Employee Self Service- Request to Donate Direct Sick Leave Donations

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](#)

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.
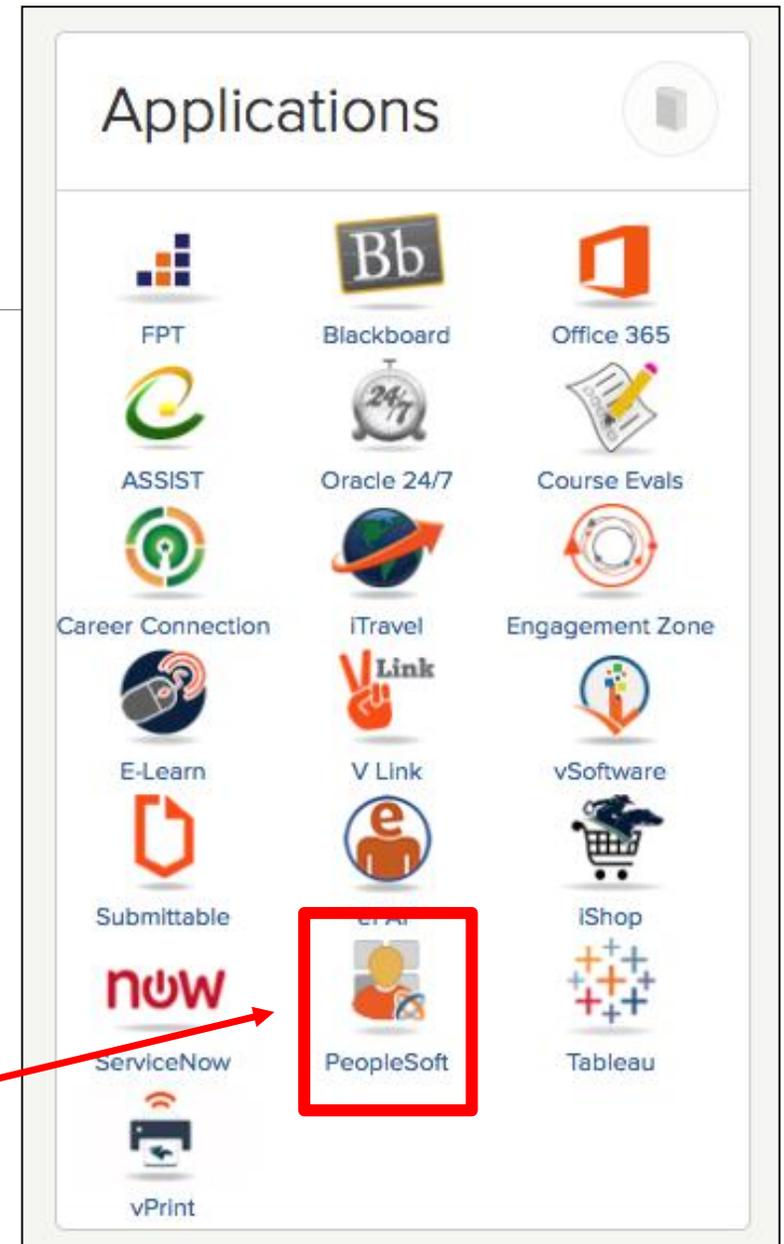
Applications

FPT

Blackboard

Office 365

ASSIST

Oracle 24/7

Course Evals

Career Connection

iTravel

Engagement Zone

E-Learn

V Link

vSoftware

Submittable

iShop

ServiceNow

PeopleSoft

Tableau

vPrint

PeopleSoft

Navigate to the Employee Self Service Menu

Within the Employee Self Service Menu click the NavBar icon

Select HRMS

Self Service Menu. Select <u>Leave Transfer Requests</u>

Leave Transfer Requests. Select Donate Leave Request

Request to Receive Donated Leave

Brandon Flowers
Administrative AsstII

This form may be used to request don...   ...f another employee.

Donation Program

*Program Name	
Category	
Contribution Type	
Unit Type	Hours
Minimum Hours	8.00
Begin Date	01/01/1990

Arlington Sick Leave Pool
Brownsville Sick Leave Pool
El Paso Sick Leave Pool
Permian Basin Sick Leave Pool
RGV Direct Sick Leave Donation
RGV Sick Leave Pool
San Antonio Sick Leave Pool
Select Program
System Admin Sick Leave Pool
Tyler Sick Leave Pool

Type	Voluntary
Frequency	
Ceiling Limit	9999999999.99
Maximum Hours	9999999999.99
End Date	

Leave Contribution

1-1 of 1

From Entitlement	Balance	Hours to Donate	Recipient Type	Name	Details	Delete
Select Entitlement / Sick	Balance		Employee		Details	Delete

Add Contribution

Comments

Requester Comments

Agreement and Compliance

- I have read the UTRGV Handbook of Operating Procedures: Sick Leave Pool/Sick Leave Direct Donation Policy. ADM 04-604.

- Contributions to the Pool or Direct Sick Leave donations must be in units of eight [8] hours.

- A terminating employee may donate their entire accrued Sick leave balance. Please do not contribute if you may return to state employment within a year. Once hours are contributed, they cannot be restored.

- For any Direct Sick Leave donation to another employee and for further details on the tax implication and criteria that must be met, review and acknowledge the Direct Sick Leave Donor form.

☐ I hereby confirm I have read the donor acknowledgement form and comply with the given statements.

Submit   **Save for Later**

* Required Field

Select Program Name <u>RGV Direct Sick Leave Donation</u>

Select <u>Sick</u> under <u>From Entitlement</u> and enter the Recipient's <u>Name</u>

Select the <u>Hours to Donate</u>.

Hours should donated must be in increments of eight.

Request to Receive Donated Leave

Brandon Flowers
This form may be used to Donate leave time to either an eligible employee or to a leave bank.

Employees on written warning may not donate accrued leave time. Additionally, employees who have provided notice or have been given notice of termination of employment may not donate time.

Donation Program

Program Name	RGV Direct Sick Leave Donation		
Category	Individual	Type	Voluntary
Contribution Type	One-Time		
Unit Type	Hours	Ceiling Limit	9999999999.99
Minimum Hours	8.00	Maximum Hours	9999999999.99
Begin Date	04/01/2018	End Date	

Leave Contribution

1-1 of 1

From Entitlement	Balance	Hours to Donate	Recipient Type	Name	Details	
Sick	179.75	8.00	Employee		Details	

Agreement and Compliance

- I have read the Leave Donation Policy.

- I acknowledge that if I am donating hours/days to this program or to another employee, I authorize the donation of hours/days and understand that the donation is irrevocable.

- I certify that I have not provided or been given notice of termination.

- I certify that I am currently not on a written warning of any kind.

☑ I hereby confirm that I have read and comply with the given statements.

Confirm that you have read and comply with the agreement and compliance statements

This form may be used to Donate leave time to either an eligible employee or to a leave bank.

Employees on written warning may not donate accrued leave time. Additionally, employees who have provided notice or have been given notice of termination of employment may not donate time.

Donation Program

Program Name	RGV Direct Sick Leave Donation		
Category	Individual	Type	Voluntary
Contribution Type	One-Time		
Unit Type	Hours	Ceiling Limit	9999999999.99
Minimum Hours	8.00	Maximum Hours	9999999999.99
Begin Date	04/01/2018	End Date	

Leave Contribution

🞂 🔍 |◀ ◀ [1-1 of 1 ∨] ▶ ▶|

From Entitlement	Balance	Hours to Donate	Recipient Type	Name	Details	
Sick	179.75	8.00	Employee		Details	

Agreement and Compliance

- I have read the Leave Donation Policy.
- I acknowledge that if I am donating hours/days to this program or to another employee, I authorize the donation of hours/days and understand that the donation is irrevocable.
- I certify that I have not provided or been given notice of termination.
- I certify that I am currently not on a written warning of any kind.

☑ I hereby confirm that I have read and comply with the given statements.

[Submit]   [Save for Later]

* Required Field

Click Submit

Employee Self Service

Request for Donated Leave

Submit Confirmation

✔ The Request has been submitted.

OK

The Request for Donated Leave successfully submitted, click OK

Leave Contribution

From Entitlement	Balance	Hours to Donate	Recipient Type	Name	
Sick	179.75	8.00	Employee	Delgado,Brenda Nallely	

Agreement and Compliance

- I have read the Leave Donation Policy.

- I acknowledge that if I am donating hours/days to this program or to another employee, I authorize the donation of hours/days and understand that the donation is irrevocabl

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Request History

	Workflow Action	Name	Action Date	Comments
1	Submitted			

At the bottom of the page process for Leave Donations shows a status of <u>Submitted</u>

Select the bottom icon, <u>Navigator</u>
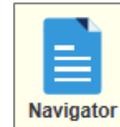
Select <u>Donor Acknowledgement Form</u>

*Job Title

Direct Sick Leave Donation
Donor Acknowledgement Form

A current employee may contribute an unlimited number of hours to another employee that has exhausted the maximum Sick Leave Pool award. The provided contribution must not cause the donor's balance to drop below fifty [50] hours and contributions must be in units of eight [8] hours. Terminating employees may donate their full or partial accrued Sick leave balance. Please do not contribute if you may return to state employment within a year. Once hours are contributed, they cannot be restored.

- My donation is strictly voluntary.
- My donation will result in a deduction to my own personal Sick leave balance.
- Unused hours by the recipient will not be returned to my available balance.
- Hours will not be deducted until the recipient meets all eligibility requirements.
- I am responsible for maintaining a sufficient Sick leave balance for my Sick absences.
- I have not been directly or indirectly intimidated, threatened, or coerced into donating Sick leave.
- I have not and will not receive any remuneration or gift in exchange for donating Sick leave.
- For tax purposes only, the dollar value of the donated Sick leave will be included as part of my taxable gross earnings by the University and taxes will be withheld.

- The monetary value will be calculated as follows: (Actual Annual Salary/2080) x hours donated.

Yes | I understand and agree to the statement above.

Submit

Submit Donor Acknowledgment Form

Click on the Home Button to return to the PeopleSoft Homepage

The University of Texas
Rio Grande Valley

Visa Permit/Citizenship Data

OnBoarding

Personalize Homepage

Help

Sign Out

Time and Attendance

You may sign out of PeopleSoft by selecting the Actions List then select Sign out

Total Rewards
You are not authorized for this page.

Congratulations!

You have successfully completed this topic.

End of Procedure.