

PeopleSoft V9.1



*Accessing Your Approvals
via Manager Self-Service*

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

JAGWIRE

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

#getwired 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

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

Concierge Service

706-721-9522

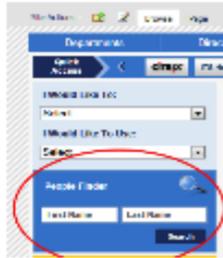
New Policies



AUGUSTA
UNIVERSITY

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																								
Polski	Português																								
Suomi	Svenska																								
Čeština	日本語																								
한국어	Русский																								
ไทย	简体中文																								
繁體中文	العربية																								
UK English																									

You will receive an email notification when there is a transaction pending your approval. You will be able to select the url that is included in the email to access the transaction for approval.

In addition, there are two ways to access your pending approvals via Manager Self-Service. These methods will be outlined in these instructions.

METHOD 1

The screenshot shows the Oracle HRMS Main Menu. The 'Main Menu' dropdown is open, displaying a search bar and a list of menu items. The 'Manager Self Service' folder is highlighted, and its sub-menu is open, showing 'Review Transactions' as the selected item. The left sidebar contains sections for 'Top Menu', 'The menu', 'Highlight', 'Recently Favorites', 'Breadcrumb and subfolder', and 'Menu Supports much fas'. The main content area shows a 'Welcome!' message and a 'Main Menu to get started.' link.

Navigate to “Review Transactions”

Main Menu > Manager Self Service > Review Transactions



Review Transactions

Duane Ritter

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:

Pending my review

Refresh

Process ID:

GRU_AdHoc_Salary_Change

Approval Transactions					Find	First	1-3 of 3	Last
Transaction Name	Submitted By	Submitted On Behalf Of	Submitted On	Thread Status				
GRU AdHoc Salary Change R	Princess Tiana		12/14/2016 - 10:22 AM	Pending	Approve/Deny			
Transaction Details								
EMPLID	EMPLRCD							
018461	0							
Transaction Name	Submitted By	Submitted On Behalf Of	Submitted On	Thread Status				
GRU AdHoc Salary Change R	Princess Tiana		12/15/2016 - 2:37 PM	Pending	Approve/Deny			
Transaction Details								
EMPLID	EMPLRCD							
028064	0							
Transaction Name	Submitted By	Submitted On Behalf Of	Submitted On	Thread Status				
GRU AdHoc Salary Change R	Princess Tiana		12/14/2016 - 12:55 PM	Pending	Approve/Deny			
Transaction Details								
EMPLID	EMPLRCD							
008843	0							

The page will open and automatically default a transaction and process ID. Select the drop down arrow next to "Transactions" and select "Pending my review".

Select the magnifying glass beside "Process ID" and select the transaction you are choosing to review for pending items.

Select "Refresh". Pending items for the selected transaction will appear.

Select the "Approve/Deny" link located in the transaction header to access the transaction.

Select "Approve" or "Deny" to route the transaction. This completes Method 1.

Augusta University Logo

Favorites Main Menu > Manager Self Service > Review Transactions

Approve Ad Hoc Salary Change

Elsa Frozen
Status Change Date 12/14/2016 Empl ID [REDACTED] Empl Record 0

Pay Component	Current Amount	Change Amt	Change Pct	New Amount	Action	Reason	<input type="checkbox"/> Distribution Change?
Default NA Hourly	15.300000	2.000000	13.072	17.300000	PAY	MER	

Approve **Deny** **Pushback** **Save Approval Changes**

Ad Hoc Salary Change Approval

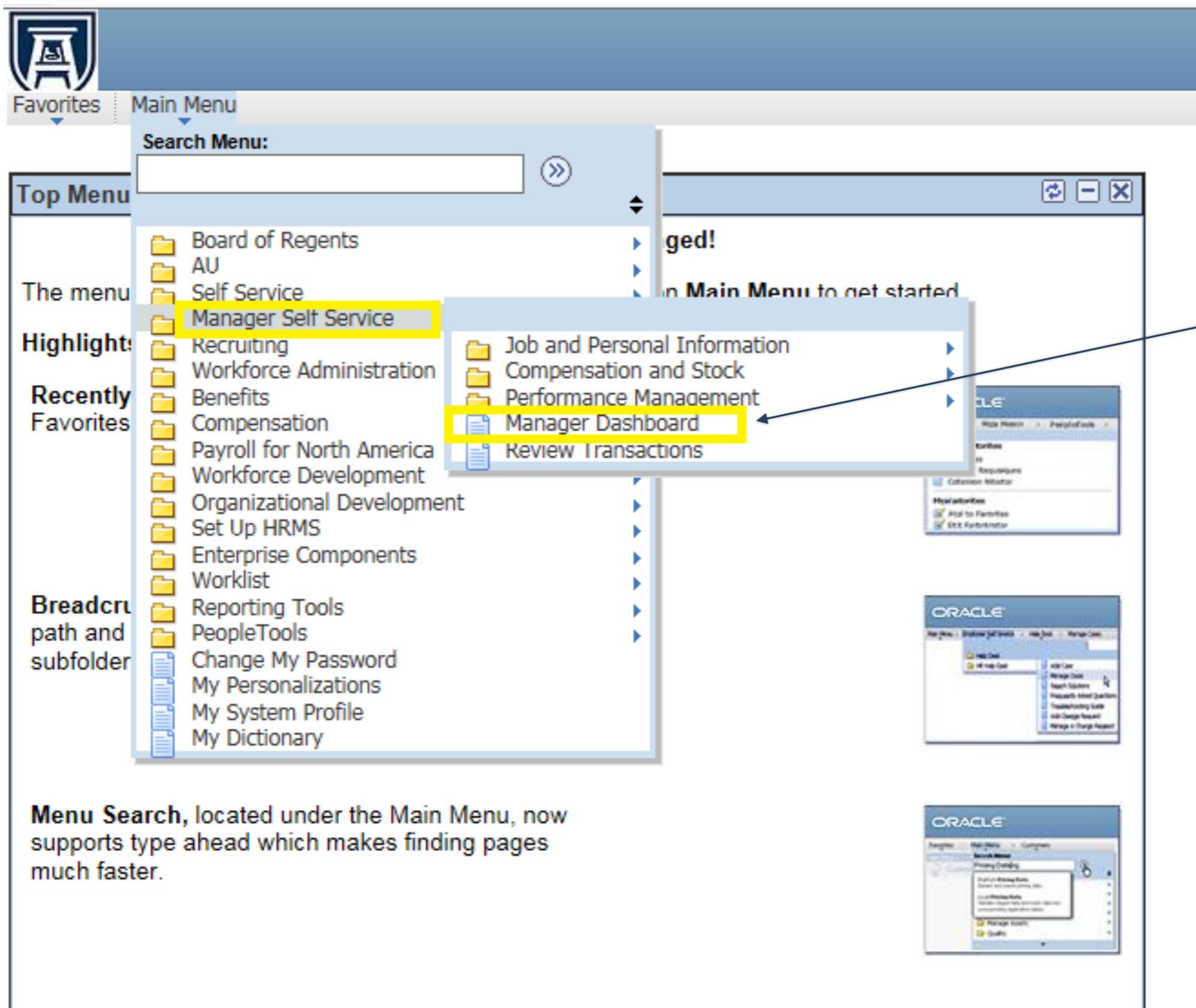
EMPLID=018461, EMPL_RCD=0:Pending [Request Information](#) [Start New Path](#)

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"]; style A stroke:#ccc; style B stroke:#ccc; style C stroke:#ccc;
```

[Return to Search](#) [Notify](#)

METHOD 2



The screenshot shows the Oracle HRMS Main Menu. A 'Search Menu' box is open, displaying a list of folders and documents. The 'Manager Self Service' folder is highlighted in yellow. A sub-menu is open for 'Manager Self Service', and the 'Manager Dashboard' document is highlighted in yellow. An arrow points from the 'Manager Dashboard' document to a text box on the right. The text box contains the navigation path: 'Main Menu > Manager Self Service > Manager Dashboard'. Below the screenshot, there is a text box that reads: 'Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.'

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

Navigate to Manager Dashboard

Main Menu > Manager Self Service > Manager Dashboard



Manager Dashboard

Pending Approvals					Personalize
	Approval	Name	Effective Date	Approval Receipt Date	
!	GRU AdHoc Salary Change	Elsa Frozen	12/14/2016	12/14/2016	^
!	GRU AdHoc Salary Change	[REDACTED]	12/15/2016	12/15/2016	
!	GRU AdHoc Salary Change	Disney Princess	12/14/2016	12/14/2016	
	GRU Additional Pay	Disney Princess	01/01/2017	12/14/2016	
	GRU Distribution Change	N/A	01/01/2017	12/14/2016	v

All transactions that are pending approval/review are located in the "Pending Approvals" portlet.

You can open the transaction by selecting the transaction from the list.

Note: the red (!) indicates that the transaction effective date is past due. A yellow (!) indicates the transaction effective date is within 7 days.

Select "Approve" or "Deny" to route the transaction. This completes Method 2.

You have successfully accessed your transactions pending approval.

The screenshot displays a web application interface. On the left, a 'Manager Dashboard' section shows a 'Pending Approvals' table with the following data:

Approval	Name	Effective Date
GRU AdHoc Salary Change	Elsa Frozen	12/14/2016
GRU AdHoc Salary Change	[REDACTED]	12/15/2016
GRU AdHoc Salary Change	Disney Princess	12/14/2016
GRU Additional Pay	Disney Princess	01/01/2017
GRU Distribution Change	N/A	01/01/2017

The main modal window, titled 'AWE for Adhoc Sal Chg', is titled 'Approve Ad Hoc Salary Change'. It contains the following information:

- Disney Princess
- Status Change Date: 12/14/2016
- Empl ID: [REDACTED]
- Empl Record: 0

Pay Component	Current Amount	Change Amt	Change Pct	New Amount	Action	Reason	Distribution Change?
Default NA Annual	45023.670000	10000.000000	22.211	55023.670000	PAY	MER	<input type="checkbox"/>

Below the table are four buttons: 'Approve', 'Deny', 'Pushback', and 'Save Approval Changes'. The 'Approve' button is circled in red.

The 'Ad Hoc Salary Change Approval' section shows a workflow for 'EMPLID=008843, EMPL_RCD=0:Pending'. It includes a 'Request Information' link and a 'Start New Path' link. The workflow consists of the following steps:

- Staff Approvals: Pending (Multiple Approvers, GRU Signature Authority POSN) → Not Routed (Sharri Peck, Inserted Approver) → Not Routed (Multiple Approvers, Budget Approvers) → Not Routed (Multiple Approvers, Personnel Administrator)
- CCPARKER_2, 1: Pending (Cathy Carver-Parker, Inserted Approver)