# PeopleSoft V9.1

Originating a Temporary (Exempt)Template-Based Hire









Need Help?

Sign In

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

Departments Leadership Apps & Tools Events News Policies

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 Ctrix

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

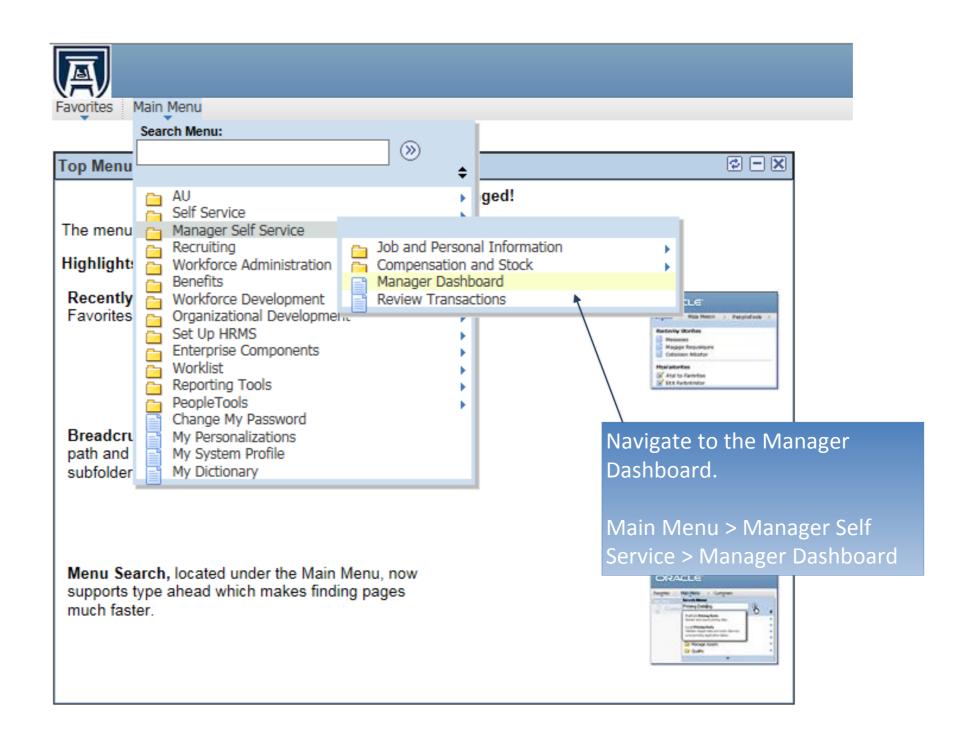
The links below are for systems that are NO LONGER USED,

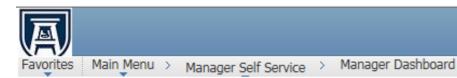
Log in using your AU NetID and Password. This would be the same ID and password that you use to log into Outlook.

## ORACLE.

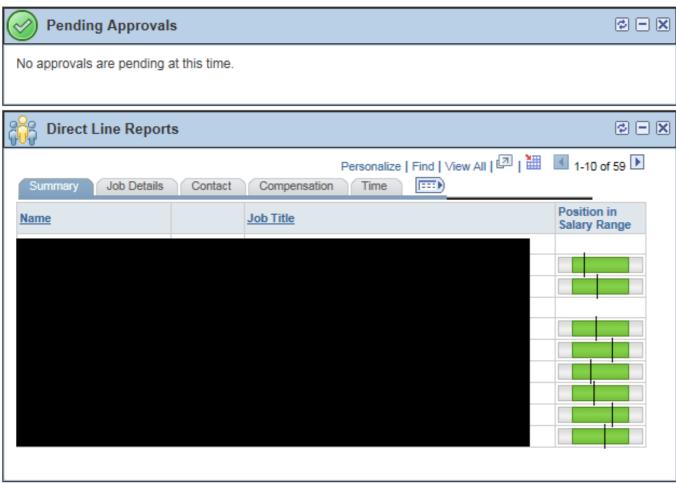
### PEOPLESOFT ENTERPRISE

User ID:  Password:  Sign In	Select a Language: English Dansk Français Italiano Nederlands Polski Suomi Čeština 한국어 ™ 또 繁體中文 UK English	Español Deutsch Français du Canada Magyar Norsk Português Svenska 日本語 Русский 简体中文

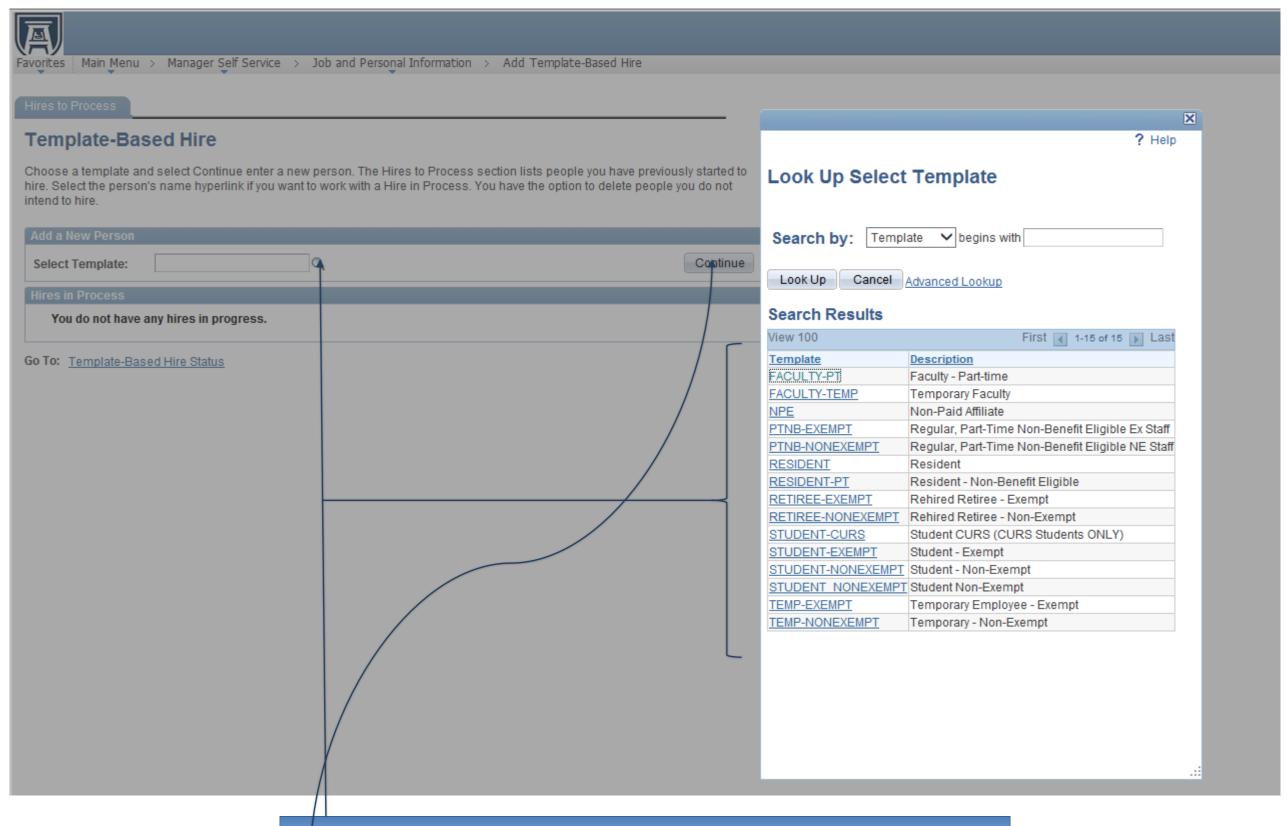




#### **Manager Dashboard**







- 1. Select appropriate "Temp-EXEMPT" hire template.
- 2. Select "Continue"

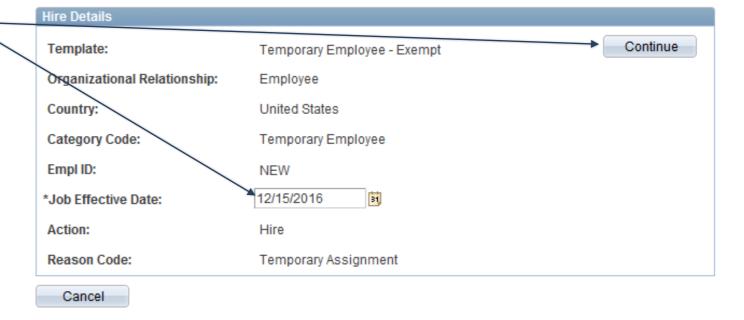
Enter the Job Effective Date for the hire.

Select "Continue"

#### Template-Based Hire

#### **Enter Hire Details**

The following information is required before hiring, rehiring, adding, or renewing a Person.



\* Required Field

#### **Template-Based Hire**

#### **Enter Employee Information**

Enter the following employee or contingent worker information. If you cannot enter all of the person's information select Save for Later.

Name, Address, Phone	Personal Information Job Infor	mation Benefits Data	
Hire Template Information			
Template:	Temporary Employee - Exempt	Effective	Date: 12/15/2016
Employee Information			
Primary Name - English			
Name Prefix:	~		
*First Name:			
Middle Name:			
*Last Name:			
Name Suffix:	~		
Person Address 01 - Uni	ted States		
Address Type:	Home		
*Address Line 1:			
Address Line 2:			
Address Line 3:			
*City:		*State:	Q
*Postal Code:		*County:	
Person Phone Number 0	1		
Phone Type:	Main		
Telephone:		Phone Extension:	
Person Phone Number 0	2		
Phone Type:	Campus		
*Telephone:		Phone Extension:	
Comments			

You will need to complete all data fields that have an asterisk (\*). On the "Name, Address, Phone" tab, please include the following information:

- First Name
- Last Name
- Address Line 1
- City
- State
- Postal Code
- County
- Campus Telephone

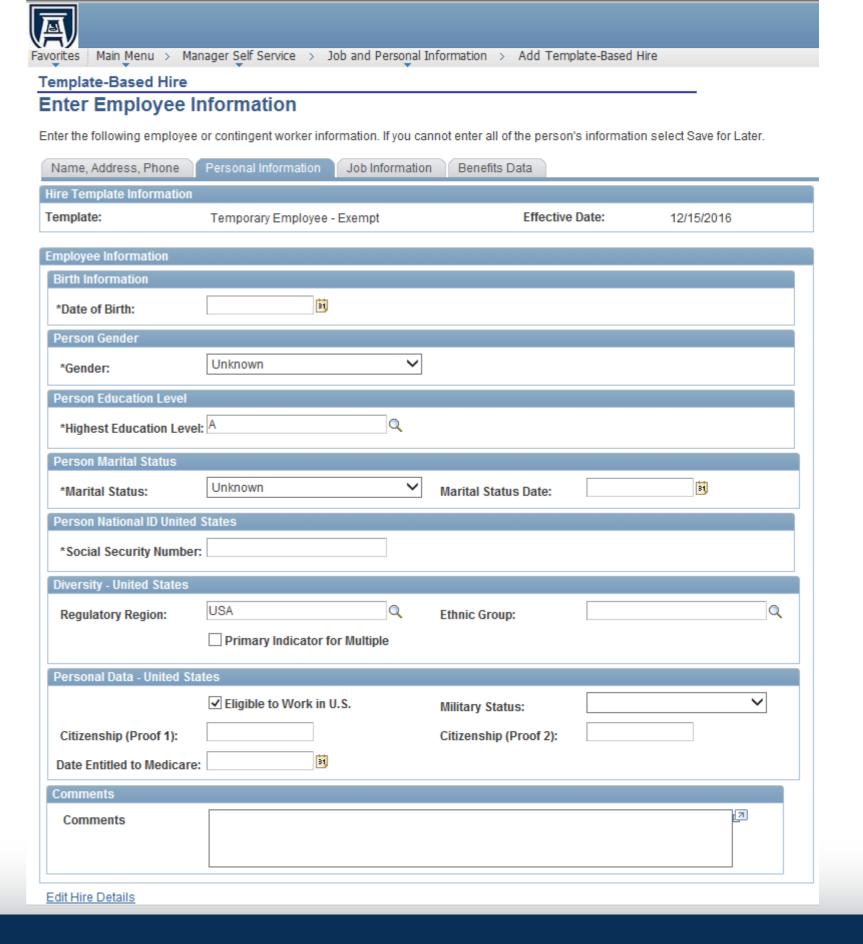
Upon data entry completion on this page select the "Personal Information" tab.

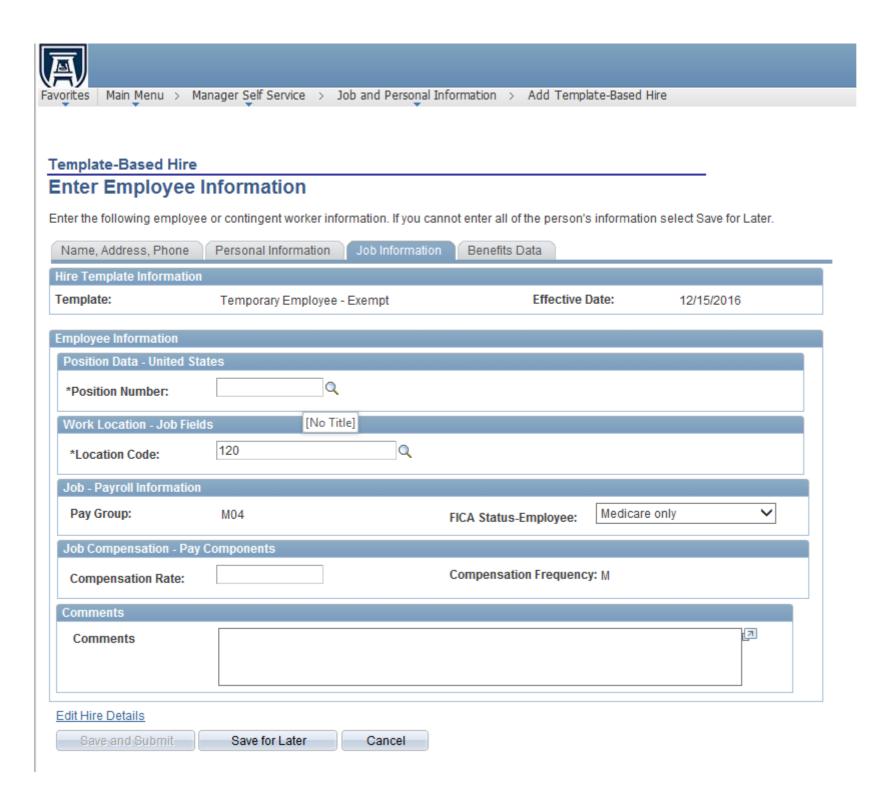
On the Personal Information tab, please complete the following information (\*):

- Date of Birth
- Gender
- Highest Level of Education
- Marital Status
- Social Security Number

You will not populate Citizenship or the Date Entitled to Medicare.

Once you have entered the required fields, select the Job Information tab.





## On the Job Information tab, enter the following information:

- Position Number
- Location Code (120)
- Compensation Rate

Once completed, select the "Benefits Data tab."

You are not required to enter data on the "Benefits Data" page, however you must "Save and Submit" the request via this page.

Note: The comments section is available on each page. You may select the "Save for Later" button if you need to return to the transaction at a later time prior to submitting.

Select "Save and Submit" to submit this transaction to Human Resources.

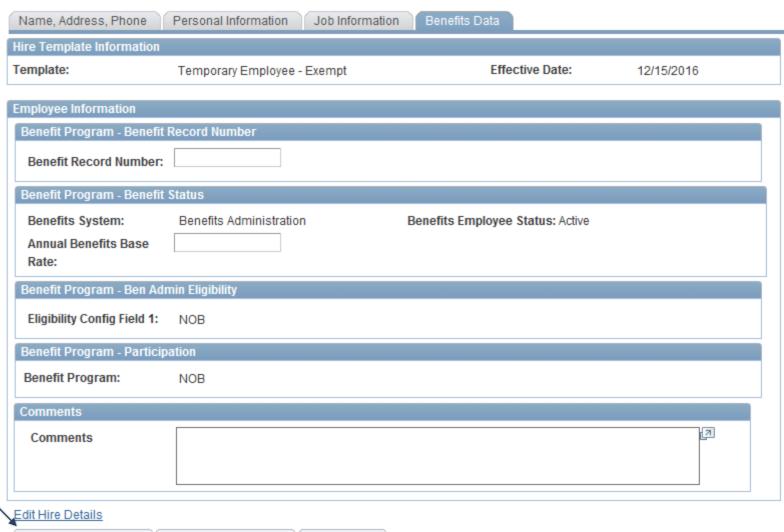


Favorites Main Menu > Manager Self Service > Job and Personal Information > Add Template-Based Hire

#### Template-Based Hire

#### **Enter Employee Information**

Enter the following employee or contingent worker information. If you cannot enter all of the person's information select Save for Later.



Save and Submit Save for Later Cancel

Favorites Main Menu > Manager Self Service > Job and Personal Information > Add Template-Based Hire

#### Template-Based Hire

#### **Submit Confirmation**



The submit was successful. The Human Resources department will review the person's data and update the HR system.

Go To the Template-Based Hire Status page to review the status of this person.



You have successfully submitted a Temporary Exempt Template-Based Hire