

PeopleSoft V9.1

Approving an Distribution Change

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.

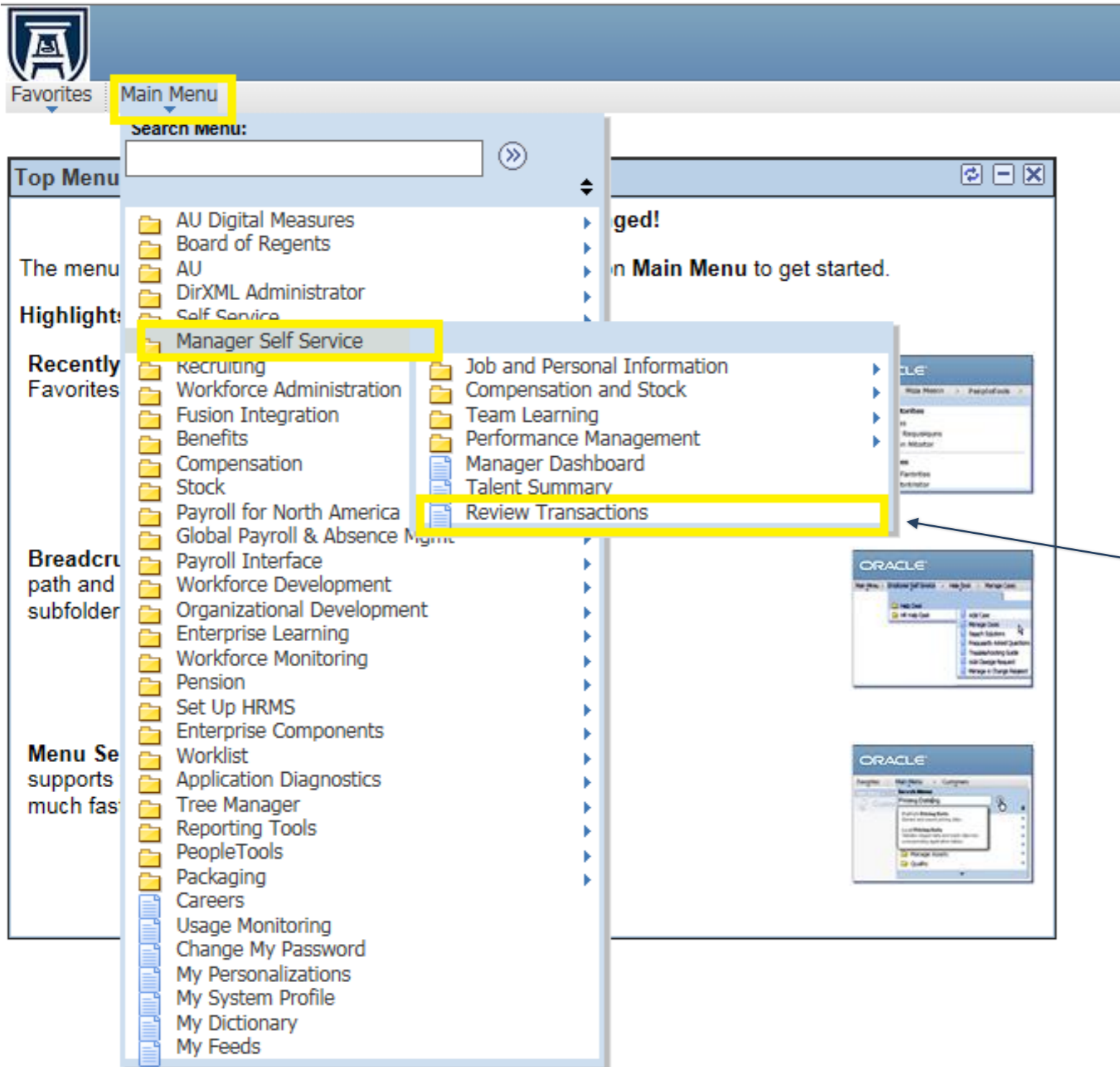
ORACLE®
PEOPLESOFT ENTERPRISE

<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																								
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繁體中文	العربية																								
UK English																									

You will receive an email notification when there is a Distribution Change 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:

Pending my review

Refresh

Process ID:

GRU_Dist_Chg

Approval Transactions

Find First 1 of 1 Last

Transaction Name	Submitted By	Submitted On Behalf Of	Submitted On	Thread Status	
GRU Distribution Change R	Princess Tiana		12/14/2016 - 1:40 PM	Pending	Approve/Deny
Transaction Details					
DEPTID	EFFSEQ	POSITION_NBR	SETID	TRANS_DT	
30400040	0	00004975	12000	2016-12-14	

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 "GRU_Dist_Chg".

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 Distribution Change transaction.

[Favorites](#) | [Main Menu](#) > [Manager Self Service](#) > [Review Transactions](#)

AU Approve Dist. Change

Effective Date: The effective date must be the beginning of the pay period based on the employee's pay frequency, either monthly or biweekly. All changes must be n the effective date of the change.

Set ID: 12000 Fiscal Year:

Department: 30400040 University HR Services

Position Number: 00004975 Human Resources Assistant 2

Current Incumbents [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) [Last](#)

	Empl ID	Name
1	018461	Elsa Frozen

Current Information

	Combination Code	Percent of Distribution	Account	Fund Code	Department	Program Code	Class Field	Project/Grant	Annual Rate	Distribution Amount
1	3040004010000522100001	100.000	522100	10000	30400040	16300	11000		31824.000	31824.000000

New Information

	GL Combination Code	Percent of Distribution	Account	Fund Code	Department	Program Code	Class Field	Project/Grant	Annual Rate	Distribution Amount		
1	3040004010000522100001	100.000	522100	10000	30400040	16300	11000		31824.000	31824.000000	<input type="text" value="+"/>	<input type="text" value="-"/>

Comment:

Distribution Change Approval

SEID=12000, DEPTID=30400040, POSITION_NBR=00004975, EFFDT=2017-01-01, EFFSEQ=0: Pending [Request Information](#) [Start New Path](#)

Distribution Change Approval

Pending Not Routed

GRU Signature Authoritv POSN
 Budoet Aoprovers



Submit Confirmation

The Submit was successful.

OK

You will receive a submit confirmation. Select "OK".

The transaction will be displayed. The workflow will indicate that you have approved the transaction. You have completed Method 1.

AU Approve Dist. Change

Effective Date: The effective date must be the beginning of the pay period based on the employee's pay frequency, either monthly or biweekly. All changes must be made by the publisher corresponds to the effective date of the change.

Set ID: 12000 Fiscal Year:

Department: 30400040 University HR Services

Position Number: 00004975 Human Resources Assistant 2

Current Incumbents [Personalize](#) | [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

Emp ID	Name
1 018461	Elsa Frozen

Current Information

	Combination Code	Percent of Distribution	Account	Fund Code	Department	Program Code	Class Field	Project/Grant	Annual Rate	Distribution Amount
1	3040004010000522100001	100.000	522100	10000	30400040	16300	11000		31824.000	31824.000000

New Information

	GL Combination Code	Percent of Distribution	Account	Fund Code	Department	Program Code	Class Field	Project/Grant	Annual Rate	Distribution Amount		
1	3040004010000522100001	100.000	522100	10000	30400040	16300	11000		31824.000	31824.000000	+	-

Comment:

[Save Approvals](#)

Distribution Change Approval

SE TID=12000, DEP TID=30400040, POSITION_NBR=00004975, EFFDT=2017-01-01, EFFSEQ=0: Pending [Start New Path](#)

Distribution Change Approval

Approved

[Duane Ritter](#)
 GRU Signature Authority POSN
 12/19/16 - 2:53 PM

→

Pending

[Multiple Approvers](#)
 Budget Approvers

→

+

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

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

You can open the GRU Distribution Change 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.

Manager Dashboard

Pending Approvals

Approval	Name	Effective Date	Approval Receipt Date
GRU Additional Pay		01/01/2017	12/14/2016
! GRU Distribution Change		12/20/2016	12/19/2016
! GRU Distribution Change		12/19/2016	12/19/2016
! Transfer		12/13/2016	12/12/2016

Select the "Approve" or "Deny" to route the transaction.

AU_DIST_CHG_A
Help

Manager Dashboard

Pending Approvals

- Approval
- GRU Additional Pay
- GRU Distribution Change
- GRU Distribution Change
- Transfer

AU Approve Dist. Change

Effective Date: 12/20/2016 The effective date must be the beginning of the pay period based on the employee's pay frequency, either monthly or biweekly. All changes must be made by the published payroll deadline that corresponds to the effective date of the change. Fiscal Year 2017

Set ID: 12000

Department: 30400040 University HR Services

Position Number: 00004972 Faculty Support Services Spec

Current Incumbents Personalize | Find | View All | First 1 of 1 Last

Empl ID	Name
1 001960	Princess Tiana

Combination Code	Percent of Distribution	Account	Fund Code	Department	Program Code	Class Field	Project/Grant	Annual Rate	Distribution Amount
1 3040004010000521100001	100.000	521100	10000	30400040	16300	11000		44199.790	44199.790000

GL Combination Code	Percent of Distribution	Account	Fund Code	Department	Program Code	Class Field	Project/Grant	Annual Rate	Distribution Amount
1 3040004010000521100001	100.000	521100	10000	30400040	16300	11000		56000.000	56000.000000 + -

Comment:

Approve
Deny
Save Approvals

Distribution Change Approval

SETID=12000, DEPTID=30400040, POSITION_NBR=00004972, EFFDT=2016-12-20, EFFSEQ=0: Pending [Request Information](#) [Start New Path](#)

Distribution Change Approval

Pending

[Multiple Approvers](#)

GRU Signature Authority POSN

→

Not Routed

[Multiple Approvers](#)

Budget Approvers

→

AU_DIST_CHG_A

Submit Confirmation

The Submit was successful.

OK

You will receive a submit confirmation. Select "OK".

AU Approve Dist. Change

Effective Date: 12/20/2016

The effective date must be the beginning of the pay period based on the employee's pay frequency, either monthly or biweekly. All changes must be corresponds to the effective date of the change.

Set ID: 12000

Fiscal Year 2017

Department: 30400040

University HR Services

Position Number: 00004972

Faculty Support Services Spec

Current Incumbents	
Emp ID	Name
1 001960	Princess Tiana

Current Information										
	Combination Code	Percent of Distribution	Account	Fund Code	Department	Program Code	Class Field	Project/Grant	Annual Rate	Distribution Amount
1	3040004010000521100001	100.000	521100	10000	30400040	16300	11000		44199.790	44199.790000

New Information										
	GL Combination Code	Percent of Distribution	Account	Fund Code	Department	Program Code	Class Field	Project/Grant	Annual Rate	Distribution Amount
1	3040004010000521100001	100.000	521100	10000	30400040	16300	11000		56000.000	56000.000000

Comment:

Save Approvals

Distribution Change Approval

SETID=12000, DEPTID=30400040, POSITION_NBR=00004972, EFFDT=2016-12-20, EFFSEQ=0:Pending [Start New Path](#)

Distribution Change Approval

Approved

✓ Duane Ritter

GRU Signature Authority POSN
12/19/16 - 3:13 PM

→

Pending

🕒 Multiple Approvers

Budget Approvers

+

The transaction will be displayed. The workflow will indicate that you have approved the transaction. You have completed Method 2.

You have successfully approved an Distribution Change transaction.