


PeopleSoft V9.1



Approving a Transfer

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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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.

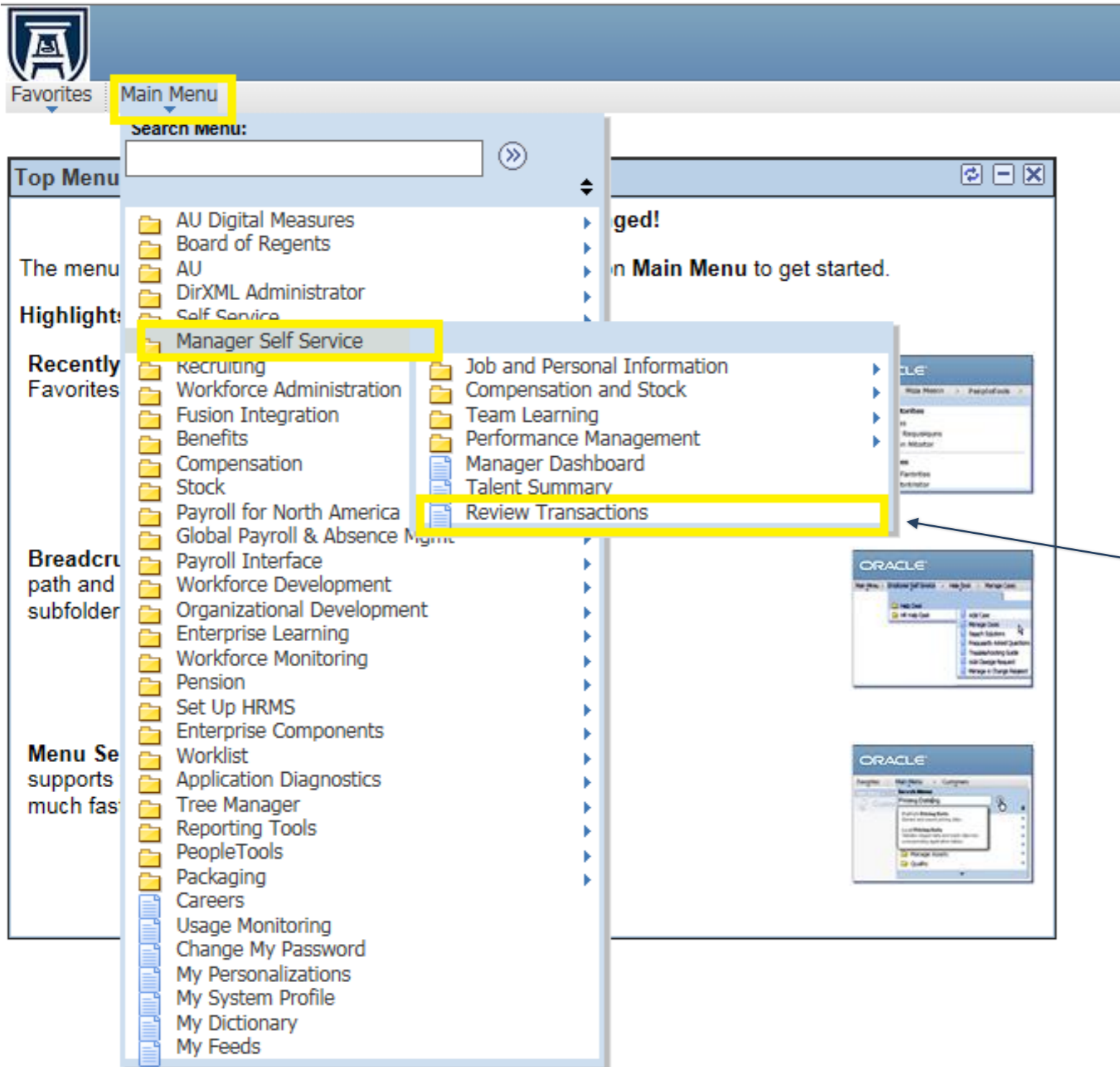
ORACLE®
PEOPLESOFT ENTERPRISE

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>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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ไทย	简体中文																								
繁體中文	العربية																								
UK English																									

You will receive an email notification when there is a transfer 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



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:

Process ID:

Approval Transactions				
Transaction Name	Submitted By	Submitted On Behalf Of	Submitted On	Thread Status
Transfer Transaction Appr	Princess Tiana		12/12/2016 - 2:46 PM	Pending Approve/Deny
Transaction Details				
TRANDATE	EFFSEQ	EMPLID	EMPL_RECORD_NBR	
2016-12-12	1	018461	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 Approve/Deny
Transaction Details				
TRANDATE	EFFSEQ	EMPLID	EMPL_RECORD_NBR	
2016-12-13	1	018461	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 "TransferEmployee".

Select "Refresh". Pending items for this transaction will appear.

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

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

Augusta University Logo

Favorites | Main Menu > Manager Self Service > Review Transactions

Transfer Information

Transfer Date: 12/13/2016
*Reason for Transfer: Manager Request
Workflow Status: In Approval Process
Effective Sequence: 1
Requestor: Princess Tiana

New Information		Current Information	
*Position	Administrative Assistant 2 00000003	Human Resources Assistant 2 00004975	
*Business Unit	Augusta University 12000	Augusta University 12000	
*Department	Facilities Administration 30900010	University HR Services 30400040	
*Location	Augusta University 120	Augusta University 120	
*Job Title	Administrative Assistant 2 505X02	Human Resources Assistant 2 510X22	
Full/Part Time	Full-Time	Full-Time	
Standard Hours	40.00	40.00	
Report to	Director Facilities Operations 00010035	Faculty Support Services Spec 00004972	
Comments	<input type="text"/>		

Transfer Approval Chain

▼ :Pending

Transfer Approval Chain

```
graph LR; A["Pending  
Multiple Approvers  
GRU Dept. Sig. Authority"] --> B["Not Routed  
Multiple Approvers  
Personnel Administrator"]
```

Comment

Approver Name: Duane Ritter

Comment:

METHOD 2

The screenshot shows the Oracle HRMS Main Menu. The 'Manager Self Service' folder is highlighted in yellow. A sub-menu is open for 'Manager Self Service', and the 'Manager Dashboard' option is highlighted in yellow. A blue callout box on the right contains the navigation path: 'Main Menu > Manager Self Service > Manager Dashboard'. Below the menu, there are three small screenshots of the Oracle HRMS interface, showing various HRMS pages like 'My Personalizations' and 'My Dictionary'.

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
!	Return From Leave	Elsa Frozen	01/01/2016	12/14/2016
!	Request Leave Of Absence	Elsa Frozen	12/13/2016	12/13/2016
!	Request Leave Of Absence	Elsa Frozen	12/14/2016	12/14/2016
!	Transfer	Elsa Frozen	12/12/2016	12/12/2016
!	Transfer	Elsa Frozen	12/13/2016	12/12/2016

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

You can open the transfer 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 approved a Transfer transaction.

Manager Dashboard

Pending Approvals

Approval	Name	Effective Date
Return From Leave	Elsa Frozen	01/01/2016
Request Leave Of Absence	Elsa Frozen	12/13/2016
Request Leave Of Absence	Elsa Frozen	12/14/2016
Transfer	Elsa Frozen	12/12/2016
Transfer	Elsa Frozen	12/13/2016

Approve Employee Transfer

Transfer Information

Transfer Date: 12/12/2016
*Reason for Transfer: Intercompany Transfer
Workflow Status: In Approval Process
Effective Sequence: 1
Requestor: Princess Tiana

New Information		Current Information	
*Position	Human Resources Assistant 2 00004975	Human Resources Assistant 2	00004975
*Business Unit	Augusta University 12000	Augusta University	12000
*Department	University HR Services 30400040	University HR Services	30400040
*Location	Augusta University 120	Augusta University	120
*Job Title	Human Resources Assistant 2 510X22	Human Resources Assistant 2	510X22
Full/Part Time	Full-Time	Full-Time	
Standard Hours	40.00	40.00	
Report to	Mgr, Benefits & Data Mgmt 00006316	Faculty Support Services Spec	00004972

Comments

Transfer Approval Chain

:Pending

Transfer Approval Chain

Pending: Multiple Approvers (GRU Dept. Sig. Authority) → Not Routed: Multiple Approvers (Personnel Administrator)

Comment

Approver Name: Duane Ritter

Comment

Approve Deny