PeopleSoft V9.1

Reviewing Your Transactions
From the PAWS Employee Portal (https://paws.gru.edu), select the All Apps Icon from the Quick Access Bar.

The Presidential Lecture Series is proud to host President Emeritus of Virginia Commonwealth University, Dr. Eugene Trani.

Dr. Karla K. Leeper, Vice President for Board and Executive Affairs and Chief Compliance Officer at Baylor University, has been named Chief of Staff at Georgia Regents University.

The early stages of the planning process for the next Quality Enhancement Plan are underway and they want to know how you would make GRU a better place.
From the PAWS Employee Portal All Apps page, select the PeopleSoft HRMS link.
Log in using your GRU NetID and Password. This would be the same ID and Password that you use to log into Outlook.
Navigate to Review Transactions.

Main Menu > Manager Self Service > Review Transactions
Select the drop down box next to the Transactions field and select “I have submitted” from the drop down list.

Select the “Refresh” button
Find the transaction that you want to add an approver to and select “View Details.”
You have successfully reviewed a transaction.