

# Employee Self Service- Non-Exempt Timecard

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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.*

[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.

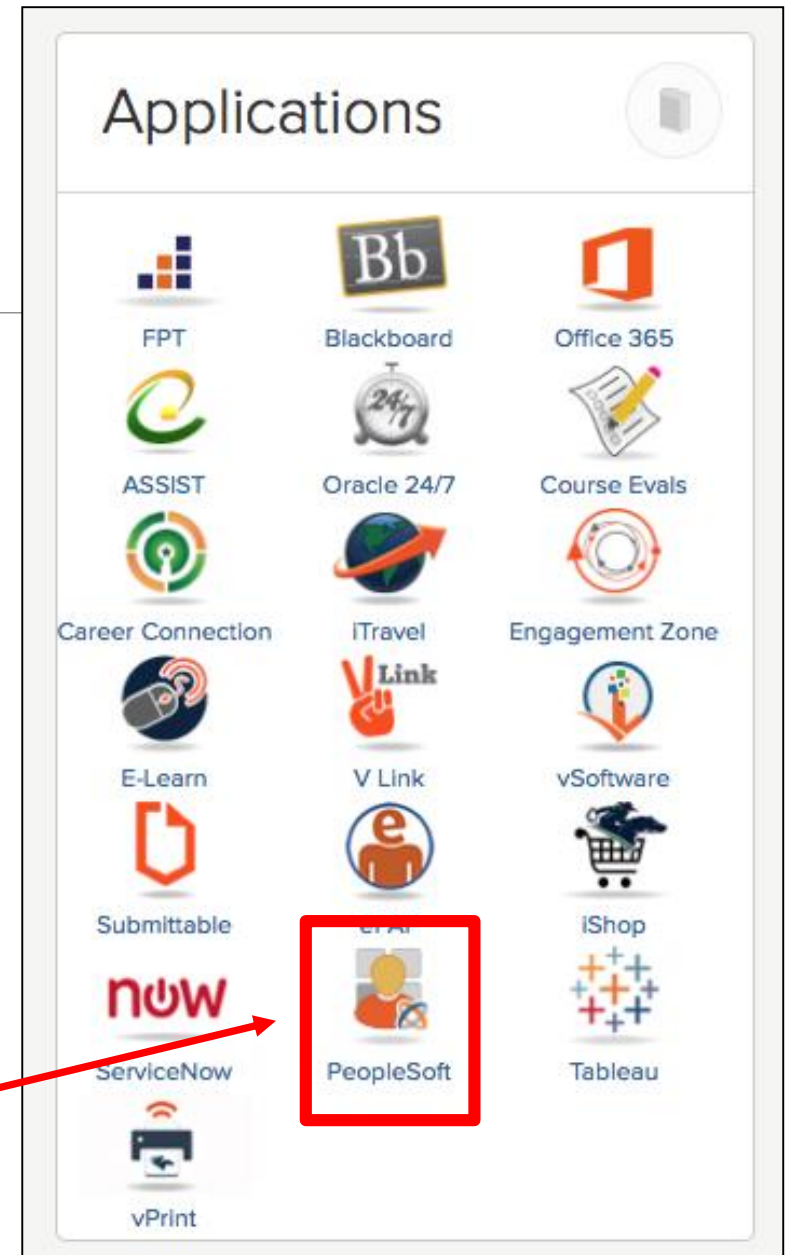
Enrollment after September 1, 2018

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](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.



Visa Permit/Citizenship Data



OnBoarding



Time and Attendance



Benefit Details



Navigate to the  
Employee Self Service  
Menu



Visa Permit/Citizenship Data

A blue icon representing a document with a checkmark.

OnBoarding

An icon showing three stylized human figures in purple, black, and red, standing on a blue circular base.

Time and Attendance

An icon showing a person silhouette in orange and yellow next to a blue clock face.

Benefit Details

A grid of four icons: a person silhouette, a stack of coins, a red cross, and a house.

Click the NavBar button to easily access functions

A red square button with a white play button symbol inside a white circle.

OnBoarding



Time and Attendance



Benefit Details



NavBar



Recent Places

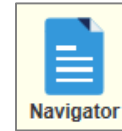


My Favorites



Navigator

Select Navigator icon



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



Visa Permit/Citizenship Data

OnBoarding

NavBar: Navigator

Self Service

Time Reporting

Self Service Menu. Select  
Time Reporting

Time and Attendance

Last Pay Date 06/01/2018

Talent Profile

Benefit Details

Total Rewards

Recent Plans

My Favorites

Navigator

My Team

Pay

Personal Information

Payroll and Compensation

Benefits

Leave Transfer Requests

Learning and Development

Recruiting

Detailed Leave Balances

Visa Permit/Citizenship Data

Manage Delegation


UTRGV HOP Policy



Visa Permit/Citizenship Data



OnBoarding



NavBar: Navigator

Report Time

Recent Places

**Timesheet**

Requests

Absence Request

Time and Attendance



Payroll and

Last Pay

Select Timesheet

Benefit Details



Total Rewards



No Statement Available

Pay

# Timesheet

**Brandon Flowers**  
Administrative Asst/II  
Supervisor Name Zelma Mata  
Actions ▾

Employee ID 0000000460 FTE 1.000000  
Empl Record 0 Empl Type Salaried  
Empl Class Classified  
Earliest Change Date 08/01/2018

## Time Reporting Codes can be selected here

### Enter time work as non-exempt



Select Another Timesheet

\*View By: Calendar Period

\*Date: 08/01/2018

Scheduled Hours: 168.00    Reported Hours: 0.00

Print Timesheet

From Wednesday 08/01/2018 to Friday 08/31/2018

Time Reporting Code	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15
REG - Regular			8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00
HLTKN - Holiday Taken - Salaried		8.00													
EMCL - Emergency Clos	2.00														

Save for Later    Submit    Review Time Card

Reported Time Status    Absence

Reported Time Status    Personalize | Find | 1 of 1

Date	Total	TRC	Description	Sched Hrs	Comments
	0.000000			0.00	

Self Service

Time Reporting

- Timesheet
- Request Absence
- Cancel Absences
- View Requests
- Absence Balances
- Overtime Requests
- Extended Absence Request
- Extended Absence History
- Time and Labor Launch Pad
- Leave Transfer Requests
- Schedule
- Detailed Leave Balances

**William Lloyd**  
 Accountant IV  
 Supervisor Name David Clarke  
 Actions

Employee ID 000000461 FTE 1.000000  
 Empl Record 0 Empl Type Salaried  
 Empl Class Classified  
 Earliest Change Date 05/01/2018

Select Another Timesheet

\*View By: Calendar Period Previous Period Next Period

Sched

**Below you can see the time reporting codes that might need approval**

- From Wednesday
- Time Reporting Code
- EMCL - Emergency
  - HLTKN - Holiday Tak
  - SICKS - Sick - Salarie
  - VACS - Vacation - Sa

Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12

Save for Later Submit Review Time Card

Reported Time Status Absence

Reported Time Status Personalize Find 1-6 of 6

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
08/01/2018	Saved	2.00	EMCL	Emergency Closure	0.00	
08/01/2018	Saved	6.00	SICKS	Sick - Salaried	0.00	
08/02/2018	Saved	8.00	HLTKN	Holiday Taken - Salaried	0.00	
08/23/2018	Needs Approval	8.00	VACS	Vacation - Salaried	8.00	
08/29/2018	Saved	6.00	SICKS	Sick - Salaried	8.00	
08/30/2018	Saved	8.00	SICKS	Sick - Salaried	8.00	

Request Absence  
 Self Service

To add an event to the timecard  
(Vacation, Sick, Voting Leave, etc.)  
click on Absence

Save for Later Submit Review Time Card

Reported Time Status **Absence**

Absence Events Personalize | [A]

Absence Take Forecast Results [+++>]

*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
08/01/2018	08/01/2018	Sick	6.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit
08/23/2018	08/23/2018	Vacation Leave	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Absence Request	<input type="checkbox"/>	Forec	Edit
08/29/2018	08/30/2018	Sick	16.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit

Add Absence Event Submit Absence

Request Absence Self Service



- Timesheet
- Request Absence
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Select Start/End date

Save for Later Submit Review Time Card

Reported Time Status Absence

Absence Events ? Personalize

Absence Take	Forecast Results												
*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
08/01/2018	08/01/2018	Sick		6.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit	
08/23/2018	08/23/2018	Vacation Leave		8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Absence Request	<input type="checkbox"/>	Forec	Edit	
08/29/2018	08/30/2018	Sick		16.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit	
08/01/2018	08/01/2018	Select Absence ▾				Details	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit	D

08/01/2018 08/01/2018

Add Absence Event Submit Absence

Request Absence  
Self Service  
Time Reporting

- Timesheet
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Supervisor Name: David Clarke

# Select End Date

Save for Later Submit Review Time Card

Reported Time Status Absence

Absence Events													Personalize	
Absence Take		Forecast Results												
*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete	
08/01/2018	08/01/2018	Sick		6.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit		
08/23/2018	08/23/2018	Vacation Leave		8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Absence Request	<input type="checkbox"/>	Forecast	Edit		
08/29/2018	08/30/2018	Sick		16.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit		
08/03/2018	08/03/2018	Select Absence ↑				Details	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit	D	

Add Absence Event Submit Absence

Calendar End Date (Alt+5)

Request Absence  
Self Service  
Time Reporting

Fri 8/10	Sat 8/11	Sun 8/12

Select type of absence event

Save for Later

Reported Time Status Absence

Absence Events

Absence Take Forecast Results

\*Start Date End Date

08/01/2018 08/01/2018

08/23/2018 08/23/2018

08/29/2018 08/30/2018

08/03/2018 08/03/2018

Add Absence Event Submit Absence

- Leave Without Pay
- Military Reserve Training
- Organ Donor
- Parental Leave
- Peace Offcr Continuing Trn
- Red Cross Disaster Svc Vol Lve
- Select Absence Name
- Sick
- Sick Leave Pool
- State Compensatory Time

Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
6.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit	
8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Absence Request	<input type="checkbox"/>	Forecast	Edit	
16.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit	
		Details	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit	

Request Absence

Self Service

Time Reporting



- Timesheet
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Supervisor Name: David Clarke

# Click Submit Absence

Save for Later Submit Review Time Card

Reported Time Status Absence

Absence Events

*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
08/01/2018	08/01/2018	Sick	6.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit	
08/23/2018	08/23/2018	Vacation Leave	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Absence Request	<input type="checkbox"/>	Forec	Edit	
08/29/2018	08/30/2018	Sick	16.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit	
08/03/2018	08/03/2018	Sick		Hours	Details	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit	Del

Add Absence Event Submit Absence Save for Later

Request Absence  
Self Service  
Time Reporting

Fri 8/10	Sat 8/11	Sun 8/12

- Timesheet
- Request Absence
- Cancel Absences
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You can now see the absence event on your timecard, yet still need supervisor approval

HLTKN - Holiday Taken - Salaried		8.00										
SICKS - Sick - Salaried	6.00	8.00										
VACS - Vacation - Salaried												

Save for Later Submit Review Time Card

Reported Time Status Absence

**Absence Events**

*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
08/01/2018	08/01/2018	Sick	6.00 Hours		Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit
08/03/2018	08/03/2018	Sick	8.00 Hours		Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit
08/23/2018	08/23/2018	Vacation Leave	8.00 Hours		Details	Needs Approval	Approval Monitor	Employee Absence Request	<input type="checkbox"/>	Forec	Edit
08/29/2018	08/30/2018	Sick	16.00 Hours		Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit

Add Absence Event Submit Absence

Timesheet

**William Lloyd**  
Accountant IV  
Supervisor Name David Clarke  
Actions ▾

Employee ID 0000000461 FTE 1.000000  
Empl Record 0 Empl Type Salaried  
Empl Class Classified  
Earliest Change Date 07/01/2018

Select Another Timesheet

\*View By Calendar Period Previous Period  
\*Date 08/01/2018  
Scheduled Hours 168.00 Reported Hours 0.00 Print Timesheet

From Wednesday 08/01/2018 to Friday 08/31/2018

Time Reporting Code	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4
HLTKN - Holiday Taken - Salaried		8.00		
EMCL - Emergency Closure	2.00			
NLT - No Leave Taken - Salaried			0.00	

Save for Later Submit **Review Time Card**

Reported Time Status Absence

Reported Time Status Personalize | Fir

Date	Total	TRC	Description	Sched Hrs
	0.000000			0.00

Once you are done, click Review Time Card

As per policy ADM 04-408, time records are official certifications of time worked and leave charged and as such should be completed carefully and accurately.

Reported Time Status

Date	Total	TRC	Description
	0.000000		

Self Service  
Time Reporting

1

**Time and Labor Warning messages** Personalize | Find | 1 of 1 | Last

1

I certify that the time hereon is true and correct to the best of my knowledge and that work time and absence is in accordance with UT Rio Grande policy.

OK



Once you are ready, click submit.

	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15
EMCL - Emergency Closure	2.00						
NLT - No Leave Taken - Salaried		0.00	0.00	0.00	0.00	0.00	0.00

Save for Later Submit Review Time Card

Reported Time Status Absence

Reported Time Status				Personalize	Find	1 of 1
Date	Total	TRC	Description	Sched Hrs	Comments	
	0.000000			0.00		

Self Service  
Time Reporting



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.**