

PeopleSoft V9.1

Originating an Ad Hoc Salary Change Transaction

From the PAWS Employee Portal (<https://paws.augusta.edu>), select the "All Apps" icon from the Quick Access Bar.

I Would Like To:

Select

I Would Like To Use:

Select

People Finder

First Name

Last Name

Search



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

JAGWIRE

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jagwire.augusta.edu

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

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

View All

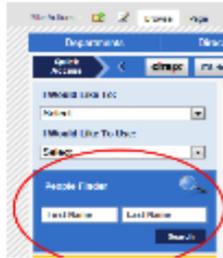
Concierge Service
706-721-9522

New Policies



From the PAWS Employee Portal ALL Apps page, select PeopleSoft HRMS link.

PAWS > pub > Apps_Tools



PeopleFinder is on the home page of PAWS

Health System Applications

- [Ambulatory Dashboard](#)
- [Attendance Tracking](#)
- [Attending Finder](#)
- [CarpoolConnections](#)
- [CDM Reference](#)
- [CDM Request Form](#)
- [CERMe](#)
- [CIS Issue Log](#)
- [Citrix Portal Access](#)
- [Citrix2 Portal Access \(general site\)](#)
- [Employment Opportunities](#)**
- [EP3 \(Employee Patient Parking\)](#)
- [Faculty List Online](#)
- [MC Catering & Floor Stock Ordering and Terrace Cafe Menu](#)
- [GRMC Employee Self Service](#)
- [GRMC On Call](#)** (was MCG OnCall)
- [GRMC OnCall Manual](#)**
- [GRMC Paging](#)**
- [HIPAA Disclosure Log](#)
- [Informed Consent Forms](#)

University Applications

- [ACGME Resident Case log](#)
- [Campus/USAMobility Paging](#)
- [Crystal Enterprise](#)
- [Crystal Reports](#)
- [Echo360 \(faculty use only\)](#)
- [Effort Funding Profile](#)
- [eSproute \(must use VPN or Citrix when off campus\)](#)
- [GoVIEW \(CERM_PNUR\)](#)
- [GRU Alert](#)
- [Health eShop](#)
- [JagCard](#)
- [JagStore](#)
- [\(submit course materials\)](#)
- [Lockshop](#)
- [OnCore](#)
- [one45](#)
- [PACT](#)
- [PeopleSoft Financials](#)
- [PeopleSoft HRMS](#)
- [Pounce](#)
- [Pulse](#)
- [SoftServ](#)
- [Sponsored Programs](#)

Enterprise Applications

- [Augusta University Brand Information](#)
- [Box \(University wide\)](#)
- [Complete Annual Training & Compliance](#)
- [Compliance Assist](#)
- [Conflicts of Interest Disclosure](#)
- [Curriculog](#)
- [Cyber Anatomy](#)
- [Cyber Science 3D](#)
- [Desire2Learn](#)
- [Faculty List Online](#)
- [Greenblatt & Reese Libraries](#)
- [HIPAA Disclosure Log](#)
- [HR Employee Information](#)
- [Outlook 365 Web Access](#)
- [Policy Management System \(Policy Tech\)](#)**
- [Data Portal](#)
- [Room and Event Scheduling](#)
- [Security Authority \(SA\) Request for NetID](#)
- [Security Authority Request for Application Access](#)
- [Submit a request to IT](#)
- [Who is MY SA?](#)
- [Workforce **LEARN** Online](#)
- The links below are for systems that are NO LONGER USED,**

Log in using your AU NetID and Password. This would 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	
English	Español																								
Dansk	Deutsch																								
Français	Français du Canada																								
Italiano	Magyar																								
Nederlands	Norsk																								
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繁體中文	العربية																								
UK English																									

Search Menu:

Main Menu

- Top Menu
- The menu
- Highlight
- Recently Favorites
- Breadcr path and subfolder

- AU
- Self Service
- Manager Self Service
 - Recruiting
 - Workforce Administration
 - Benefits
 - Workforce Development
 - Organizational Development
 - Set Up HRMS
 - Enterprise Components
 - Worklist
 - Reporting Tools
 - PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary
- Job and Personal Information
- Compensation and Stock
- Manager Dashboard
- Review Transactions

Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.

Navigate to the Manager Dashboard.

Main Menu > Manager Self Service > Manager Dashboard

Select the "Actions" down arrow next to the employee's name and then:

Compensation and Stock > Request Ad Hoc Salary Change

The screenshot shows the Manager Dashboard interface. At the top, there is a navigation bar with the university logo and the path: Favorites > Main Menu > Manager Self Service > Manager Dashboard. Below this is the 'Manager Dashboard' header. The first widget is 'Pending Approvals', which shows 'No approvals are pending at this time.' The second widget is 'Direct Line Reports', which contains a table of employees. The table has columns for 'Name', 'Job Title', and 'Position in Salary Range'. The first row is for 'Elsa Frozen', a 'Human Resources Assistant 2'. An 'Actions' dropdown menu is open next to her name, and the 'Compensation and Stock' option is selected, which has further opened a sub-menu where 'Request Ad Hoc Salary Change' is highlighted. Other options in the sub-menu include 'View Compensation History'. The table also shows salary range indicators for each employee.

Name	Job Title	Position in Salary Range
Elsa Frozen	Human Resources Assistant 2	[Salary Range Indicator]
[Redacted]	[Redacted]	[Salary Range Indicator]
[Redacted]	[Redacted]	[Salary Range Indicator]
[Redacted]	[Redacted]	[Salary Range Indicator]
[Redacted]	[Redacted]	[Salary Range Indicator]
[Redacted]	[Redacted]	[Salary Range Indicator]
[Redacted]	[Redacted]	[Salary Range Indicator]



Enter the "Salary Change Date".

Request Ad Hoc Salary Change

The employees you selected are displayed below. Enter the desired salary change information and select Calculate New Total for each person. Select Submit once all salary changes have been entered.

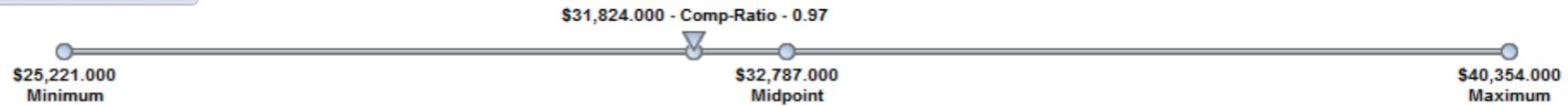
*Salary Change Date:

Elsa Frozen

FTE:1.000000

Compensation Details									
Pay Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount	Reason	Dist Chg?		Type	Frequency
Default NA Hourly	15.300000	<input type="text" value="0.000"/>	<input type="text" value="0.000000"/>	<input type="text" value="15.300000"/>	<input type="text"/>	<input type="checkbox"/>	USD	Hourly Rate	Hourly

Calculate New Total



New Information

Current Information

Hourly Salary	\$15.300000	\$15.300000 USD
Annual Rate	\$31,824.000 USD	\$31,824.000 USD

Comment

Submit



Request Ad Hoc Salary Change

The employees you selected are displayed below. Enter the desired salary change information and select Calculate New Total for each person. Select Submit once all salary changes have been entered.

*Salary Change Date:

Elsa Frozen

FTE:1.000000

Enter the Change Amount in a dollar amount.
Select "Calculate New Total."

Compensation Details									
Pay Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount	Reason	Dist Chg?		Type	Frequency
Default NA Hourly	15.300000	<input type="text" value="13.072"/>	<input type="text" value="2.000000"/>	17.300000	<input type="text"/>	<input type="checkbox"/>	USD	Hourly Rate	Hourly



New Information

Current Information

Hourly Salary \$0.000000 \$15.300000 USD

Annual Rate \$0.000 USD \$31,824.000 USD

Comment

Request Ad Hoc Salary Change

The employees you selected are displayed below. Enter the desired salary change information and select Calculate New Total for each.

*Salary Change Date: 12/14/2016

Elsa Frozen

FTE: 1.000000

Pay Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount	Reason	Dist Chg?
Default NA Hourly	15.300000	13.072	2.000000	17.300000		<input type="checkbox"/>

Calculate New Total

\$25,221.000 Minimum \$32,787.000 Midpoint \$35,984.000 - Comp-Rat

	New Information	Current Information
Hourly Salary	\$17.300000	\$15.300000 USD
Annual Rate	\$35,984.000 USD	\$31,824.000 USD
Comment	<input type="text"/>	

Submit

Look Up Reason

Search by: Reason Code begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-15 of 15 Last

Reason Code	Description
ADJ	Adjustment
CNT	Change in Contract Type
DMO	Demotion
FLS	Fair Labor Stand Act
FTE	Change in FTE/Standard Hrs.
GSD	Grade Step Demotion
GSP	Grade Step Promotion
MER	Merit
OTH	Other
PKD	Salary Package De-Enrolment
PKE	Salary Package Enrolment
PRO	Promotion
REC	Job Reclassification
STI	Stipend
T&L	Tenure and Longevity

Select "Reason" for Salary Change via hour glass.

Select appropriate reason code from search results.



Request Ad Hoc Salary Change

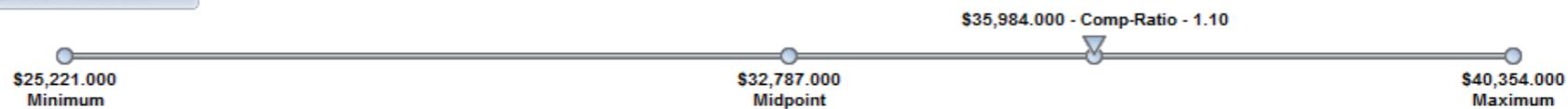
The employees you selected are displayed below. Enter the desired salary change information and select Calculate New Total for each person. Select Submit once all salary changes have been entered.

*Salary Change Date:

Elsa Frozen

FTE:1.000000

Compensation Details									
Pay Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount	Reason	Dist Chg?		Type	Frequency
Default NA Hourly	15.300000	<input type="text" value="13.072"/>	<input type="text" value="2.000000"/>	<input type="text" value="17.300000"/>	MER	<input type="checkbox"/>	USD	Hourly Rate	Hourly



New Information

Current Information

Hourly Salary	\$17.300000	\$15.300000 USD
Annual Rate	\$35,984.000 USD	\$31,824.000 USD

Comment

Add any necessary comments in the comment box.
Select "Submit".

Approvals will automatically populate. If you do not need to add additional approvers/reviewers, you have successfully completed the Ad Hoc Salary Change transaction.

If you need to add additional approvers or reviewers, please see the next slide.

[Favorites](#) | [Main Menu](#)
[Salary Change Data](#)

Elsa Frozen

FTE:1.000000

Compensation Details									
Pay Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount	Reason	Dist Chg?		Type	Frequency
Default NA Hourly	15.300000	13.072	2.000000	17.300000	MER	<input type="checkbox"/>	USD	Hourly Rate	Hourly

Calculate New Total

\$35,984.000 - Comp-Ratio - 1.10

\$25,221.000 Minimum \$32,787.000 Midpoint \$40,354.000 Maximum

	New Information	Current Information
Hourly Salary	\$17.300000	\$15.300000 USD
Annual Rate	\$35,984.000 USD	\$31,824.000 USD
Comment	<input type="text"/>	

[Save Approval Changes](#)

Ad Hoc Salary Change Approval



[Return to Manager Dashboard](#)

1. Select a green (+) sign in the approval routing.
2. In the pop-up box enter the User ID for the approver/reviewer you would like to add, this will be their AU Net ID. You can search for an approver/reviewer by selecting the search box.
3. Select "Insert".

The screenshot displays the HR system interface for 'Elsa Frozen' (FTE: 1.000000). The 'Compensation Details' table shows a 'Default NA Hourly' component with a current amount of 15.300000 and a new amount of 15.300000. Below the table is a salary range slider with a 'Calculate New Total' button. The slider shows a minimum of \$25,221,000, a midpoint of \$32,787,000, and a maximum of \$40,354,000. The current value is \$31,824,000 with a comp-ratio of 0.97. A comparison table shows 'New Information' and 'Current Information' for hourly salary and annual rate. At the bottom, the 'Ad Hoc Salary Change Approval' routing diagram shows a 'Pending' step followed by two 'Not Routed' steps. A pop-up window titled 'Insert additional approver or reviewer' is open, showing a search for 'SPECK' and options to insert as an 'Approver' or 'Reviewer'.

Pay Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount	Reason	Dist Chg?	Type	Frequency
Default NA Hourly	15.300000	0.000	0.000000	15.300000		<input type="checkbox"/>	USD	Hourly Rate

	New Information	Current Information
Hourly Salary	\$15.300000	\$15.300000 USD
Annual Rate	\$31,824,000 USD	\$31,824,000 USD
Comment		

Ad Hoc Salary Change Approval

EMPLID= [REDACTED] EMPL_RCD=0:Pending [Start New Path](#)

Staff Approvals

```

graph LR
    A[Pending: Multiple Approvers GRU Signature Authority POSN] --> B[Not Routed: Multiple Approvers Budget Approvers]
    B --> C[Not Routed: Multiple Approvers Personnel Administrator]
  
```



Disney Princess

FTE:1.000000

Compensation Details									
Pay Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount	Reason	Dist Chg?		Type	Frequency
Default NA Annual	45,023.670000	22.211	10,000.000000	55,023.670000	MER	<input type="checkbox"/>	USD	Flat Amount	Annual

Calculate New Total



	New Information	Current Information
Annual Salary	\$55,023.670000	\$45,023.670000 USD
Annual Rate	\$55,023.670 USD	\$45,023.670 USD
Comment	<input type="text"/>	

Ad Hoc Salary Change Approval



Save Approval Changes

New approver/reviewer has been included in the approval string. Select "Save Approval Changes".



Disney Princess

FTE:1.000000

Compensation Details

Pay Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount	Reason	Dist Chg?	Type	Frequency
Default NA Annual	45,023.670000	22.211	10,000.000000	55,023.6700	MER	<input type="checkbox"/>	USD	Flat Amount Annual

Calculate New Total



	New Information	Current Information
Annual Salary	\$55,023.670000	\$45,023.670000 USD
Annual Rate	\$55,023.670 USD	\$45,023.670 USD
Comment	<input type="text"/>	

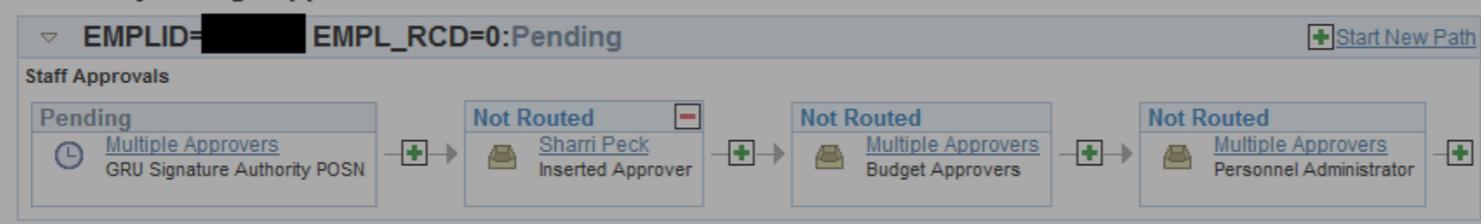
Message

Ad Hoc Approval has been successfully saved

OK

Save Approval Changes

Ad Hoc Salary Change Approval



You have successfully created an Ad Hoc Salary Change and added an approver/reviewer.