

UTRio Grande Valley™

PeopleSoft 9.2 Implementation

Volume 1 Issue 14
Go-Live Message

PEOPLESOFT IS LIVE!

We are pleased to announce that effective, Tuesday, September 4, 2018, PeopleSoft is available for all Financial Management Solutions (FMS) and Human Capital Management (HCM). To access it, please log in through the [MyUTRGV](#) portal (see instruction below).

IMPORTANT NOTICES:

- Due to the need to perform 100% data validation, UTRGV employee and dependent benefits enrollment information will be made available shortly after September 4th. In the meantime, if you have any questions about your benefits enrollments, please contact our Benefits Office at benefits@utrgv.edu.
- PeopleSoft Timesheets (found within *Employees Self Service* → *Time and Attendance* tile) will be operational before timesheets are due. A separate communication will be sent to the campus once they are available.

Follow the instructions below to access PeopleSoft:

1. Log into <https://my.utrgv.edu/>



2. Click on 

(Note: If you are off-campus, please complete the second authentication using Duo)

NEW FEATURES AND FUNCTIONALITY

Human Capital Management (HCM)

- **Easy navigation** - User-friendly and fluid pages: pretty, colorful, and mobile device-friendly for off-campus usage including approvals.
- **Employee Self-Service and Manager Self-Service** - New functionality with electronic acknowledgments, a new interface between PeopleSoft and PeopleAdmin for new hires and ePAF including all employee personnel action forms; one to one

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position management, improved reporting and query features for admins and managers minimizing the need to request ad-hoc reports.

- **Absence Management** – Electronic leave requests including statutory leave with workflow, absence requests within timecards, attachment feature for all supporting documentation, and leave administrator role within the department for direct support.
- **Time & Labor** – Improved timecard functionality, electronic overtime request with approval workflow, scheduling for assigning work schedules to employees, and timekeeper role within the department for direct support.
- **Benefits** – Life events electronic request with workflow and attachment feature.
- **Payroll** - W2 consent online, one-click navigation to primary payroll functions, and electronic voluntary deductions.

Financial Management System (FMS)

- **WorkCenter** – A new function which provides navigation shortcuts to a broad range of module functions within the dashboard, allows prioritization of tasks, results in improved efficiency, productivity, and effectiveness.
- **SpeedTypes** - Predefined SpeedTypes auto-populate the fund code, department, and function of a cost center, thus simplify chart field validation, ensure consistency and facilitate speedy journal data entries.
- **General Ledger** - New electronic Journal, IDTs, and expense corrections approval workflows; GL Combination code rules prevent miscoding of financial data thus ensure data integrity.
- **Billing and Accounts Receivable (AR)** - Improved AR single bill creation function that allows copying from an existing bill to create a single bill, instead of creating a bill from scratch; new Pro-forma invoice function that allows edits before bill is finalized; inclusion of conversation with customer in invoice, and self-service Aging and Invoice Report with departmental Cost Center.
- **Commitment Control** - Electronic budget transfers with comments/justifications and no timeout approval workflow. Easy online status tracking within the journal. Improved budget overview allows display of budget, encumbrances, expenses, and available budget data in multiple formats that can be saved and downloaded.
- **Project Costing** - New and improved Funds Distribution Process with rules that allows one to many as well as many to one distribution, as well as expense prioritization.
- **Accounts Payable (AP)** - New iShop AP Director provides improved and seamless integration to/from AP with the efficient timestamped routing of iShop invoices to AP for processing and real-time payment updates to iShop PO/Invoice via electronic

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workflow. This new "One-stop-shop" design results in improved process efficiency, facilitates end-to-end status tracking from Requisition/PurchaseOrder/Invoice/Payment and aid in encumbrances management and reconciliations.

- **Asset Management** - Enhanced electronic workflow for asset custodian, location, and department updates with no timeout restriction.
- **Grants Management/Sponsored AR & Billing** - Grants proposal before award/project activation with attachment functionality; capability to assign revenue limits to contracts enforces control. User-friendly Receivables Manager Dashboard with graph and charts coupled with Collection Workbench enables AR managers to perform customer portfolio analysis, monitor receivables balances, customer aging, better manage collection actions, etc.

PEOPLESOFT SUPPORT

If you have questions or encounter any issues, please be sure to visit our [PeopleSoft Support](#) site, which outlines the resources we have available to help you. Also, please see our [Super User Directory](#) and [Timekeeper/Leave Administrator](#) directory to find the resources in your Division or Office that can help provide assistance.

CONTACT US

If you have any questions, suggestions or concerns, please contact us via the [form](#) on our website or by sending an email to peoplesoft@utrgv.edu

Thank you!



Email Us