

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.

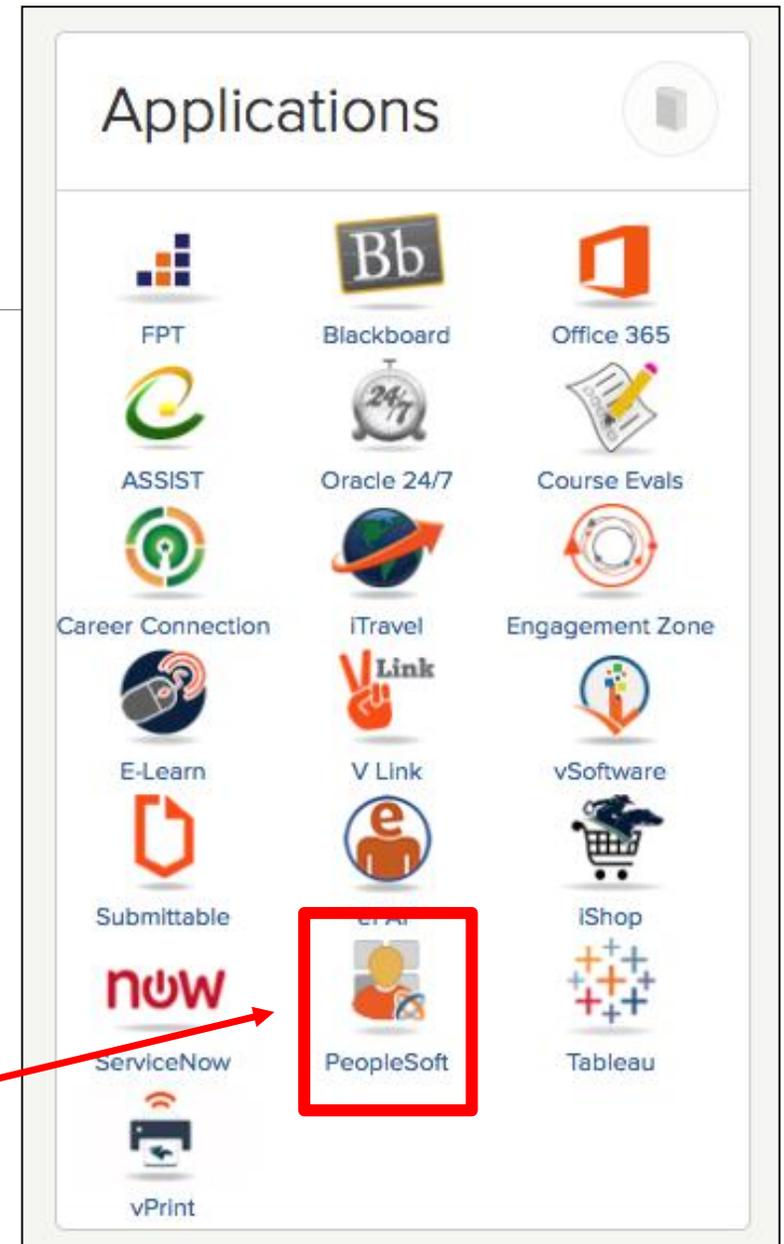
Enrollment after September 1, 2018

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



OnBoarding



Time and Attendance



Benefit Details



NavBar



Recent Places

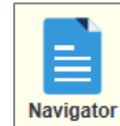


My Favorites



Navigator

Select the bottom
icon, Navigator



Jaggaer iShop Sign In



Approvals



UTRGV HOP Policy



Visa Permit/Citiz



Time and Attendance



Expenses



Payroll and Compensation



Personal Details



Talent Profile



Total Rewards



Select HRMS

NavBar: Navigator

- Recent Places
- My Favorites
- Navigator
- Approvals
- My Links
- Expenses

- Financials >
- HRMS >**
- Enterprise Components >
- PeopleSoft >
- Worklist >
- Reporting Tools >
- PeopleTools >

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

Time and Attendance

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

Talent Profile

Benefit Details

Total Rewards
You are not authorized for this page.

Self Service Menu.
Select Leave Transfer Requests

NavBar: Navigator

Self Service

- Recent Places
 - Time Reporting
- My Favorites
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Leave Transfer Requests**
 - Learning and Development
 - Recruiting
- Navigator
 - Visa Permit/Citizenship Data
 - Manage Delegation
- My Team
- Pay

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

- 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

*Program Name:

Category:

Contribution Type:

Unit Type: Hours

Minimum Hours: 8.00

Begin Date: 01/01/1990

Type: Voluntary

Frequency:

Ceiling Limit: 9999999999.99

Maximum Hours: 9999999999.99

End Date:

Select Program
Name RGV Direct
Sick Leave
Donation

Leave Contribution

From Entitlement	Balance	Hours to Donate	Recipient Type	Name	Details	Delete
Select Entitlement Sick	Balance	<input type="text"/>	Employee	<input type="text"/>	Details	Delete

Add Contribution

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

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

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	Type	Voluntary
Category	Bank	Frequency	
Contribution Type	One-Time	Ceiling Limit	999999999.99
Unit Type	Hours	Maximum Hours	999999999.99
Minimum Hours	8.00	End Date	
Begin Date	01/01/1990		

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

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.

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	

Click Submit

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.

Submit Save for Later

Request for Donated Leave

Submit Confirmation

✓ Are you sure you want to Submit this Request?

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

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

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

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
 - 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.

Request History

	Workflow Action	Name	Action Date	Comments
1	Submitted			

OnBoarding



Time and Attendance



Benefit Details



NavBar



Recent Places

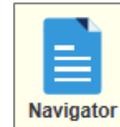


My Favorites



Navigator

Select the bottom
icon, Navigator



Navigator

Jaggaer iShop Sign In UTRGV HOP Policy Visa Permit/Citizenship Data

**Select Donor
Acknowledgement
Form**

Personal Details Talent Profile Benefit Details

Life Events Total Rewards

ORACLE PEOPLESOFT

No Statement Available

Last Pay Date 05/01/2019

NavBar: Navigator

← Leave Transfer Requests

Donor Acknowledgement Form

Recipient Acknowledgement Form

Donate Leave Request

Receive Donated Leave Request

Return Unused Leave Request

Leave Transfer Request History

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My Favorites

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Approvals

My Links

Expenses

Pay

*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: $(\text{Actual Annual Salary}/2080) \times \text{hours donated}$.

Yes No I understand and agree to the statement above.

Submit

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.