PEOPLESOFT HCM FLUID NAVIGATION
Employee Self Service

Employee Self Service			🏠 🔍
UTSA Announcements		**Financials Approvals**	**HRMS Approvals**
IMPORTANT - Pay Advice ESS Instructions Carlos Gonzales.			
REMINDER: Notice to all benefits eligible employees regar ... Carlos Gonzales.		0	0
My Reports ORACLE PEOPLESOFT	**Payroll and Compensation**	**Personal Details**	**Talent Profile**
Time and Attendance	**Benefits Summary**	**UTSA Business Solutions Center** Rowdy Exchange Xtender	**eForms**

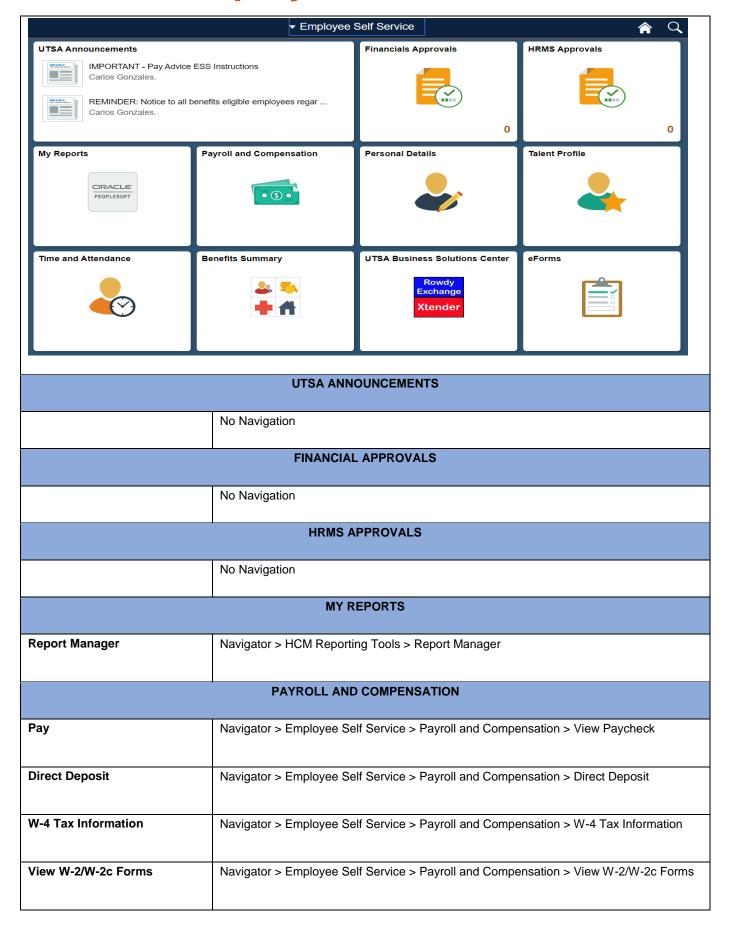|	
UTSA ANNOUNCEMENTS	
	No Navigation
FINANCIAL APPROVALS	
	No Navigation
HRMS APPROVALS	
	No Navigation
MY REPORTS	
Report Manager	Navigator > HCM Reporting Tools > Report Manager
PAYROLL AND COMPENSATION	
Pay	Navigator > Employee Self Service > Payroll and Compensation > View Paycheck
Direct Deposit	Navigator > Employee Self Service > Payroll and Compensation > Direct Deposit
W-4 Tax Information	Navigator > Employee Self Service > Payroll and Compensation > W-4 Tax Information
View W-2/W-2c Forms	Navigator > Employee Self Service > Payroll and Compensation > View W-2/W-2c Forms

W-2/W-2c Consent	Navigator > Employee Self Service > Payroll and Compensation > W-2/W-2c Consent
PERSONAL DETAILS	
Personal Information Summary	Navigator > Employee Self Service > Personal Information > Personal Information Summary
Home and Mailing Address	Navigator > Employee Self Service > Personal Information > Home and Mailing Address
Phone Numbers	Navigator > Employee Self Service > Personal Information > Phone Numbers
Email Addresses	Navigator > Employee Self Service > Personal Information > Email Addresses
Emergency Contacts	Navigator > Employee Self Service > Personal Information > Emergency Contacts
Ethnic Groups	Navigator > Employee Self Service > Personal Information > Ethnic Groups
Form I-9	Navigator > Employee Self Service > Personal Information > Form I-9
Disability	Navigator > Employee Self Service > Personal Information > Disability
TALENT PROFILE	
General > Data Privacy Elections	Navigator > Learning and Development > My Current Profile
General > Document Acknowledgement	Navigator > Learning and Development > My Current Profile
General > Relative Employed by UT	Navigator > Learning and Development > My Current Profile
General > Veteran Identification	Navigator > Learning and Development > My Current Profile
General > Location	Navigator > Learning and Development > My Current Profile
Education > Highest Education Level	Navigator > Learning and Development > My Current Profile
Education > Degrees	Navigator > Learning and Development > My Current Profile
Accomplishments > Job Knowledge/ Experience	Navigator > Learning and Development > My Current Profile
Accomplishments > Supervisory Experience	Navigator > Learning and Development > My Current Profile
Accomplishments > Language Skills	Navigator > Learning and Development > My Current Profile
Accomplishments > Licenses and Certifications	Navigator > Learning and Development > My Current Profile
Accomplishments > Honors and Awards	Navigator > Learning and Development > My Current Profile

Accomplishments > Special Projects	Navigator > Learning and Development > My Current Profile
Accomplishments > Competencies	Navigator > Learning and Development > My Current Profile
Accomplishments > Technical/Computer Details	Navigator > Learning and Development > My Current Profile

TIME AND ATTENDANCE	
Timesheet	Navigator > Time Reporting > Report Time > Timesheet
My Time Summary	Navigator > Time Reporting > View Time > Time and Labor Launch Pad
Payable Time Detail	Navigator > Time Reporting > View Time > Payable Time Detail
Leave/Comp Time	Navigator > Time Reporting > View Time > Compensatory Time
View Requests	Fluid Structure Content > Fluid Pages > Employee Self Service > View Requests
Absence Balances	Navigator > Employee Self Service > Benefits > Benefits Information > Absence Balances
Monthly Schedule	Navigator > View Time > Monthly Schedule

BENEFITS SUMMARY	
My UT Benefits	External link to https://utdirect.utexas.edu/nlogon/sgwww/myUTBenefits/index.WBX
Teachers Retirement System	External link to https://www.trs.texas.gov/Pages/Homepage.aspx
UT OEB	External link to http://www.utsystem.edu/offices/employee-benefits
UT Retirement Manager	External link to https://www.myretirementmanager.com/myrm/login/login.aspx?utsystem

UTSA BUSINESS SOLUTIONS CENTER	
Rowdy Exchange	Links to Jaggaer
Rowdy Exchnge Trainng Snippets > Copyinga a Req to a New Cart	Links to UT San Antonio Rowdy Exchange Video Training > Copying a Req to a New Cart
Rowdy Exchnge Trainng Snippets > Creating Receipts	Links to UT San Antonio Rowdy Exchange Video Training > Creating Receipts
Rowdy Exchnge Trainng Snippets > Shopping for Non-Catalog Items	Links to UT San Antonio Rowdy Exchange Video Training > Shopping for Non-Catalog Items
Rowdy Exchnge Trainng Snippets > Addinga an Attachment to a Req	Links to UT San Antonio Rowdy Exchange Video Training > Adding an Attachment to a Req
Rowdy Exchnge Trainng Snippets > Approving Requistions	Links to UT San Antonio Rowdy Exchange Video Training > Approving Requisitions
Xtender	Links to Banner Document Manager

PEOPLESOFT HCM FLUID NAVIGATION
Manager Self Service

FINANCIAL APPROVALS	
	No Navigation
HRMS APPROVALS	
	No Navigation
MY TEAM	
	No Navigation
TEAM TIME AND ATTENDANCE	
Timesheet	Navigation> Manager Self Service > Time Management > Report Time > Timesheet
Payable Time Detail	Navigation> Manager Self Service > Time Management > View Time > Payable Time Detail
View Requests	Navigation> Manager Self Service > HR Fluid Components > View Requests
Compensatory Time	Navigation> Manager Self Service > Time Management > View Time > Compensatory Time
Time and Labor Launch Pad	Navigation> Manager Self Service > Time Management > View Time > Time and Labor Launch Pad
Monthly Time Calendar	Navigation> Manager Self Service > Time Management > Monthly Time Calendar
Assign Work Schedule	Navigation> Manager Self Service > Time Management > Manage Calendars > Assign Work Schedule
Manager Search Options	Navigation> Manager Self Service > Time Management > Manager Search Options

eFORMS	
View Existing Request	Navigator > UTZ Customization > Eforms for HR/Payroll Actions > Action Request
Create New Request	Navigator > UTZ Customization > Eforms for HR/Payroll Actions > Action Request
My Pending Approvals	Navigator > UTZ Customization > Eforms for HR/Payroll Actions > My Pending Approvals
Budget Overview	Navigator > UTZ Customization > Eforms for HR/Payroll Actions > Budget Overview
Reports	Navigator > UTZ Customization > Eforms for HR/Payroll Actions > Report Viewer

PEOPLESOFT HCM FLUID NAVIGATION
Department Admin

Job Data	NavBar > Navigation > Workforce Administration > Job Information > Job Data
Current Job	NavBar > Navigation > Workforce Administration > Job Information > Current Job
Job Summary	NavBar > Navigation > UTZ Customizations > Human Resources > Job Summary
Position Info	NavBar > Navigation > Organization Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info
Customized Reports Birthday Report	NavBar > Navigation > UTZ Customizations > Human Resources > Reports
Customized Set Up HRIS Map Reason Code HRIS Category Code	
Customized Reports Bdt Actls to Encumbrans Dtls Encumbarnce Dtls by EmplID/Sal Payroll Liquidation Salary by Project Salary by Cost Center	NavBar > Navigation > UTZ Customizations > Commitment Accounting > Reports
Reports Birthday Report	NavBar > Navigation > Workforce Administration > Personal Information > Biographical > Birthday Report
Reports Emergency Contacts	NavBar > Navigation > Workforce Administration > Personal Information > Personal Relationships > Emergency Contacts Report
Reports Personnel Actions History	NavBar > Navigation > Workforce Administration > Job Information > Reports > Personnel Actions History

PEOPLESOFT HCM FLUID NAVIGATION
eForms Approver

My Pending Approvals	Navigation >UTZ Customization >eForms for HR/Payroll Actions > My Pending Approvals
Budget Overview	Navigation > UTZ Customizations > eForms for HR/Payroll Actions > Budget Overview

PEOPLESOFT HCM FLUID NAVIGATION
eForms Requester

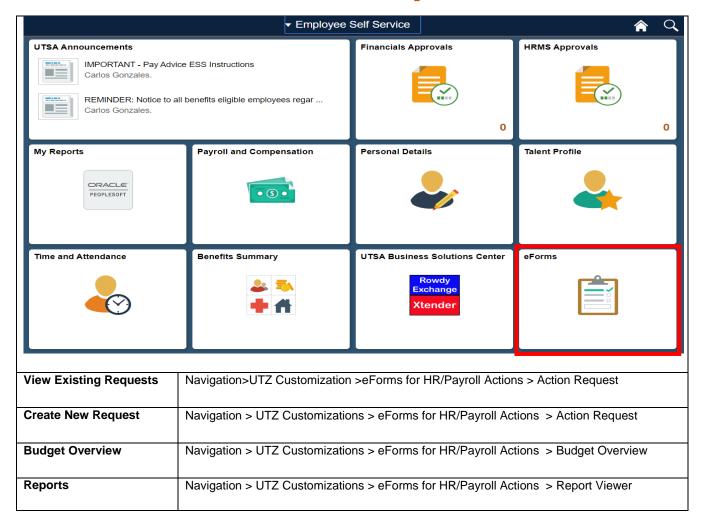| View Existing Requests	Navigation>UTZ Customization >eForms for HR/Payroll Actions > Action Request
Create New Request	Navigation > UTZ Customizations > eForms for HR/Payroll Actions > Action Request
Budget Overview	Navigation > UTZ Customizations > eForms for HR/Payroll Actions > Budget Overview
Reports	Navigation > UTZ Customizations > eForms for HR/Payroll Actions > Report Viewer

PEOPLESOFT HCM FLUID NAVIGATION
Timekeepers

▼ Workforce Administrator ⌂

Time and Labor Administration

Manage Schedules	Navigation > Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule
Approve Time and Exceptions	Navigation > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions
Timesheet	Navigation > Manager Self Service > Time Management > Report Time > Timesheet
Monthly Time Calendar	Navigation > Manager Self Service >Time Management > View Time > Monthly Time Calendar
Weekly Time Calendar	Navigation > Manager Self Service > Time Management > View Time > Weekly Time Calendar
Daily Time Calendar	Navigation > Manager Self Service > Time and Labor > View Time > Daily Time Calendar
Time and Labor Launch Pad	Navigation > Manager Self Service > Time Management > View Time > Time and Labor Launch Pad
Payable Time Summary	Navigation > Manager Self Service > Time Management > View Time > Payable Time Summary
Payable Time Detail	Navigation > Manager Self Service > Time Management > View Time > Payable Time Detail
Compensatory Time	Navigation > Manager Self Service > Time Management > View Time > Compensatory Time
UTZ Time Report (TL002)	Navigation > UTZ Customizations > Time and Labor > Reports > UTZ Time Report