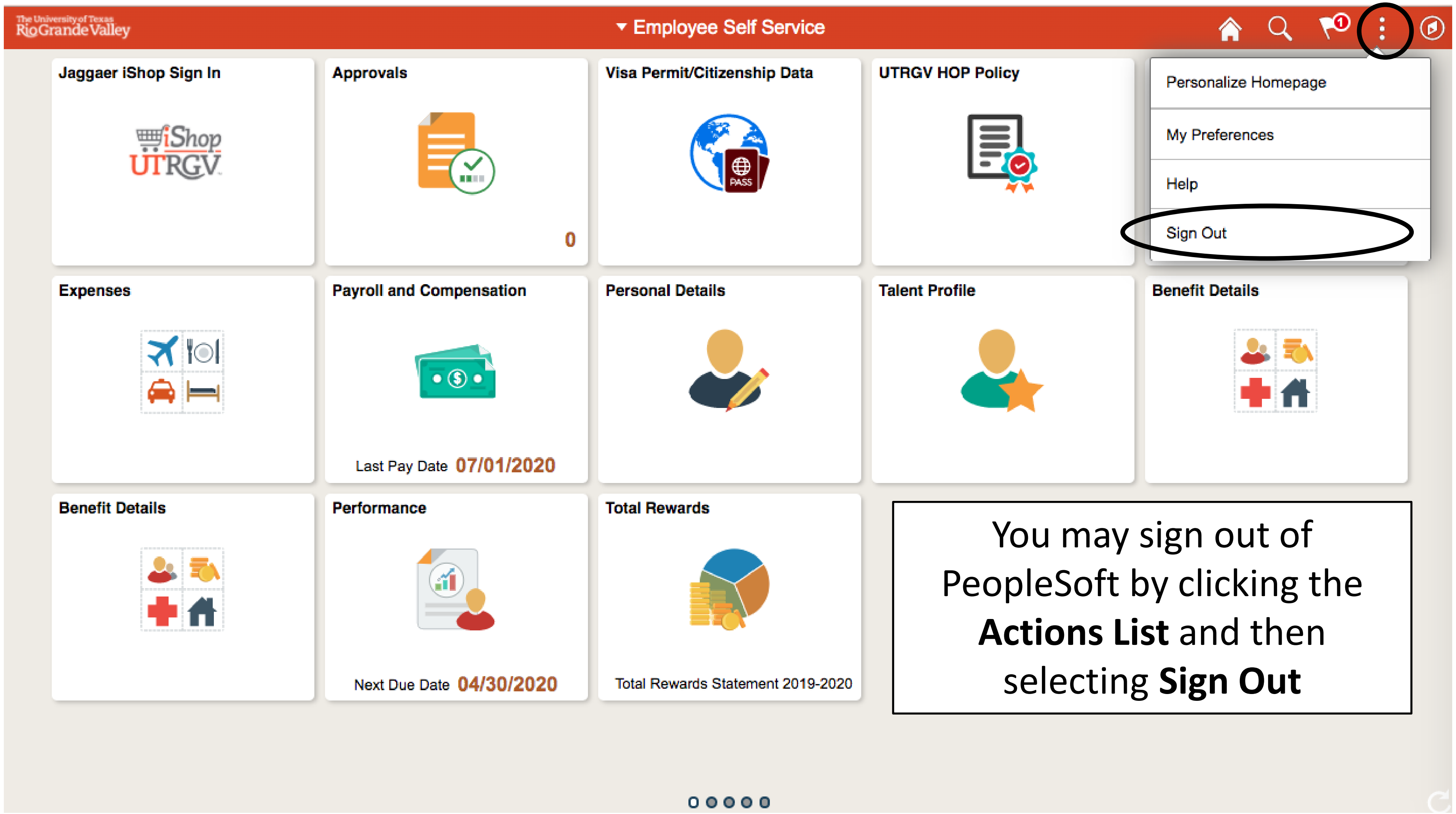
View Requests

View Requests

11 rows

Emergency Leave	02/15/2021 - 02/18/2021
Submitted	32 Hours

Click on the **Home Button** to return to the PeopleSoft Homepage


The University of Texas Rio Grande Valley
Employee Self Service
1
Personalize Homepage
My Preferences
Help
Sign Out
Jaggaer iShop Sign In
iShop UTRGV
Approvals
0
Visa Permit/Citizenship Data
PASS
UTRGV HOP Policy
Expenses
Payroll and Compensation
Last Pay Date 07/01/2020
Personal Details
Talent Profile
Benefit Details
Benefit Details
Performance
Next Due Date 04/30/2020
Total Rewards
Total Rewards Statement 2019-2020

You may sign out of PeopleSoft by clicking the **Actions List** and then selecting **Sign Out**

Congratulations!

You have successfully completed this topic.

End of Procedure.