

PeopleSoft V9.1

Adding an Approver and/or Reviewer to Workflow

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

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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

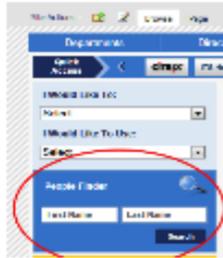
Concierge Service
706-721-9522

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	
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Dansk	Deutsch																								
Français	Français du Canada																								
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繁體中文	العربية																								
UK English																									



Favorites

Main Menu

- Search Menu:
- Top Menu
 - The menu
 - Highlight:
 - Recently Favorites
 - Breadcr path and subfolder
 - Menu Se supports much fas
- AU Digital Measures
 - Board of Regents
 - AU
 - DirXML Administrator
 - Self Service
 - Manager Self Service
 - Recruiting
 - Workforce Administration
 - Fusion Integration
 - Benefits
 - Compensation
 - Stock
 - Payroll for North America
 - Global Payroll & Absence Mgmt
 - Payroll Interface
 - Workforce Development
 - Organizational Development
 - Enterprise Learning
 - Workforce Monitoring
 - Pension
 - Set Up HRMS
 - Enterprise Components
 - Worklist
 - Application Diagnostics
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - Packaging
 - Careers
 - Usage Monitoring
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary
 - My Feeds

- Job and Personal Information
- Compensation and Stock
- Team Learning
- Performance Management
- Manager Dashboard
- Talent Summary
- Review Transactions

ged!

n Main Menu to get started.

The image shows a screenshot of the Oracle HRMS interface. It features a search bar at the top with the text "ged!". Below the search bar, there is a navigation pane on the left with a tree view. The main content area displays search results for "Review Transactions", including a list of items and a detailed view of a specific transaction. The interface is titled "ORACLE" and includes standard window controls.

Navigate to "Review Transactions"

Main Menu > Manager Self Service > Review Transactions





Review Transactions

Princess Tiana

This page allows you to view the status and relevant information for any transaction you either submitted for approval or have reviewed yourself. For each request you can get detailed information by selecting the hyperlink.

Transactions:

All
I have approved
I have denied
I have submitted
Pending my review

Refresh

Process ID:

There are no transact

Select the drop down next to "Transactions" field and select "I have submitted" from the list.

Select the "Refresh" button.



Review Transactions

Princess Tiana

This page allows you to view the status and relevant information for any transaction you either submitted for approval or have reviewed yourself. For each request you can get detailed information by selecting the hyperlink.

Transactions:

Process ID:

Approval Transactions

Find First 1-9 of 9 Last

Transaction Name	Submitted By	Submitted On Behalf Of	Submitted On	Thread Status
Transfer Transaction Appr	Princess Tiana		12/12/2016 - 2:46 PM	Pending View Details

Transaction Details

TRANDATE	EFFSEQ	EMPLID	EMPL_RECORD_NBR
2016-12-12	1	[REDACTED]	0

Transaction Name	Submitted By	Submitted On Behalf Of	Submitted On	Thread Status
Transfer Transaction Appr	Princess Tiana		12/12/2016 - 2:55 PM	Pending View Details

Transaction Details

TRANDATE	EFFSEQ	EMPLID	EMPL_RECORD_NBR
2016-12-13	1	[REDACTED]	0

Transaction Name	Submitted By	Submitted On Behalf Of	Submitted On	Thread Status
GRU Additional Pay Transa	Princess Tiana		12/14/2016 - 11:17 AM	Pending View Details

Transaction Details

REQUEST_DT	EFFSEQ	EMPID	EMPLOYEE_REC
2017-01-01	1	[REDACTED]	0

Locate transaction that needs an approver added and select "View Details".





Request Additional Pay Additional Pay Details

Empl ID: 008843 Disney Princess

Additional Pay Details

*Effective Date: 01/01/2017 Effective Sequence: 1

*Earnings Code: Extra Pay Professional

*Earnings End Date:

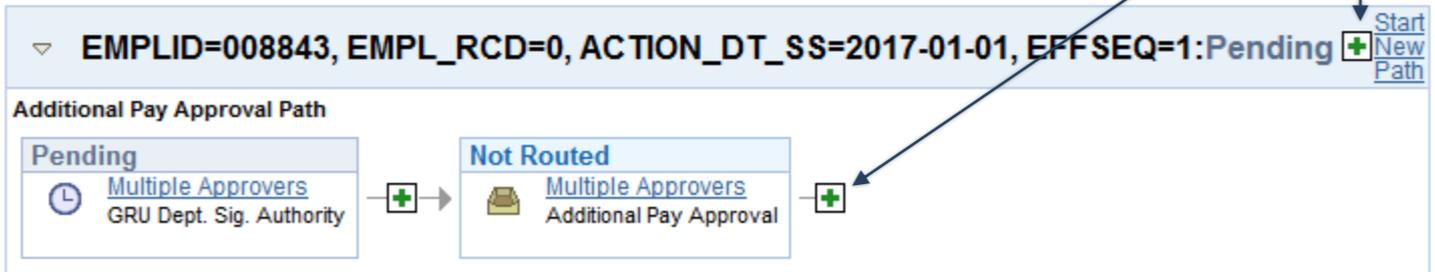
*Total Compensation:

Combination Code:

Comment:

Save Approvals

Additional Pay Approval



Go To: [Manager Home](#)
[Job and Personal Information Home](#)

[Return to Search](#)

Select any of the green (+) signs to add an Approver/Reviewer to the process.

You may also select the green (+) button in the approval header to start a new approval path.

Request Add
Additional

Empl ID:

Additional Pay

*Effective D
*Earnings C
*Earnings E
*Total Comp
Combinatio
Comment:

Insert Cancel

Additional Pay Approval

EMPLID=008843, EMPL_RCD=0, ACTION_DT_SS=2017-01-01, EFFSEQ=1:Pending

Additional Pay Approval Path

Pending

Multiple Approvers
GRU Dept. Sig. Authority

Not Routed

Multiple Approvers
Additional Pay Approval

Go To: Manager Home
Job and Personal Information Home

Return to Search

Select the search button and select your required approver/reviewer from the list.

Note: if the Approver does not appear in the list it may be that they do not have approval access. Please email PS_HRMS_SECURITY@augusta.edu for assistance.

Once you have selected your new approver/reviewer, select "Insert".

Note: The transaction will not be updated in the database until the new Approver has approved transaction. If you select Reviewer, you are simply adding to the workflow for notification purposes. They will not be required to approve the transaction.



Request Additional Pay

Additional Pay Details

Empl ID: 008843 Disney Princess

Additional Pay Details

*Effective Date: 01/01/2017 Effective Sequence: 1

*Earnings Code: Extra Pay Professional

*Earnings End Date:

*Total Compensation:

Combination Code:

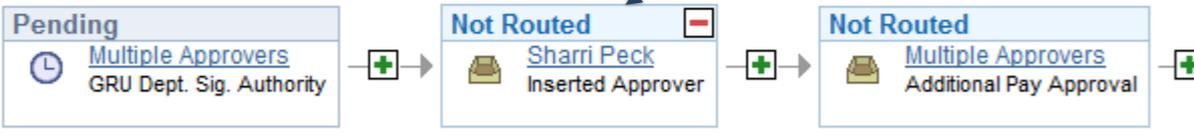
Comment:

Save Approvals

Additional Pay Approval

EMPLID=008843, EMPL_RCD=0, ACTION_DT_SS=2017-01-01, EFFSEQ=1: Pending [Start New Path](#)

Additional Pay Approval Path



Go To: [Manager Home](#)
[Job and Personal Information Home](#)

[Return to Search](#)

Your Approver/Reviewer has been added to the workflow.



Request Additional Pay Additional Pay Details

Empl ID: 008843 Disney Princess

Additional Pay Details

*Effective Date: 01/01/2017 Effective Sequence: 1

*Earnings Code: Extra Pay Professional

*Earnings End Date:

*Total Compensation:

Combination Code:

Comment:

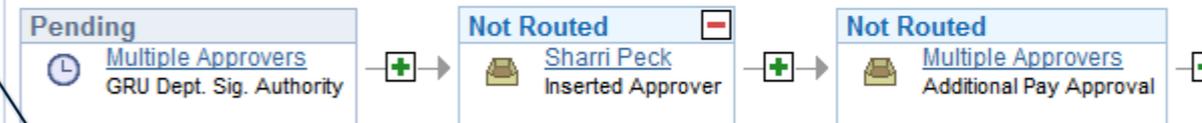
Save Approvals

Save Changes

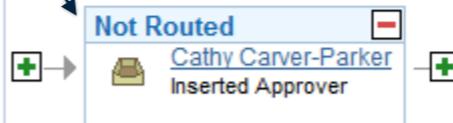
Additional Pay Approval

EMPLID=008843, EMPL_RCD=0, ACTION_DT_SS=2017-01-01, EFFSEQ=1:Pending [Start New Path](#)

Additional Pay Approval Path



CCRARKER_2, 1



Go To: [Manager Home](#)
[Job and Personal Information Home](#)

This is an example of what the transaction looks like when you start a new path.

Additionally, the individual has been added as a reviewer.



Request Additional Pay Additional Pay Details

Empl ID: 008843 Disney Princess

Additional Pay Details

*Effective Date: 01/01/2017 Effective Sequence: 1

*Earnings Code: EXP Extra Pay Professional

*Earnings End Date: 02/01/2017

*Total Compensation: 500.00

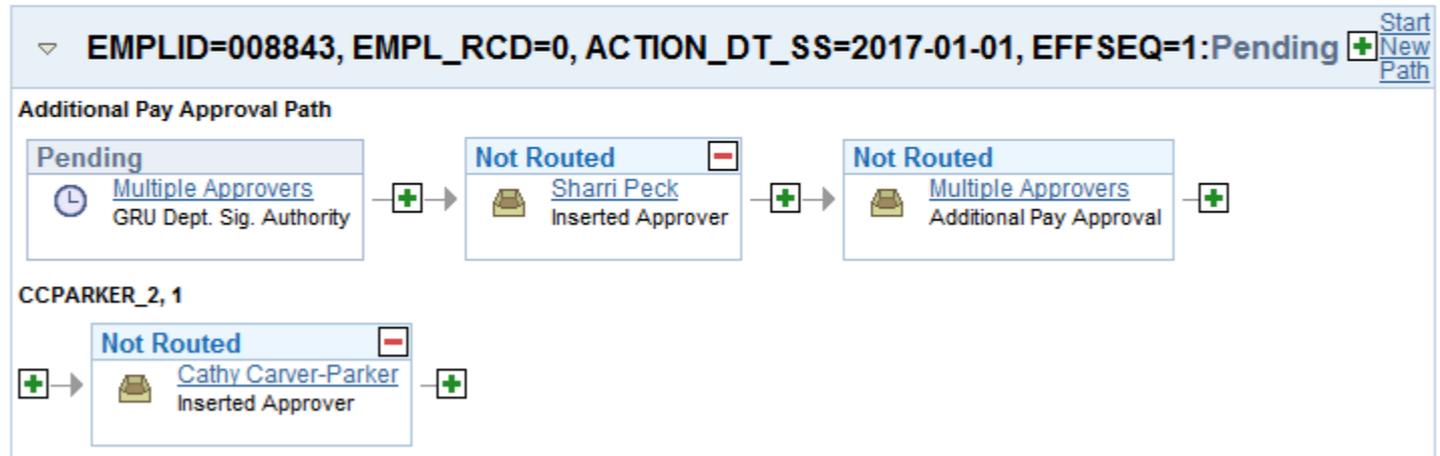
Combination Code:

Comment:

You have successfully added an Approver and Reviewer.

Save Approvals

Additional Pay Approval



Go To: [Manager Home](#)
[Job and Personal Information Home](#)