

Employee Self Service- Request to Donate Direct Sick Leave Donations

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.

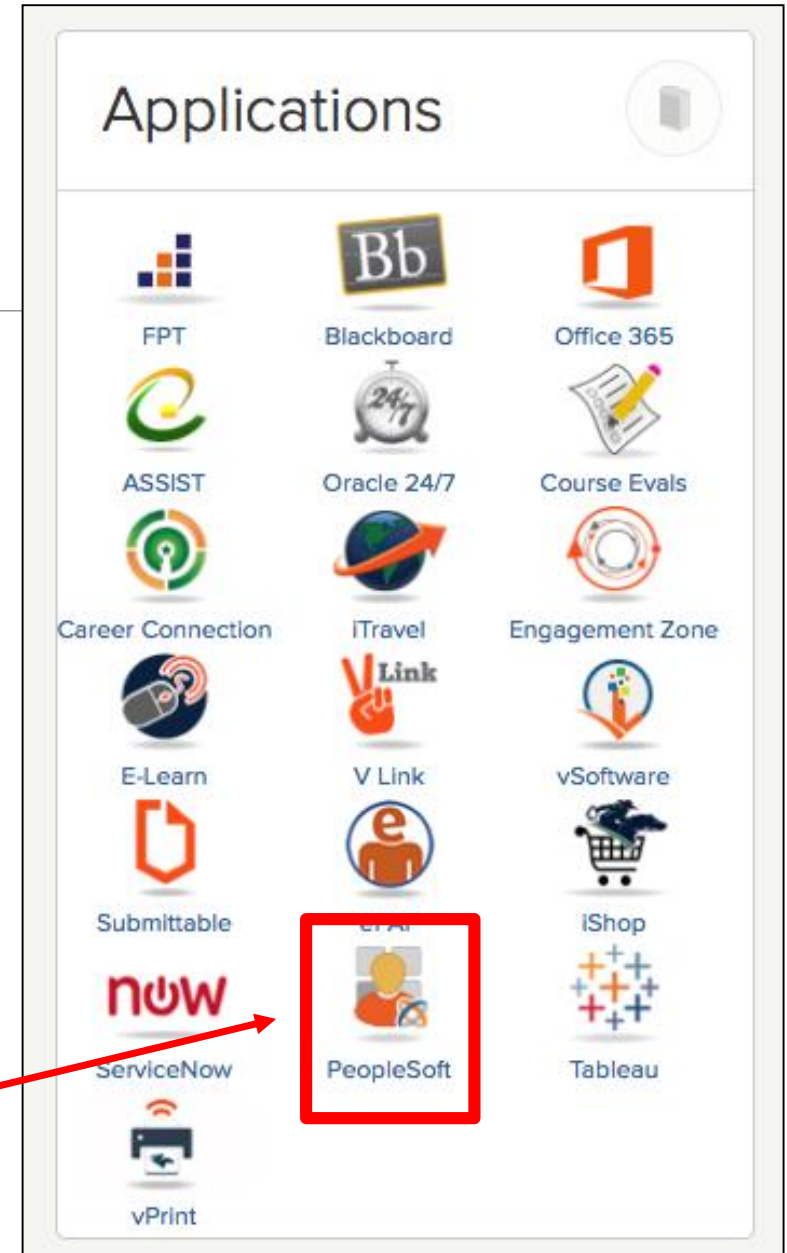
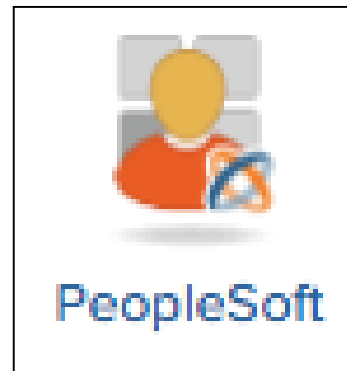
Enrollment after September 1, 2018

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



Self Service Menu.
Select Leave Transfer
Requests

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



My Team



Pay

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



Time and Attendance



Last Pay Date 06/01/2018

Talent Profile



Benefit Details



Total Rewards



No Statement Available

NavBar: Navigator



Recent Places



My Favorites



Navigator



My Team



Pay

← Leave Transfer Requests →

[Donate Leave Request](#)

[Receive Donated Leave Request](#)

[Return Unused Leave Request](#)

[Leave Transfer Request History](#)

Leave Transfer Requests.
Select Donate Leave Request

Request to Receive Donated Leave

Brandon Flowers

Administrative Asst/II

This form may be used to request donated leave for another employee.

Donation Program

*Program Name

Category

Contribution Type

Unit Type

Minimum Hours

Begin Date

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

Frequency

Ceiling Limit

Maximum Hours

End Date

Voluntary

9999999999.99

9999999999.99

Leave Contribution

From Entitlement

Balance

Hours to Donate

Recipient Type

Name

Details

Delete

Select Entitlement

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 RGV Direct
Sick Leave
Donation

Select Sick under
From Entitlement
and enter the
Recipient's Name

Request to Receive Donated Leave

Brandon Flowers

Administrative AsstII

This form may be used to request donated leave from a leave program for yourself or on behalf of another employee.

Donation Program

*Program Name RGV Sick Leave Pool 

Category Bank Type Voluntary

Contribution Type One-Time Frequency

Unit Type Hours Ceiling Limit 999999999.99

Minimum Hours 8.00 Maximum Hours 999999999.99

Begin Date 01/01/1990 End Date

Leave Contribution

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.

Select the Hours to Donate.

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	Type	Voluntary
Category	Individual		
Contribution Type	One-Time		
Unit Type	Hours	Ceiling Limit	999999999.99
Minimum Hours	8.00	Maximum Hours	999999999.99
Begin Date	04/01/2018	End Date	

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

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.

Employee Self Service

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

Contribution Type

One-Time

Unit Type

Hours

Minimum Hours

8.00

Begin Date

04/01/2018

Type

Voluntary

Ceiling Limit

999999999.99

Maximum Hours

999999999.99

End Date

Click
Submit

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

15

Request for Donated Leave

Submit Confirmation

✓ Are you sure you want to Submit this Request?

Yes

No

Submit Confirmation, if all information is correct click YES if you need to go back to previous screen click NO

Request for Donated Leave

Submit Confirmation

✓ The Request has been submitted.

OK

The Request for
Donated Leave
successfully submitted,
click OK

Leave Contribution

Grid Search

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 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.

At the bottom of the page process for Leave Donations shows a status of Submitted

Request History

Grid 1-1

	Workflow Action	Name	Action Date	Comments
1	Submitted			

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

UTRGV HOP Policy

Visa Permit/Citizenship Data



Select Donor Acknowledgement Form

Time

Last Pay Date 05/01/2019

Personal Details



Talent Profile



Benefit Details



Life Events



Total Rewards



No Statement Available

NavBar: Navigator



Recent Places



My Favorites



Navigator



Approvals



My Links



Expenses



Pay

Leave Transfer Requests

Donor Acknowledgement Form

Recipient Acknowledgement Form

Donate Leave Request

Receive Donated Leave Request

Return Unused Leave Request

Leave Transfer Request History

*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 Donor
Acknowledgment
Form



Jaggaer iShop Sign In



UTRGV HOP Policy



Visa Permit/Citizenship Data



Time and Attendance



Expenses



Payroll and Compensation



Last Pay Date **05/01/2019**

Personal Details



Talent Profile



Benefit Details



Life Events



Total Rewards



No Statement Available

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.

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

Personalize Homepage

Help

Sign Out

Congratulations!

You have successfully completed this topic.

End of Procedure.