

Transaction Name/Description	Module	Email to Employee	Subject	Template Message
Another user modified your time via timesheet	T&L	Yes	Another user modified your time via timesheet	<p>Another user (Time Admin Name - Job Title), has modified your Timesheet for (Date).</p> <p>If you are not in agreement with the changes applied by this user, please resubmit using the correct information. 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>This is a system-generated email. Do not reply to this email.</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>This is a system-generated email. Do not reply to this email.</p>
Overtime Request Approved	T&L	Yes	Overtime Request Approved	<p>***** (Employee ID - Employee Name) *****</p> <p>The overtime request for the date: (Date) has been approved.</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>This is a system-generated email. Do not reply to this email.</p>
Overtime Request Denied	T&L	Yes	Overtime Request Denied	<p>***** (Employee ID - Employee Name) *****</p> <p>The overtime request for the date: (Date) has been denied.</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>This is a system-generated email. Do not reply to this email.</p>
Payable time approved	T&L	Yes	Payable time approved	<p>***** (Employee ID - Job Title) *****</p> <p>The payable time for the date: (Date) has been approved.</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>This is a system-generated email. Do not reply to this email.</p>
Pushed Back payable time requires your review	T&L	Yes	Pushed Back payable time requires your review	<p>***** (Employee ID - Job Title) *****</p> <p>There is payable time for the date: (Date) that requires your review.</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>This is a system-generated email. Do not reply to this email.</p>

Reported Time approved	T&L	Yes	Reported Time approved	<p>***** (Employee ID - Job Title) *****</p> <p>The reported time for the date: (Date) has been approved.</p> <p>To access PeopleSoft, click on the following link:</p> <p>https://zbihr-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>This is a system-generated email. Do not reply to this email.</p> <p>***** (Employee ID - Job Title) *****</p>
Reported time requires your review	T&L	Yes	Reported time requires your review	<p>The timesheet for the date: (Date) requires your review.</p> <p>To access PeopleSoft, click on the following link:</p> <p>https://zbihr-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>This is a system-generated email. Do not reply to this email.</p> <p>***** (Employee ID - Job Title) *****</p>
Extended Absence SS Approved	AbM	Yes	An Extended Absence Request has been Approved	<p>The following Extended 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 Expected Return Date: %7 Actual Return Date: %13 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-</p>
Extended Absence SS Deny	AbM	Yes	An Extended Absence Request has been Denied	<p>The following Extended 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 Expected Return Date: %7 Actual Return Date: %13 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-</p>
Extended Absence SS Error Not	AbM	Yes	An error occurred while processing this request	<p>An error occurred while processing this request.</p> <p>Employee Id: %2 - %11 Department: %3 Job Title: %4 Absence Start Date: %5 Absence Name: %6 - %8 - %9 Expected Return Date: %7 Actual Return Date: %13 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-</p>

Extended Absence SS Push Back	AbM	Yes	An Extended Absence Request needs to be Revised	<p>The following Extended Absence Request needs to be revised.</p> <p>Employee Id: %2 - %11 Department: %3 Job Title: %4 Absence Start Date: %5 Absence Name: %6 - %8 - %9 Expected Return Date: %7 Actual Return Date: %13 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-</p>
Extended Absence SS Submitted	AbM	Yes	An Extended Absence Request has been Submitted	<p>The following Extended Absence Request has been submitted.</p> <p>Employee Id: %2 - %11 Department: %3 Job Title: %4 Absence Start Date: %5 Absence Name: %6 - %8 - %9 Expected Return Date: %7 Actual Return Date: %13 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-</p>
Leave Donation Req Approved	AbM	Yes	Sick Leave Donation Request was Approved	<p>The following sick leave donation request has been approved.</p> <p>Submitted Request Employee ID: %2 Employee Name: %3 Program Name: %4 Request Type: %5 Status: %6</p> <p>Please visit the following URL for detailed information about the request: %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-</p>
Leave Donation Request Denied	AbM	Yes	Sick Leave Donation Request was Denied	<p>The following sick leave donation request has been denied.</p> <p>Submitted Request Employee ID: %2 Employee Name: %3 Program Name: %4 Request Type: %5 Status: %6</p> <p>Please visit the following URL for detailed information about the request: %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-</p>
Leave Donation Request pushed	AbM	Yes	Sick Leave Donation Request was Pushed Back	<p>The following sick leave donation request has been pushed back for revision, please review.</p> <p>Submitted Request Employee ID: %2 Employee Name: %3 Program Name: %4 Request Type: %5 Status: %6</p> <p>Please visit the following URL for detailed information about the request: %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-</p>

<p>Leave Donation Request Submit</p>	<p>AbM</p>	<p>Yes</p>	<p>Sick Leave Donation Request was Submitted</p>	<p>The following sick leave donation request was successfully submitted for approval. You will be notified when it is approved, denied, or pushed back.</p> <p>Submitted Request Employee ID: %2 Employee Name: %3 Program Name: %4 Request Type: %5 Status: %6</p> <p>Please visit the following URL for detailed information about the request: %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-</p>
<p>Absence Self Service Approved</p>	<p>AbM</p>	<p>Yes</p>	<p>An Absence Request has been Approved</p>	<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-</p>
<p>Absence Request Cancel</p>	<p>AbM</p>	<p>Yes</p>	<p>An Absence Request has been Canceled</p>	<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-</p>
<p>Absence Self Service Deny</p>	<p>AbM</p>	<p>Yes</p>	<p>Absence Request has been Denied</p>	<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-</p>

<p>Generic Error Template</p>	<p>AbM</p>	<p>Yes</p>	<p>An error occurred while processing this Sick Leave Donation request</p>	<p>An error occurred while processing this sick leave donation request.</p> <p>Submitted Request Employee ID: %2 Employee Name: %3 Program Name: %4 Request Type: %5 Status: %6</p> <p>Please visit the following URL for detailed information about the request: %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-</p>
<p>Absence Self Service Submitted</p>	<p>AbM</p>	<p>Yes</p>	<p>An Absence Request has been Submitted</p>	<p>The following Absence Request has been submitted.</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-</p>
<p>Absence Self Service Needs Review</p>	<p>AbM</p>	<p>Yes</p>	<p>An Absence Request needs to be Revised</p>	<p>The following Absence Request needs to be revised.</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-</p>
<p>Absence Cancellation Approved</p>	<p>AbM</p>	<p>Yes</p>	<p>An Absence Cancellation Request has been Approved</p>	<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-</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-</p>
Absence Cancellation Submitted	AbM	Yes	An Absence Cancellation Request has been Submitted	<p>The following Absence Cancellation Request has been submitted.</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-</p>
Employee submit self-evaluation	e-Performance	Yes	Employee Self Evaluation complete (Submitted)	<p>The Employee Self Evaluation for UTRGV performance evaluation has been submitted Completed.</p> <p>To review, click on the following link: https://zshr-tst.utshare.utsystem.edu/psp/ZBHRTST/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.EP_NOTIFY.GBL?EP_APPRAISAL_ID=345&EP_REVIEWER_ID=6001132539&EP_ROLE=M&EP_USER_ROLE=M&TRANS_NAME=EMPDOCCOMLETE</p> <p>(Please do not respond to this automatic notification.)</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: https://zshr-uat.utshare.utsystem.edu/psp/ZBHRUAT/EMPLOYEE/HRMS/c/ROLE_MANAGER.EP_APPRAISAL_XFR.GBL?Page=EP_APPRAISAL_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: 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/ZBHRTST/EMPLOYEE/HRMS/c/ROLE_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:</p> <p>http://localhost/psp/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</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/psp/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/psp/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/psp/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>

Supervisor to employee requesting acknowledgement	e-Performance	Yes	Your UTRGV Performance Evaluation is ready for your acknowledgement	<p>This automatic notification is to inform you that your UTRGV Performance Evaluation is ready for your final comments and acknowledgement. (Your acknowledgement does not necessarily mean that you agree, but affirms that this review was held and was discussed in detail with you).</p> <p>You may select this link to go directly to your UTRGV Performance Evaluation: https://zbih-trn.utshare.utsystem.edu/psp/ZBIHTRN/EMPLOYEE/HRMS/c/R/OLE_EMPLOYEE.EP_NOTIFY.GBL?EP_APPRAISAL_ID=6646&EP_REVIEWER_ID=6001151718&EP_ROLE=M&EP_USER_ROLE=E&TRANS_NAME=RQST-ACKNOWLEDGE</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/psp/ZBIHTRN/EMPLOYEE/HRMS/c/R/OLE_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>
A&P - employee self evaluate - > supervisor	e-Performance	Yes	Employee Self Evaluation complete	<p>The Employee Self Evaluation for UTRGV Performance Evaluation has been completed.</p> <p>(Please do not respond to this automatic notification.)</p>
MGR >> EE Evaluation Shared, Ready to View (A&P)	e-Performance	Yes	Your manager has shared UTRGV Performance Evaluation with you and it is ready for your review	<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/psp/ZBIHTRN/EMPLOYEE/HRMS/c/R/OLE_EMPLOYEE.EP_NOTIFY.GBL?EP_APPRAISAL_ID=6649&EP_REVIEWER_ID=6001134323&EP_ROLE=M&EP_USER_ROLE=E&TRANS_NAME=RQST-REVIEW</p> <p>(Please do not respond to this automatic notification.)</p>
MGR >> EE (A&P) - Employee to Supervisor acknowledge	e-Performance	Yes	Supervisor Name has acknowledged the UTRGV Performance 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/psp/ZBIHTRN/EMPLOYEE/HRMS/c/R/OLE_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://zbih-trn.utshare.utsystem.edu/psp/ZBIHTRN/EMPLOYEE/HRMS/c/R/OLE_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>
Change of Address	HR	Yes	Saved - Address Change - %Employee Name% - Your request was saved	<p>*External Mail*</p> <p>Your request successfully saved to the database:</p> <p>Transaction Name: Address Change Employee Name: %AAAAA% Employee Id: %111111111%</p> <p>This communication was sent via Oracle Workflow Technology. Please do not reply to this email.</p>
Direct Deposit Information Changed	PR	Yes		<p>Hello Last name, First name,</p> <p>ALERT : A change has been made to your direct deposit information through the Employee Self Service. However, due to the timing, your direct deposit change may not reflected on the next paycheck. If this change was made in error, or if you did not initiate this change, please contact the Payroll Office at 956-665-2558 or via email at payroll@utrgv.edu.</p> <p>This is a system-generated email. Do not reply to this email.</p>

W-2 Withdrawal Confirmation	PR	Yes		<p>Hello Last name, First name,</p> <p>ALERT: Payroll Office has received your withdrawal of consent for electronic W-2 form. We will resume mailing your paper W 2 form to the address on your employee record. If you prefer to receive electronic W-2 form, you must submit a new consent form via Peoplesoft Employee Self Service.</p> <p>Please contact the Payroll Office at 956-665-2558 or via email at payroll@utrgv.edu.</p> <p>This is a system-generated email. Do not reply to this email.</p>
W-2 Consent Confirmation	PR	Yes		<p>Hello Last name, First name,</p> <p>ALERT: Payroll Office has received your consent to receive W-2 electronically. The Payroll Office will stop mailing paper W-2 form to you. If you prefer to receive paper form, you must submit a withdrawal of consent form via Peoplesoft Employee Self Service.</p> <p>Please contact the Payroll Office at 956-665-2558 or via email at payroll@utrgv.edu.</p> <p>This is a system-generated email. Do not reply to this email.</p>
W-4 Information Changed	PR	Yes		<p>Hello Last name, First name,</p> <p>ALERT : A change has been made to your W-4 information through the Employee Self Service. However, due to the timing of your request, your W-4 change may not reflected on the next paycheck. If this change was made in error, or if you did not initiate this change, please contact the Payroll Office at 956-665-2558 or via email at payroll@utrgv.edu.</p> <p>This is a system-generated email. Do not reply to this email.</p>
Change of Address	HR	Yes	Saved - Address Change - %Employee Name% - Your request was saved	<p>*External Mail*</p> <p>Your request successfully saved to the database:</p> <p>Transaction Name: Address Change Employee Name: %Employee Name% Employee Id: %Employee Id%</p> <p>This communication was sent via Oracle Workflow Technology. Please do not reply to this email.</p>
ORP Eligibility email Notification	BEN	Yes	Optional Retirement Program (ORP) in lieu of membership in the Teacher Retirement System (TRS)	<p>*External Mail*</p> <p>Dear %Name%,</p> <p>You are eligible to participate in the Optional Retirement Program (ORP) in lieu of membership in the Teacher Retirement System (TRS). Eligibility is strictly determined by the job you perform and is not based on years of service or salary level.</p> <p>Employees that have been reclassified and/or assume a new job and become ORP-eligible for the first time after their initial employment date, have a 90-day election period that begins on the day the reclassification becomes effective. The offer to participate in ORP is a one-time offer and your election will be irrevocable unless you cease to be employed by an institution of higher education and become employed by the Texas public school system other than in an institution of higher education.</p> <p>Eligibility for ORP is based upon criteria established by the Texas Higher Education Coordinating Board and full-time working status is required.</p> <p>You are required to complete the attached ORP Acknowledgment form and submit to the Office of Human Resources via email to benefits@utrgv.edu or by fax to 956-665-3289.</p>

Cobra Eligibility upon Termination	BEN	Yes	COBRA Eligibility Notification. (Dependent)	<p>*External Mail*</p> <p>Dear %Employee Name%,</p> <p>You are receiving this notice as a result of loss of benefits coverage of your dependent.</p> <p>Coverage for your dependent is no longer active as of xx/0x/20xx. COBRA (Consolidated Omnibus Budget Reconciliation Act) is a Federal law under which employees and their covered dependents have the opportunity for a temporary extension of medical, dental and/or vision coverage at group rates in instances where coverage under the plan would otherwise end. In certain cases, it may be possible to continue HCRA coverage. The employee or dependent is responsible for the entire premium for COBRA coverage plus a two percent administrative fee.</p> <ul style="list-style-type: none"> · Option to purchase COBRA (continue health coverage –medical, prescription, dental, and vision - for up to 18 months) · COBRA Letter of frequently asked questions COBRA FAQs · If you choose to purchase COBRA, the application will need to be submitted within 60 days of loss of coverage <p>The COBRA notice will be sent to you by mail, to the address we have on file. For more information regarding COBRA click on the link below: COBRA Coverage</p>
Cobra Eligibility	BEN	Yes	COBRA Eligibility Notification. (Employee)	<p>*Eternal Mail*</p> <p>Dear %Employee Name%,</p> <p>This notice is to inform you that you are no longer eligible for UT System Benefits. Your coverage is no longer active as of %Date%.</p> <p>Terminating Employment (If Applicable)</p> <p>To assist in a smooth separation process, click on the link below for the Separation Checklist to print and use as a reference (it is not necessary for this form to be submitted to HR). Separation Checklist 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, for 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>COBRA (not applicable to UT employees that are retiring) COBRA (Consolidated Omnibus Budget Reconciliation Act) is a Federal law under which employees and their covered dependents have the opportunity for a temporary extension of medical, dental and/or vision coverage at group rates in instances where coverage under the plan would otherwise end. In certain cases, it may be possible to continue HCRA coverage. The employee or dependent is responsible for the entire premium for COBRA coverage plus a two percent administrative fee.</p> <ul style="list-style-type: none"> •Option to purchase COBRA (continue health coverage –medical, prescription, dental, and vision - for up to 18 months) <p>•Your COBRA Notice is attached – forms include your benefits</p>