

PeopleSoft V9.1



Viewing and Updating Your Address(es)

From the PAWS Employee Portal (<https://paws.augusta.edu>), select the SoftServ Icon from the Quick Access Bar.

I Would Like To:
Select

I Would Like To Use:
Select

People Finder

First Name Last Name

Search

JAGWIRE

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Upcoming Events

- Sep 12 Register for Junior Model U.N.
- Nov 30 Childbirth Education
- Dec 05 IRB Office - Compliance Lunch-n-Learn Series – Study Documentation Process
- Dec 07 Children's Play - "Christmas, the Measles, and Me"
- Dec 09 Exams- Session 1

ITS Alerts

A1C is currently unavailable in the Core Lab due to an instrumentation problem. All specimens received for A1C analysis will be held in the Core Lab and analyzed as soon as new instrumentation is brought online. An alternate methodology is being implemented for this test. No additional lab tests are affected by this problem. The Clinical Pathology lab thanks you for your patience.

Dr. Gurmukh Singh
Chief of Clinical Pathology

What's New

View More

- Women's Health Magazine: 3 Women get real about gut struggles
- Why learning by doing matters more, longer
- Deck the halls with care and keep eyes on young children
- Attention: Student Health Services closure (Dec. 15-30)
- Scientists learn more about how motors maneuver our cells' roadways
- Augusta University's accreditation reaffirmed

View All

Concierge Service

706-721-9522

New Policies



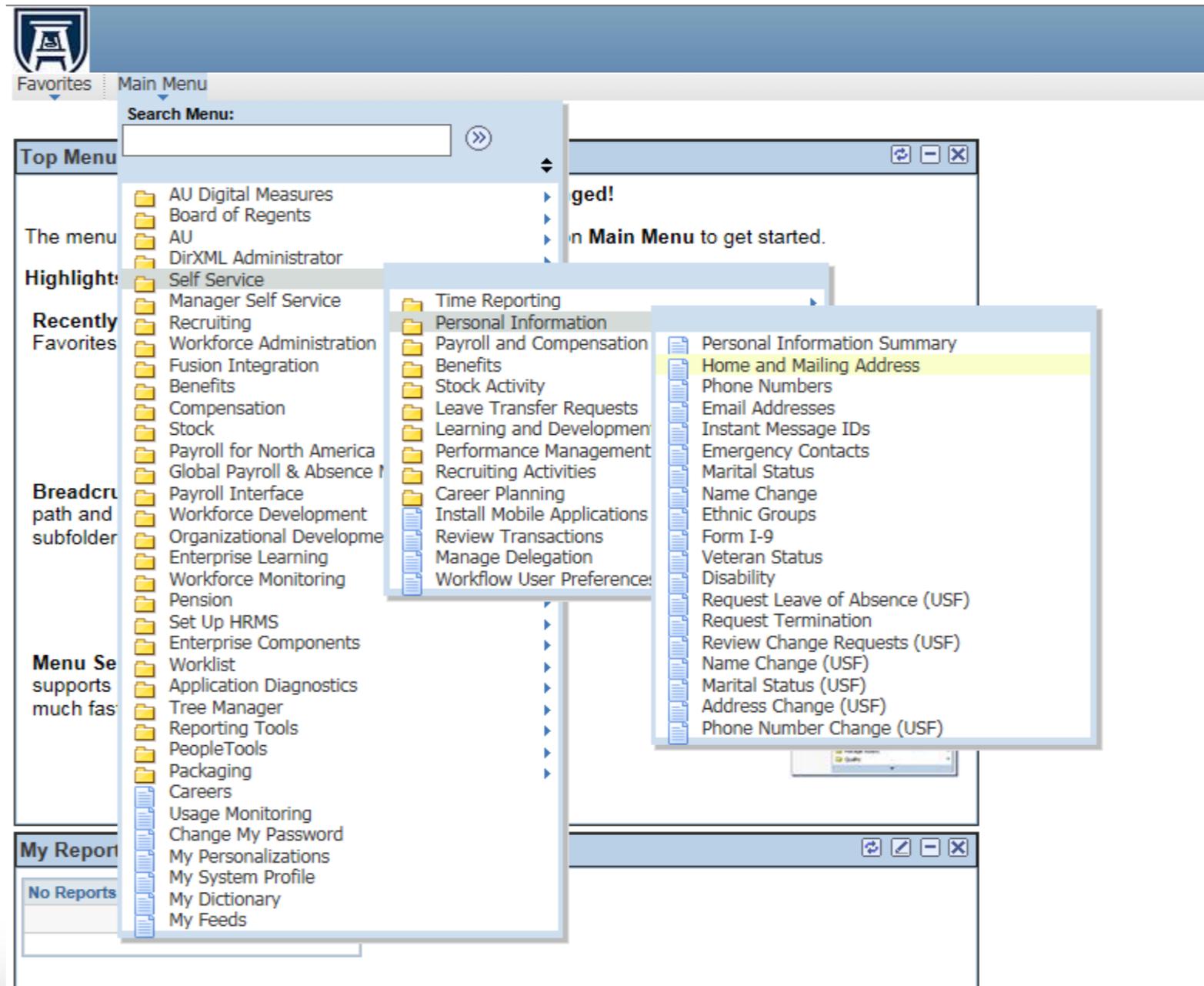
Log in using your AU NetID and Password. This will be the same ID and Password that you use to log into Outlook.

ORACLE®
PEOPLESOFT ENTERPRISE

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Sign In</p>	<p>Select a Language:</p> <table><tr><td>English</td><td>Español</td></tr><tr><td>Dansk</td><td>Deutsch</td></tr><tr><td>Français</td><td>Français du Canada</td></tr><tr><td>Italiano</td><td>Magyar</td></tr><tr><td>Nederlands</td><td>Norsk</td></tr><tr><td>Polski</td><td>Português</td></tr><tr><td>Suomi</td><td>Svenska</td></tr><tr><td>Čeština</td><td>日本語</td></tr><tr><td>한국어</td><td>Русский</td></tr><tr><td>ไทย</td><td>简体中文</td></tr><tr><td>繁體中文</td><td>العربية</td></tr><tr><td>UK English</td><td></td></tr></table>	English	Español	Dansk	Deutsch	Français	Français du Canada	Italiano	Magyar	Nederlands	Norsk	Polski	Português	Suomi	Svenska	Čeština	日本語	한국어	Русский	ไทย	简体中文	繁體中文	العربية	UK English	
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한국어	Русский																								
ไทย	简体中文																								
繁體中文	العربية																								
UK English																									

You have successfully accessed SoftServ. Navigate to Personal Information so that you may update your personal home/ mailing address. Please Note: A campus address is ONLY updated in Human Resources via Department request.

Main Menu > Self Service > Personal Information > Home and Mailing Address



Select "Edit" icon to change a current address.

Home and Mailing Address

Cathy Carver-Parker

Addresses					
Address Type	Status	As Of	Country	Address	Edit
Home	Current	10/27/2005	USA	[REDACTED]	



*Address Type:

* Required Field

Enter your new address in the fields below:
*Please refer to the Address Format Instructions
Change as of: (effective date of address change)
Address 1
Address 2 (if applicable)
Address 3 (if applicable)
City
State
Postal
County
Change As of: (effective date of address change)

Select "Save".



Favorites Main Menu > Self Service > Personal Information > Home and Mailing Address

Edit Home Address

Change As Of: (example: 01/31/2000)

Country: United States [Address Format Instructions](#)

Address 1:

Address 2:

Address 3:

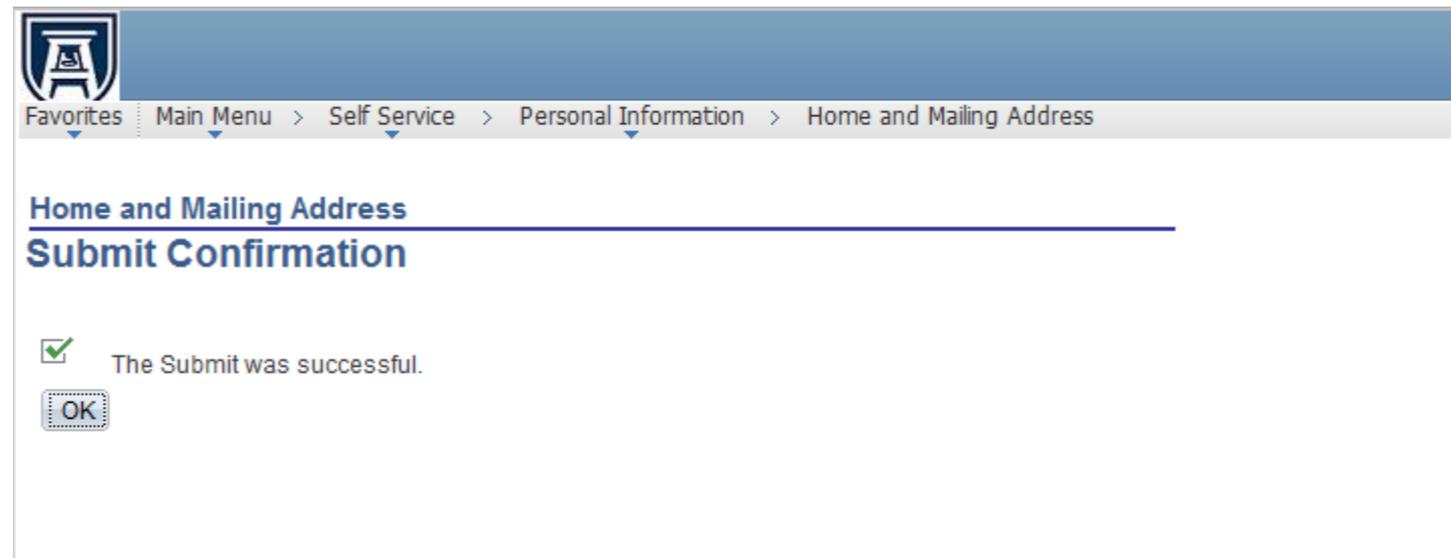
City: State: Georgia

Postal:

County:

Change As Of: (example: 01/31/2000)

You have successfully updated an address for Human Resources approval. To add a new address, please continue to the next slide.



The screenshot displays a web application interface. At the top left is the Augusta University logo. A navigation breadcrumb trail reads: Favorites > Main Menu > Self Service > Personal Information > Home and Mailing Address. Below the breadcrumb, the page title is "Home and Mailing Address" followed by a horizontal line and the sub-header "Submit Confirmation". A green checkmark icon is positioned to the left of the text "The Submit was successful.". Below this text is a button labeled "OK".

To add a new address, in this case a mailing address since a home address already exist, Select the “Address Type” drop-down box and select “Mail”. Then select “Add”.

Home and Mailing Address
Cathy Carver-Parker

Addresses					
Address Type	Status	As Of	Country	Address	Edit
Home	Current	10/27/2005	USA	[REDACTED]	
Home	Submitted for Approval	01/05/2017	USA	123 HR Ln Augusta, GA 30909 Richmond	

*Address Type:

* Required Field

Enter your new address in the fields below:

*Please refer to the Address Format Instructions

Change as of: (effective date of address change)

Address 1

Address 2 (if applicable)

Address 3 (if applicable)

City

State

Postal

County

Change As of: (effective date of address change)

Select "Save".



Favorites Main Menu > Self Service > Personal Information > Home and Mailing Address

Add Mailing Address

Change As Of: (example: 01/31/2000)

Country: United States [Address Format Instructions](#)

Address 1:

Address 2:

Address 3:

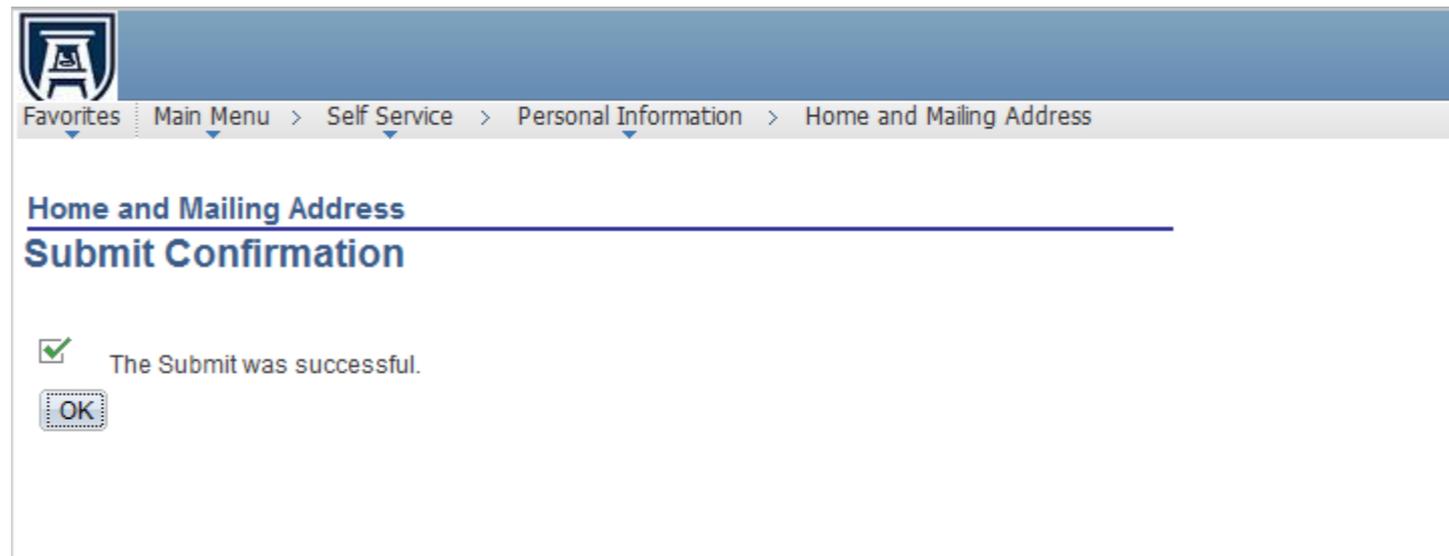
City: State:

Postal:

County:

Change As Of: (example: 01/31/2000)

You have successfully submitted a new address for Human Resources approval.



The screenshot shows a web application interface. At the top left is the Augusta University logo, a shield with a stylized 'A'. To its right is a blue header bar. Below the header is a breadcrumb trail: "Favorites", "Main Menu", "Self Service", "Personal Information", and "Home and Mailing Address". The main content area has a sub-header "Home and Mailing Address" followed by "Submit Confirmation". A green checkmark icon is next to the text "The Submit was successful.". Below this is a button labeled "OK".