

Employee Self Service- Overtime Requests

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.

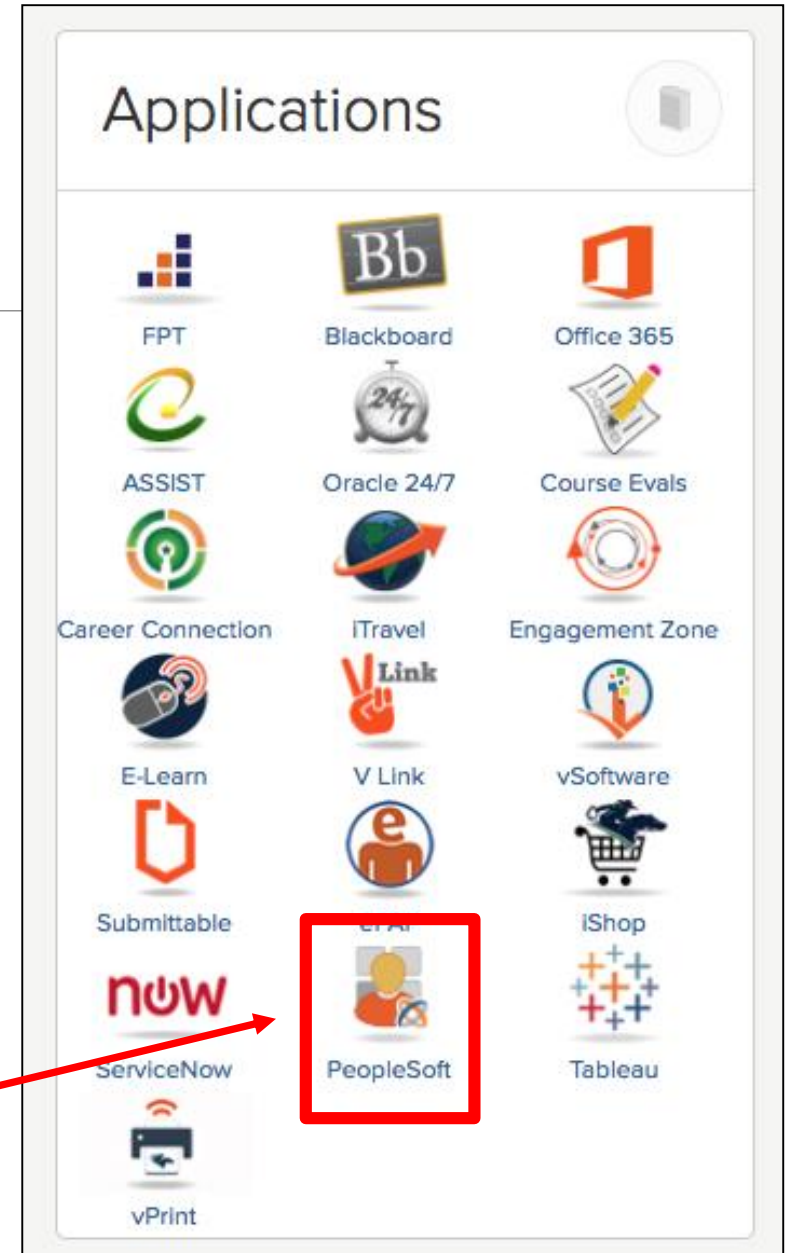
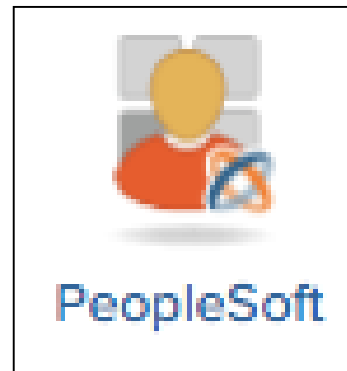
Enrollment after September 1, 2018

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.



Visa Permit/Citizenship Data



OnBoarding



Time and Attendance



Benefit Details



Navigate to the
Employee Self
Service Menu



Visa Permit/Citizenship Data



OnBoarding



Time and Attendance



Benefit Details



Within the Employee
Self Service Menu
click the NavBar icon



The University of Texas
Rio Grande Valley

Employee Self Service

OnBoarding

Time and Attendance

Benefit Details

NavBar

Recent Places

My Favorites

Navigator

Select the bottom icon, Navigator

Navigator

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



Select HRMS

Time and Attendance



Expenses



Payroll and Compensation



Personal Details



Talent Profile



Total Rewards



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

Self Service



Recent Places



My Favorites



Navigator



My Team



Pay

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

Time and Attendance



Payroll and



Last Pay Date **06/01/2018**

Talent Profile



Benefit Details



Total Rewards

You are not authorized for this page.



NavBar: Navigator



Recent Places



My Favorites



Navigator



Pay



Time Reporting



[Report Time](#)

[View Time](#)



Time Reporting
Menu. Select
Report Time.

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

Report Time Menu.
Select Overtime
Requests

NavBar: Navigator



Recent Places



My Favorites



Navigator



Pay



Report Time



Timesheet

Overtime Requests

Extended Absence Request

Overtime Requests

Brandon Flowers

Employee ID 0000000460

Administrative AsstII

Employment Record 0

Actions

View Options ?

Month 07 - July

Year 2018

View Requests

☐ View All Requests

Overtime Requests ?

Personalize | View All |

First 1 of 1 Last

Details	Date On Request	Overtime Hours	Date Submitted	Request Status
Details	07/18/2018	4.00	07/09/2018	Needs Approval

Add Request

Self Service

Time Reporting

Click Add Request to
request overtime

Request Overtime

New Window | Help | Personalize Page

Request Overtime

Overtime Request Details

Brandon Flowers

Administrative AsstII

Employee ID 0000000460

Employment Record 0

Actions

Overtime Information

Date On Request

(example: 07/09/2018)

Overtime Hours

Comment

Submit

Cancel and Return to Overtime Requests

Select the Date On Request,
the amount of Overtime
Hours requesting, and
include comments for the
approver

Request Overtime

Overtime Request Details

David Clarke


University Treasurer

Actions ▾

Employee ID 0000000459

Employment Record 0

Overtime Information ?

Date On Request  (example: 07/09/2018)

Overtime Hours

Comment

Submit

[Cancel and Return to Overtime Requests](#)

Click Submit once
information has
been completed

Employee Self Service

New Window | Help | Personalize Page

Overtime Requests

Brandon Flowers

Administrative AsstII

Employee ID 0000000460

Employment Record 0

Actions

View Options

Month 07 - July

Year 2018

View Requests

☐ View All Requests

Overtime Requests

Personalize | View All

First 1 of 1 Last

Details	Date On Request	Overtime Hours	Date Submitted	Request Status
Details	07/18/2018	4.00	07/09/2018	Needs Approval

Add Request

Self Service

Time Reporting

Your Overtime Request has been submitted to your supervisor and the Request Status is show as “Needs Approval”

Employee Self Service

New Window | Help | Personalize Page

Overtime Requests

Brandon Flowers

Administrative AsstII

Actions

Employee ID 0000000460

Employment Record 0

View Options

Month 07 - July Year 2018 View Requests

☐ View All Requests

Overtime Requests

Personalize | View All | First 1 of 1 Last

Details	Date On Request	Overtime Hours	Date Submitted	Request Status
Details	07/18/2018	4.00	07/09/2018	Needs Approval

Add Request

Self Service

Time Reporting

If you wish to view previous requests simply select the month and year and select View Requests

Employee Self Service

Home

New Window | Help | Personalize Page

Overtime Requests

Brandon Flowers

Employee ID 0000000460

Administrative AsstII

Employment Record 0

Actions

View Options

Month 07 - JulyYear 2018View Requests

☐ View All Requests

Overtime Requests

Personalize | View All

First1 of 1Last


Details	Date On Request	Overtime Hours	Date Submitted	Request Status
Details	07/18/2018	4.00	07/09/2018	Needs Approval

Add Request

Self Service

Time Reporting

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.