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.

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

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.

Navigate to "Review Transactions"

Main Menu > Manager Self Service > Review Transactions

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

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.

Favorites | Main Menu > Manager Self Service > Review Transactions

AU Approve Dist. Change

Effective Date: 01/01/2017   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 corresponds to the effective date of the change.

Fiscal Year 2017

Set ID: 12000

Department: 30400040   University HR Services

Position Number: 00004975   Human Resources Assistant 2

Current Incumbents   Personalize | Find | View All | | First 1 of 1 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	30400040100005221000 01	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	30400040100005221000 01	100.000	522100	10000	30400040	16300	11000		31824.000	31824.000000	+	−

Comment:

Save Approvals

Distribution Change Approval

SETID=12000, DEPTID=30400040, POSITION_NBR=00004975, EFFDT=2017-01-01, EFFSEQ=0:Pending   Start New Path

Distribution Change Approval

Approved	Pending
✔ Duane Ritter GRU Signature Authority POSN 12/19/16 - 2:53 PM	🕐 Multiple Approvers Budget Approvers

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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

Personalize

	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

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

AU_DIST_CHG_A

Help

AU Approve Dist. Change

Manager Dashboard

Pending Approvals

Approval	N
GRU Additional Pay	D
GRU Distribution Change	N
GRU Distribution Change	N
Transfer	E

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

Current Information

	Combination Code	Percent of Distribution	Account	Fund Code	Department	Program Code	Class Field	Project/Grant	Annual Rate	Distribution Amount
1	30400040100000521100001	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	30400040100000521100001	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	Not Routed
🕐 Multiple Approvers GRU Signature Authority POSN ➕→	✉ Multiple Approvers Budget Approvers ➕

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AU_DIST_CHG_A

Submit Confirmation

☑ The Submit was successful.

OK

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

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AU_DIST_CHG_A

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 Personalize | Find | View All | ⬚ | ⬛   First ◀ 1 of 1 ▶ Last

Empl 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	30400040100000521100001	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	30400040100000521100001	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		Pending	
✔	Duane Ritter GRU Signature Authority POSN 12/19/16 - 3:13 PM	🕐	Multiple Approvers Budget Approvers	➕

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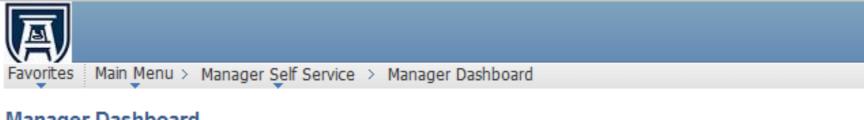
You have successfully approved an Distribution Change transaction.

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