

Transaction Name/Description	Module	Email to Supervisor	Subject	Template Message
Overtime Request requires your approval	T&L	Yes	Overtime Request requires your approval	<p>There is an overtime request requiring your approval.</p> <p>Employee ID: (Employee ID, Employee Record) Name: (Employee Name) Job Title: (Job Title) Date: (Date)</p> <p>To access PeopleSoft, click on the following link: https://zbih-prd.utshare.utsystem.edu/psp/ZBIHPRD/?cmd=start</p> <p>If you have any questions, please contact the Payroll Office at 956-665-2558 or via email at payroll@utrgv.edu.</p> <p><u>This is a system-generated email. Do not reply to this email.</u></p>
Overtime Request Submitted	T&L	Yes	Overtime Request Submitted	<p>The following overtime request has been Submitted.</p> <p>Employee ID: (Employee ID, Employee Record) Name: (Employee Name) Job Title: (Job Title) Date: (Date)</p> <p>To access PeopleSoft, click on the following link: https://zbih-prd.utshare.utsystem.edu/psp/ZBIHPRD/?cmd=start</p> <p>If you have any questions, please contact the Payroll Office at 956-665-2558 or via email at payroll@utrgv.edu.</p> <p><u>This is a system-generated email. Do not reply to this email.</u></p>
Payable time requires your approval	T&L	Yes	Payable time requires your approval	<p>There is payable time requiring your approval.</p> <p>Employee ID: (Employee ID, Employee Record) Job Title: (Job Title) Date: (Date)</p> <p>To access PeopleSoft, click on the following link: https://zbih-prd.utshare.utsystem.edu/psp/ZBIHPRD/?cmd=start</p> <p><u>This is a system-generated email. Do not reply to this email.</u></p>
Reported time requires your approval	T&L	Yes	Reported time requires your approval	<p>There is reported time requiring your approval.</p> <p>Employee ID: (Employee ID, Employee Record) Job Title: (Job Title) Date: (Date)</p> <p>To access PeopleSoft, click on the following link: https://zbih-prd.utshare.utsystem.edu/psp/ZBIHPRD/?cmd=start</p> <p>If you have any questions, please contact the Payroll Office at 956-665-2558 or via email at payroll@utrgv.edu.</p> <p><u>This is a system-generated email. Do not reply to this email.</u></p>
Absence Self Service Approved	AbM	Yes	An Absence Request has been Approved	<p>The following Absence Request has been approved.</p> <p>Employee Id: %2 - %11 Department: %3 Job Title: %4 Absence Start Date: %5 Absence Name: %6 - %8 - %9 Absence End Date: %7 Status: %10 Comments: %12</p> <p>Please use the following link to view the transaction: %1</p> <p>Do not reply to this email. This is a system-generated message.</p> <p>If you have any questions in regards to this request, please contact the Office of Human Resources at 956-665-2451/882-8205 or via email at leave@utrgv.edu.</p>

Absence Self Service Rout to	AbM	Yes	An Absence Request is awaiting your Approval	<p>There is an Absence Request awaiting your approval.</p> <p>Employee Id: %2 - %11 Department: %3 Job Title: %4 Absence Start Date: %5 Absence Name: %6 - %8 - %9 Absence End Date: %7 Status: %10 Comments: %12</p> <p>Please use the following link to view the transaction: %1</p> <p>Do not reply to this email. This is a system-generated message.</p> <p>If you have any questions in regards to this request, please contact the Office of Human Resources at 956-665-2451/882-8205 or via email at leave@utrgv.edu.</p>
Absence Request Cancel	AbM	Yes	An Absence Request has been Canceled	<p>The following Absence Request has been canceled.</p> <p>Employee Id: %2 - %3 Department: %4 Job Title: %5 Absence Start Date: %6 Absence Name: %7 - %9 - %10 Absence End Date: %8 Comments: %12</p> <p>Please use the following link to view the transaction: %1</p> <p>Do not reply to this email. This is a system-generated message.</p> <p>If you have any questions in regards to this request, please contact the Office of Human Resources at 956-665-2451/882-8205 or via email at leave@utrgv.edu.</p>
Absence Self Service Deny	AbM	Yes	Absence Request has been Denied	<p>The following Absence Request has been denied.</p> <p>Employee Id: %2 - %11 Department: %3 Job Title: %4 Absence Start Date: %5 Absence Name: %6 - %8 - %9 Absence End Date: %7 Status: %10 Comments: %12</p> <p>Please use the following link to view the transaction: %1</p> <p>Do not reply to this email. This is a system-generated message.</p> <p>If you have any questions in regards to this request, please contact the Office of Human Resources at 956-665-2451/882-8205 or via email at leave@utrgv.edu.</p>
Absence Cancellation Approved	AbM	Yes	An Absence Cancellation Request has been Approved	<p>The following Absence Cancellation Request has been approved.</p> <p>Employee Id: %2 - %11 Department: %3 Job Title: %4 Absence Start Date: %5 Absence Name: %6 - %8 - %9 Absence End Date: %7 Cancel Status: %13 Comments: %12</p> <p>Please use the following link to view the transaction: %1</p> <p>Do not reply to this email. This is a system-generated message.</p> <p>If you have any questions in regards to this request, please contact the Office of Human Resources at 956-665-2451/882-8205 or via email at leave@utrgv.edu.</p>

Absence Cancellation Rout to	AbM	Yes	An Absence Cancellation Request is awaiting your Approval	<p>There is an Absence Cancellation Request awaiting your approval.</p> <p>Employee Id: %2 - %11 Department: %3 Job Title: %4 Absence Start Date: %5 Absence Name: %6 - %8 - %9 Absence End Date: %7 Status Cancel: %13 Comments: %12</p> <p>Please use the following link to view the transaction: %1</p> <p>Do not reply to this email. This is a system-generated message.</p> <p>If you have any questions in regards to this request, please contact the Office of Human Resources at 956-665-2451/882-8205 or via email at leave@utrgv.edu.</p>
Absence Cancellation Deny	AbM	Yes	An Absence Cancellation Request has been Denied	<p>The following Absence Cancellation Request has been denied.</p> <p>Employee Id: %2 - %11 Department: %3 Job Title: %4 Absence Start Date: %5 Absence Name: %6 - %8 - %9 Absence End Date: %7 Cancel Status: %13 Comments: %12</p> <p>Please use the following link to view the transaction: %1</p> <p>Do not reply to this email. This is a system-generated message.</p> <p>If you have any questions in regards to this request, please contact the Office of Human Resources at 956-665-2451/882-8205 or via email at leave@utrgv.edu.</p>
MGR >> NEXT LEVEL SUPERVISOR - Evaluation Needs Approval	e-Performance	Yes	Request requires approval	<p>The following request has been submitted by Supervisor name. This request requires your approval before the performance document can be finalized.</p> <p>Employee Name: Full Name Employee Id: EID Submit Date: Date Transaction: Performance Document</p> <p>Please visit the following URL for detailed information about the request:</p> <p>https://zbhr- uat.utshare.utsystem.edu/psp/ZBHRUAT/EMPLOYEE/HRMS/c/ ROLE_MANAGER.EP_APPRAISAL_XFR.GBL?Page=EP_APPRAISA L_XFR&Action=U&EP_APPRAISAL_ID=6024</p>
NEXT LEVEL SUPERVISOR >> MGR Evaluation Denied, Sent back for Revision and Resubmit for approval	e-Performance	Yes	ACTION REQUIRED: Performance Evaluation for "Employee Name" Returned for Revision	<p>The Performance Evaluation for Hector Guerrero has been returned for Revision by Supervisor.</p> <p>Employee Name: Full Name Employee Id: EID Submit Date: Date</p> <p>To review, click on the following link:</p> <p>http://localhost/psp/ps/EMPLOYEE/HRMS/c/ROLE_MANAGER. EP_APPRAISAL_STAT.GBL?Page=EP_APPRAISAL_EE&Action=U &EP_APPRAISAL_ID=1044</p> <p>This communication was sent via Oracle Workflow Technology. Please do not reply to this email.</p>
MGR >> NEXT LEVEL SUPERVISOR Evaluation Needs Approval	e-Performance	Yes	ACTION REQUIRED: Performance Evaluation for "Employee Name" is Pending Approval	<p>The Performance Evaluation is pending your review and approval.</p> <p>Employee Name: Full Name Employee Id: EID Submit Date: Date</p> <p>To review and approve, click on the following link:</p> <p>https://zbhr- tst.utshare.utsystem.edu/psp/ZBHRST/EMPLOYEE/HRMS/c/R OLE_MANAGER.EP_APPRAISAL_XFR.GBL?Page=EP_APPRAISAL _XFR&Action=U&EP_APPRAISAL_ID=342</p> <p>This communication was sent via Oracle Workflow Technology. Please do not reply to this email.</p>

Next Level Supervisor >> MGR Eval Approved, Ready to Share with Employee and Hold One-on-One	e-Performance	Yes	ACTION REQUIRED: Schedule Performance Review for "Employee Name"	<p>The performance evaluation for EID has been approved. Please proceed in scheduling time to review the evaluation with "Employee Name".</p> <p>As a reminder, to release the evaluation to the employee, you need to select "Share with Employee". Once you meet with the employee, you must go back into the evaluation and select the button Request Acknowledgement. This will trigger an e-mail notification to the employee notifying him/her that the evaluation is ready for their acknowledgement.</p> <p>Employee Name: Full Name Empl ID: EID Submit Date: Date</p> <p>To release the evaluation to the employee, click on the following link: http://localhost/ps/ps/EMPLOYEE/HRMS/c/ROLE_MANAGER.EP_APPRAISAL_STAT.GBL?Page=EP_APPRAISAL_EE&Action=U&EP_APPRAISAL_ID=1047</p> <p>This communication was sent via Oracle Workflow Technology. Please do not reply to this email.</p>
MGR >> EE Evaluation Shared, Ready to View	e-Performance	Yes	Your manager has shared UTRGV Performance Evaluation with you and it is ready for your review	<p>This notification is to inform you that your UTRGV Performance Evaluation has been completed.</p> <p>https://zbih-trn.utshare.utsystem.edu/ps/ps/ZBIHTRN/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.EP_NOTIFY.GBL?EP_APPRAISAL_ID=6640&EP_REVIEWER_ID=6001151718&EP_ROLE=E&EP_USER_ROLE=E&TRANS_NAME=MGRDOC-COMplete</p> <p>(Please do not respond to this automatic notification.)</p>
MGR >> EE Evaluation Ready for Acknowledgement	e-Performance	Yes	Your UTRGV Performance Evaluation is ready for your acknowledgement	<p>This automatic notification is to alert you that Next Level Supervisor Name (EID) has formally acknowledged their recent review of the UTRGV Performance Evaluation document.</p> <p>You may select this link to go directly to this UTRGV Performance Evaluation: https://zbih-trn.utshare.utsystem.edu/ps/ps/ZBIHTRN/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.EP_NOTIFY.GBL?EP_APPRAISAL_ID=6641&EP_REVIEWER_ID=6001033826&EP_ROLE=M&EP_USER_ROLE=M&TRANS_NAME=EE-ACKNOWLEDGE</p> <p>Employee Comments: I agree.</p> <p>(Please do not respond to this automatic notification.)</p>
Evaluation Acknowledged & Ready to Complete (Supervisor & Staff Only)	e-Performance	Yes	Employee has acknowledged the UTRGV Performance Evaluation	<p>This automatic notification is to alert you that your manager has shared UTRGV Performance Evaluation document with you and it is now ready for your review and comments. Your manager will be contacting you to schedule a review meeting.</p> <p>You may select this link to go directly to your prepared UTRGV Performance Evaluation: https://zbih-trn.utshare.utsystem.edu/ps/ps/ZBIHTRN/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.EP_NOTIFY.GBL?EP_APPRAISAL_ID=6646&EP_REVIEWER_ID=6001151718&EP_ROLE=M&EP_USER_ROLE=E&TRANS_NAME=RQST-REVIEW</p> <p>(Please do not respond to this automatic notification.)</p>
MGR >>> MGR Manager email to self to confirm Completion (Supervisor & Staff Only)	e-Performance	Yes	Manager Document completed	<p>This notification is to inform you that your UTRGV Performance Evaluation has been completed.</p> <p>https://zbih-trn.utshare.utsystem.edu/ps/ps/ZBIHTRN/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.EP_NOTIFY.GBL?EP_APPRAISAL_ID=6639&EP_REVIEWER_ID=6001151718&EP_ROLE=E&EP_USER_ROLE=E&TRANS_NAME=MGRDOC-COMplete</p> <p>(Please do not respond to this automatic notification.)</p>
EE -> Supervisor (A&P) Acknowledge	e-Performance	Yes	[employee] has acknowledge the evaluation	<p>This automatic notification is to alert that the employee has formally acknowledged their recent review of the UTRGV Performance Evaluation document.</p> <p>You may select this link to go directly to this UTRGV Performance Evaluation: https://zbih-trn.utshare.utsystem.edu/ps/ps/ZBIHTRN/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.EP_NOTIFY.GBL?EP_APPRAISAL_ID=6645&EP_REVIEWER_ID=6001033826&EP_ROLE=M&EP_USER_ROLE=M&TRANS_NAME=EE-ACKNOWLEDGE</p> <p>Employee Comments:</p> <p>(Please do not respond to this automatic notification.)</p>

MGR>>>EE Evaluation is Finalized (A&P)	e-Performance	Yes	Manager Document completed	<p>This notification is to inform you that your UTRGV Performance Evaluation has been completed.</p> <p>https://zbihtn.utshare.utsystem.edu/psp/ZBIHTRN/EMPLOYEE/HRMS/c/R_OLÉ_EMPLOYEE.EP_NOTIFY.GBL?EP_APPRAISAL_ID=6639&EP_REVIEWER_ID=6001151718&EP_ROLE=E&EP_USER_ROLE=E&TRANS_NAME=MGRDOC-COMLETE</p> <p>(Please do not respond to this automatic notification.)</p>
Cobra Eligibility	BEN	Yes	COBRA Eligibility Notification.	<p>Dear %Employee Name%,</p> <p>This notice is to inform you that %Subordinate-Name% is no longer eligible for UT System Benefits. Coverage is no longer active as of %Date%.</p> <p>Terminating Employment (If Applicable)</p> <p>To review the employee separation process, click on the link below.</p> <p>*Please note that the supervisor is responsible for completing the separation form only when the employee leaves the university.</p> <p>*If the employee will continue employment with UTRGV (ex: ending a full-time assignment and continuing as part-time), an assignment change will need to be processed.</p> <p>Separation Checklist (it might require entering your credentials to view the document.)</p> <p>Please share the following information below with employee for a smooth separation process.</p> <p>Health Benefits</p> <ul style="list-style-type: none"> •Benefits coverage will end on the last day of the month in which the separation date occurs. <p>Example: if separating on 01/05/17, benefits end on 01/31/2017 (if separation date is 01/31/17, benefits will end on 01/31/17)</p> <p>COBRA (not applicable to UT employees who are retiring)</p> <ul style="list-style-type: none"> •Option to enroll in COBRA (continue health coverage –medical, dental, and vision - for up to 18 months; responsible for full premium) •Must submit COBRA application within 60 days of loss of