PeopleSoft V9.1

Adding an Approver and/or Reviewer to Workflow

AUGUSTA UNIVERSITY

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

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

User ID:

Password:

Sign In

Select a Language:

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	

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: | I have submitted ▼ | | Refresh |

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	████	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	████	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	████	0

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

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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:

> 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.

[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

Pending		Not Routed	
🕐 Multiple Approvers GRU Dept. Sig. Authority	⊞ →	✉ 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: EXP   Extra Pay Professional

*Earnings End Date: 02/01/2017

*Total Compensation: 500.00

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

Pending	Not Routed ▬	Not Routed
🕐 Multiple Approvers GRU Dept. Sig. Authority	📩 Sharri Peck Inserted Approver	📩 Multiple Approvers Additional Pay Approval

Go To: Manager Home

Job and Personal Information Home

Return to Search

Your Approver/Reviewer has been added to the workflow.

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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

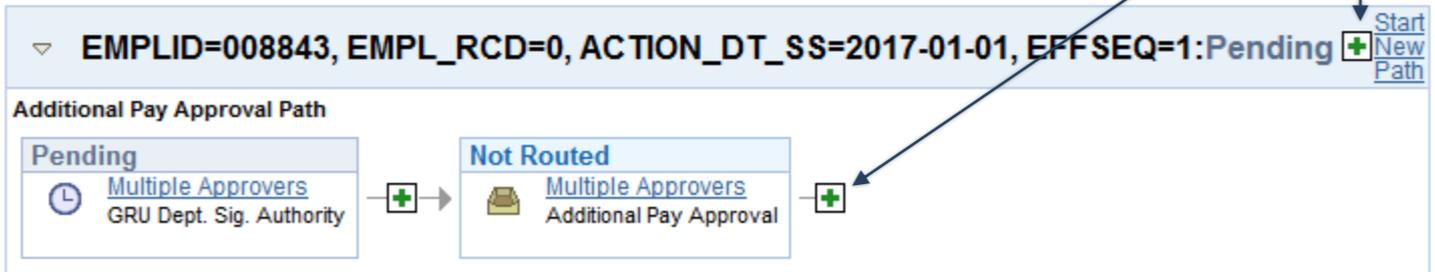*Earnings Code: EXP   Extra Pay Professional

*Earnings End Date: 02/01/2017

*Total Compensation: 500.00

Combination Code:

Comment:

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

Pending	Not Routed ⊟	Not Routed
⏱ Multiple Approvers GRU Dept. Sig. Authority	Sharri Peck Inserted Approver	Multiple Approvers Additional Pay Approval

CCPARKER_2, 1

Not Routed ⊟
⊞ → Cathy Carver-Parker Inserted Approver → ⊞

Go To: Manager Home

Job and Personal Information Home

AUGUSTA UNIVERSITY

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

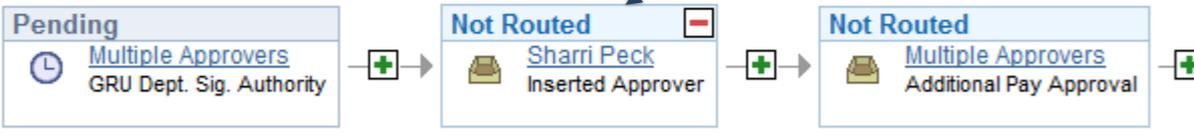*Earnings End Date: 02/01/2017

*Total Compensation: 500.00

Combination Code:

Comment:

> You have successfully added an Approver and Reviewer.
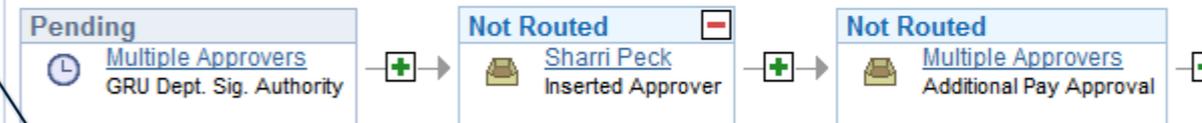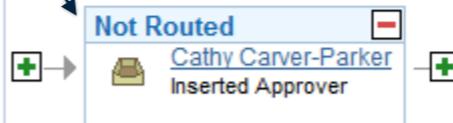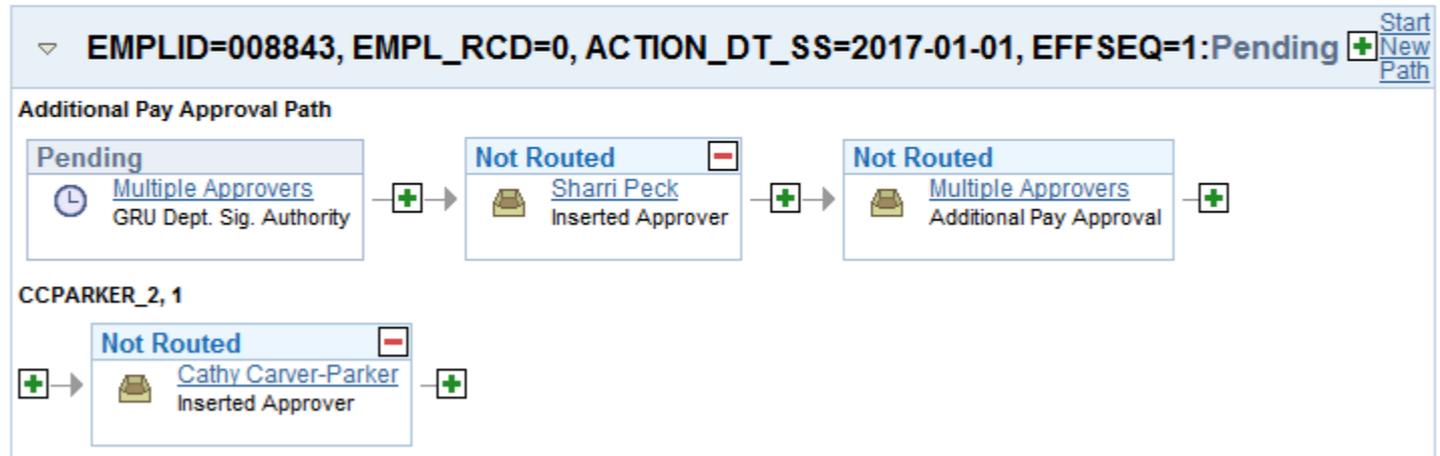
Save Approvals

Additional Pay Approval

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

Additional Pay Approval Path

Pending	Not Routed	Not Routed
Multiple Approvers GRU Dept. Sig. Authority	Sharri Peck Inserted Approver	Multiple Approvers Additional Pay Approval

CCPARKER_2, 1

Not Routed
Cathy Carver-Parker Inserted Approver

Go To: Manager Home

Job and Personal Information Home

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