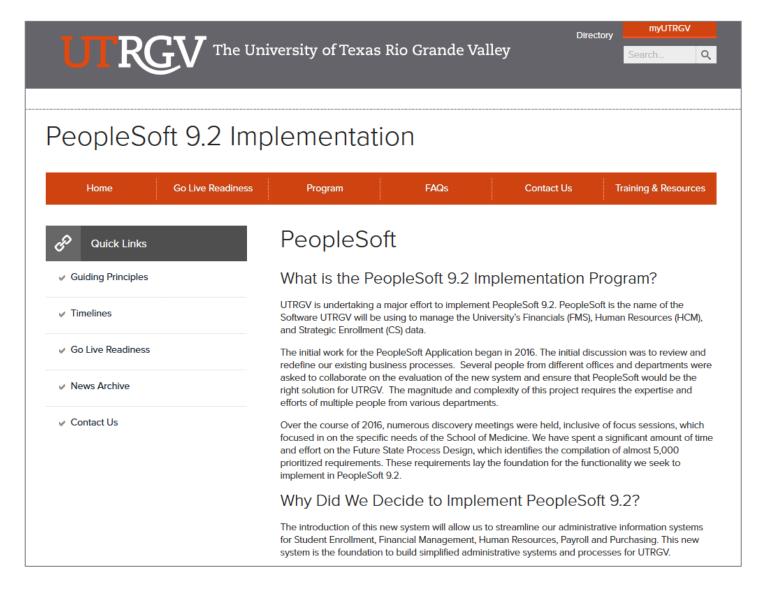
Employee Self Service-Exempt Timecard



https://www.utrgv.edu/peoplesoft/

Duo 2 Factor (2FA) Authentication



Access to PeopleSoft from remote locations (off-campus) <u>requires</u> Duo 2-Factor Authentication

 Example: Approving purchases, submitting absence and timecards, approving a workflow, etc.

Enroll now through July 31, 2018

- L. 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

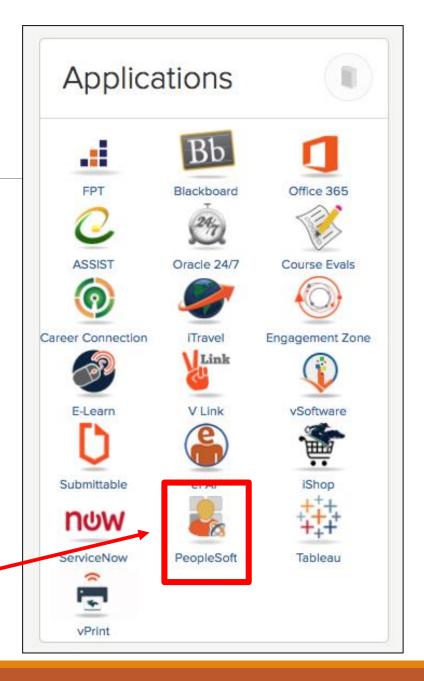
- Request Mobile Phone number from employment candidates in PeopleAdmin; Include mobile number when creating new employee records.
- 2. Employees update Mobile Phone number in PeopleSoft.

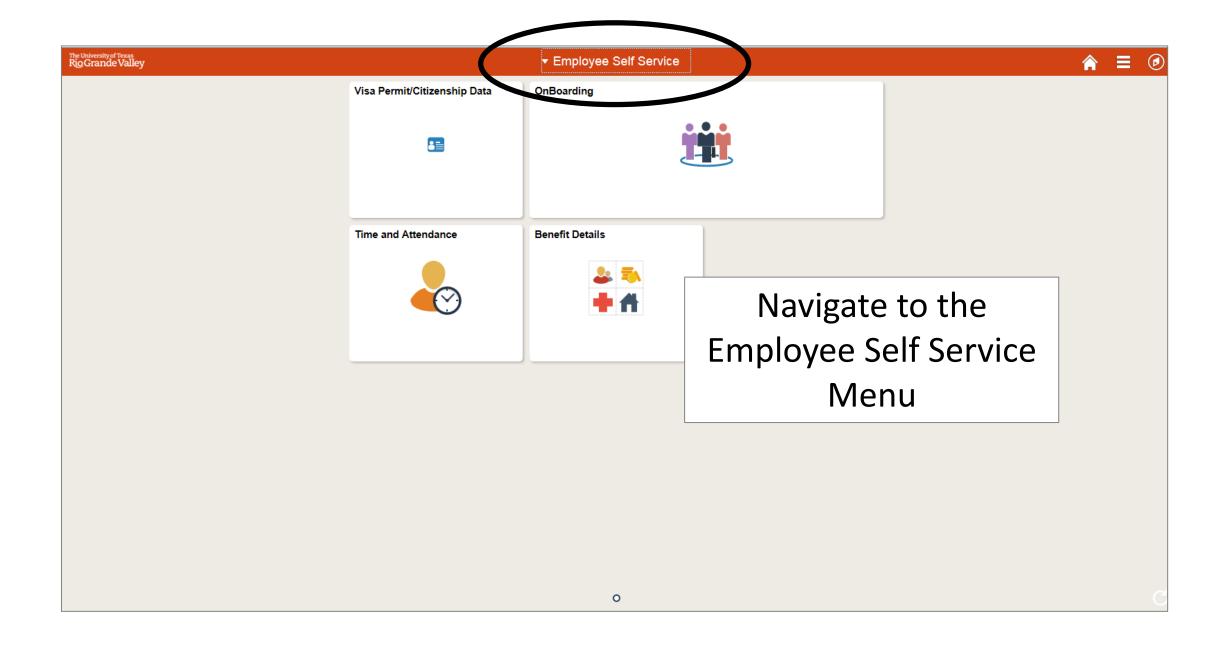
More information is available at www.utrgv.edu/peoplesoft

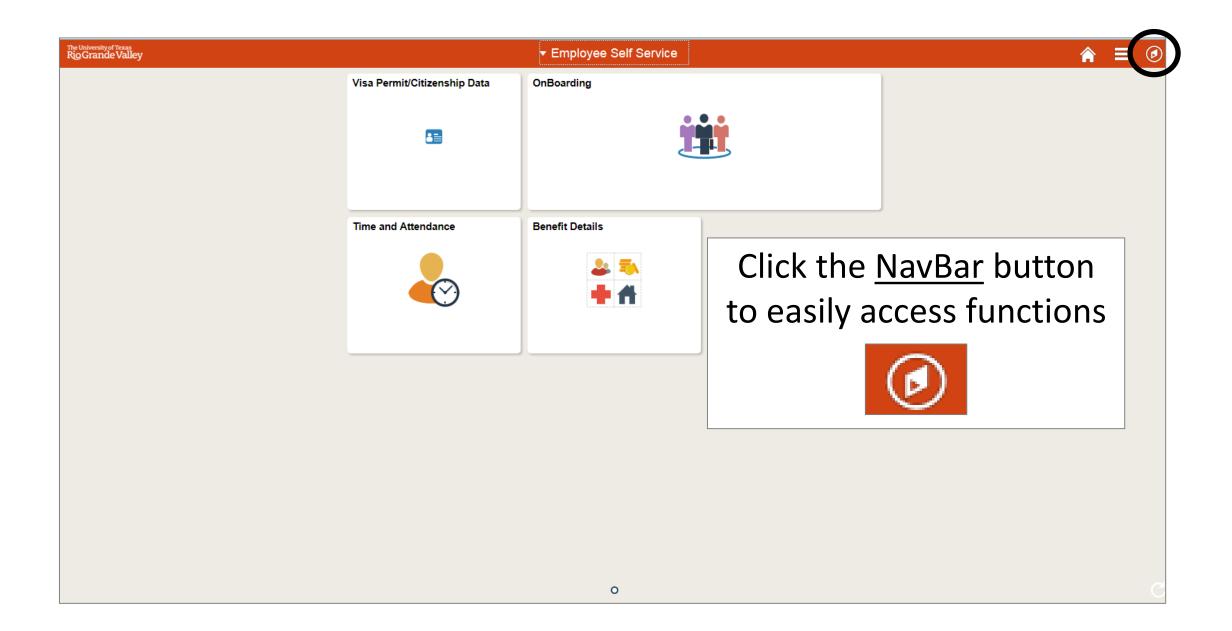
Log In

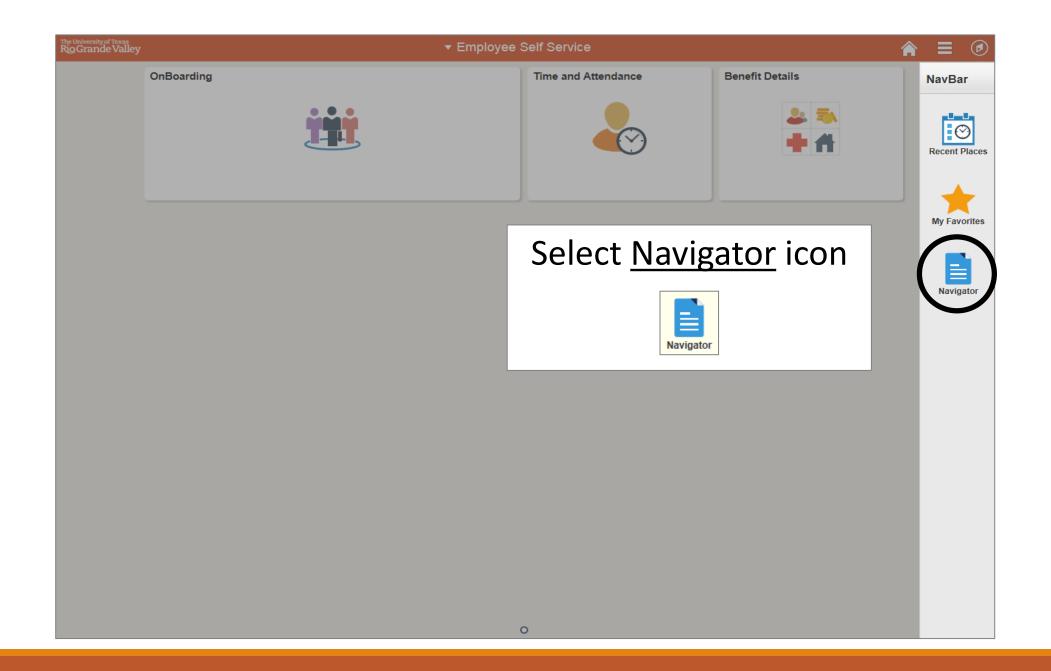
- 1. Navigate to https://my.utrgv.edu
- 2. Type in your credentials.
- 3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.

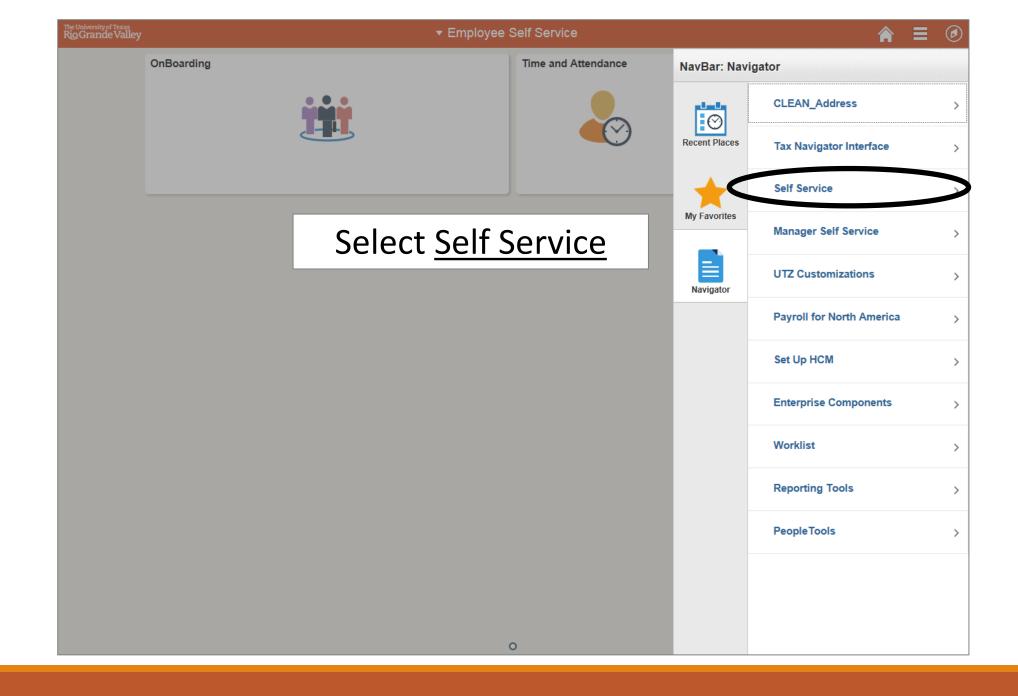
PeopleSoft

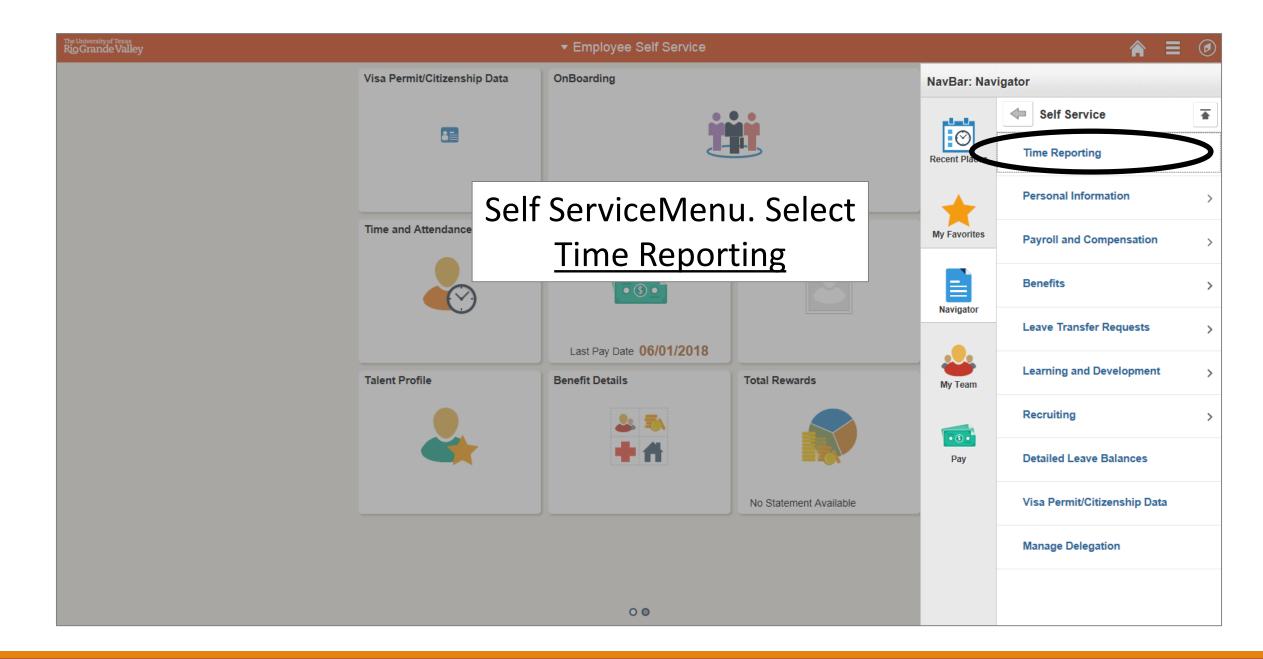


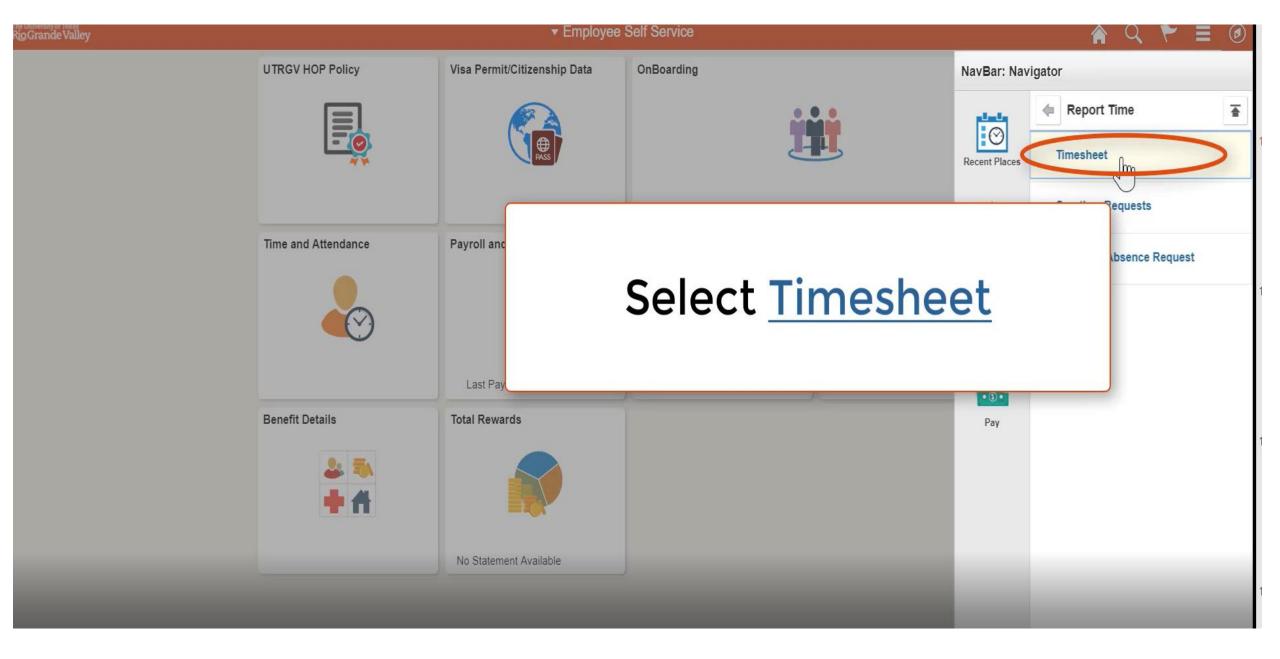






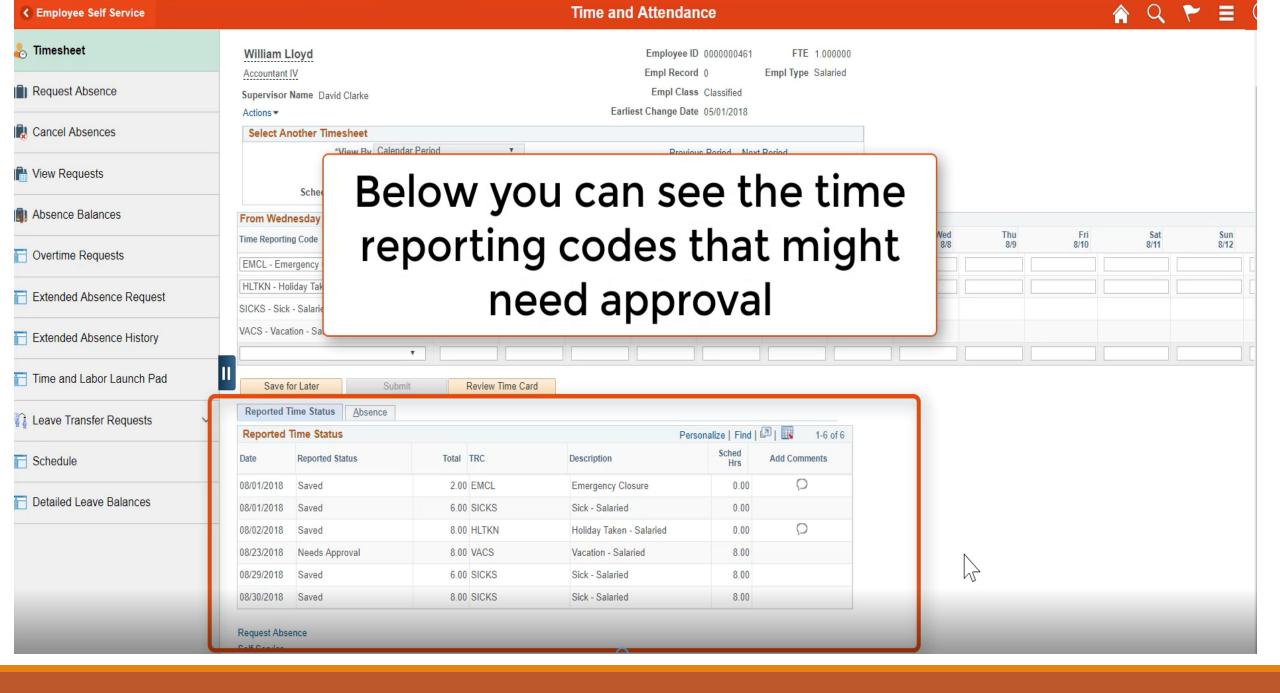


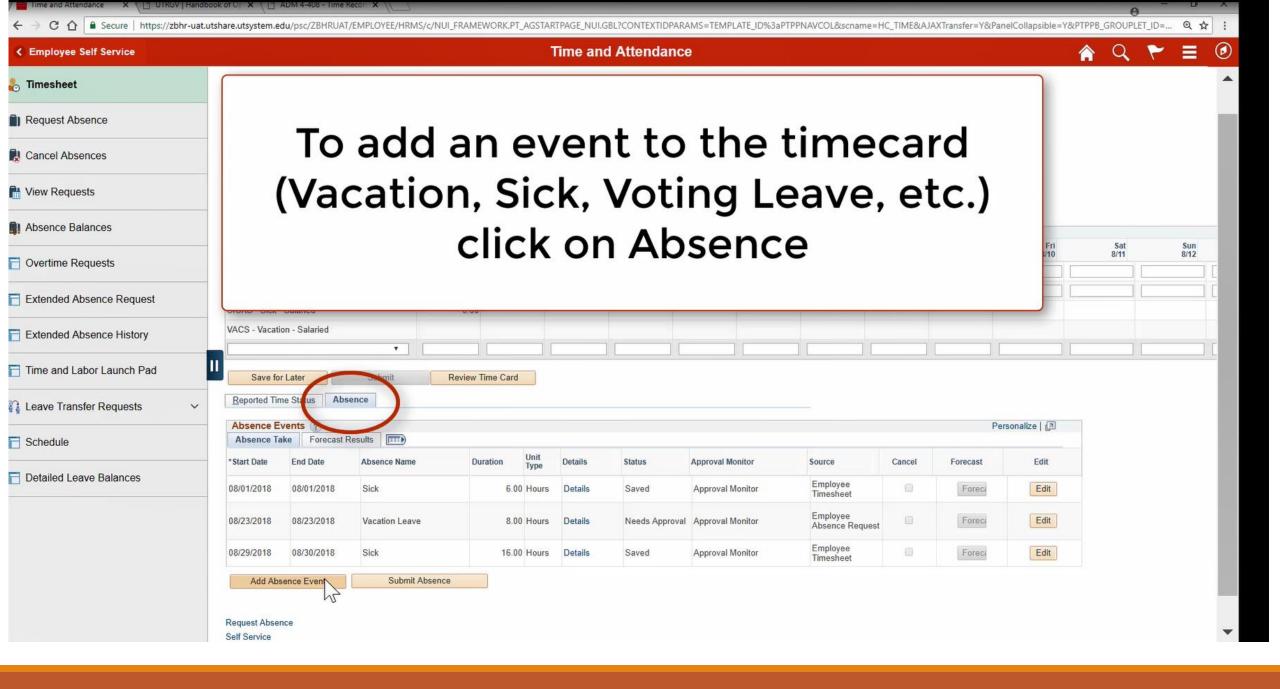


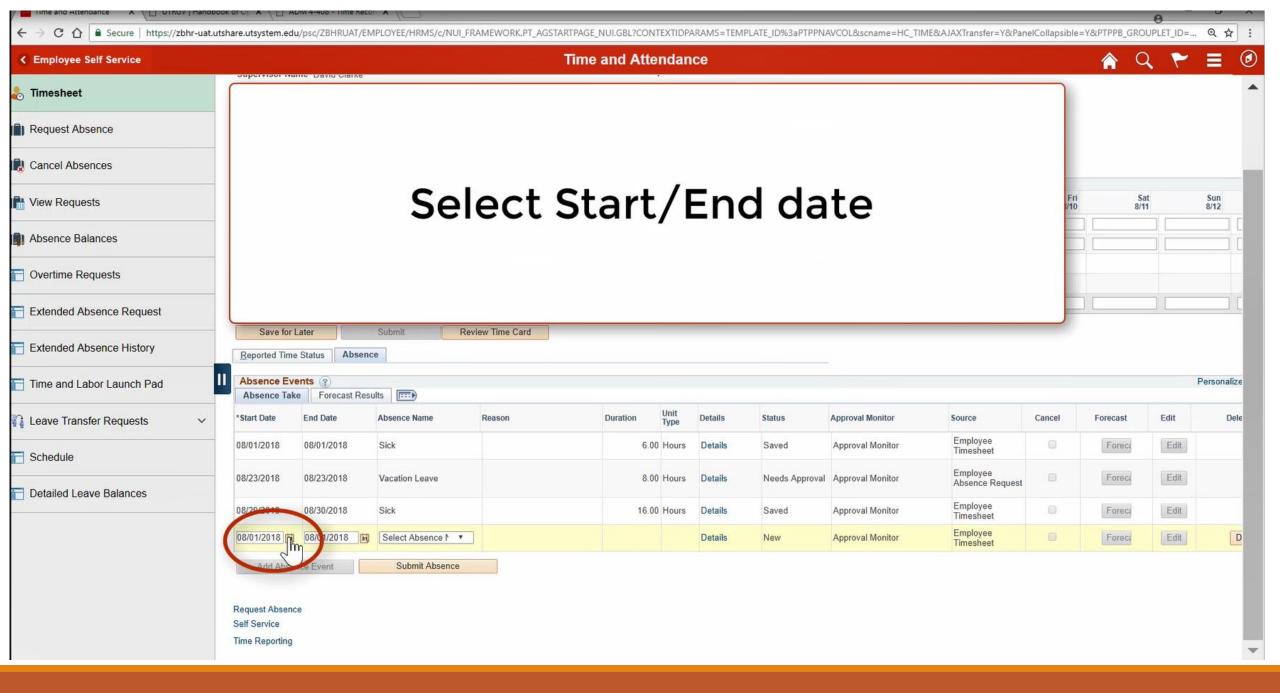


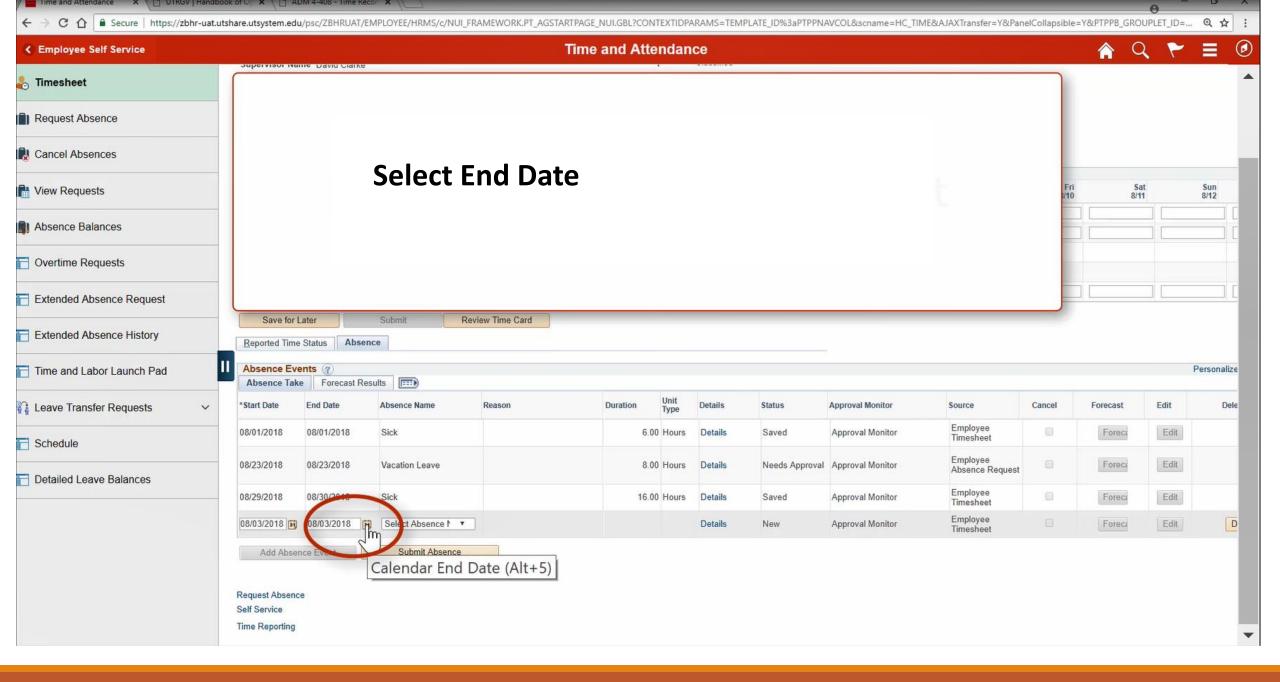
Self Service

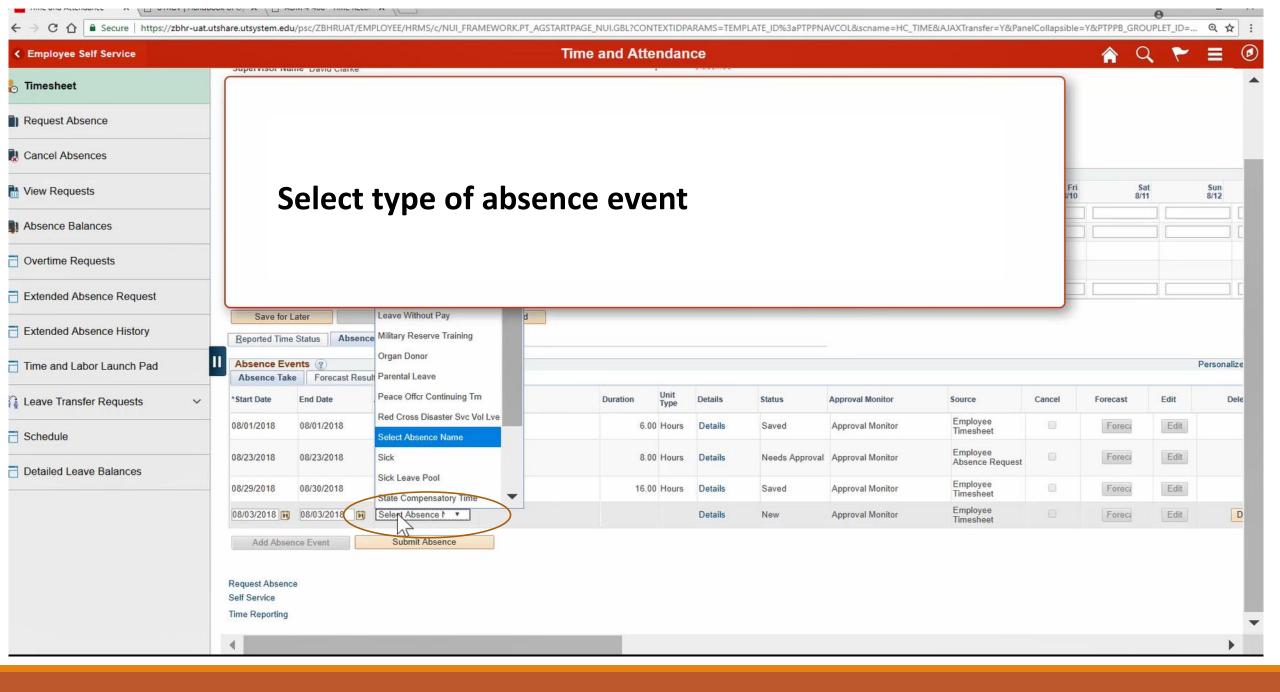
Time Reporting

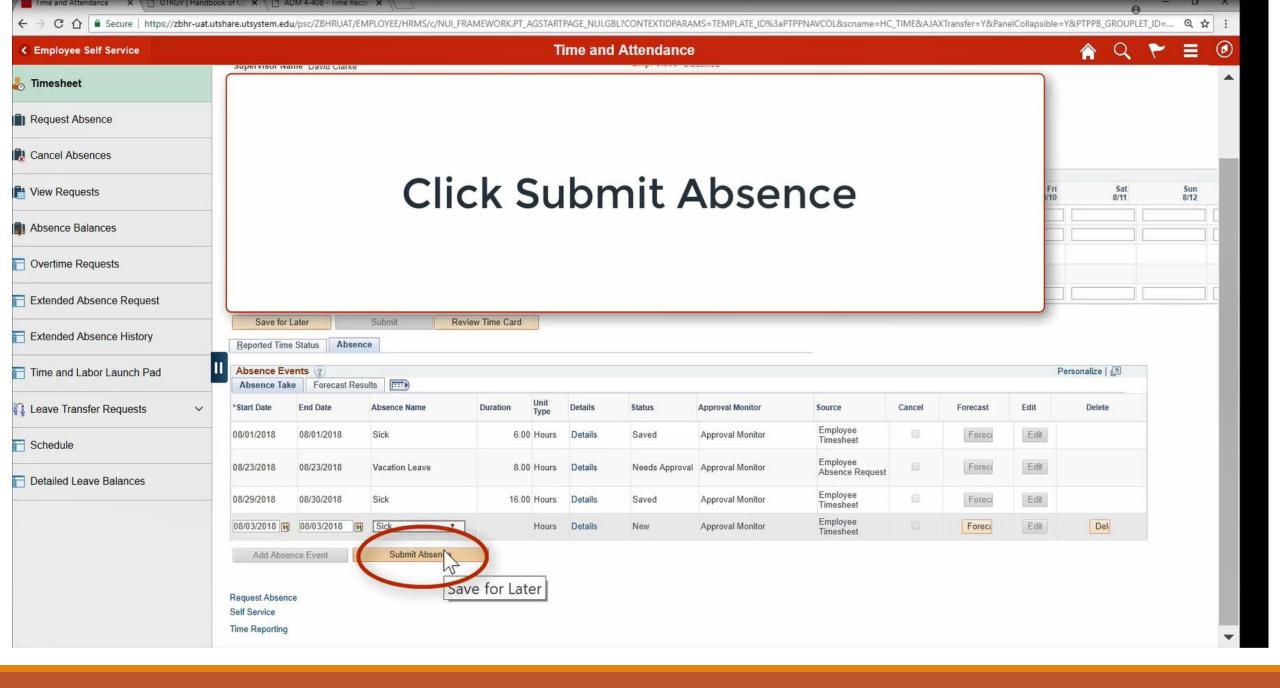


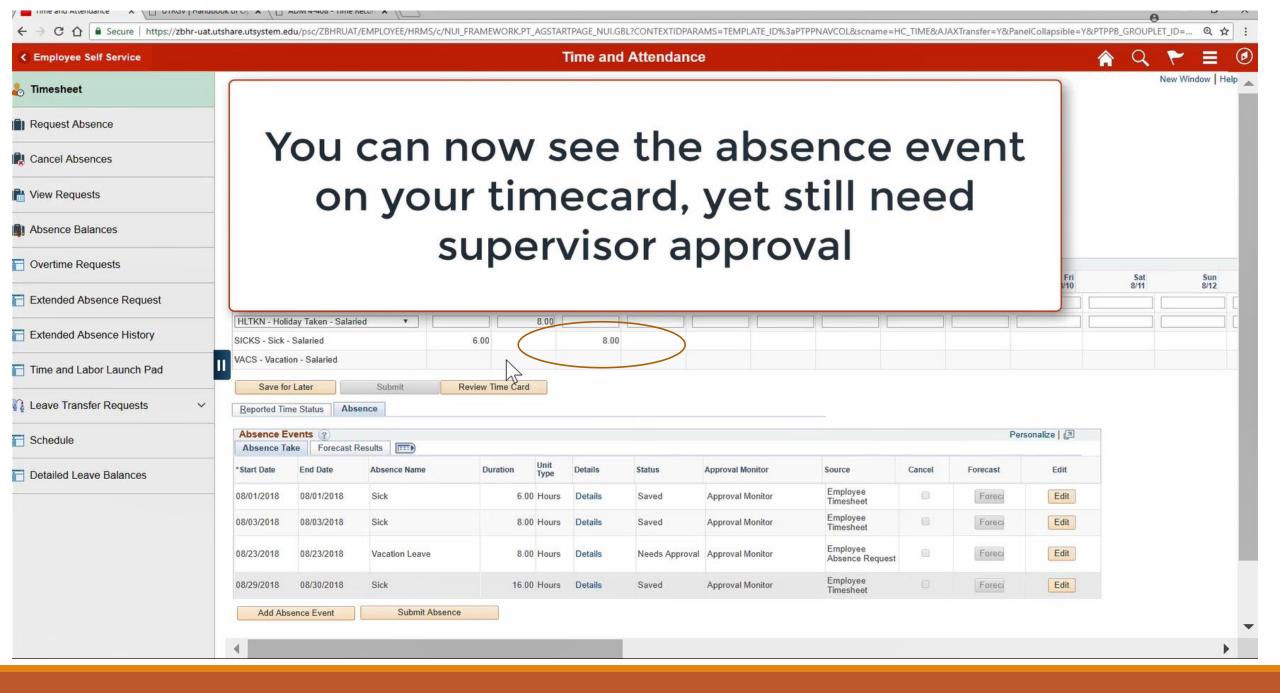


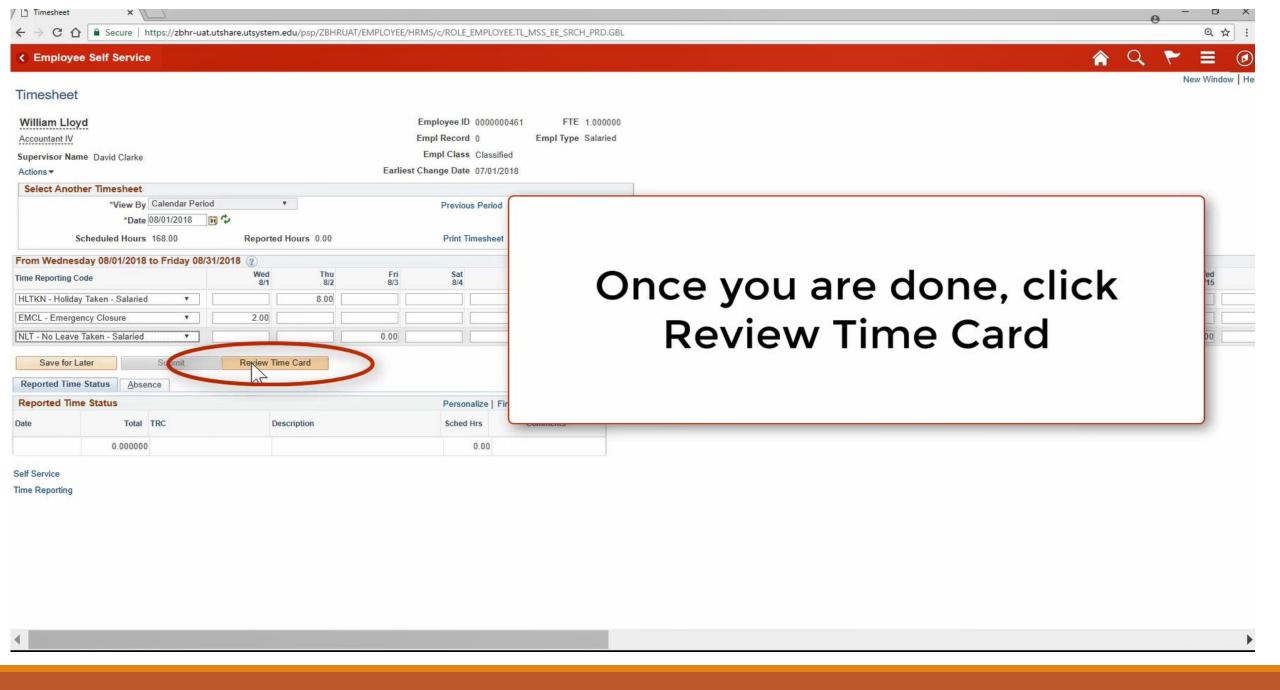


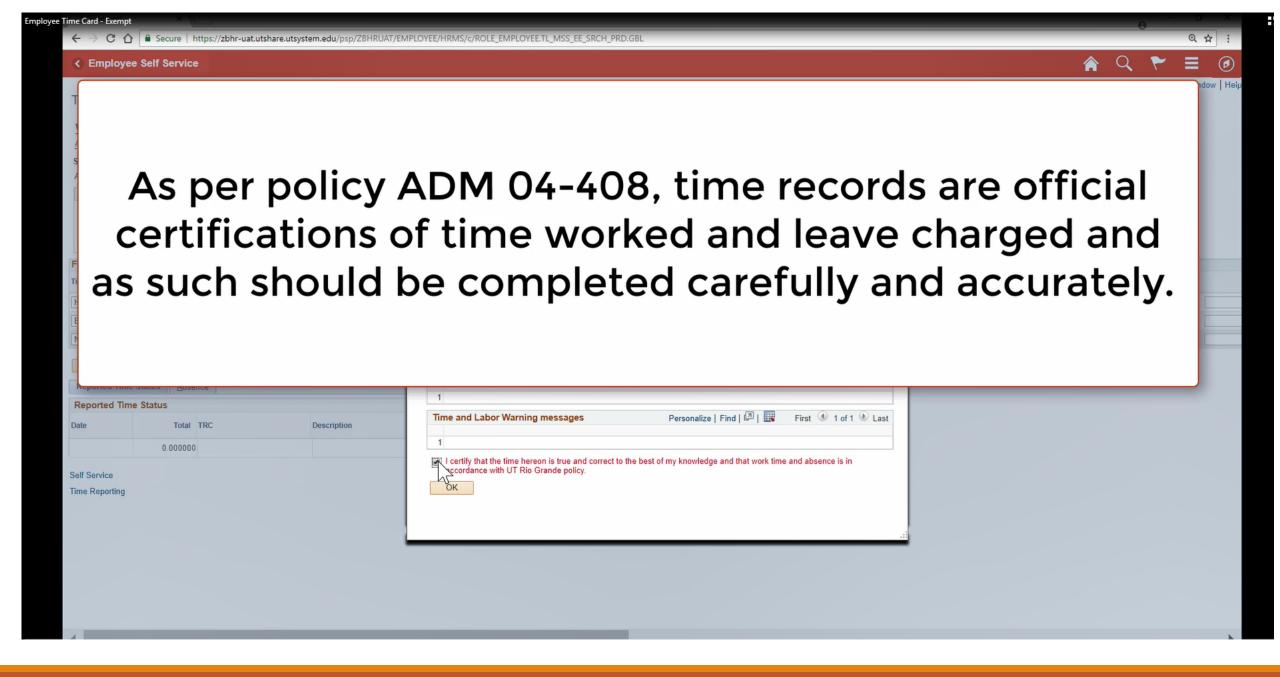


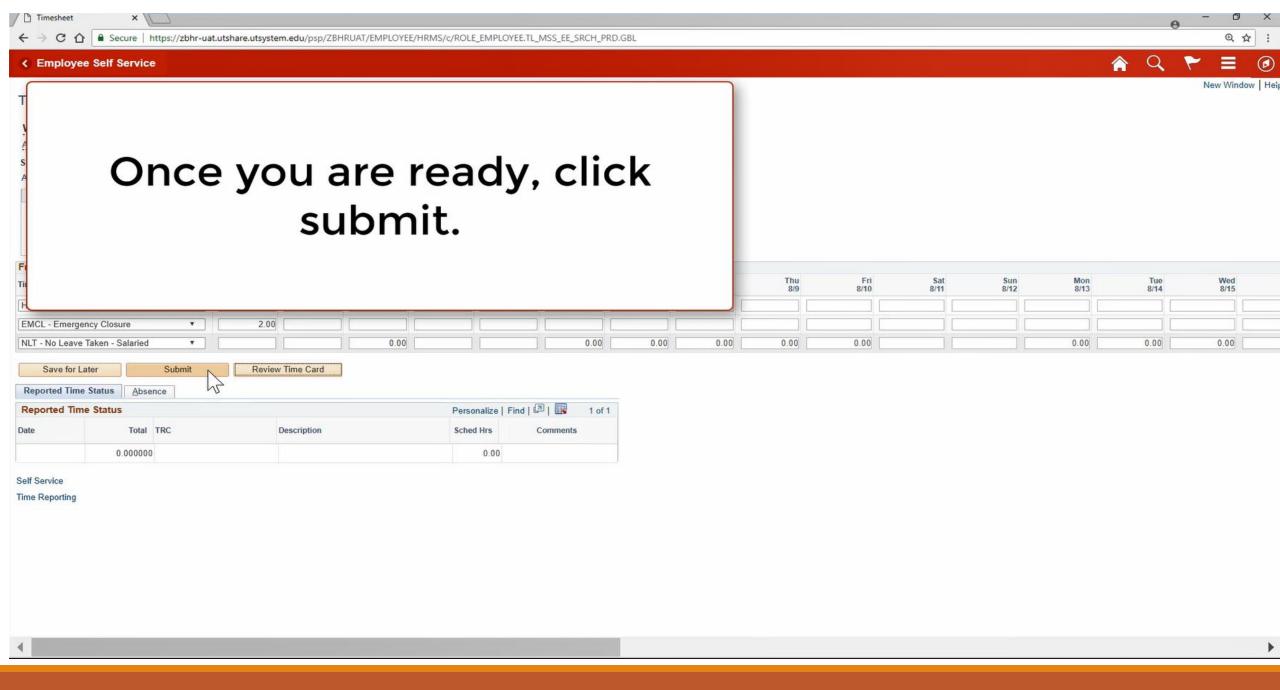


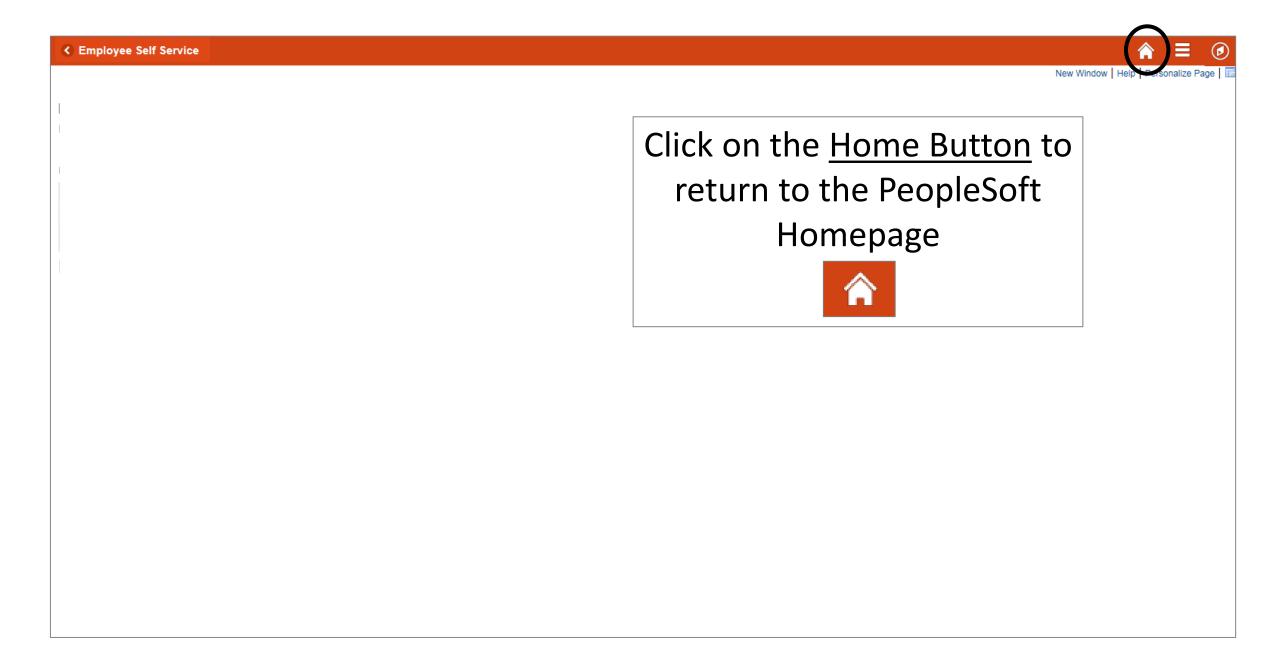


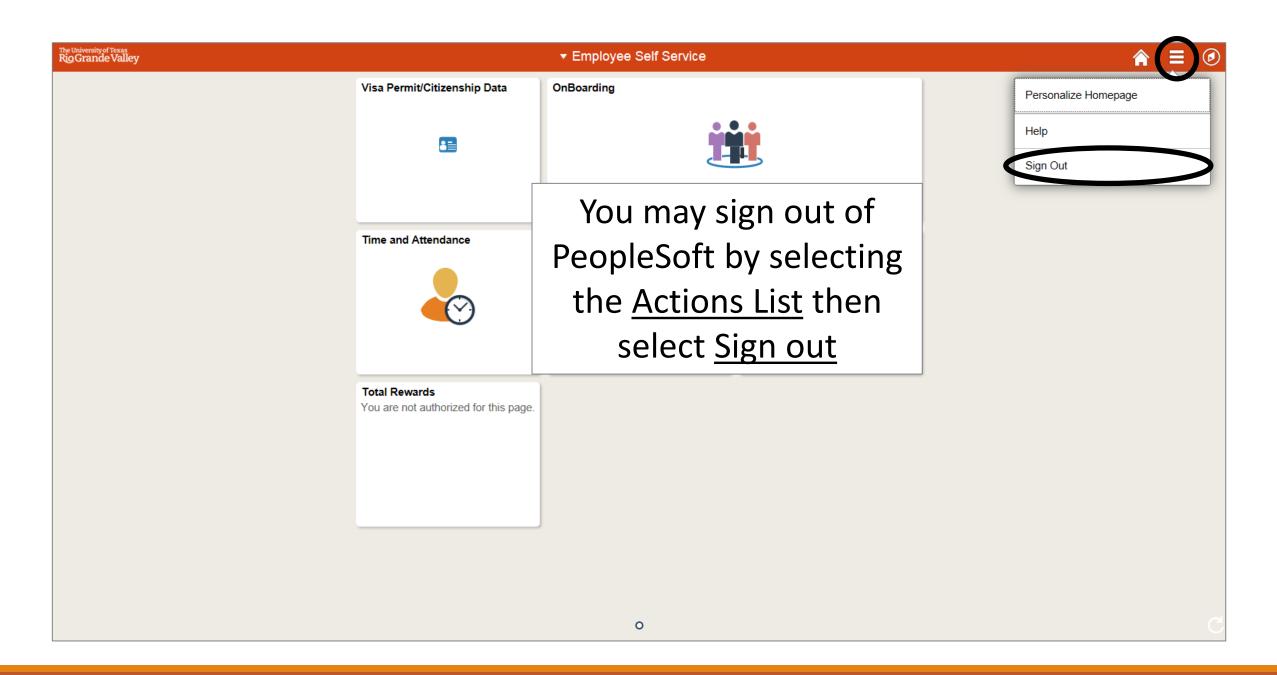












Congratulations! You have successfully completed this topic. End of Procedure.