

PeopleSoft V9.1

Approval Process for a Job Opening

You will receive an email from hrp461@mcghgapsftapp1@gru.edu stating that you have a Job Opening to approve. Below is a sample email.

Select the url in the email to view the Job Opening information for your approval.



Fri 11/18/2016 11:02 AM

hrp461@mcghgapsftapp1.gru.edu

Approval is Requested for Job Opening (12345) Associate Professor/Professor

To Carver-Parker, Cathy; Bush, Laurie; Forbes, Omar

[Bing Maps](#)

A Job Opening has been entered which requires your attention.

Job Opening ID: **12345**

Posting Title: Associate Professor/Professor

Department ID:

Position Number:

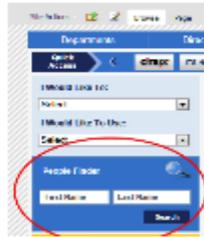
To view this Job Opening, visit:

https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhrp461.augusta.edu%2Fpsp%2Fhrp461%2FEMPLOYEE%2FHRMS%2Fc%2FHRS_HRPM.HRS_JOB_OPENING.GBL%2F7C8038b656578741950b8808d40fcc412d%7C8783ac6bd05b4292b483e65f1fdfee91%7C0&sdata=mKre3Vutz7RIhPFsTAIi8Z%2FABvh6z3458PiYAMkAM3k%3D&reserved=0

If you are unable to log into the system via the link provided in the email, you may log into PeopleSoft HRMS through this navigational path to view the job opening information.

From the PAWS Employee Portal (<https://paws.augusta.edu>), select the "All Apps" icon from the Quick Access Bar.

The screenshot shows the PAWS Employee Portal homepage for Augusta University. At the top, there are logos for PAWS (Portal and Web Services) and Augusta University. A navigation bar includes links for Departments, Leadership, Apps & Tools, Events, News, Policies, and Need Help?. Below this is a 'Quick Access' bar with icons for CITRIX, NURSING, IT Help, POUNCE, Manager Services, HI Employee Self Service, SOFT-SER, TimeNet, LMS, Office 365, Policy Tech, and All Apps. The 'All Apps' icon is highlighted with a blue callout box. On the left side, there are sections for 'I Would Like To:' (with a dropdown menu), 'I Would Like To Use:' (with a dropdown menu), and a 'People Finder' section with input fields for First Name and Last Name, and a Search button. Below that is an 'ITS Alerts' section with a red exclamation mark icon and a text block about A1C testing. The main content area features a large 'JAGWIRE' banner with the text 'Your source for university and health system news and information. Bookmark it today on your computer and mobile devices.' and the hashtag #getwired and website jagwire.augusta.edu. Below the banner is a 'What's New' section with a 'View More' button and several news items: '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', and 'Augusta University's accreditation reaffirmed'. On the right side, there is an 'Upcoming Events' section with a 'View All' button and a list of 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"', and 'Dec 09 Exams- Session 1'. At the bottom right, there are banners for 'Concierge Service 706-721-9522' and 'New Policies'.



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,**

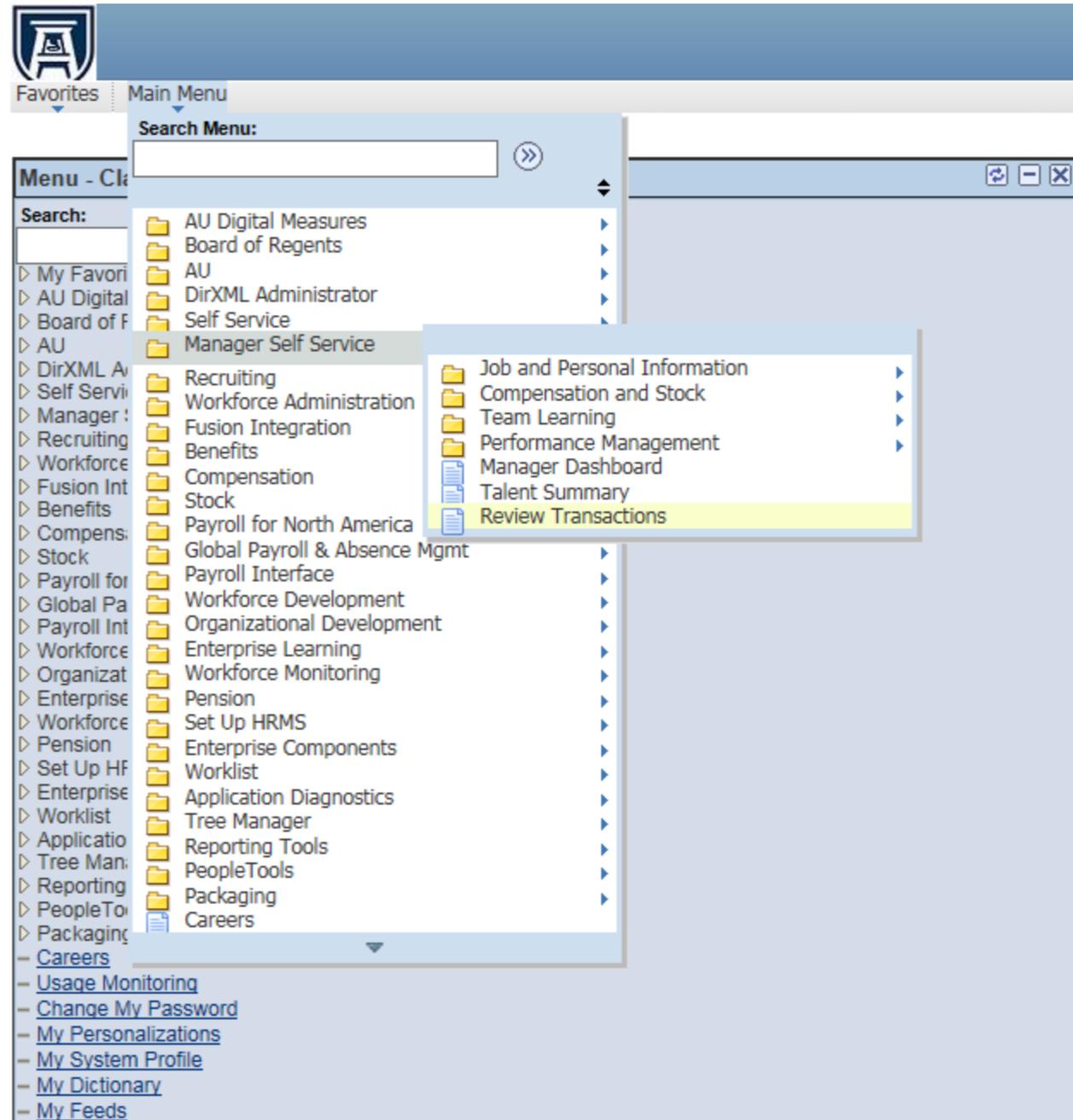
From the PAWS Employee Portal ALL Apps page, select PeopleSoft HRMS link.

Log in using your AU NetID and Password. This would be the same ID and password that you use to log into Outlook.

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<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	
English	Español																								
Dansk	Deutsch																								
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Nederlands	Norsk																								
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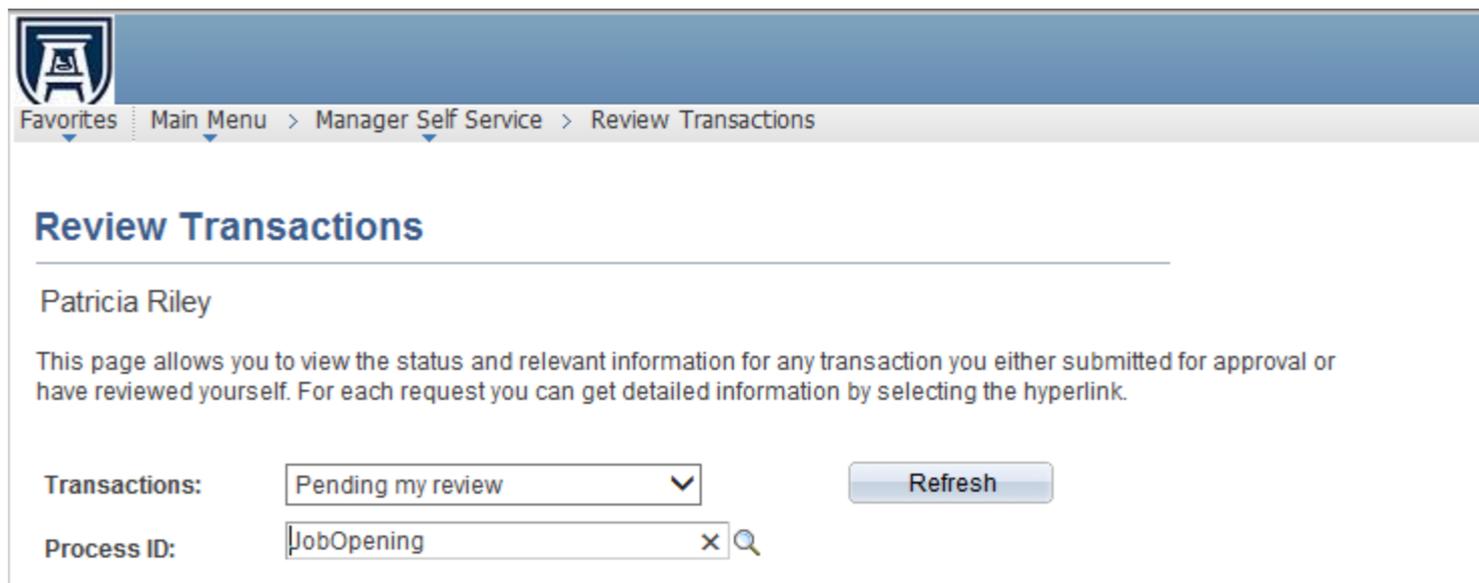
Navigation: Main Menu > Manager Self Service > Review Transactions



Locate transactions needing your approval by setting the **Transactions** filter to “Pending my review”.

Update **Process ID** to find “JobOpening”.

Select **Refresh**.



The screenshot shows a web application interface for 'Review Transactions'. At the top left is the Augusta University logo. Below it is a breadcrumb trail: 'Favorites > Main Menu > Manager Self Service > Review Transactions'. The main heading is 'Review Transactions'. Below the heading is the user name 'Patricia Riley'. A descriptive paragraph states: 'This page allows you to view the status and relevant information for any transaction you either submitted for approval or have reviewed yourself. For each request you can get detailed information by selecting the hyperlink.' Below this are two input fields: 'Transactions:' with a dropdown menu set to 'Pending my review', and 'Process ID:' with a text input field containing 'JobOpening' and a search icon. To the right of these fields is a 'Refresh' button.

Select **Approve/Deny** for the Job Opening(s) pending your approval. If you have more than pending transaction, **Approve/Deny** one at a time.



[Favorites](#) | [Main Menu](#) > [Manager Self Service](#) > [Review Transactions](#)

Review Transactions

Patricia Riley

This page allows you to view the status and relevant information for any transaction you either submitted for approval or have reviewed yourself. For each request you can get detailed information by selecting the hyperlink.

Transactions:

Process ID:

Approval Transactions					Find	First	1-2 of 2	Last
Transaction Name	Submitted By	Submitted On Behalf Of	Submitted On	Thread Status				
Job Opening Process ID	Cathy Carver-Parker	Sharri Peck	1/24/2017 - 12:51 PM	Pending	Approve/Deny			
Transaction Details								
HRS_JOB_OPENING								
12258								
Transaction Name	Submitted By	Submitted On Behalf Of	Submitted On	Thread Status				
Job Opening Process ID	Laurie Bush		12/29/2016 - 3:54 PM	Pending	Approve/Deny			
Transaction Details								
HRS_JOB_OPENING								
12253								



Find Job Opening

Job Opening

[Print Job Opening](#)

Posting Title:	Mgr, Benefits & Data Mgmt	Job Opening ID:	12258
Job Opening Status:	006 Pending Approval	Job Type:	Standard
Job Title:	Mgr, Benefits & Data Mgmt	Job Code:	315X28
Position Number:	00006316 Mgr, Benefits & Data Mgmt		
Business Unit:	12000 Augusta University		

Select Approvals.

[Save](#) [Clone](#) [Create New](#) [Previous Job Opening](#) [Next Job Opening](#) [Job Opening List](#)

Activity & Attachments Job Opening Details

Job Opening Details [Screening](#) [Team](#) [Posting](#) **[Approvals](#)**

Opening Information

Job Opening Type:	Standard Requisition		
Created By:	<input type="text" value="001960"/>		Cathy Carver-Parker
Created:	<input type="text" value="01/24/2017"/>		
*Openings to Fill:	<input type="text" value="Limited"/>		
Target Openings:	<input type="text" value="1"/>		
Available Openings:	<input type="text" value="1"/>		
Establishment ID:	<input type="text" value="120"/>		Augusta University
Business Unit:	<input type="text" value="12000"/>		Augusta University
Position Number:	<input type="text" value="00006316"/>		Mgr, Benefits & Data Mgmt
Job Code:	<input type="text" value="315X28"/>		Mgr, Benefits & Data Mgmt
Company:	<input type="text" value="120"/>		Augusta University



Find Job Opening

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Comments Text:

If needed, the Approver is still able to add an additional Approver at this point.

If you **approve**, the transaction will continue to move through the approval process.

If you **deny**, the transaction process will stop.

Select **Approve** or **Deny**.

You have successfully approved the Job Opening.



Favorites Main Menu > Manager Self Service > Review Transactions

Find Job Opening

Job Opening

[Print Job Opening](#)

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Save Clone Create New [Previous Job Opening](#) [Next Job Opening](#) [Job Opening List](#)

Activity & Attachments **Job Opening Details**

[Job Opening Details](#) [Screening](#) [Team](#) [Posting](#) [Approvals](#)

Supervisor/Recruiter Grp Aprv



Comments Text:

Points of Contact

System Access Inquiries: Sharri Peck or Cathy Carver-Parker

Faculty Support Services: Laurie Bush or Omar Forbes

Executive Recruitment: Carolyn Burns, Sharon Wingard or Sherena Hobbs

Staff Recruitment: Dena Pickett, Jacob Usry, Toneshia Rickerson, Veeta Perry