

Employee Self Service- Approved Extended Absence (FMLA)

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.*

[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.

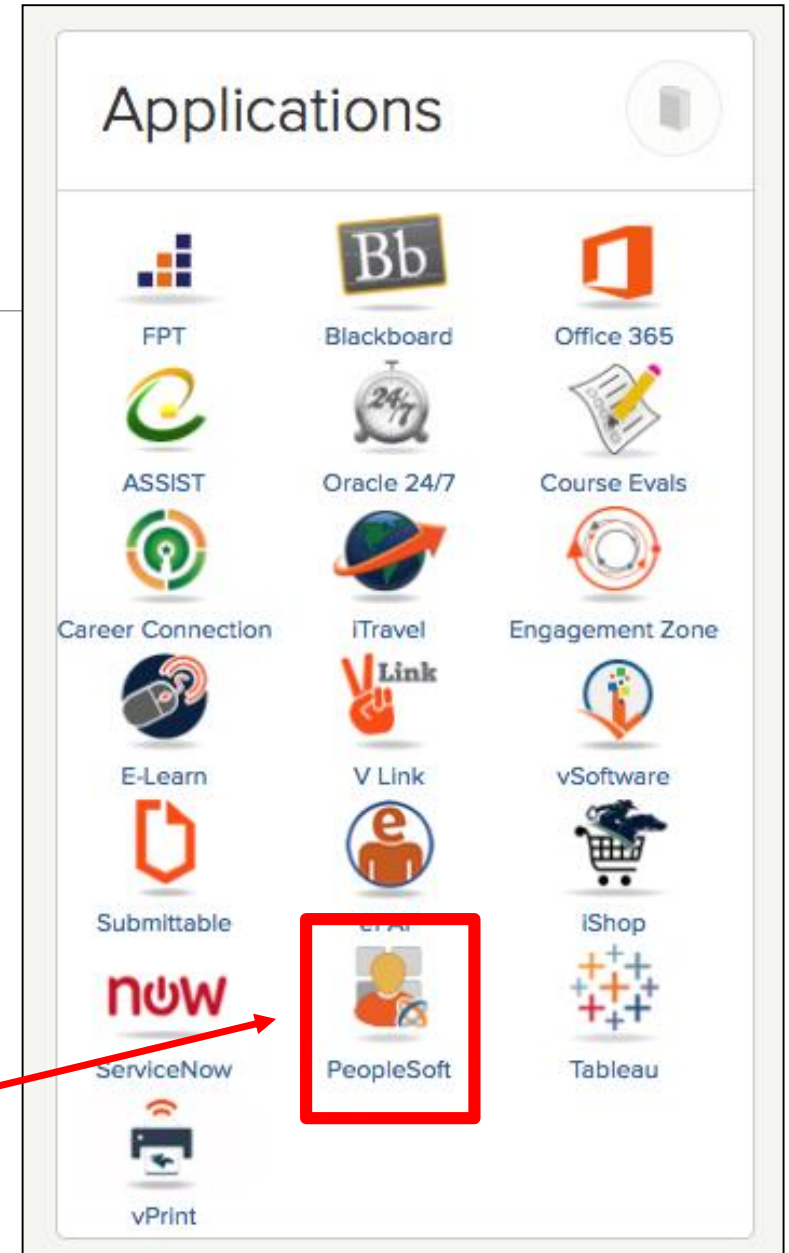
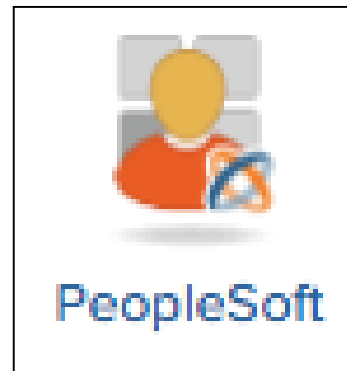
Enrollment after September 1, 2018

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

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.



Jaggaer iShop Sign In



Approvals



UTRGV HOP Policy



Visa Permit/Citiz



NavBar: Navigator



Recent Places



My Favorites



Navigator



Approvals



My Links



Expenses



Financials

HRMS

Enterprise Components

PeopleSoft

Worklist

Reporting Tools

PeopleTools

Time and Attendance



Expenses



Payroll and Compensation



Personal Details



Talent Profile



Total Rewards



Select HRMS

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 Self Service

Visa Permit/Citizenship Data



OnBoarding



Time and Attendance



Talent Profile



Benefit Details



Total Rewards

You are not authorized for this page.

Last Pay Date 06/01/2018

NavBar: Navigator



Recent Places



My Favorites



Navigator



My Team



Pay

Self Service

Time Reporting

Personal Information

Payroll and Compensation

Benefits

Leave Transfer Requests

Learning and Development

Recruiting

Visa Permit/Citizenship Data

Manage Delegation

Self Service Menu.
Select Time Reporting

Visa Permit/Citizenship Data



OnBoarding



NavBar: Navigator



Recent Places

Time Reporting

Report Time



My Favorites



Navigator



Pay

Time and Attendance



Last Pay Date 06/01/2018

Talent Profile



Benefit Details



Total Rewards

You are not authorized for this page.

Time Reporting Menu.
Select Report Time

Visa Permit/Citizenship Data



OnBoarding



NavBar: Navigator



Recent Places



My Favorites



Navigator



Pay



Report Time



Overtime Requests

Extended Absence Request

Report Time Menu. Select
Extended Absence Request

Talent Profile



Benefit Details






Total Rewards


You are not authorized for this page.


Last Pay Date 06/01/2018


The University of Texas
Rio Grande Valley


Employee Self Service




 Timesheet


 Request Absence

 Cancel Absences


 View Requests

 Absence Balances

 Overtime Requests

 Extended Absence Request

 Extended Absence History

 Schedule




 Absence Balance Details

Extended Absence Request History

Brandon Flowers
HR Coord

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and use the Refresh push button. Select the absence name link to view request details. Select edit button to modify or delete the request.

From Through

Extended Absence Request History					Personalize Find View All  	First  1 of 1  Last
Absence Name	status	Start Date	Expected Return Date	Source	Edit	
Serious Hlth Cndition - My Own		06/04/2018	06/08/2018	Employee Extended Absence	<input type="button" value="Edit"/>	

Select the Extended Absence History and Edit button

Absence Requests

Select the Absence Requests you want to perform an action for.

Absence Request ?

1-1 of 1

View All

Select	Absence Requests	Status	Start Date
<input type="checkbox"/>	FMLA Sick	Submitted	05/03/2019

Select All

Deselect All


Add New Absence

Select the Add New Absence button

SS Create Absence Req

[Extended Absence Request History](#)

Request Absence



Instructions
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Extended Absence Request page

Details

*Start Date 06/12/2019 [View Monthly Schedule](#)

End Date 06/12/2019

Filter by Type Family and Medical Leave Act

*Absence Name FMLA Sick

Current Balance 196.00 Hours**

Partial Days None

Duration Hours

Comments

Requestor Comments

* Required Field

**Disclaimer The current balance does not reflect absences that have not been processed.

Select the Family and Medical Leave and Absence Name- FMLA Sick

Enter the Start Date , End Date and Forecast Balance

Select OK to submit the absence request

Request History

Status	Name	Date	Comments
Submitted	Brenda Delgado	05/03/2019	
Approved	Sandra Mendez	05/29/2019	

Requestor Comments

[Return to Extended Absence Request History](#)

Submit

Save for Later

Cancel

*Required Field
**Disclaimer The current balance does not reflect absences that have not been processed.

Confirmation Page Absence EA

Request Extended Absence

Submit Confirmation

☒ Are you sure you want to Submit this Extended Absence Request?

Select Submit
and Submit
Confirmation

Time and Attendance

Request Extended Absence

Submit Confirmation

✓ The Selected Absence Requests were successfully submitted.

OK

Submit Confirmation
Page

Employee Self Service

Home

View Request Status and Approval Details

Extended Absence Request Details

Request 2228

Start Date 06/04/2018

Expected Return Date 06/08/2018

Actual Return Date

Absence Type Family and Medical Leave Act

Absence Name Serious Hlth Cndition - My Own

Current Balance 0.00 **

Status Submitted

FMLA Eligibility (Employee)

Absence Requests

Absence Request

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

Absence Requests	Status	Start Date	End Date	Duration	Source
Vacation Leave	Submitted	06/05/2018	06/06/2018	16 Hours	Employee Absence Request

Request History

Personalize |

Status	Name	Date	Comments
Submitted	Brandon Flowers	07/02/2018	

Extended Abs Process for FMLA

Absence Management: Pending

Extended Abs Process for FMLA

Pending

Multiple Approvers

Extended Absence Administrator

Click on the Home Button to return to the PeopleSoft Homepage

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Visa Permit/Citizenship Data



OnBoarding



Personalize Homepage

Help

Sign Out

Time and Attendance



Talent Profile



Benefit Details



Total Rewards

You are not authorized for this page.

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.