

PeopleSoft V9.1

*Viewing Employee Information
(PS HRMS)*

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

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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

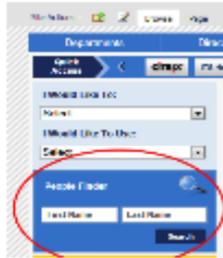
Concierge Service
706-721-9522

New Policies



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.

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<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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UK English																									

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

Main Menu > Manager Self Service > Manager Dashboard

Navigate to the Manager Dashboard.

Main Menu > Manager Self Service > Manager Dashboard

You may view employee job and personal information through options in the Direct Line Reports portlet.

- Employee Job Data may be viewed by selecting the tabs at the top of the portlet.
- Employee Personal Data may be viewed by selecting the Actions drop down box beside the employee's name.

The screenshot displays the Manager Dashboard interface. At the top, there is a navigation bar with the Augusta University logo and a breadcrumb trail: Favorites > Main Menu > Manager Self Service > Manager Dashboard. Below this, the 'Manager Dashboard' title is followed by a 'Pending Approvals' portlet, which shows 'No approvals are pending at this time.' The main focus is the 'Direct Line Reports' portlet. It features a header with 'Direct Line Reports' and a sub-header with 'Personalize | Find | View All | 15-24 of 59'. Below the sub-header are tabs for 'Summary', 'Job Details', 'Contact', 'Compensation', and 'Time'. The 'Summary' tab is active, showing a table with columns for 'Name', 'Job Title', and 'Position in Salary Range'. The first row lists 'Elsa Frozen' as a 'Human Resources Assistant 2'. An 'Actions' dropdown menu is visible next to the employee's name. A large black rectangular box is overlaid on the bottom portion of the table. To the right of the Direct Line Reports portlet are two other portlets: 'My Job Openings' with the message 'You are not assigned to any open jobs.' and 'Quick Links'.

Employee Job Data Information is found in the Direct Line Report Portlet.

The tabs that include this data are:

- Summary
- Job Details
- Contact
- Compensation
- Time
- Succession

On the Summary Tab, you are able to access transactions, view job title, and employee's position in salary range.

Note: Position in salary range is only available for employees that are assigned a salary grade.

The screenshot displays the Manager Dashboard interface. At the top, there is a navigation bar with the Augusta University logo and the following breadcrumb trail: Favorites > Main Menu > Manager Self Service > Manager Dashboard. Below the navigation bar, the page title is "Manager Dashboard".

The dashboard contains two portlets. The first portlet, titled "Pending Approvals", shows a green checkmark icon and the message "No approvals are pending at this time." The second portlet, titled "Direct Line Reports", features a person icon and a tabbed interface. The tabs are "Summary", "Job Details", "Contact", "Compensation", and "Time", with "Summary" currently selected. Above the tabs, there are options for "Personalize", "Find", "View All", and a pagination indicator showing "15-24 of 59".

Below the tabs is a table with the following structure:

Name	Job Title	Position in Salary Range
Elsa Frozen	Human Resources Assistant 2	

The "Position in Salary Range" column for Elsa Frozen shows a green bar with a vertical line, indicating her position within the salary range. Below the table, there is a large empty rectangular area, possibly a placeholder for a chart or additional data.



Manager Dashboard

Pending Approvals Refresh - Close

No approvals are pending at this time.

Direct Line Reports Refresh - Close

Personalize | Find | View All | 15-24 of 59

Summary **Job Details** Contact Compensation Time

Name	Empl ID	Job Code	Years in Job	Job Title
Elsa Frozen	<input type="text"/>	510X22	0.8	Human Resources Assistant 2

On the Job Details tab, you are able to view employee ID, job code, years in job(position) and Job Title



Manager Dashboard

Pending Approvals refresh - close

No approvals are pending at this time.

Direct Line Reports refresh - close

Personalize | Find | View All | | 15-24 of 59

Summary Job Details **Contact** Compensation Time

Name	Telephone	Email	Department	Location
Elsa Frozen	<input type="text"/>	trash	University HR Services	Augusta University

On the Contact Tab, you are able to view home phone number, campus email address, department name and location.



Manager Dashboard

Pending Approvals refresh - close

No approvals are pending at this time.

Direct Line Reports refresh - close

Personalize | Find | View All | | | 15-24 of 59

Summary Job Details Contact **Compensation** Time

Name	Annual Salary	Currency	Minimum	Midpoint	Maximum	Compa-Ratio	Quartile
Elsa Frozen	31,824.000	USD	25,221.000	32,787.000	40,354.000	97	2

On the Compensation tab, you are able to view annual salary. In addition, you may view the minimum, midpoint, and maximum of the salary grade.

Note: At this time, data on this page is only available for staff employees that are assigned a salary grade.

On the Time Tab, you are able to view vacation, sick, and unscheduled holiday leave balances.

Note: Leave balances displayed in PeopleSoft are effective as of the first day of the current month. Real time leave balances should be view in TimeNet.

The screenshot shows the Manager Dashboard interface. At the top, there is a navigation bar with the Augusta University logo and a breadcrumb trail: Favorites > Main Menu > Manager Self Service > Manager Dashboard. Below this is the 'Manager Dashboard' title. The first section is 'Pending Approvals', which shows 'No approvals are pending at this time.' The second section is 'Direct Line Reports', which has a sub-tabbed interface. The 'Time' tab is selected, showing a table of leave balances. The table has columns for Name, Vacation Balance, Sick Balance, and Unscheduled Holiday. The data row shows 'Elsa Frozen' with a Vacation Balance of 31.18 and a Sick Balance of 8.00. The Unscheduled Holiday column is empty. A large black box is drawn around the bottom portion of the table, likely to indicate that the table can be expanded to show more data.

Name	Vacation Balance	Sick Balance	Unscheduled Holiday
Elsa Frozen	31.18	8.00	

To view employee personal information, select the "Actions" down arrow beside their name and then:

Job and Personal Information > View Employee Personal Info.

Manager Dashboard

Pending Approvals

No approvals are pending at this time.

Direct Line Reports

Personalize | Find | View All | 15-24 of 59

Name	Job Title	Position in Salary Range
Elsa Frozen	Human Resources Assistant 2	

Actions

- Job and Personal Information
- Compensation and Stock
- Actions
- Actions
- Actions
- Actions
- Actions
- Actions

View Employee Personal Info

Transfer Employee

Retire Employee

Terminate Employee

Request Add'l Pay

Request LOA

Request Return from Leave

The Employee Information page allows you to view email addresses, phone numbers, emergency contacts, and birthdays by selecting the appropriate link.



[Favorites](#) | [Main Menu](#)

Employee Information

Elsa Frozen

Personal Information

Empl ID	<input type="text"/>	First Start Date	07/06/2010	
Position	Human Resources Assistant 2	00004975	Department	University HR Services 30400040
Job Code	Human Resources Assistant 2	510X22	Location	Augusta University 120
Company	Augusta University	120	Regular/Temporary	Regular
Business Unit	Augusta University	12000	Full/Part Time	Full-Time

Additional Information

[Birthday](#)

[Email Addresses](#)

[Phone Numbers](#)

[Emergency Contacts](#)

[Return to Manager Dashboard](#)

