

# Employee Self Service- Student Workers

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# 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

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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.

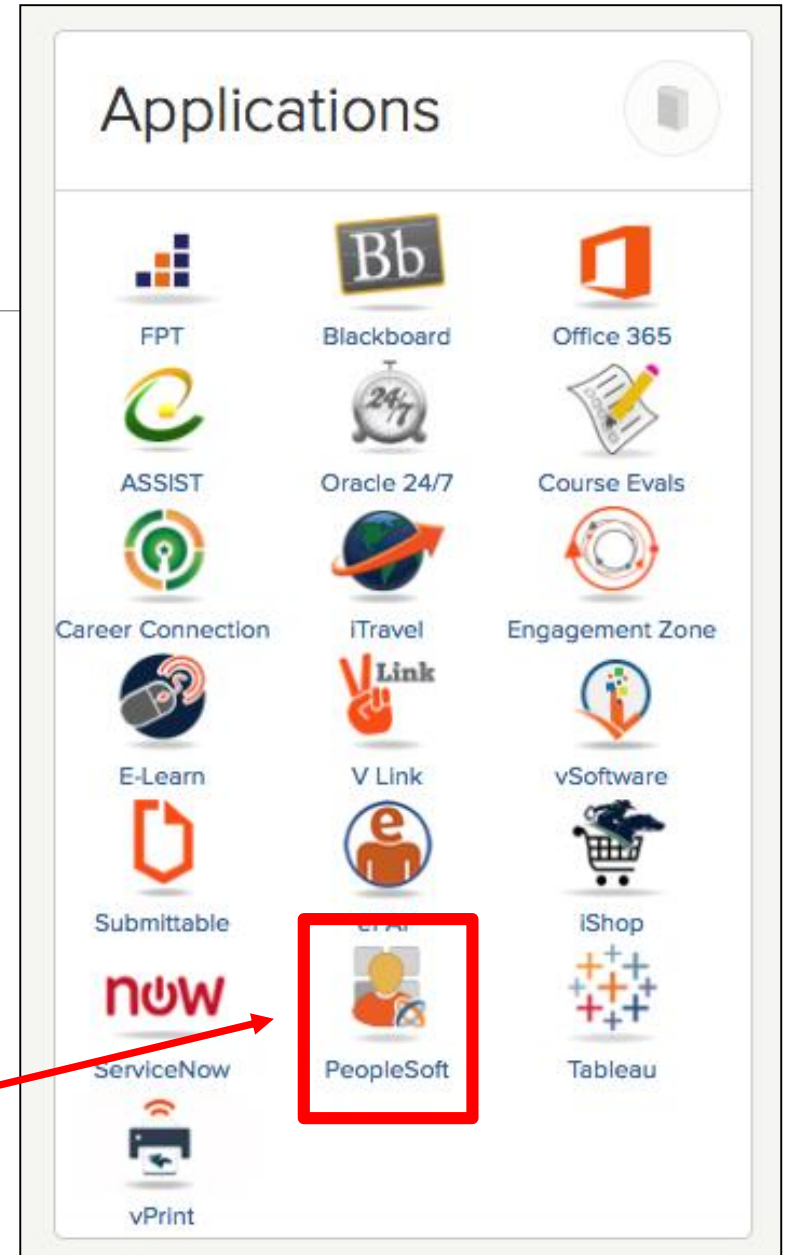
## Enrollment after September 1, 2018

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](http://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

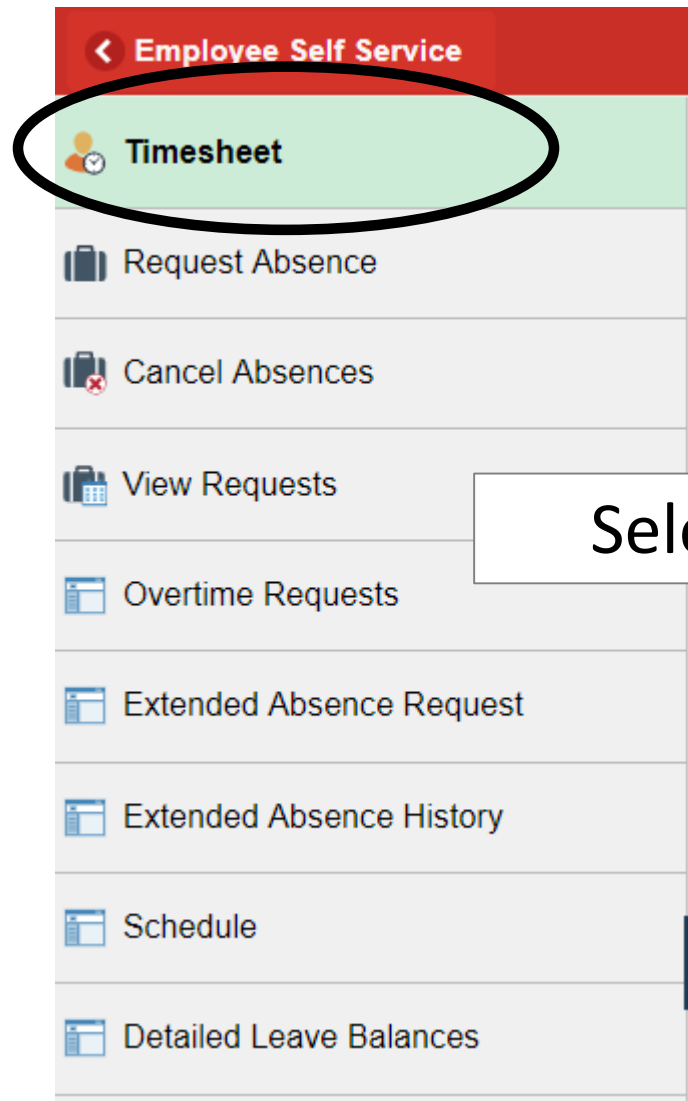


Navigate to the  
Employee Self Service  
Menu

Grid of service tiles:

- Visa Permit/Citizenship Data**: Icon of a globe and passport.
- UTRGV HOP Policy**: Icon of a document with a seal.
- Approvals**: Icon of a document with a checkmark and a notification badge with the number **2**.
- Time and Attendance**: Icon of a person and a clock, circled in black.
- Payroll and Compensation**: Icon of a stack of money. Text: Last Pay Date **09/04/2018**.
- Personal Details**: Icon of a person and a pencil.
- Talent Profile**: Icon of a person and a star.
- Benefit Details**: Icon of a person, a plus sign, and a house.
- Total Rewards**: Icon of a pie chart and coins. Text: No Statement Available.

Select Time and Attendance



Select Timesheet

# Timesheet

Tony Stark

Asstto the President

Supervisor Name

Actions ▾

Select Another Timesheet

\*View By

\*Date

Scheduled Hours 80.00

Below you can enter the time worked, including the in and out time. See next slide for more information.

1.000000  
Salaried

From 09/01/2018 to 09/15/2018 ?

Add Comments	Time Reporting Code	Day	Date	Reported Status	In	Out	In	Out	Punch Total		
<input type="text"/>	<input type="text"/>	Sat	9/1	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Sun	9/2	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Mon	9/3	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Tue	9/4	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Wed	9/5	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Thu	9/6	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Fri	9/7	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Sat	9/8	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Sun	9/9	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Mon	9/10	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Tue	9/11	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Wed	9/12	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Thu	9/13	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Fri	9/14	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Sat	9/15	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

You have the option to save and complete at a later time.



Save for Later

Submit

Review Time Card

Clear



# Timesheet

**Tony Stark**

Asst to the President

Supervisor Name

Actions ▾

Employee ID 0000000079

FTE 1.000000

Empl Record 0

Empl Type Salaried

Empl Class Administrative / Professional

Earliest Change Date 05/01/2018

Select Another Timesheet

Select REG –  
Regular

Enter in and out  
time.

Additional Comments	Time Reporting Code	Day	Date	Reported Status	In	Out	In	Out	Punch Total		
		Sat	9/1	New						+	-
		Sun	9/2	New						+	-
		Mon	9/3	New						+	-
	02 REG - Regular	Tue	9/4	New	8:00:00AM	12:00:00PM				+	-
		Wed	9/5	New						+	-
		Thu	9/6	New						+	-
		Fri	9/7	New						+	-
		Sat	9/8	New						+	-
		Sun	9/9	New						+	-
		Mon	9/10	New						+	-
		Tue	9/11	New						+	-
		Wed	9/12	New						+	-
		Thu	9/13	New						+	-
		Fri	9/14	New						+	-
		Sat	9/15	New						+	-

Save for Later   Submit   Review Time Card   Clear

# Timesheet

**Tony Stark**

Asst to the President

Supervisor Name

Actions

Select Another Timesheet

\*View By Calendar

\*Date 09/01

Scheduled Hours 80.00

From 09/01/2018 to 09/15/2018

Add Comments Time Reporting Code

Add Comments	Time Reporting Code	Day	Start	End	Rate	Hours	Amount	+	-
		Sat	9/1	9/1					
		Sun	9/2	9/2					
		Mon	9/3	9/3					
	02 REG - Regular	Tue	9/4	9/4					
		Wed	9/5	9/5					
		Thu	9/6	9/6					
		Fri	9/7	9/7					
		Sat	9/8	9/8					
		Sun	9/9	9/9					
		Mon	9/10	9/10	New			+	-
		Tue	9/11	9/11	New			+	-
		Wed	9/12	9/12	New			+	-
		Thu	9/13	9/13	New			+	-
		Fri	9/14	9/14	New			+	-
		Sat	9/15	9/15	New			+	-

As per policy ADM 04-408, time records are official certifications of time worked and leave charged and as such should be completed carefully and accurately.

**Time and Labor Error Messages** Personalize | Find | [Print] [Calendar] First 1 of 1 Last

**Time and Labor Warning messages** Personalize | Find | [Print] [Calendar] First 1 of 1 Last

1

I certify that the time hereon is true and correct to the best of my knowledge and that work time and absence is in accordance with UT Rio Grande policy.

OK

Help  
IOT, I have

Save for Later Submit Review Time Card Clear

# Timesheet

**Tony Stark**

Asstto the President

Supervisor Name

Actions ▾

Employee ID 0000000079

FTE 1.000000

Empl Record 0



Empl Type Salaried

Empl Class Administrative / Professional

Earliest Change Date 05/01/2018


**Select Another Timesheet**














































\*View By  ▾

\*Date   

Scheduled Hours 80.00      Reported Hours 0.00

Previous Period      Next Period  
Previous Employee      Next Employee  
[Print Timesheet](#)

From 09/01/2018 to 09/15/2018 

Add Comments	Time Reporting Code	Day	Date	Reported Status	In	Out	In	Out	Punch Total		
	<input type="text"/>	Sat	9/1	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	Sun	9/2	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	Mon	9/3	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	02 REG - Regular ▾	Tue	9/4	New	8:00:00AM	12:00:00PM	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	Wed	9/5	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	Thu	9/6	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	Fri	9/7	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	Sat	9/8	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	Sun	9/9	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	Mon	9/10	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	Tue	9/11	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	Wed	9/12	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	Thu	9/13	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	Fri	9/14	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	Sat	9/15	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

Once you certify time, click Submit



## Submit Confirmation

✓ The Submit was successful.  
Time for the Time Period of 2018-09-01 to 2018-09-15 is submitted

OK



Click on OK for  
submission

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.

- Personalize Homepage
- Help
- Sign Out**

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



Congratulations!

You have successfully completed this topic.

**End of Procedure.**