


# PeopleSoft V9.1



*Originating a Student (Non-Exempt) Template-Based Hire*

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

Your source for university and health system news and information. Bookmark it today on your computer and mobile devices.

#getwired

[jagwire.augusta.edu](http://jagwire.augusta.edu)

### 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**



### 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

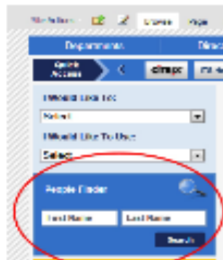
Attention: Student Health Services closure (Dec. 15-30)

Scientists learn more about how motors maneuver our cells' roadways

Augusta University's accreditation reaffirmed

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><b>Sign In</b></p>	<p><b>Select a Language:</b></p> <table><tr><td><a href="#">English</a></td><td><a href="#">Español</a></td></tr><tr><td><a href="#">Dansk</a></td><td><a href="#">Deutsch</a></td></tr><tr><td><a href="#">Français</a></td><td><a href="#">Français du Canada</a></td></tr><tr><td><a href="#">Italiano</a></td><td><a href="#">Magyar</a></td></tr><tr><td><a href="#">Nederlands</a></td><td><a href="#">Norsk</a></td></tr><tr><td><a href="#">Polski</a></td><td><a href="#">Português</a></td></tr><tr><td><a href="#">Suomi</a></td><td><a href="#">Svenska</a></td></tr><tr><td><a href="#">Čeština</a></td><td><a href="#">日本語</a></td></tr><tr><td><a href="#">한국어</a></td><td><a href="#">Русский</a></td></tr><tr><td><a href="#">ไทย</a></td><td><a href="#">简体中文</a></td></tr><tr><td><a href="#">繁體中文</a></td><td><a href="#">العربية</a></td></tr><tr><td><a href="#">UK English</a></td><td></td></tr></table>	<a href="#">English</a>	<a href="#">Español</a>	<a href="#">Dansk</a>	<a href="#">Deutsch</a>	<a href="#">Français</a>	<a href="#">Français du Canada</a>	<a href="#">Italiano</a>	<a href="#">Magyar</a>	<a href="#">Nederlands</a>	<a href="#">Norsk</a>	<a href="#">Polski</a>	<a href="#">Português</a>	<a href="#">Suomi</a>	<a href="#">Svenska</a>	<a href="#">Čeština</a>	<a href="#">日本語</a>	<a href="#">한국어</a>	<a href="#">Русский</a>	<a href="#">ไทย</a>	<a href="#">简体中文</a>	<a href="#">繁體中文</a>	<a href="#">العربية</a>	<a href="#">UK English</a>	
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**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**



## Manager Dashboard

Pending Approvals Refresh Min Max

No approvals are pending at this time.

Direct Line Reports Refresh Min Max

Personalize | Find | View All | | | 1-10 of 59

Summary Job Details Contact Compensation Time

Name	Job Title	Position in Salary Range

My Job Openings

You are not assigned to any open jobs.

Quick Links

- Allocate Compensation
- Add Template-Based Hire
- AU Request Dist Change

In the Quick Links portlet, select the "Add Template-Based Hire" option.



Hires to Process

## Template-Based Hire

Choose a template and select Continue enter a new person. The Hires to Process section lists people you have previously started to hire. Select the person's name hyperlink if you want to work with a Hire in Process. You have the option to delete people you do not intend to hire.

### Add a New Person

Select Template:

Continue

### Hires in Process

You do not have any hires in progress.

Go To: [Template-Based Hire Status](#)

[? Help](#)

### Look Up Select Template

Search by:  begins with

[Advanced Lookup](#)

### Search Results

View 100 First  1-15 of 15  Last

Template	Description
<a href="#">FACULTY-PT</a>	Faculty - Part-time
<a href="#">FACULTY-TEMP</a>	Temporary Faculty
<a href="#">NPE</a>	Non-Paid Affiliate
<a href="#">PTNB-EXEMPT</a>	Regular, Part-Time Non-Benefit Eligible Ex Staff
<a href="#">PTNB-NONEXEMPT</a>	Regular, Part-Time Non-Benefit Eligible NE Staff
<a href="#">RESIDENT</a>	Resident
<a href="#">RESIDENT-PT</a>	Resident - Non-Benefit Eligible
<a href="#">RETIREE-EXEMPT</a>	Rehired Retiree - Exempt
<a href="#">RETIREE-NONEXEMPT</a>	Rehired Retiree - Non-Exempt
<a href="#">STUDENT-CURS</a>	Student CURS (CURS Students ONLY)
<a href="#">STUDENT-EXEMPT</a>	Student - Exempt
<a href="#">STUDENT-NONEXEMPT</a>	Student - Non-Exempt
<a href="#">STUDENT_NONEXEMPT</a>	Student Non-Exempt
<a href="#">TEMP-EXEMPT</a>	Temporary Employee - Exempt
<a href="#">TEMP-NONEXEMPT</a>	Temporary - Non-Exempt

1. Select appropriate "STUDENT\_NONEXEMPT" hire template.
2. Select "Continue"





Enter the Job Effective Date for the hire.


Select "Continue"

### Template-Based Hire

## Enter Hire Details

The following information is required before hiring, rehiring, adding, or renewing a Person.

#### Hire Details

Template:	Student Non-Exempt
Organizational Relationship:	Employee
Country:	United States
Category Code:	Student
Empl ID:	NEW
*Job Effective Date:	<input type="text" value="12/15/2016"/> 
Action:	Hire
Reason Code:	Student

Continue

Cancel

\* Required Field







Template-Based Hire

Enter Employee Information

Enter the following employee or contingent worker information. If you cannot enter all of the person's information select Save for Later.

---

**Hire Template Information**

**Template:** Student Non-Exempt      **Effective Date:** 12/15/2016

---

**Employee Information**

**Primary Name - English**

**Name Prefix:** 
  
**\*First Name:** 
  
**Middle Name:** 
  
**\*Last Name:** 
  
**Name Suffix:**

---

**Person Address 01 - United States**

**Address Type:** Home

**Address Line 1:** 
  
**Address Line 2:** 
  
**Address Line 3:**

**City:**       **State:** 
  
**Postal Code:**       **County:**

---

**Person Phone Number 01**

**Phone Type:** Main

**Telephone:**       **Phone Extension:**

---

**Person Phone Number 02**

**\*Phone Type:** Campus

**\*Telephone:**       **Phone Extension:**

---

**Comments**

**Comments**

You will need to complete all data fields that have an asterisk (\*). On the "Name, Address, Phone" tab, please include the following information:

- First Name
- Last Name
- Address Line 1
- City
- State
- Postal Code
- County
- Campus Telephone


Upon data entry completion on this page, select the "Personal Information" tab.

On the Personal Information tab, please complete the following information (\*):

- Date of Birth
- Gender
- Highest Level of Education
- Marital Status
- Social Security Number

You will not populate Citizenship or the Date Entitled to Medicare.

Once you have entered the required fields, select the Job Information tab.

 Favorites Main Menu > Manager Self Service > Job and Personal Information > Add Template-Based Hire

### Template-Based Hire

## Enter Employee Information

Enter the following employee or contingent worker information. If you cannot enter all of the person's information select Save for Later.

Name, Address, Phone Personal Information Job Information Benefit Information

#### Hire Template Information

Template:	Student Non-Exempt	Effective Date:	12/15/2016
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#### Employee Information

##### Birth Information

Date of Birth:

##### Person Gender

\*Gender:

##### Person Education Level

\*Highest Education Level:

##### Person Marital Status

\*Marital Status:  Marital Status Date:

##### Person National ID United States

Social Security Number:

##### Diversity - United States

Regulatory Region:  Ethnic Group:

Primary Indicator for Multiple

##### Personal Data - United States

Eligible to Work in U.S. Military Status:

Citizenship (Proof 1):  Citizenship (Proof 2):

Date Entitled to Medicare:

##### Comments

Comments:



## Template-Based Hire

### Enter Employee Information

Enter the following employee or contingent worker information. If you cannot enter all of the person's information select Save for Later.

Name, Address, Phone Personal Information **Job Information** Benefit Information

#### Hire Template Information

Template: Student Non-Exempt Effective Date: 12/15/2016

#### Employee Information

##### Position Data - United States

\*Position Number:

##### Work Location - Job Fields

Location Code:

##### Job - Payroll Information

Pay Group:

##### Job Compensation - Pay Components

Compensation Rate:  Compensation Frequency: H

##### Comments

Comments

#### [Edit Hire Details](#)

Save and Submit

Save for Later

Cancel

\* Required Field

On the Job Information tab, enter the following information:

- Position Number
- Location Code (120)
- Compensation Rate


Once completed, select the "Benefits Data tab.



You are not required to enter data on the "Benefits Data" page, however you must "Save and Submit" the request via this page.

Note: The comments section is available on each page. You may select the "Save for Later" button if you need to return to the transaction at a later time prior to submitting.

Select "Save and Submit" to submit this transaction to Human Resources.

 Favorites Main Menu > Manager Self Service > Job and Personal Information > Add Template-Based Hire

### Template-Based Hire

## Enter Employee Information

Enter the following employee or contingent worker information. If you cannot enter all of the person's information select Save for Later.

Name, Address, Phone Personal Information Job Information **Benefit Information**

#### Hire Template Information

Template:	Student Non-Exempt	Effective Date:	12/15/2016
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#### Employee Information

##### Benefit Program - Benefit Record Number

Benefit Record Number:

##### Benefit Program - Benefit Status

Benefits System:	Benefits Administration	Benefits Employee Status:	Active
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##### Benefit Program - Ben Admin Eligibility

Eligibility Config Field 1: NOB

##### Benefit Program - Participation

Benefit Program: NOB

#### Comments

Comments

[Edit Hire Details](#)

\* Required Field



## Template-Based Hire

### Submit Confirmation



The submit was successful. The Human Resources department will review the person's data and update the HR system.

Go To the Template-Based Hire Status page to review the status of this person.

OK

You have successfully submitted a Non-Exempt Student Template-Based Hire