

PeopleSoft V9.1

Originating an Additional Pay 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

JAGWIRE

Your source for university and health system news and information. Bookmark it today on your computer and mobile devices.

#getwired jagwire.augusta.edu

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

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

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

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

User ID:

Password:

Sign In

Select a Language:

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	

Search Menu:

Main Menu

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

Manager Self Service

- 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
Add'l Pay

Manager Dashboard

Pending Approvals

No approvals are pending at this time.

Direct Line Reports

Personalize | Find | View All | 42-51 of 59

Summary | Job Details | Contact | Compensation | Time


Name	Job Title	Position in Salary Range
Disney Princess	HR Benefits Coordinator	

Actions

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

Enter the
"Additional Pay
Effective Date".

Select appropriate
Employee Name.

 Favorites Main Menu > Manager Self Service > Job and Personal Information > Request Add'l Pay

Request Additional Pay

Select Employee

[Princess Tiana](#)

Enter the additional pay effective date (first day of the month) and click Go. Select an employee to initiate additional pay request by clicking on the employee name or clicking on Search for Employee.

Add'l Pay Eff Dt:

Direct Reports For Princess Tiana Personalize | Find | First 1-37 of 37 Last

Name	Empl ID	Job Title	Department
[REDACTED]	[REDACTED]	[REDACTED]	TA&D
[REDACTED]	[REDACTED]	[REDACTED]	TA&D
[REDACTED]	[REDACTED]	[REDACTED]	TA&D
[REDACTED]	[REDACTED]	[REDACTED]	Human Reso
[REDACTED]	[REDACTED]	[REDACTED]	TA&D
[REDACTED]	[REDACTED]	[REDACTED]	Unv HR
[REDACTED]	[REDACTED]	[REDACTED]	Unv HR
[REDACTED]	[REDACTED]	[REDACTED]	TA&D
Disney Princess	008843	HR Ben Cor	Unv HR
[REDACTED]	[REDACTED]	[REDACTED]	Human Reso
[REDACTED]	[REDACTED]	[REDACTED]	Unv HR
[REDACTED]	[REDACTED]	[REDACTED]	TA&D
[REDACTED]	[REDACTED]	[REDACTED]	TA&D
[REDACTED]	[REDACTED]	[REDACTED]	TA&D
[REDACTED]	[REDACTED]	[REDACTED]	TA&D

Manager Self Service



Request Additional Pay Additional Pay Details

Empl ID: [REDACTED] Disney Princess

Enter the additional pay details below for the chosen employee.
Any other info needed?

Additional Pay Details

*Effective Date: 01/01/2017 Effective Sequence: 1

*Earnings Code:

*Earnings End Date:

*Total Compensation:

Combination Code:

Comment:

[Return to Employee Search](#)

Go To: [Manager Home](#)
[Job and Personal Information Home](#)

[? Help](#)

Look Up Earnings Code

Search by: begins with

[Advanced Lookup](#)

Search Results

View 100 First 1-7 of 7 Last

Earnings Code	Description
CED	Continuing Education
DIF	Shift Differential Adjustment
EXF	Extra Pay Faculty
EXP	Extra Pay Professional
MRI	MCGRI Research Incentive Pgm
PPG	PPG Incentive
PPP	Practice Plan Payment

Select the appropriate "Earnings Code".



Request Additional Pay Additional Pay Details

Empl ID: [REDACTED] Disney Princess

Enter the additional pay details below for the chosen employee.
Any other info needed?

Additional Pay Details

*Effective Date: 01/01/2017 Effective Sequence: 1

*Earnings Code: EXP Extra Pay Professional

*Earnings End Date: 02/01/2017

*Total Compensation: 500.00

Combination Code:

Comment:

[Return to Employee Search](#)

Go To: [Manager Home](#)

[Job and Personal Information Home](#)

Enter the Earnings End Date and Total Compensation. *End Date = last day of pay period in which additional pay is to be paid.

Enter a Combination Code (funding) only if different from the employees normal funding.

Enter any applicable comments.

Select "Submit".



Request Additional Pay

Submit Confirmation



The Submit was successful.

OK

You have successfully submitted an Additional Pay transaction.