PeopleSoft V9.1

Personalizing Manager Dashboard

(PS HRMS)
From the PAWS Employee Portal (https://paws.gru.edu), select the All Apps Icon from the Quick Access Bar.
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 the Manager Dashboard.
Main Menu > Manager Self Service > Manager Dashboard
Click on the “Content” link.
Select the box in front of the portlets that you would like to have included on your Manager Dashboard.

Select Save
Select the Basic Layout. Use the Up, Down, Left, and Right Arrows to move portlets around on your dashboard.

Select Save
You have successfully personalized your Manager Dashboard.