

Employee Self Service- Approved Extended Absence (FMLA)

PeopleSoft 9.2 Implementation

Home

Go Live Readiness

Program

FAQs

Contact Us

Training & Resources



Quick Links

- ✓ Guiding Principles
- ✓ Timelines
- ✓ Go Live Readiness
- ✓ News Archive
- ✓ Contact Us

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.

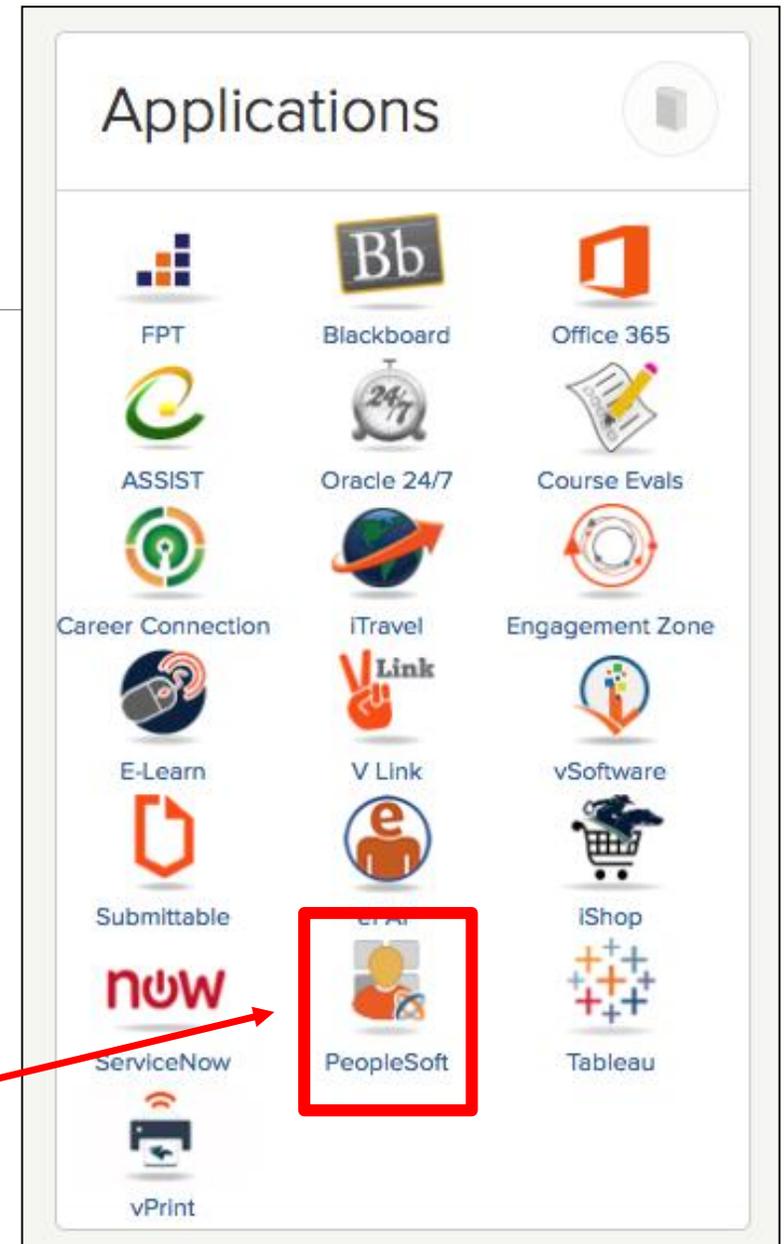
Enrollment after September 1, 2018

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



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

CLEAN_Address >

Tax Navigator Interface >



My Favorites

Self Service >

Manager Self Service >



Navigator

UTZ Customizations >

Payroll for North America >

Set Up HCM >

Enterprise Components >

Worklist >

Reporting Tools >

PeopleTools >

Select Self Service

Grid of self-service options:

- Visa Permit/Citizenship Data
- OnBoarding
- Time and Attendance
- Last Pay Date 06/01/2018
- Talent Profile
- Benefit Details
- Total Rewards (You are not authorized for this page.)

Self Service Menu.
Select Time Reporting

NavBar: Navigator

- Self Service
- Time Reporting**
- Personal Information
- Payroll and Compensation
- Benefits
- Leave Transfer Requests
- Learning and Development
- Recruiting
- Visa Permit/Citizenship Data
- Manage Delegation

Visa Permit/Citizenship Data

OnBoarding

NavBar: Navigator

← Time Reporting →

Report Time

View Time >

Time Reporting Menu.
Select Report Time

Time and Attendance

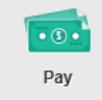
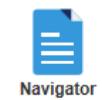
Last Pay Date 06/01/2018

Talent Profile

Benefit Details

Total Rewards

You are not authorized for this page.



Dashboard tiles for Employee Self Service:

- Visa Permit/Citizenship Data
- OnBoarding
- Details
- Last Pay Date: 06/01/2018
- Talent Profile
- Benefit Details
- Total Rewards: You are not authorized for this page.

Report Time Menu. Select
Extended Absence Request

NavBar: Navigator

Report Time menu items:

- Report Time
- Overtime Requests
- Extended Absence Request** (highlighted)
- Recent Places
- My Favorites
- Navigator
- Pay

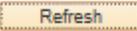
 Timesheet Request Absence Cancel Absences View Requests Absence Balances Overtime Requests Extended Absence Request **Extended Absence History** Schedule Absence Balance Details

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 06/19/2018 Through 06/13/2019 

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	

Select the Extended Absence History and Edit button

Absence Requests

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

Absence Request ?

Grid navigation bar containing a search icon, a dropdown menu showing '1-1 of 1', and a 'View All' link.

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

Select the Add New Absence button

Select All Deselect All Add New Absence

[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 [View Monthly Schedule](#)

End Date

Filter by Type

*Absence Name Current Balance 196.00 Hours**

Partial Days

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](#)

*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

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 | [grid icon] [calendar icon] First 1 of 1 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 | [grid icon]

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





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.