

# PeopleSoft V9.1

*Originating a Termination Transaction*

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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#getwired

[jagwire.augusta.edu](http://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

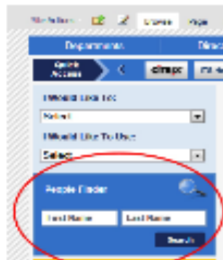
Concierge Service  
706-721-9522

**New Policies**



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><b>Sign In</b></p>	<p><b>Select a Language:</b></p> <table><tr><td><a href="#">English</a></td><td><a href="#">Español</a></td></tr><tr><td><a href="#">Dansk</a></td><td><a href="#">Deutsch</a></td></tr><tr><td><a href="#">Français</a></td><td><a href="#">Français du Canada</a></td></tr><tr><td><a href="#">Italiano</a></td><td><a href="#">Magyar</a></td></tr><tr><td><a href="#">Nederlands</a></td><td><a href="#">Norsk</a></td></tr><tr><td><a href="#">Polski</a></td><td><a href="#">Português</a></td></tr><tr><td><a href="#">Suomi</a></td><td><a href="#">Svenska</a></td></tr><tr><td><a href="#">Čeština</a></td><td><a href="#">日本語</a></td></tr><tr><td><a href="#">한국어</a></td><td><a href="#">Русский</a></td></tr><tr><td><a href="#">ไทย</a></td><td><a href="#">简体中文</a></td></tr><tr><td><a href="#">繁體中文</a></td><td><a href="#">العربية</a></td></tr><tr><td><a href="#">UK English</a></td><td></td></tr></table>	<a href="#">English</a>	<a href="#">Español</a>	<a href="#">Dansk</a>	<a href="#">Deutsch</a>	<a href="#">Français</a>	<a href="#">Français du Canada</a>	<a href="#">Italiano</a>	<a href="#">Magyar</a>	<a href="#">Nederlands</a>	<a href="#">Norsk</a>	<a href="#">Polski</a>	<a href="#">Português</a>	<a href="#">Suomi</a>	<a href="#">Svenska</a>	<a href="#">Čeština</a>	<a href="#">日本語</a>	<a href="#">한국어</a>	<a href="#">Русский</a>	<a href="#">ไทย</a>	<a href="#">简体中文</a>	<a href="#">繁體中文</a>	<a href="#">العربية</a>	<a href="#">UK English</a>	
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**Search Menu:**

**Main Menu**

- Top Menu
- The menu
- Highlight
- Recently Favorites
- Breadcr path and subfolder

- AU
- Self Service
- Manager Self Service
  - Recruiting
  - Workforce Administration
  - Benefits
  - Workforce Development
  - Organizational Development
  - Set Up HRMS
  - Enterprise Components
  - Worklist
  - Reporting Tools
  - PeopleTools
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary
- Job and Personal Information
- Compensation and Stock
- Manager Dashboard
- Review Transactions

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

**Navigate to the Manager Dashboard.**

**Main Menu > Manager Self Service > Manager Dashboard**

Select the "Actions" down arrow next to the employee's name and then:  
Job and Personal Information >  
Terminate Employee

**Pending Approvals**  
No approvals are pending at this time.

**Direct Line Reports**

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

Summary Job Details Contact Compensation Time

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

▼ Actions

- Job and Personal Information ▶
  - View Employee Personal Info
  - Transfer Employee
  - Retire Employee
  - Terminate Employee**
  - Request Add'l Pay
  - Request LOA
  - Request Return from Leave
- ▼ Actions
- ▼ Actions
- ▼ Actions
- ▼ Actions
- ▼ Actions
- ▼ Actions



## Terminate Employee

Elsa Frozen

Instructions

Termination Details

Empl ID [REDACTED]

Job Title Human Resources Assistant 2

\*Termination Date 12/12/2016

\*Reason for Termination

Submit

\* Required Field

[Return to Manager Dashboard](#)

- Attendance
- Child/House Care
- Closing Down of Establishment
- Death
- Discharge
- Dissatisfied w/Comp. Policies
- Dissatisfied w/Fellow Employee
- Dissatisfied w/Promotion Opps
- Dissatisfied w/Type of Work
- Dissatisfied w/Work Conditions
- Dissatisfied with Pay
- Dissatisfied with Supervision
- Dissatisfied with hours
- Dissatisfied with location
- Elimination of Position
- Employer's End Probation Per
- End Temporary Employment
- End of Demand
- End of Fixed-Term Res Contract
- Failure to Return from Leave
- Family Reasons
- Federal Work Study Funds Ended
- Graduated
- Grant Funding Ended
- Gross Misconduct
- Health Reasons
- Hire Action Voided
- Illness in Family
- Insubordination

Enter the effective date of the termination.

Note: The termination date will be the first day that the employee is not longer employed by AU.

Select the 'Reason for Termination' that corresponds with the reason provided in the employees termination documentation.

Select "Submit".

Termination documentation should be forwarded to Benefits/Data Management.

Questions regarding the termination reason should be directed to the Director of Employee Relations.





Favorites

Main Menu

## Terminate Employee Submit Confirmation



The Submit was successful.

OK

You have successfully submitted a Termination Transaction