

PeopleSoft V9.1



Approving an Additional Pay Request



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Quick
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Manager
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Office 365

Policy Tech



All Apps

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

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jagwire.augusta.edu**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

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](#)

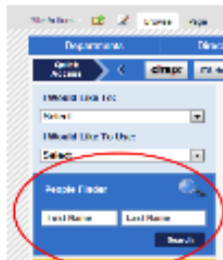
Concierge Service
706-721-9522

New Policies

**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.

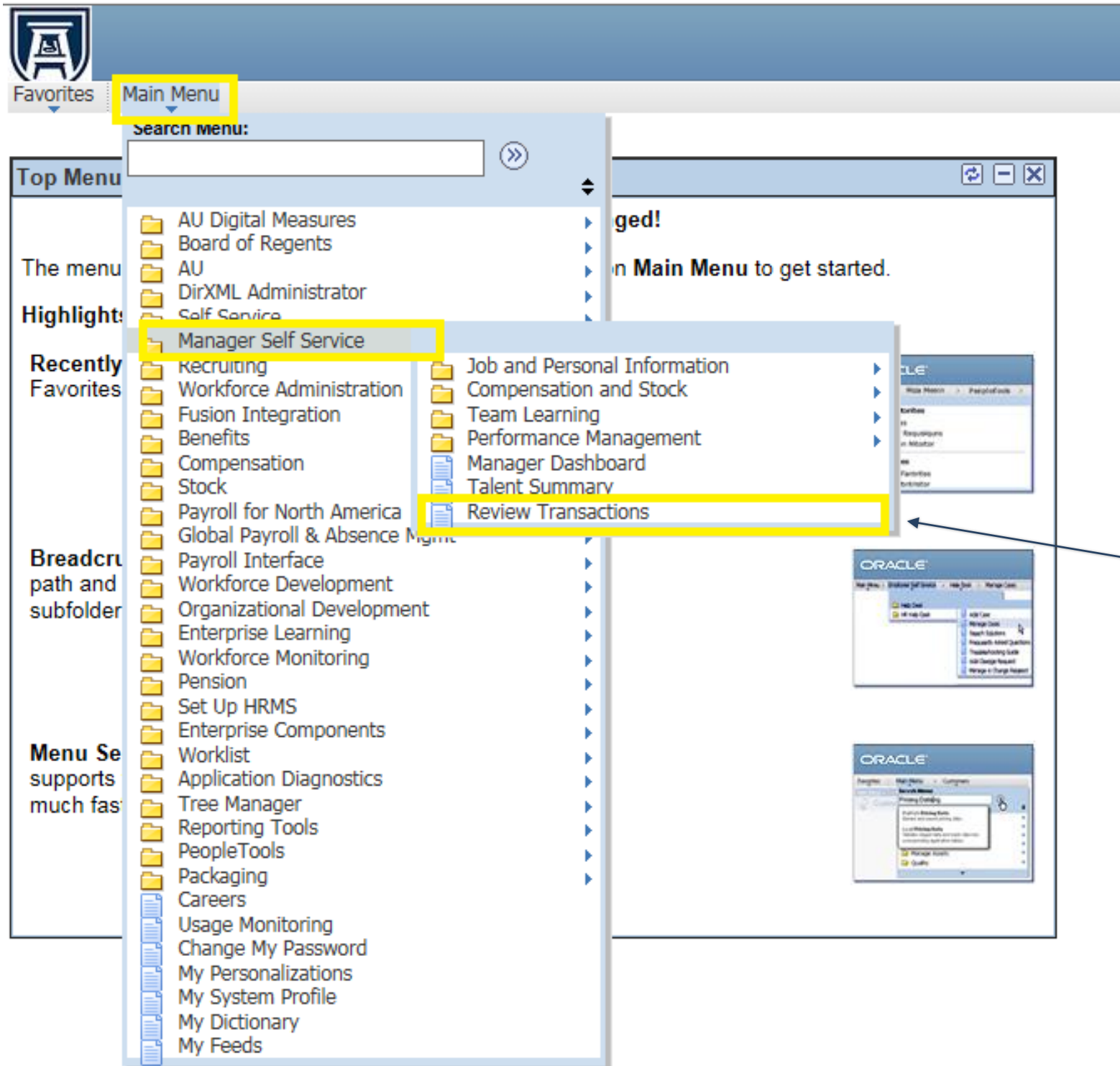
ORACLE®
PEOPLESOFT ENTERPRISE

<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 an Additional Pay 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_Additional_Pay

Approval Transactions

Find First 1 of 1 Last

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

[Approve/Deny](#)

Transaction Details

REQUEST_DT	EFFSEQ	EMPID	EMPLOYEE_REC
2017-01-01	1		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 "GRU_Additional_Pay".

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 Additional Pay transaction.



FavoritesMain Menu > Manager Self Service > Review Transactions

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:

ApproveDeny

Save Approvals


Additional Pay Approval


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

[Request Information](#)
[Start New Path](#)


Additional Pay Approval Path


Pending

 [Multiple Approvers](#)
GRU Dept. Sig. Authority





Not Routed

 [Cathy Carver-Parker](#)
Inserted Approver




Not Routed

 [Multiple Approvers](#)
Additional Pay Approval



Go To: [Manager Home](#)
[Job and Personal Information Home](#)



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

Request Additional Pay
Submit Confirmation

☒ The Submit was successful.

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



Request Additional Pay

Additional Pay Details

Empl ID: [REDACTED] 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: [REDACTED]

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

Approved

✓ [Duane Ritter](#)
GRU Dept. Sig. Authority
12/19/16 - 4:22 PM

Pending

⌚ [Cathy Carver-Parker](#)
Inserted Approver

Not Routed

📁 [Multiple Approvers](#)
Additional Pay Approval

Go To: [Manager Home](#)
[Job and Personal Information Home](#)

[Return to Search](#)

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

METHOD 2

The screenshot displays the Oracle HRMS Main Menu interface. On the left, a sidebar contains sections: 'Top Menu', 'The menu Highlight', 'Recently Favorites', and 'Breadcrumb path and subfolder'. The 'Main Menu' is open, showing a 'Search Menu' field at the top. Below it, a list of folders is displayed, with 'Manager Self Service' highlighted in yellow. A sub-menu is open for 'Manager Self Service', showing a list of options: 'Job and Personal Information', 'Compensation and Stock', 'Performance Management', 'Manager Dashboard' (highlighted in yellow), and 'Review Transactions'. An arrow points from the 'Manager Dashboard' option to a text box on the right. The background shows a preview of the Manager Dashboard page.

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

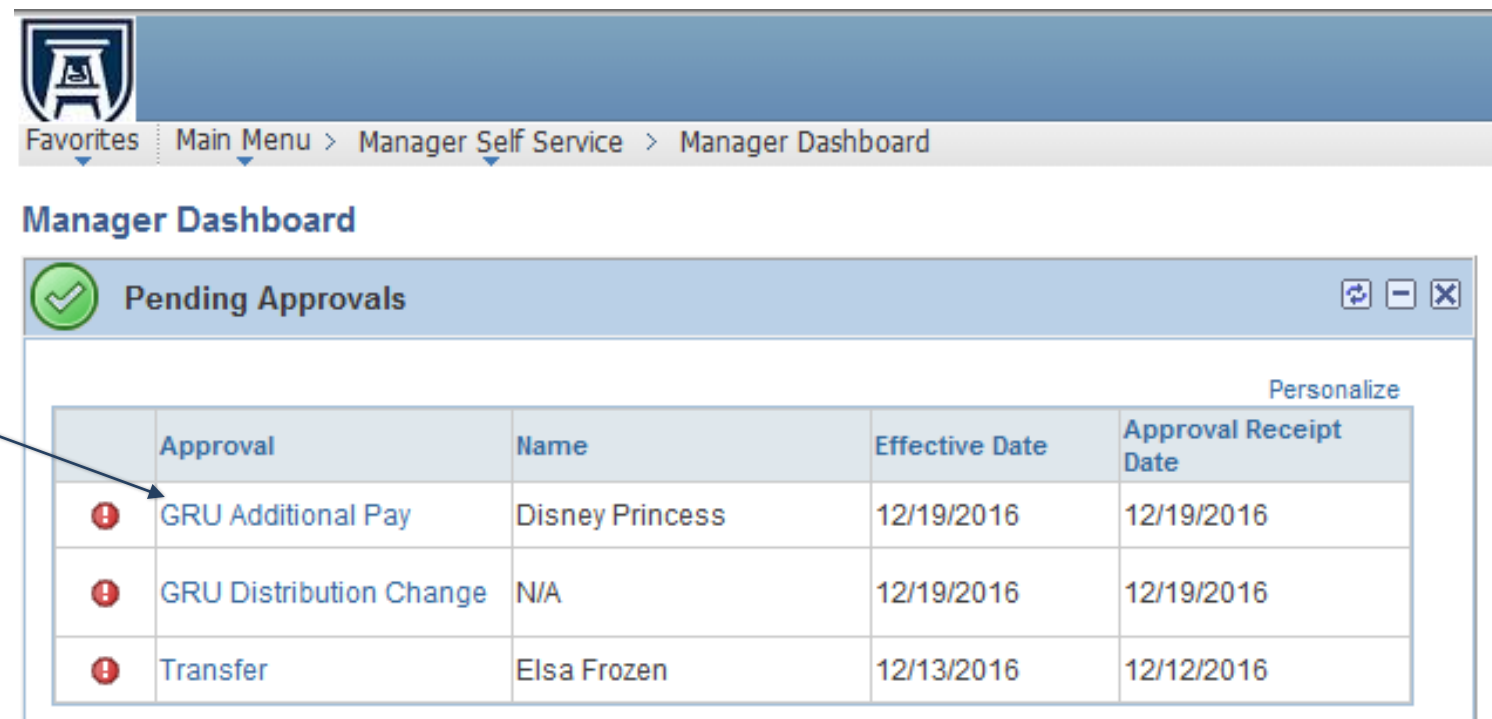
Navigate to Manager Dashboard

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 Additional Pay 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	Disney Princess	12/19/2016	12/19/2016
!	GRU Distribution Change	N/A	12/19/2016	12/19/2016
!	Transfer	Elsa Frozen	12/13/2016	12/12/2016




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



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

Manager Dashboard

 Pending Approvals

	Approval	Name	Effective
	GRU Additional Pay	Disney Princess	12/19/2
	GRU Distribution Change	N/A	12/19/2
	Transfer	Elsa Frozen	12/13/2

Additional Pay? [Help](#)

Request Additional Pay

Additional Pay Details

Empl ID: [REDACTED] Disney Princess

Additional Pay Details

*Effective Date: 12/19/2016

Effective Sequence: 1

*Earnings Code: EXF

Extra Pay Faculty

*Earnings End Date: 01/31/2017

*Total Compensation: 600.00

Combination Code:

Comment:

Approve

Deny

Save Approvals


Additional Pay Approval


EMPLID=008843, EMPL_RCD=0, ACTION_DT_SS=2016-12-19, EFFSEQ=1:Pending

[Request Information](#)
[Start New Path](#)


Additional Pay Approval Path


Pending

 Multiple Approvers
GRU Dept. Sig. Authority



Not Routed

 Multiple Approvers
Additional Pay Approval



[Return to Manager Dashboard](#)

Go To: [Manager Home](#)
[Job and Personal Information Home](#)

Approval	Name	Effective Date	Approval Receipt Date
GRU Additional Pay	Disney Princess	12/19/2016	12/19/2016
GRU Additional Pay	Disney Princess	12/19/2016	12/19/2016

Additional Pay

Request Additional Pay

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 2.

Additional Pay

Request Additional Pay

Additional Pay Details

Empl ID: [REDACTED] Disney Princess

Additional Pay Details

*Effective Date: 12/19/2016 Effective Sequence: 1

*Earnings Code: EXF Extra Pay Faculty

*Earnings End Date: 01/31/2017

*Total Compensation: 600.00

Combination Code: [REDACTED]

Comment: [REDACTED]

[Save Approvals](#)

Additional Pay Approval

EMPLID=008843, EMPL_RCD=0, ACTION_DT_SS=2016-12-19, EFFSEQ=1:Pending +

Additional Pay Approval Path

Approved

✓ Duane Ritter
GRU Dept. Sig. Authority
12/19/16 - 4:33 PM

→ **Pending**

⌚ Multiple Approvers
Additional Pay Approval +

[Return to Manager Dashboard](#)

You have successfully approved an Additional Pay transaction.