

PeopleSoft V9.1

Originating a Retirement 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

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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](#)

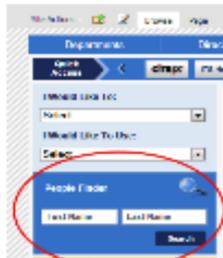
Concierge Service
706-721-9522

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.

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	
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The screenshot displays the Oracle HRMS interface. At the top left is the Augusta University logo. Below it, the 'Main Menu' is expanded, showing a 'Search Menu' field and a list of folders. The 'Manager Self Service' folder is selected, and its sub-menu is open, highlighting the 'Manager Dashboard' option. A blue callout box on the right contains the text: 'Navigate to the Manager Dashboard.' and 'Main Menu > Manager Self Service > Manager Dashboard'. Below the callout, a smaller screenshot shows the 'Manager Dashboard' page with various HRMS options like 'My Personalizations', 'My System Profile', and 'My Dictionary'. The main interface also shows a 'Top Menu' and a 'Breadcrumbs' section on the left side.

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



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

Actions

- Job and Personal Information > View Employee Personal Info
- Compensation and Stock > Transfer Employee
- Retire Employee**
- Terminate Employee
- Request Add'l Pay
- Request LOA
- Request Return from Leave

Select the "Actions" down arrow next to the employee's name and then:

Job and Personal Information > Retire Employee

Enter the effective date of the retirement.

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

Select the "Reason for Retirement" of Retirement with Pay.

Select "Submit".

Retirement documentation should have been completed by the employee by contacting Benefits/Data Management. Department Managers are not responsible for obtaining this documentation.

 Favorites Main Menu

Retire Employee

Elsa Frozen

Instructions

Retirement Details

Empl ID [REDACTED]

Job Title Human Resources Assistant 2

*Retirement Date 12/12/2016 

*Reason for Retirement Retirement With Pay

Submit

* Required Field

[Return to Manager Dashboard](#)



Favorites Main Menu

Retire Employee Submit Confirmation

 The Submit was successful.

OK

You have successfully submitted a Retirement Transaction