

PeopleSoft V9.1

Originating a Return from Leave 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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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

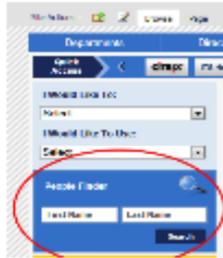
Concierge Service
706-721-9522

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>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																									

Search Menu:

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

- Search Menu: [input field]
- 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 > Request Return from Leave

The screenshot shows the Manager Dashboard interface. At the top, there is a navigation bar with the Augusta University logo and the path: Favorites > Main Menu > Manager Self Service > Manager Dashboard. Below this is the 'Manager Dashboard' header. The first section is 'Pending Approvals', which contains the message: 'No approvals are pending at this time.' The second section is 'Direct Line Reports', which includes a table of employees. The table has columns for Name, Job Title, and Position in Salary Range. The first row shows 'Elsa Frozen' as a 'Human Resources Assistant 2'. A dropdown menu is open next to her name, with 'Actions' highlighted. The dropdown menu contains several options, with 'Job and Personal Information' and 'Request Return from Leave' highlighted. The 'Request Return from Leave' option is the final item in the list.

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

- Job and Personal Information >
- Compensation and Stock >
- Actions
- Actions
- Actions
- Actions
- Actions
- Actions
- Request Return from Leave

Enter the "Return to Work Date". Select "Go".

Note: If you receive a message that you have no direct reports, that means that you do not have anyone that is currently on Leave of Absence status in the system. Please send an email to KAIRINGTON@gru.edu to request that the employee be returned from leave



Request Return from Leave Select Employee

Princess Tiana

Enter the date the employee returns to work and click Go. Select an employee to initiate return from leave request by clicking on the employee name, clicking on Search for Employee, or clicking on the chart icon

Return to Work Dt:

Direct Reports For Princess Tiana			
Name	Empl ID	Job Title	Department
Elsa Frozen		HRAst 2	Unv HR

[Manager Self Service](#)

[Learning and Development](#)

 Favorites | Main Menu > Manager Self Service > Job and Personal Information > Request Return from Leave

Request Return from Leave

Select Employee

Princess Tiana

Enter the date the employee returns to work and click Go. Select an employee to initiate return from leave request by clicking on the employee name, clicking on Search for Employee, or clicking on the chart icon

Return to Work Dt:

[Manager Self Service](#)
[Learning and Development](#)

Select "Search for an employee".

 Favorites | Main Menu > Manager Self Service > Job and Personal Information > Request Return from Leave

Request Return from Leave

Employee Search

Specify your search parameters.

* Search by:

Last Name:

* Required Field

[Return to Select Employee](#)

Enter the last name of the employee being returned from leave. Select "Search".



Request Return from Leave

Employee Search

Specify your search parameters.

*Search by:

Last Name:

Search Results			
Name	Employee ID	Job Title	Department
Elsa Frozen		HRAst 1	Human Reso

* Required Field

[Return to Select Employee](#)

Select Employee Name.



Request Return from Leave Return to Work Details

Elsa Frozen

Enter the return to work details below for the chosen employee.

Leave Begin Date:

Reason for Return

*Effective Date: 01/01/2016

Reason for Return:

Recall from Suspension
Return From Leave

Current Information



Position: Human Resources Assistant 2 00004975

FTE: 1.000000

*Department University HR Services 30400040

*Location Augusta University 120

*Job Code Human Resources Assistant 2 510X22

Reports To: Benefits/Data Admin Supervisor 00006316

Supervisor:

Comment:

* Required Field

Submit

Select "Reason for Return" down arrow and select appropriate reason. In most cases, it will be "return from leave".

Select "Submit".



Favorites Main Menu > Manager Self Service > Job and Personal Information > Request Return from Leave

Request Return from Leave Submit Confirmation

The Submit was successful.

OK

You have successfully submitted a Return from Leave Transaction.