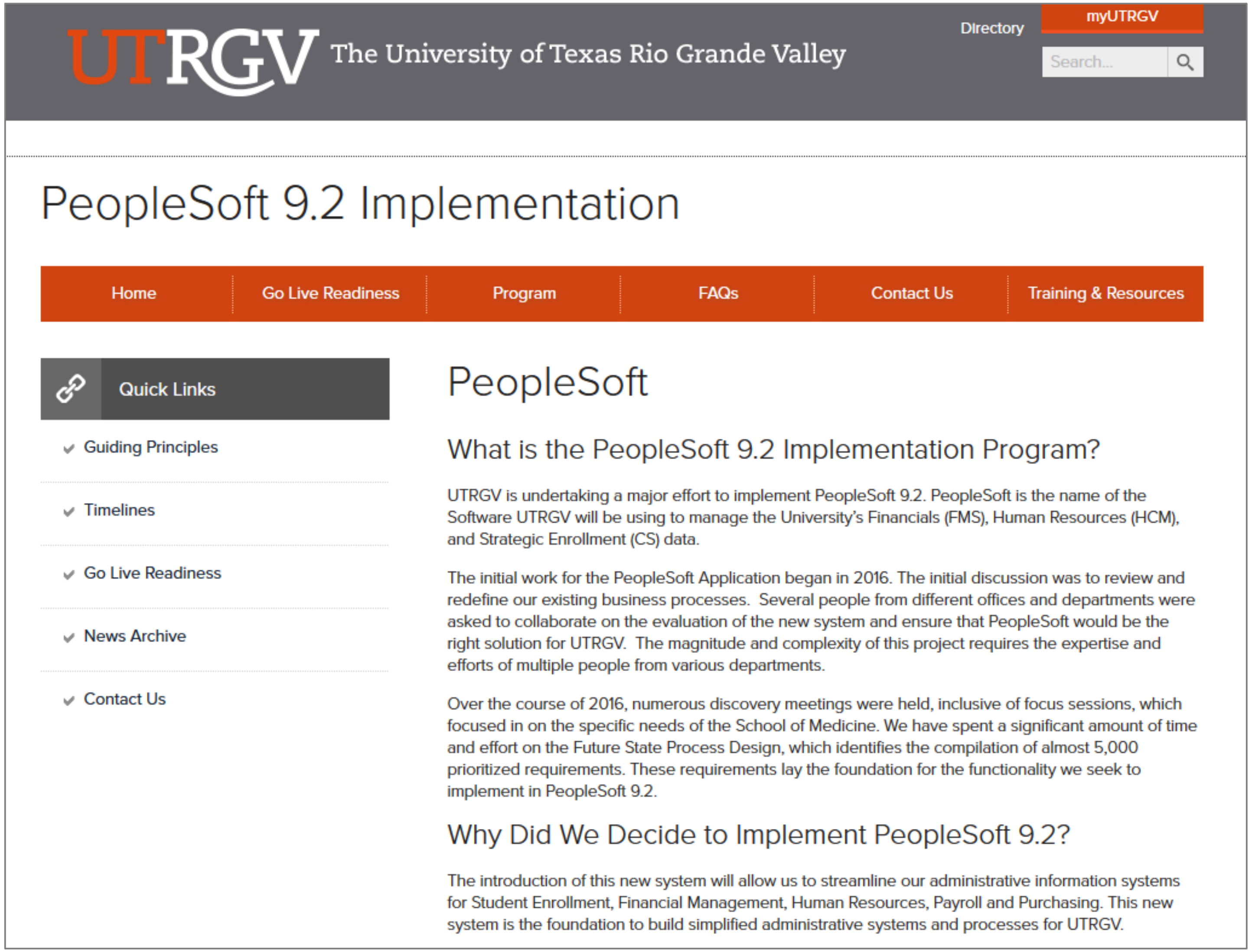
Approve, Deny and Pushback an Absence Requests Portal View


UTRGV The University of Texas Rio Grande Valley
Directory
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Search...
Home
Go Live Readiness
Program
FAQs
Contact Us
Training & Resources
Quick Links
Guiding Principles
Timelines
Go Live Readiness
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PeopleSoft 9.2 Implementation

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

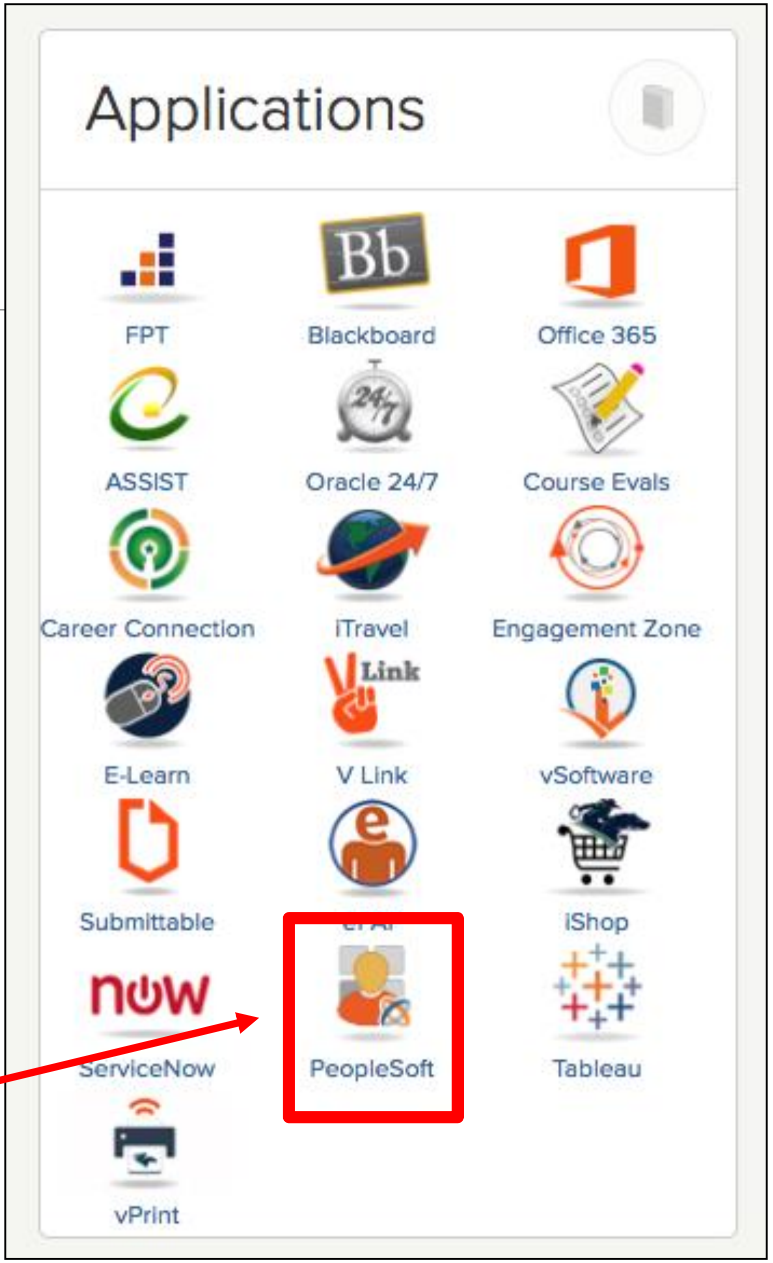
Log In

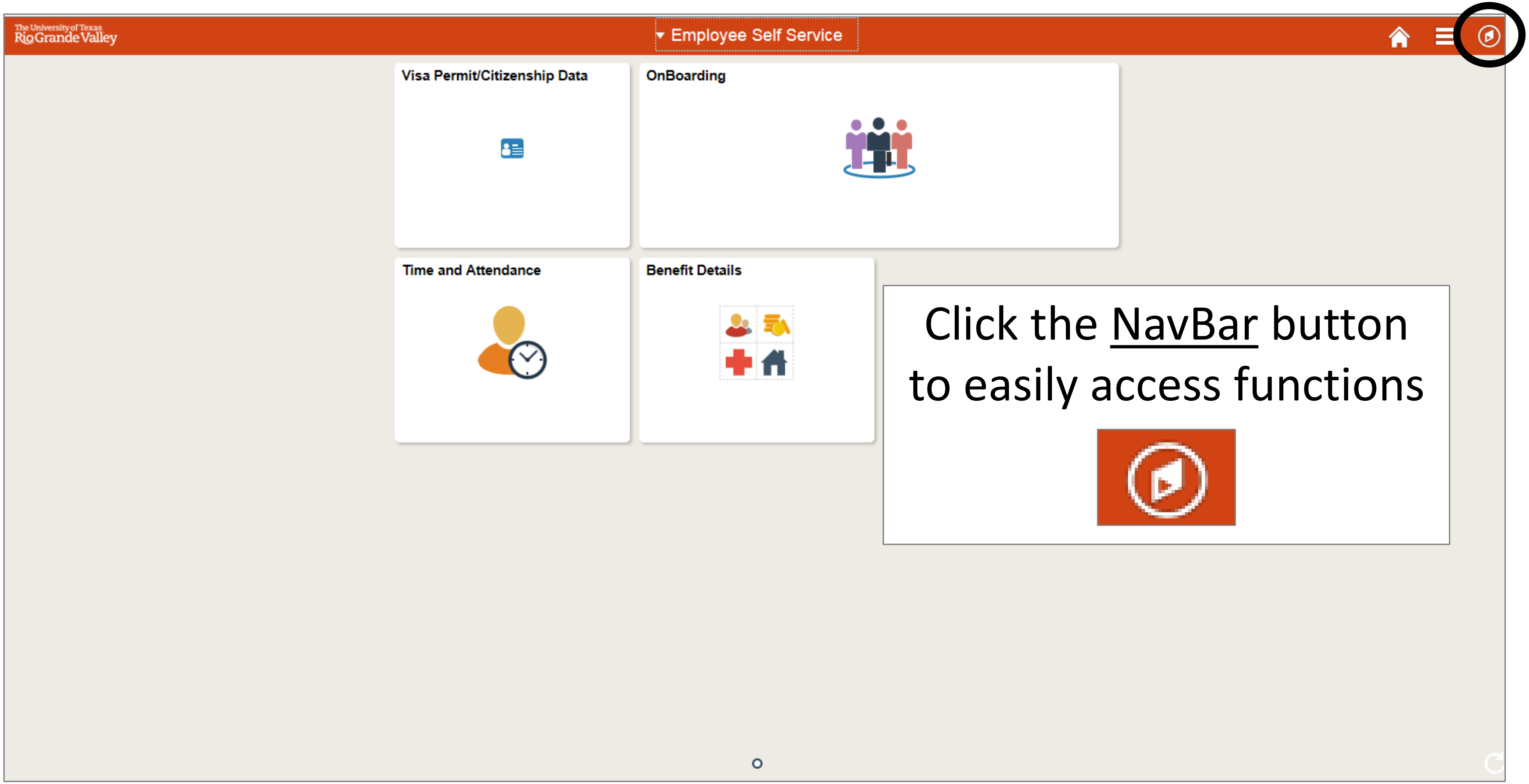
1. Navigate to https://my.utrgv.edu

2. Type in your credentials.

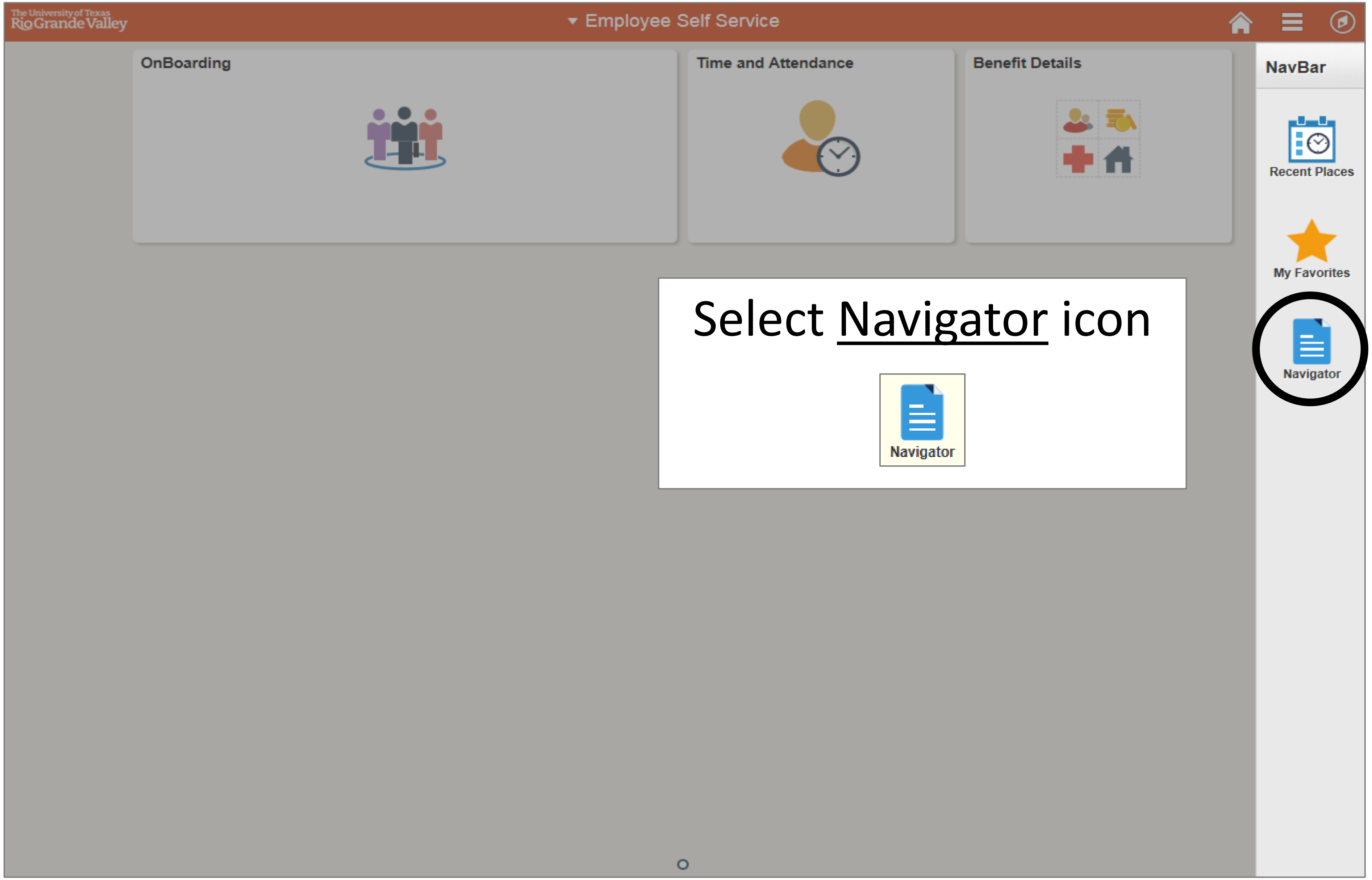
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.

PeopleSoft

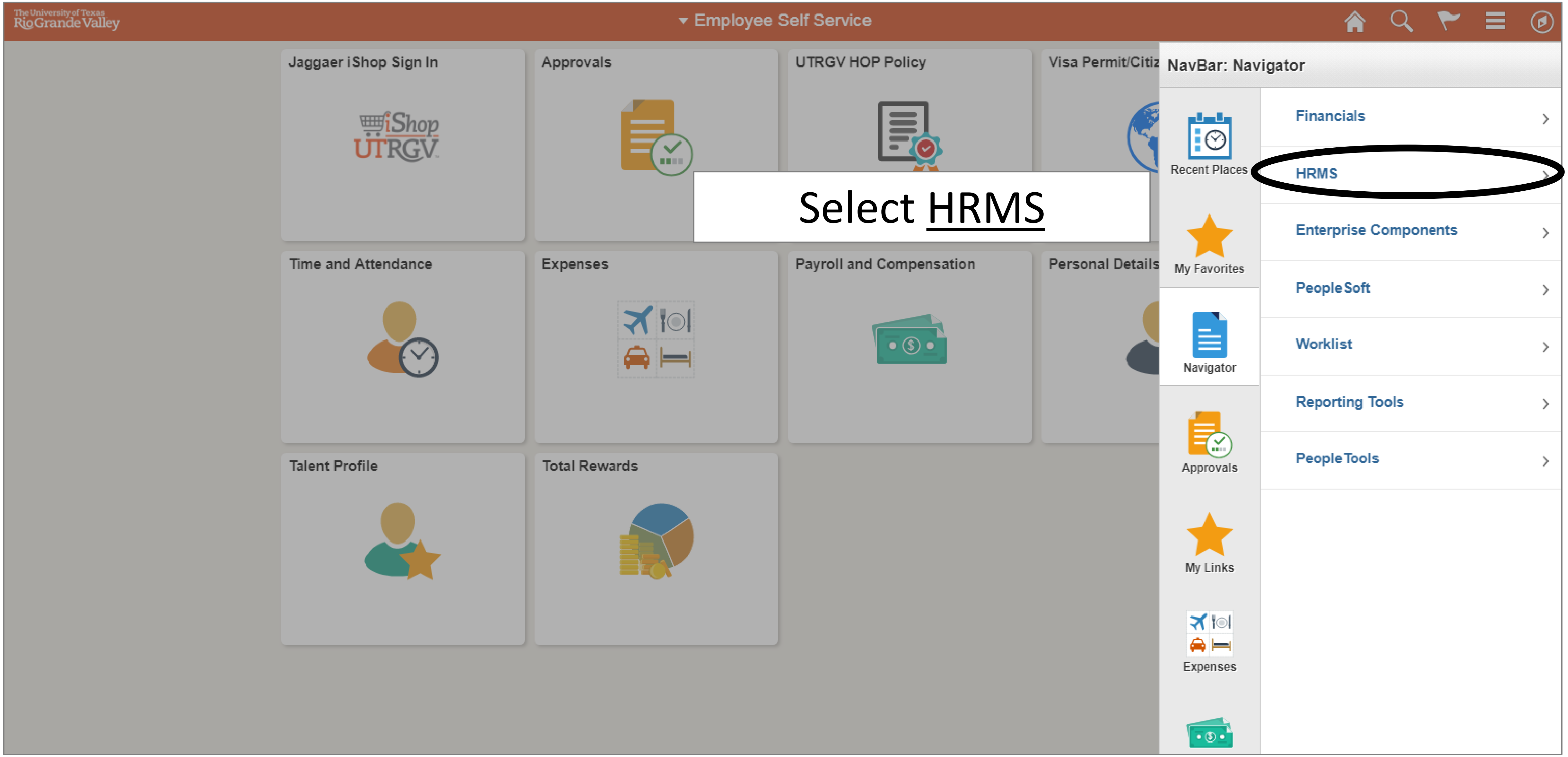

Applications
FPT
Blackboard
Office 365
ASSIST
Oracle 24/7
Course Evals
Career Connection
iTravel
Engagement Zone
E-Learn
V Link
vSoftware
Submittable
iShop
ServiceNow
PeopleSoft
Tableau
vPrint


The University of Texas Rio Grande Valley
Employee Self Service
Visa Permit/Citizenship Data
OnBoarding
Time and Attendance
Benefit Details

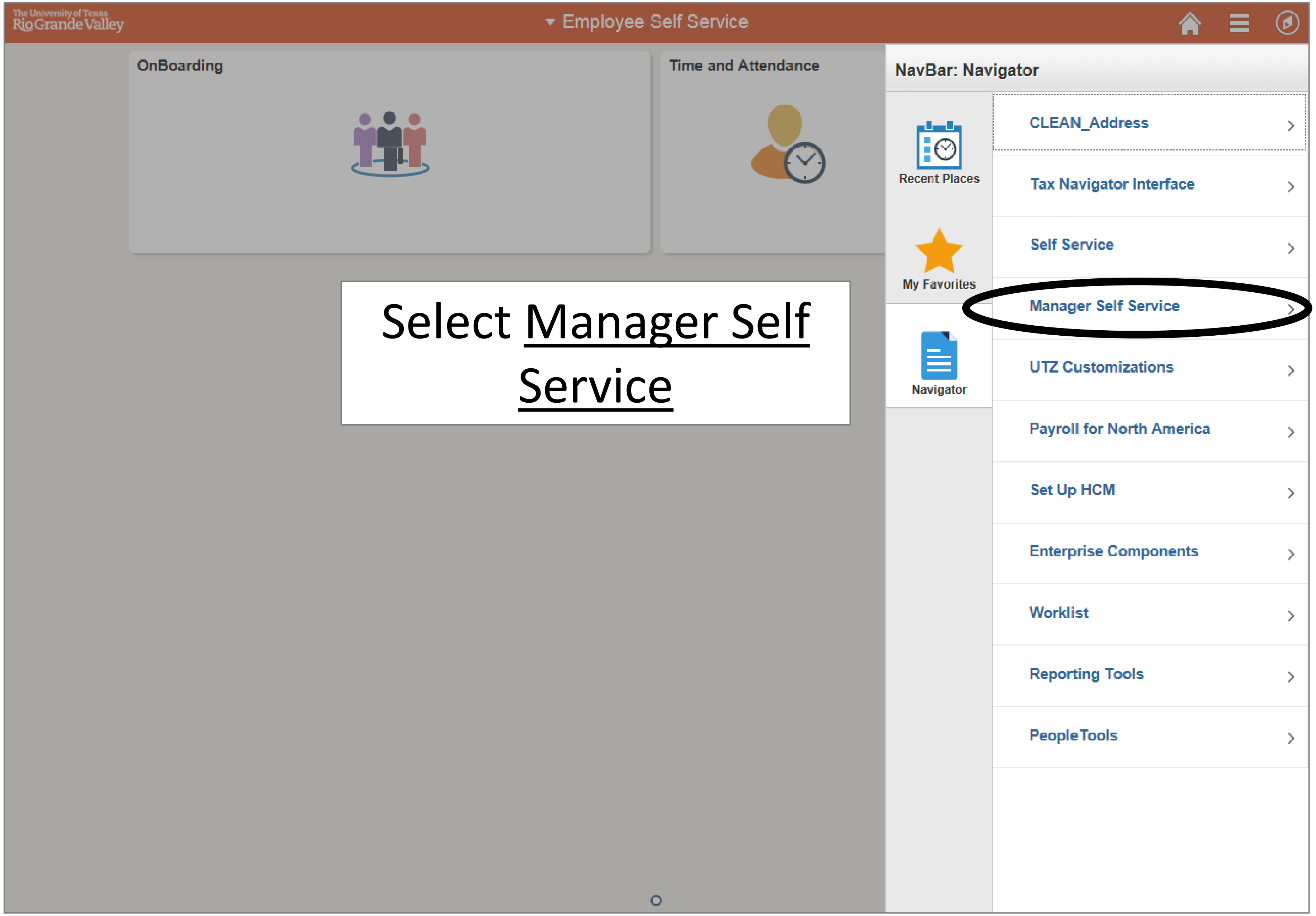
Click the NavBar button to easily access functions


The University of Texas Rio Grande Valley
Employee Self Service
OnBoarding
Time and Attendance
Benefit Details
NavBar
Recent Places
My Favorites
Navigator
Navigator

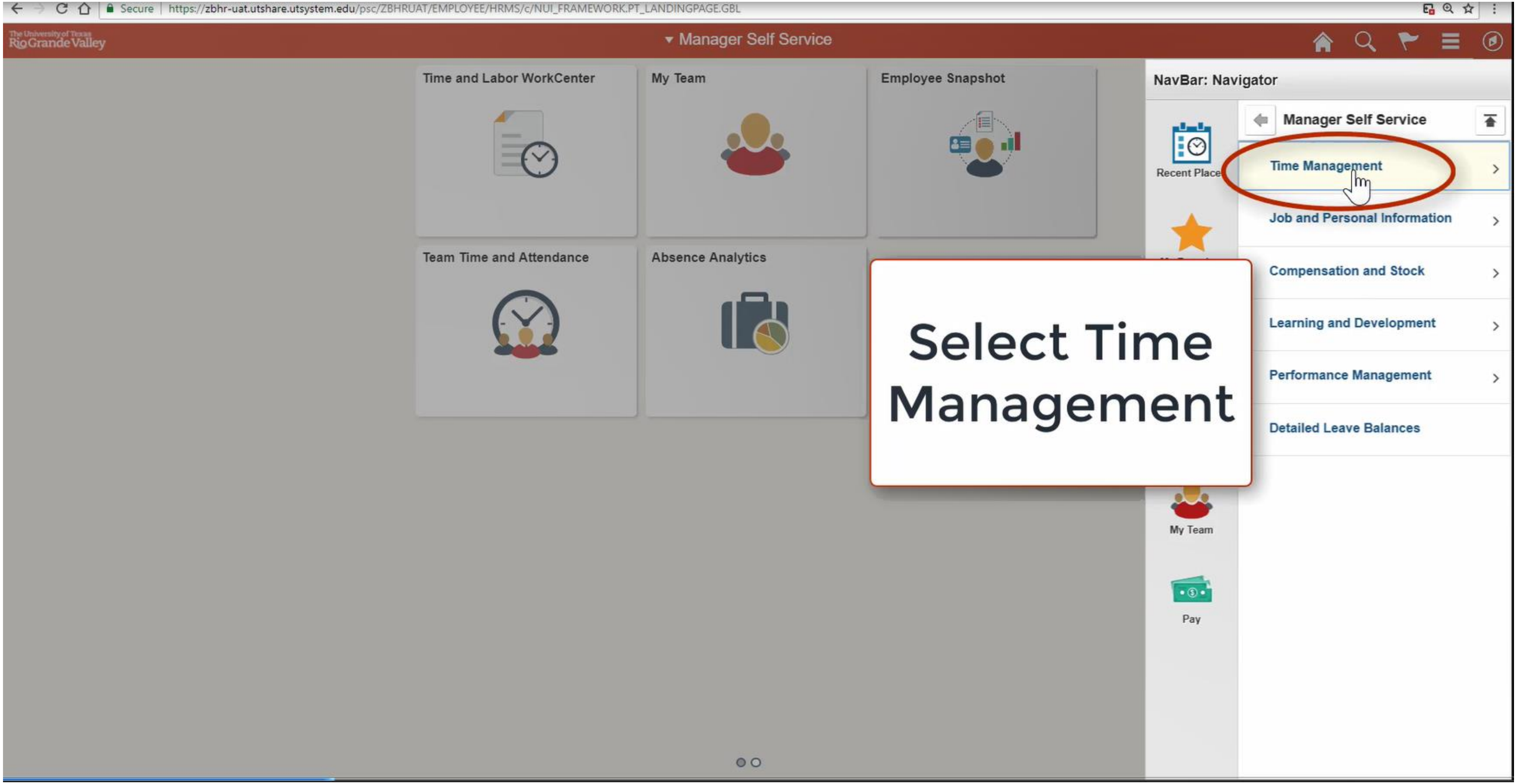
Select Navigator icon


The University of Texas Rio Grande Valley
Employee Self Service
Jaggaer iShop Sign In
iShop UTRGV
Approvals
UTRGV HOP Policy
Visa Permit/Citiz
Time and Attendance
Expenses
Payroll and Compensation
Personal Details
Talent Profile
Total Rewards
NavBar: Navigator
Recent Places
My Favorites
Navigator
Approvals
My Links
Expenses
Financials
HRMS
Enterprise Components
PeopleSoft
Worklist
Reporting Tools
PeopleTools

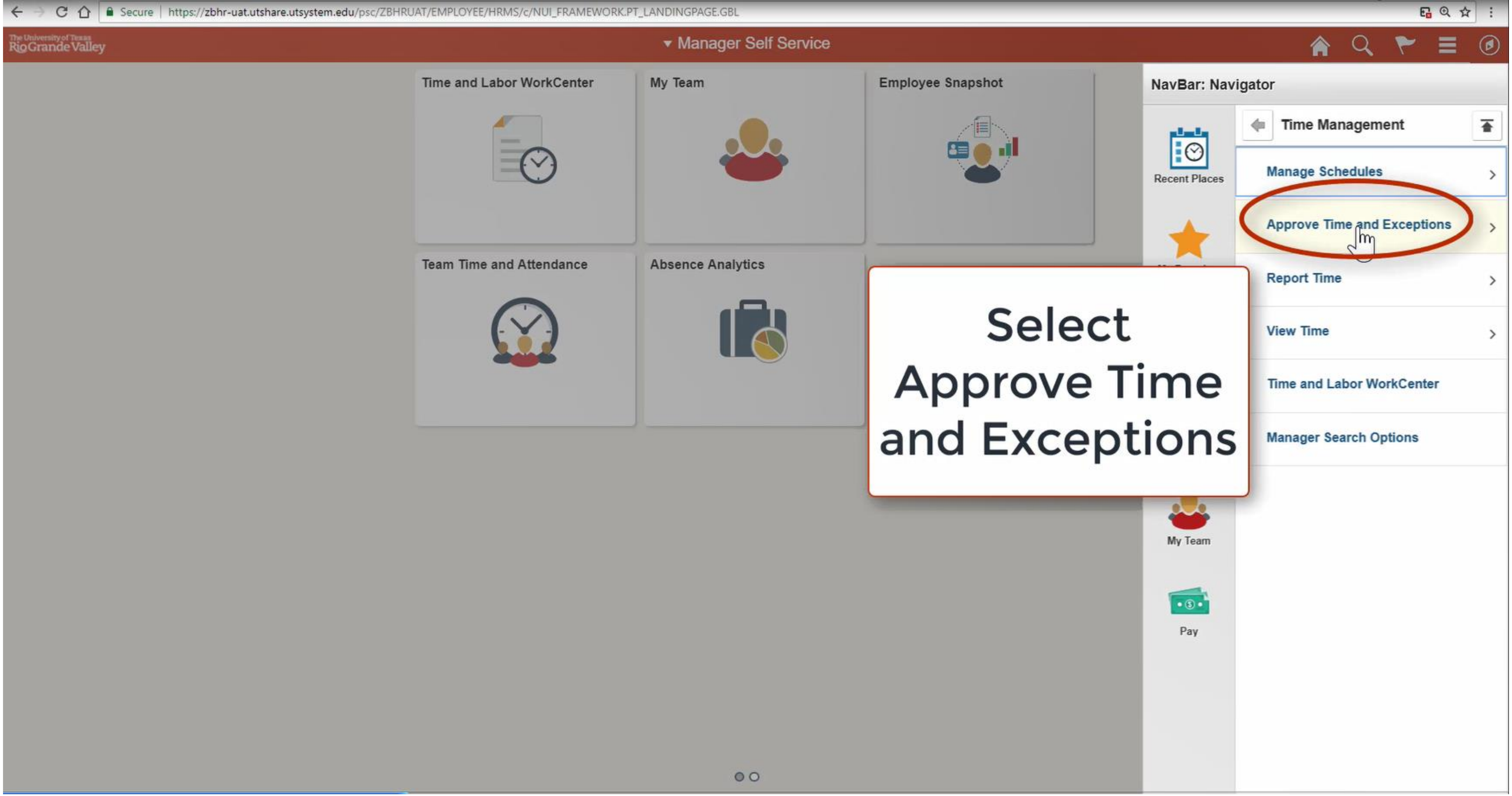
Select HRMS


The University of Texas Rio Grande Valley
Employee Self Service
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

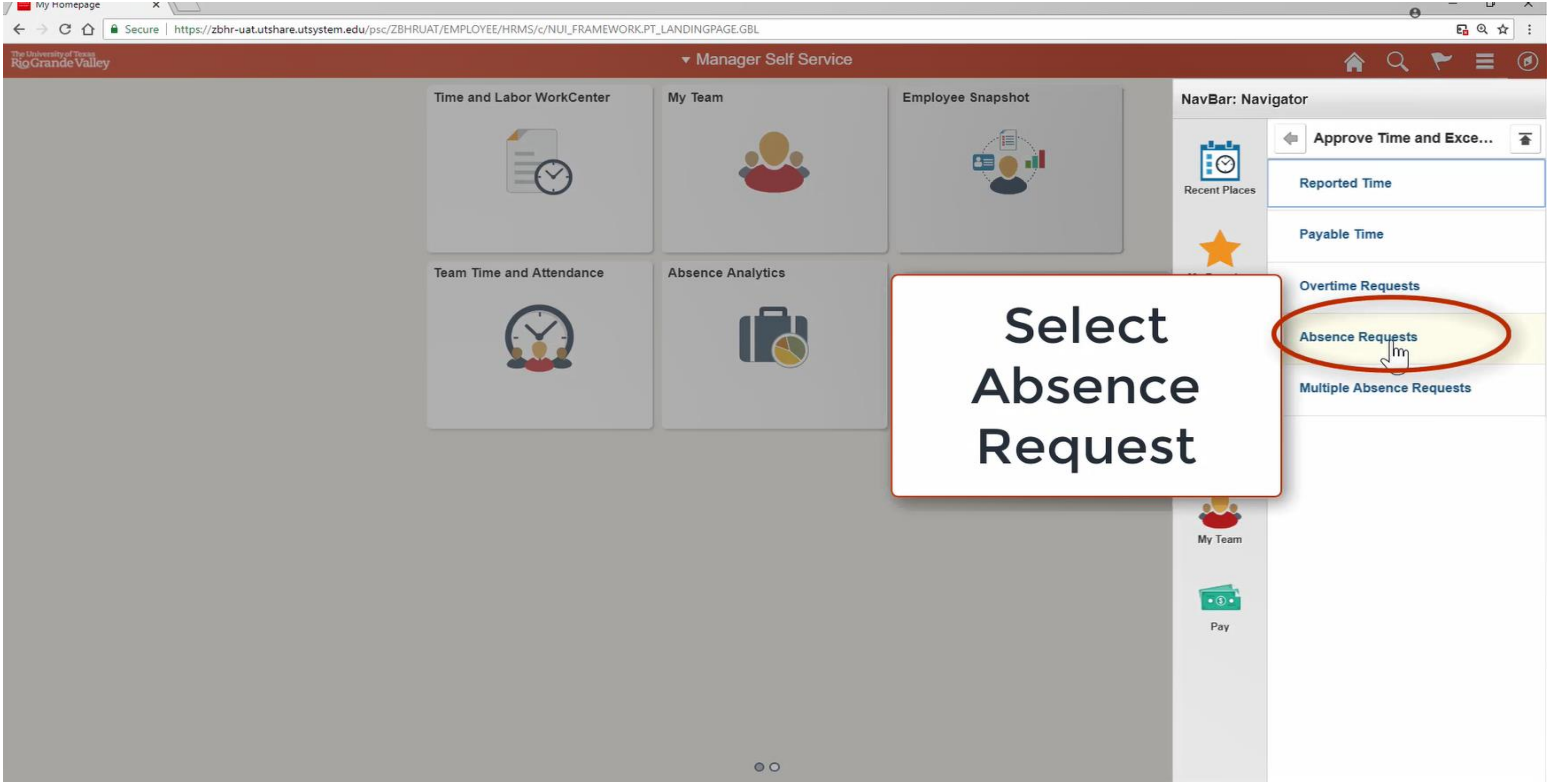
Select Manager Self Service


Secure
https://zbhr-uat.utshare.utsystem.edu/psc/ZBHRUAT/EMPLOYEE/HRMS/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL
The University of Texas Rio Grande Valley
Manager Self Service
Time and Labor WorkCenter
My Team
Employee Snapshot
Team Time and Attendance
Absence Analytics
NavBar: Navigator
Recent Places
My Team
Pay
Manager Self Service
Time Management
Job and Personal Information
Compensation and Stock
Learning and Development
Performance Management
Detailed Leave Balances

Select Time Management


https://zbhr-uat.utshare.utsystem.edu/psc/ZBHRUAT/EMPLOYEE/HRMS/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL
The University of Texas Rio Grande Valley
Manager Self Service
Time and Labor WorkCenter
My Team
Employee Snapshot
Team Time and Attendance
Absence Analytics
NavBar: Navigator
Recent Places
My Team
Pay
Time Management
Manage Schedules
Approve Time and Exceptions
Report Time
View Time
Time and Labor WorkCenter
Manager Search Options

Select Approve Time and Exceptions


My Homepage
Secure
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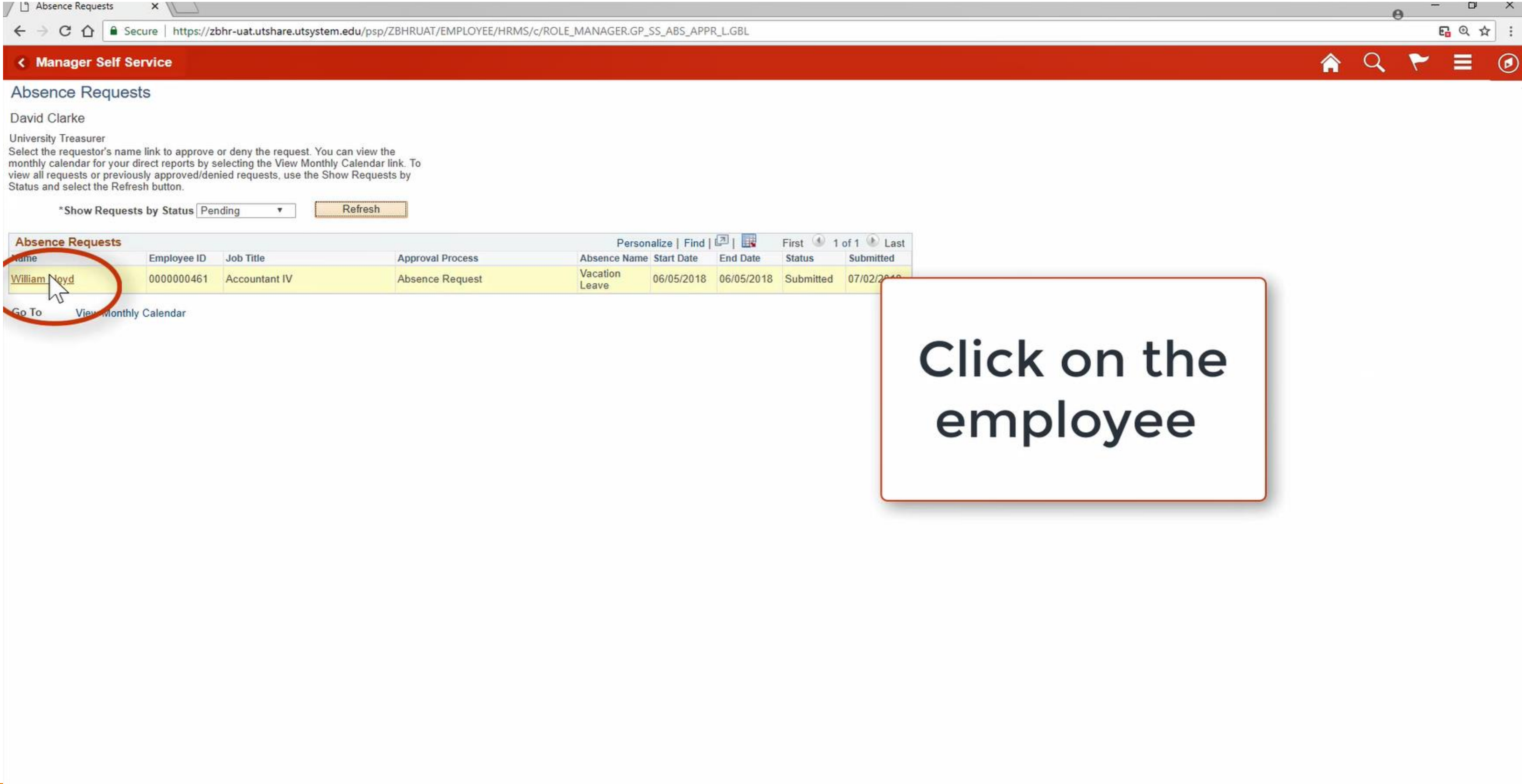
The University of Texas Rio Grande Valley
▾ Manager Self Service
Time and Labor WorkCenter
My Team
Employee Snapshot
Team Time and Attendance
Absence Analytics
NavBar: Navigator
Recent Places
My Team
Pay
Approve Time and Exce...
Reported Time
Payable Time
Overtime Requests
Absence Requests
Multiple Absence Requests

Select Absence Request


Absence Requests
Secure
https://zbhr-uat.utshare.utsystem.edu/psp/ZBHRUAT/EMPLOYEE/HRMS/c/ROLE_MANAGER.GP_SS_ABS_APPR_L.GBL
Manager Self Service

Absence Requests

David Clarke

University Treasurer

Select the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by selecting the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

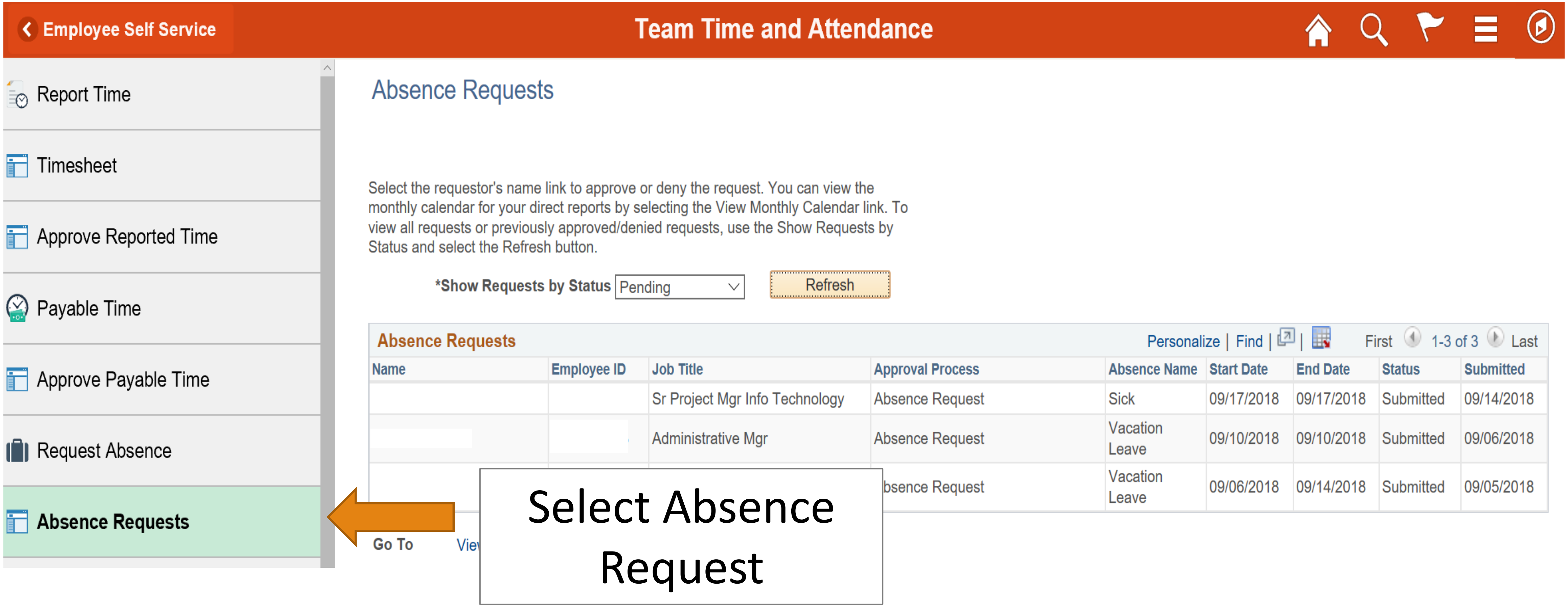
*Show Requests by Status: Pending ▼ Refresh

Absence Requests Personalize | Find | First 1 of 1 Last

ame	Employee ID	Job Title	Approval Process	Absence Name	Start Date	End Date	Status	Submitted
William loyd	0000000461	Accountant IV	Absence Request	Vacation Leave	06/05/2018	06/05/2018	Submitted	07/02/2

Go To View Monthly Calendar

Click on the employee


Employee Self Service
Team Time and Attendance
Report Time
Timesheet
Approve Reported Time
Payable Time
Approve Payable Time
Request Absence
Absence Requests
Go To
Viev

Absence Requests

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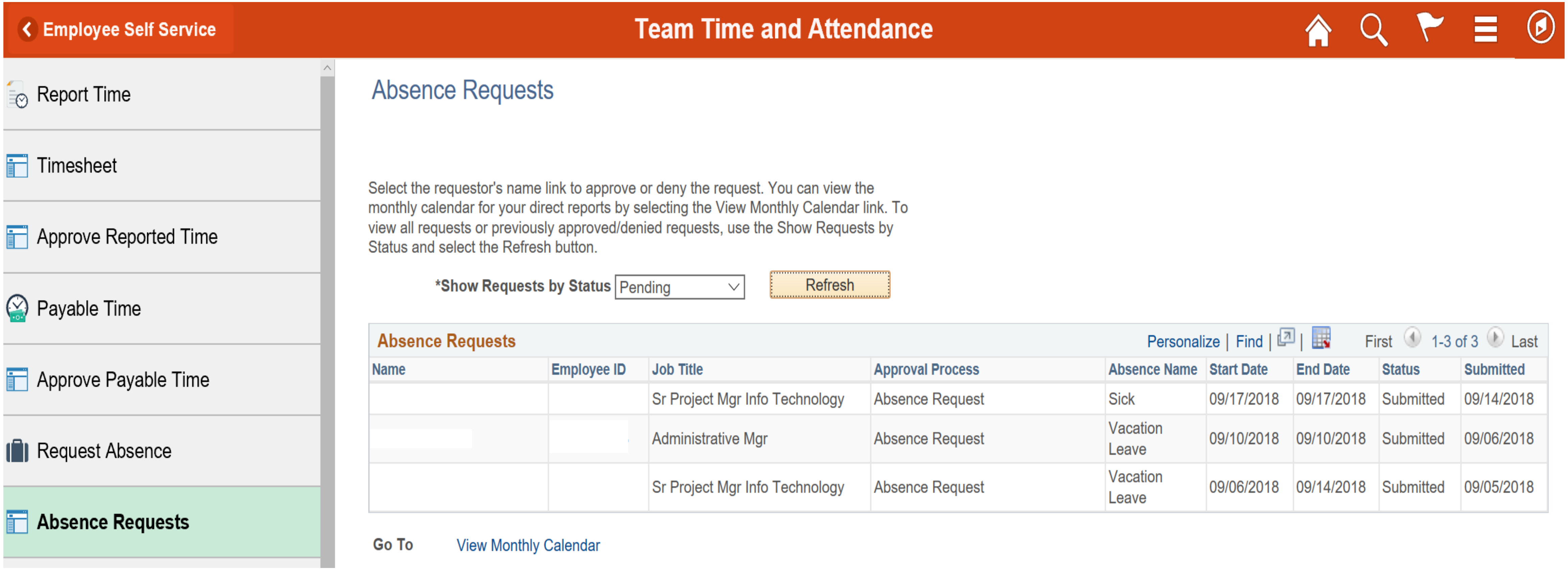
***Show Requests by Status** Pending

Refresh

Absence Requests Personalize | Find | First 1-3 of 3 Last

Name	Employee ID	Job Title	Approval Process	Absence Name	Start Date	End Date	Status	Submitted
		Sr Project Mgr Info Technology	Absence Request	Sick	09/17/2018	09/17/2018	Submitted	09/14/2018
[redacted]	[redacted]	Administrative Mgr	Absence Request	Vacation Leave	09/10/2018	09/10/2018	Submitted	09/06/2018
			bsence Request	Vacation Leave	09/06/2018	09/14/2018	Submitted	09/05/2018

Select Absence Request


Employee Self Service
Team Time and Attendance
Report Time
Timesheet
Approve Reported Time
Payable Time
Approve Payable Time
Request Absence
Absence Requests

Absence Requests

Select the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by selecting the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

*Show Requests by Status: Pending

Refresh

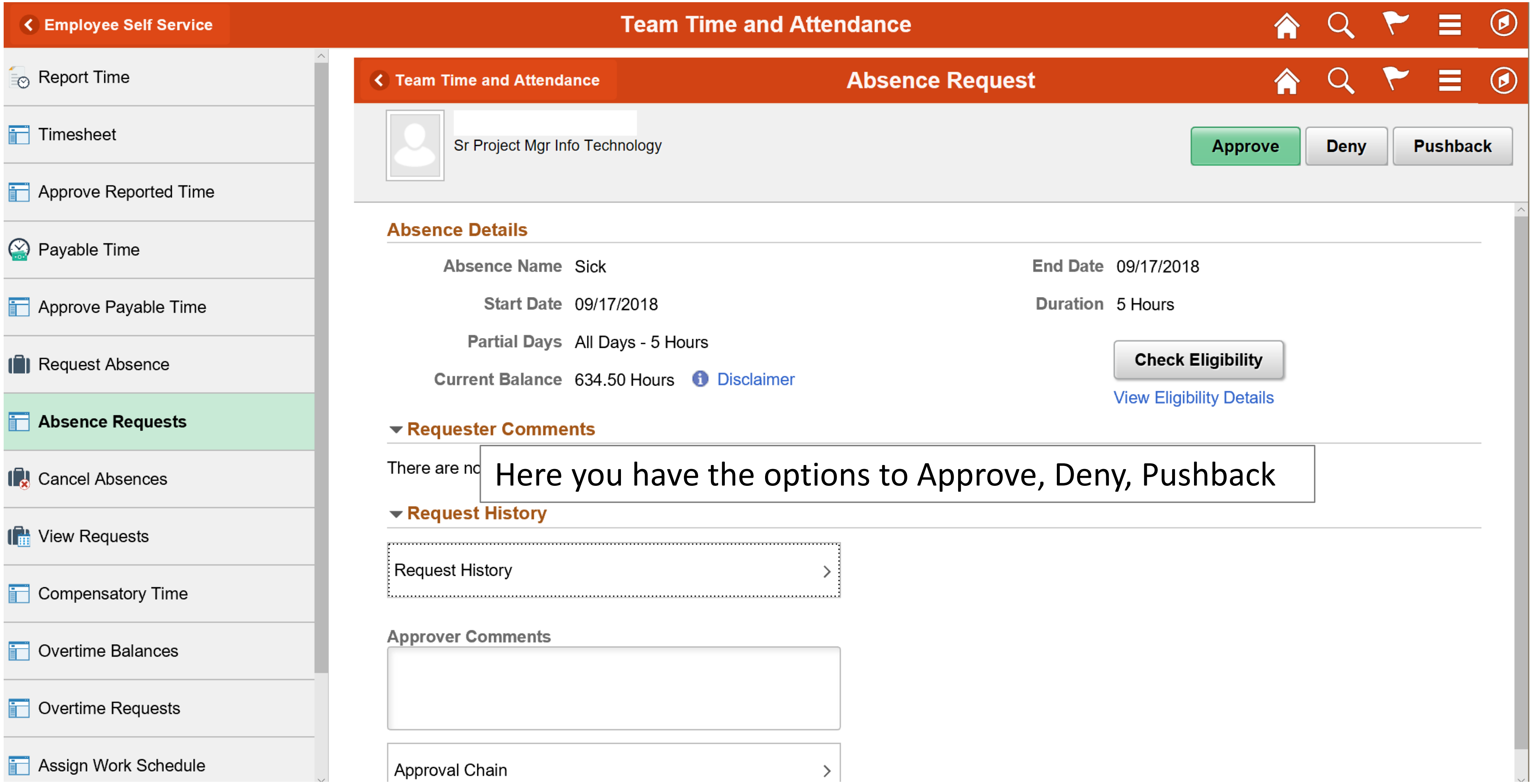
Absence Requests

Personalize | Find | First 1-3 of 3 Last

Name	Employee ID	Job Title	Approval Process	Absence Name	Start Date	End Date	Status	Submitted
		Sr Project Mgr Info Technology	Absence Request	Sick	09/17/2018	09/17/2018	Submitted	09/14/2018
[redacted]	[redacted]	Administrative Mgr	Absence Request	Vacation Leave	09/10/2018	09/10/2018	Submitted	09/06/2018
		Sr Project Mgr Info Technology	Absence Request	Vacation Leave	09/06/2018	09/14/2018	Submitted	09/05/2018

Go To View Monthly Calendar

On the Absence Request page, the manager is able to review the details of the employee's absence request including comments and absence request history.


Employee Self Service
Team Time and Attendance
Report Time
Timesheet
Approve Reported Time
Payable Time
Approve Payable Time
Request Absence
Absence Requests
Cancel Absences
View Requests
Compensatory Time
Overtime Balances
Overtime Requests
Assign Work Schedule
Team Time and Attendance
Absence Request
Approve
Deny
Pushback
Check Eligibility
View Eligibility Details
Disclaimer
Request History
Approval Chain

Sr Project Mgr Info Technology

Absence Details

Absence Name Sick

Start Date 09/17/2018

Partial Days All Days - 5 Hours

Current Balance 634.50 Hours

End Date 09/17/2018

Duration 5 Hours

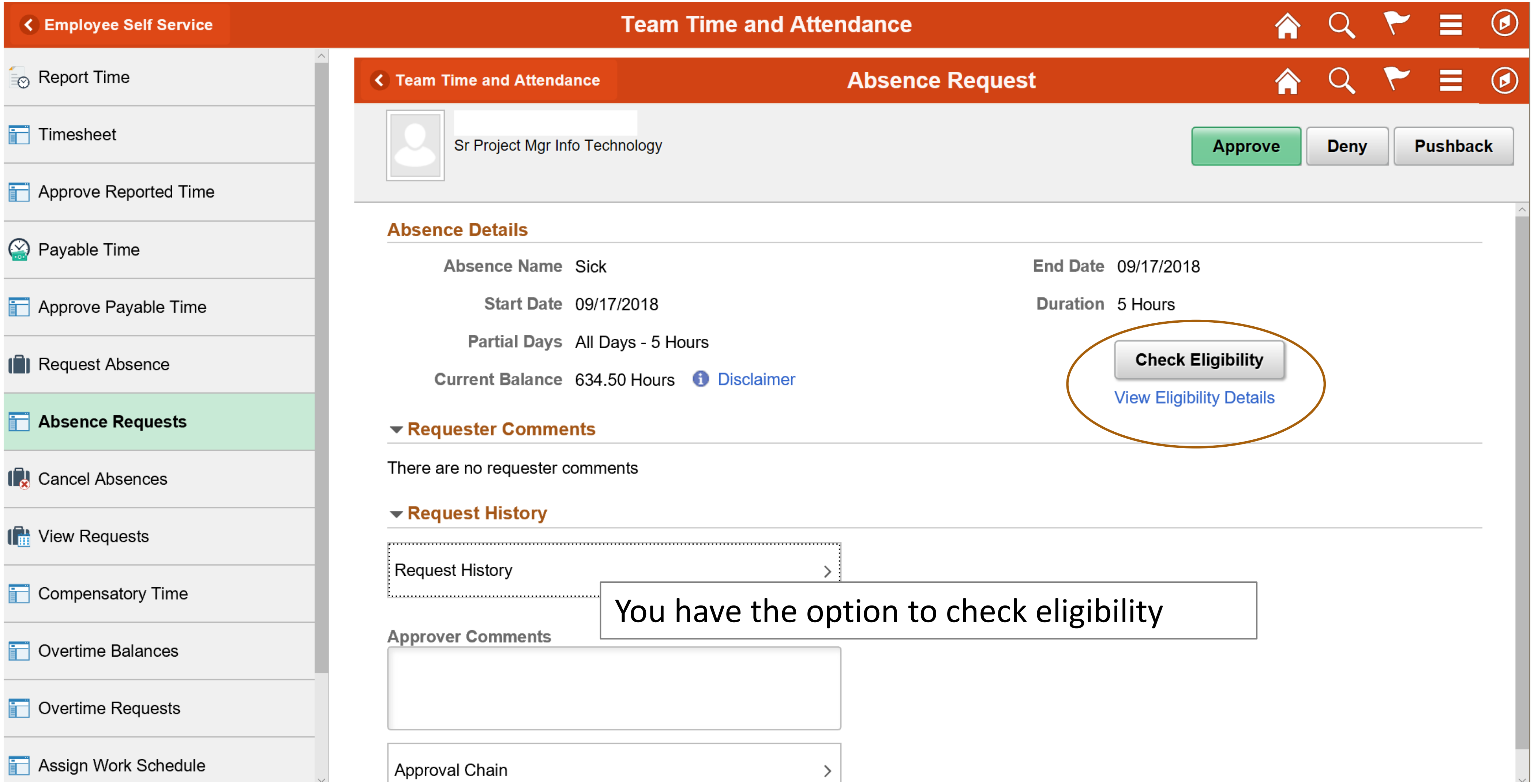
Requester Comments

There are n

Request History

Approver Comments

Here you have the options to Approve, Deny, Pushback


Employee Self Service
Team Time and Attendance
Report Time
Timesheet
Approve Reported Time
Payable Time
Approve Payable Time
Request Absence
Absence Requests
Cancel Absences
View Requests
Compensatory Time
Overtime Balances
Overtime Requests
Assign Work Schedule
Team Time and Attendance
Absence Request
Approve
Deny
Pushback
Check Eligibility
View Eligibility Details
Disclaimer
Request History
Approval Chain

[redacted]
Sr Project Mgr Info Technology

Absence Details

Absence Name	Sick	**End Date**	09/17/2018
Start Date	09/17/2018	**Duration**	5 Hours
Partial Days	All Days - 5 Hours		
Current Balance	634.50 Hours		

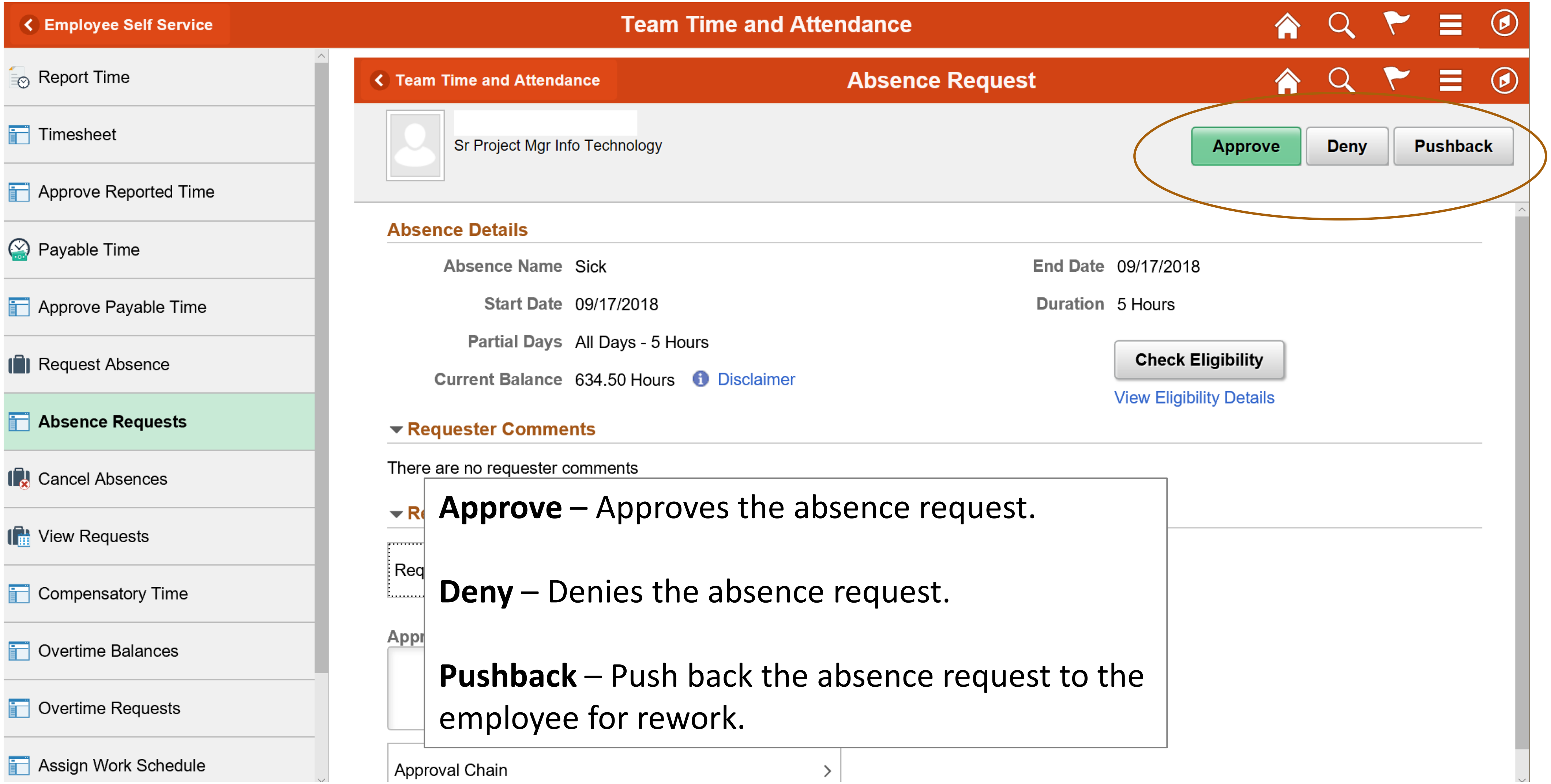
Requester Comments

There are no requester comments

Request History

Approver Comments

You have the option to check eligibility


Employee Self Service
Team Time and Attendance
Report Time
Timesheet
Approve Reported Time
Payable Time
Approve Payable Time
Request Absence
Absence Requests
Cancel Absences
View Requests
Compensatory Time
Overtime Balances
Overtime Requests
Assign Work Schedule
Team Time and Attendance
Absence Request
Approve
Deny
Pushback
Check Eligibility
View Eligibility Details
Disclaimer
Approval Chain

[redacted]
Sr Project Mgr Info Technology

Absence Details

Absence Name Sick
Start Date 09/17/2018
Partial Days All Days - 5 Hours
Current Balance 634.50 Hours
End Date 09/17/2018
Duration 5 Hours

Requester Comments

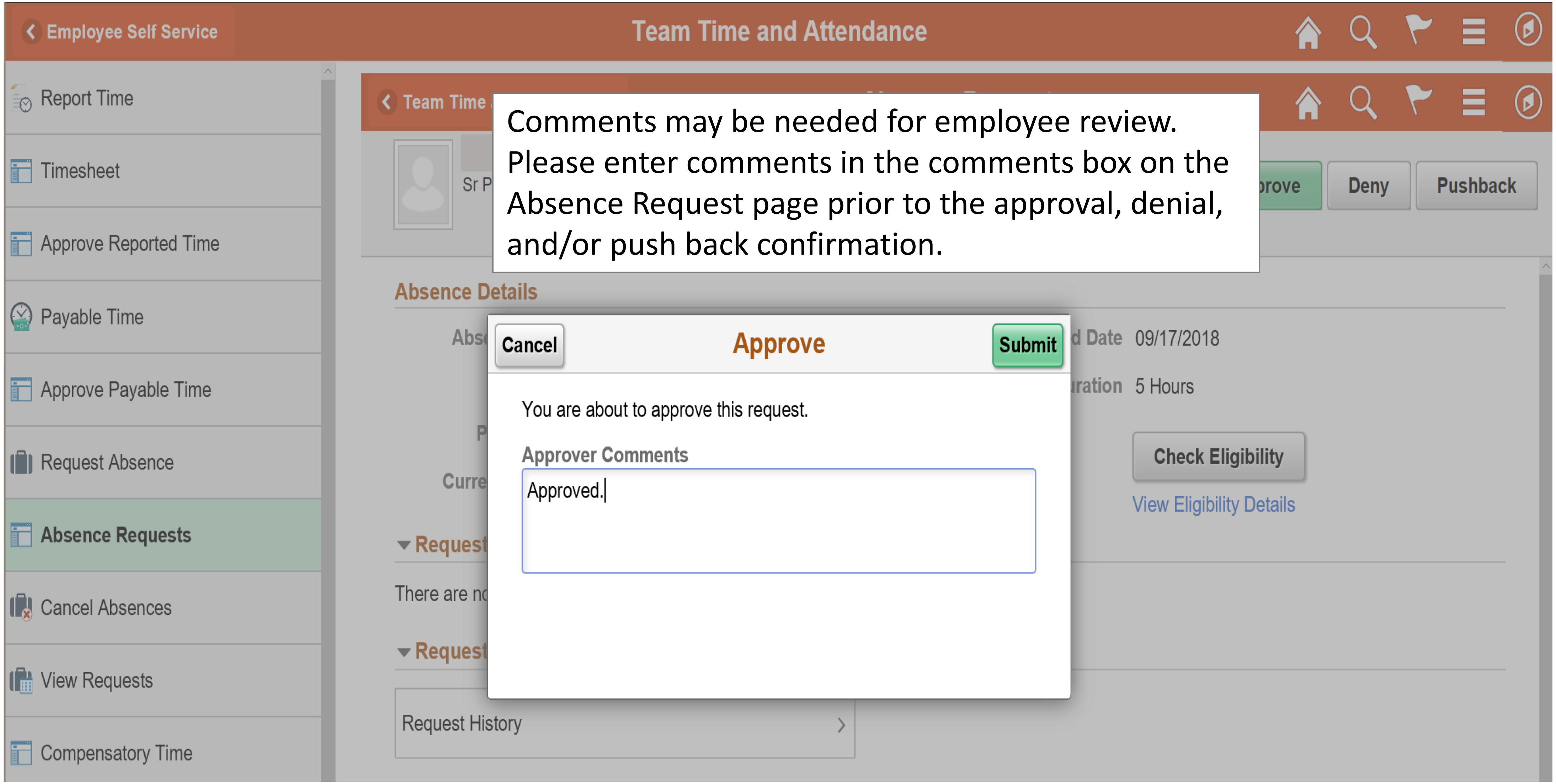
There are no requester comments

Approve – Approves the absence request.

Deny – Denies the absence request.

Pushback – Push back the absence request to the employee for rework.

Comments may be needed for employee review. Please enter comments in the comments box on the Absence Request page prior to the approval, denial, and/or push back confirmation.


Employee Self Service
Team Time and Attendance
Report Time
Timesheet
Approve Reported Time
Payable Time
Approve Payable Time
Request Absence
Absence Requests
Cancel Absences
View Requests
Compensatory Time
Team Time
Deny
Pushback
Absence Details
Check Eligibility
View Eligibility Details
Request History
Cancel
Approve
Submit

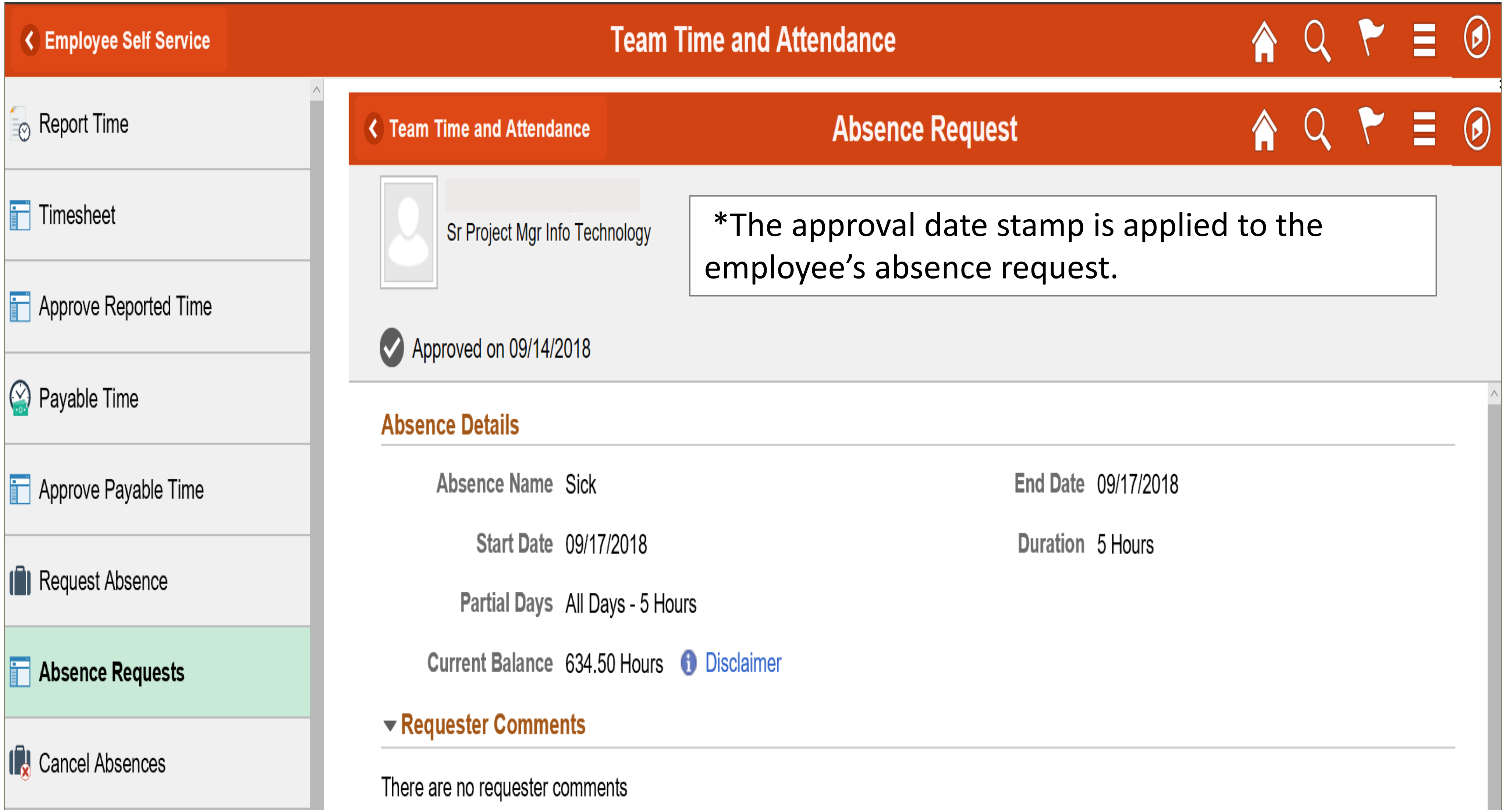
You are about to approve this request.

Approver Comments

Approved.

d Date 09/17/2018

ration 5 Hours



Employee Self Service
Team Time and Attendance
Report Time
Timesheet
Approve Reported Time
Payable Time
Approve Payable Time
Request Absence
Absence Requests
Cancel Absences
Team Time and Attendance
Absence Request

*The approval date stamp is applied to the employee’s absence request.

[redacted]

Sr Project Mgr Info Technology

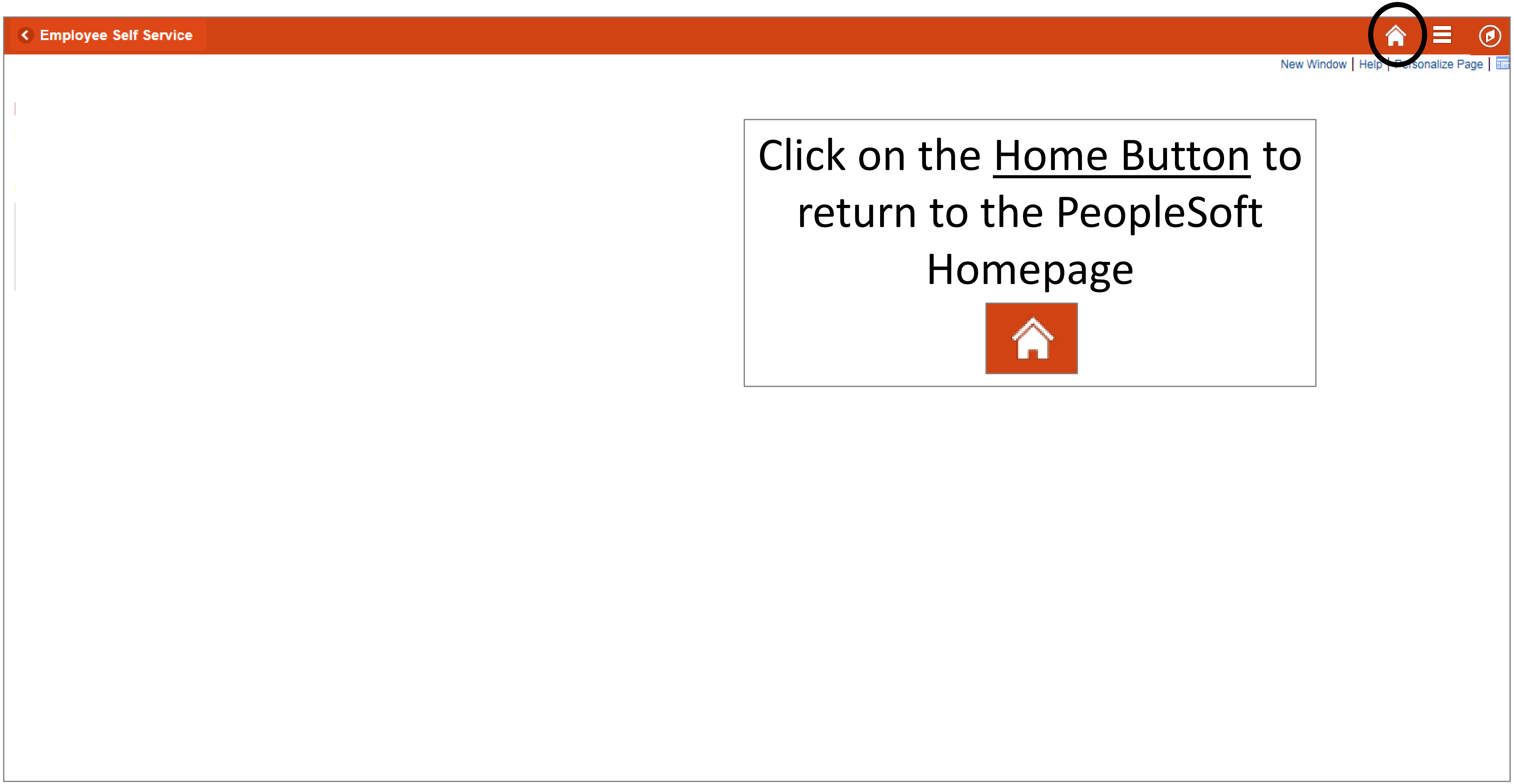
Approved on 09/14/2018

Absence Details

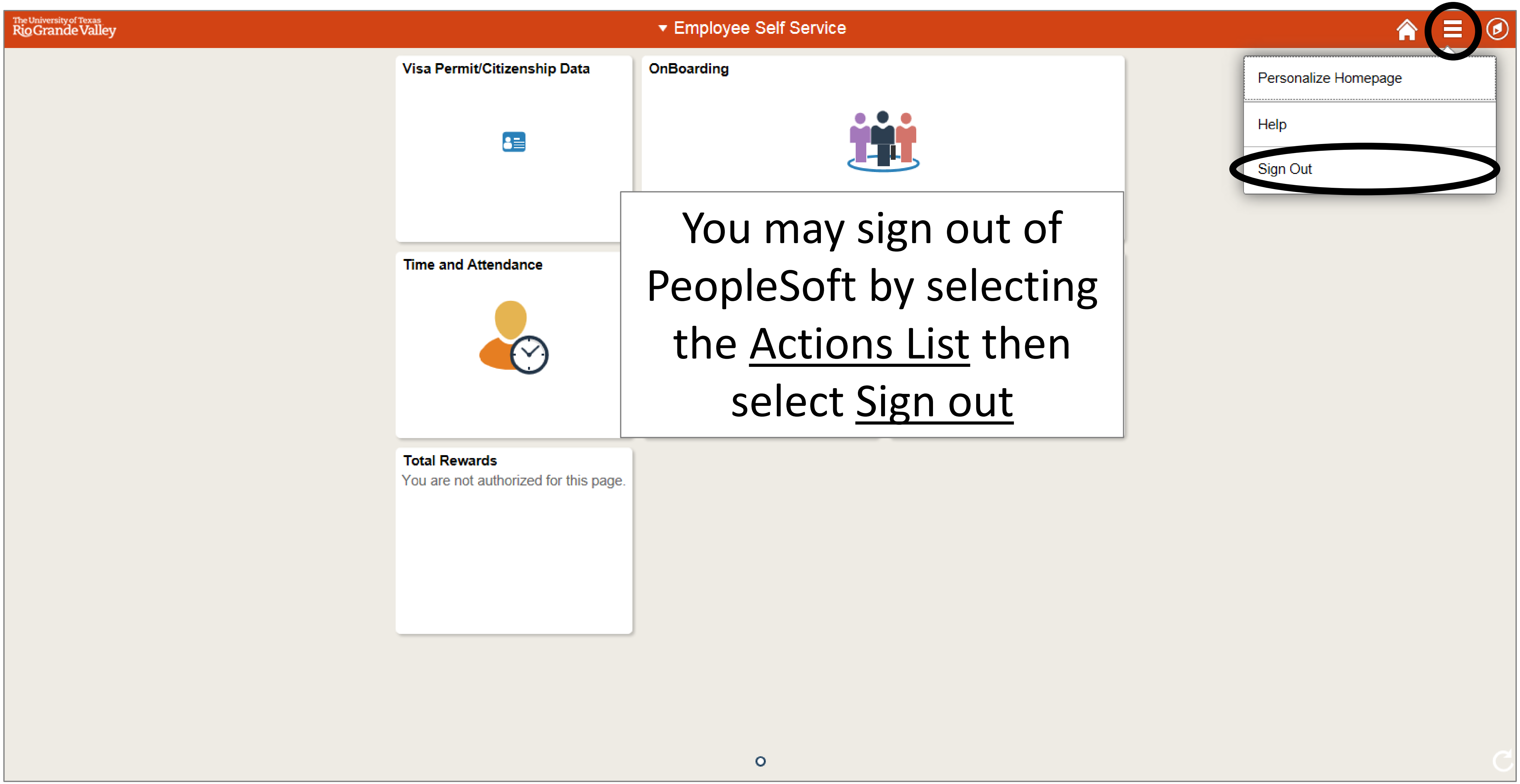
Absence Name	Sick	**End Date**	09/17/2018
Start Date	09/17/2018	**Duration**	5 Hours
Partial Days	All Days - 5 Hours		
Current Balance	634.50 Hours Disclaimer		

Requester Comments

There are no requester comments


Employee Self Service
New Window | Help | Personalize Page |

Click on the Home Button to return to the PeopleSoft Homepage


The University of Texas Rio Grande Valley
Employee Self Service
Personalize Homepage
Help
Sign Out
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

Congratulations!

You have successfully completed this topic.

End of Procedure.