

PeopleSoft V9.1



Originating a Temporary (Exempt) Template-Based Hire

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®
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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																								
Français	Français du Canada																								
Italiano	Magyar																								
Nederlands	Norsk																								
Polski	Português																								
Suomi	Svenska																								
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한국어	Русский																								
ไทย	简体中文																								
繁體中文	العربية																								
UK English																									

Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.

Main Menu > Manager Self Service > Manager Dashboard

Navigate to the Manager Dashboard.

Main Menu > Manager Self Service > Manager Dashboard



Manager Dashboard

Pending Approvals Refresh Min Max

No approvals are pending at this time.

Direct Line Reports Refresh Min Max

Personalize | Find | View All | | | 1-10 of 59

Summary Job Details Contact Compensation Time

Name	Job Title	Position in Salary Range

My Job Openings

You are not assigned to any open jobs.

Quick Links

- Allocate Compensation
- Add Template-Based Hire
- AU Request Dist Change

In the Quick Links portlet, select the "Add Template-Based Hire" option.



Hires to Process

Template-Based Hire

Choose a template and select Continue enter a new person. The Hires to Process section lists people you have previously started to hire. Select the person's name hyperlink if you want to work with a Hire in Process. You have the option to delete people you do not intend to hire.

Add a New Person

Select Template:

Continue

Hires in Process

You do not have any hires in progress.

Go To: [Template-Based Hire Status](#)

[? Help](#)

Look Up Select Template

Search by: begins with

[Advanced Lookup](#)

Search Results

View 100 First 1-15 of 15 Last

Template	Description
FACULTY-PT	Faculty - Part-time
FACULTY-TEMP	Temporary Faculty
NPE	Non-Paid Affiliate
PTNB-EXEMPT	Regular, Part-Time Non-Benefit Eligible Ex Staff
PTNB-NONEXEMPT	Regular, Part-Time Non-Benefit Eligible NE Staff
RESIDENT	Resident
RESIDENT-PT	Resident - Non-Benefit Eligible
RETIREE-EXEMPT	Rehired Retiree - Exempt
RETIREE-NONEXEMPT	Rehired Retiree - Non-Exempt
STUDENT-CURS	Student CURS (CURS Students ONLY)
STUDENT-EXEMPT	Student - Exempt
STUDENT-NONEXEMPT	Student - Non-Exempt
STUDENT_NONEXEMPT	Student Non-Exempt
TEMP-EXEMPT	Temporary Employee - Exempt
TEMP-NONEXEMPT	Temporary - Non-Exempt

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.

Hire Details	
Template:	Temporary Employee - Exempt
Organizational Relationship:	Employee
Country:	United States
Category Code:	Temporary Employee
Empl ID:	NEW
*Job Effective Date:	<input type="text" value="12/15/2016"/>
Action:	Hire
Reason Code:	Temporary Assignment

Continue

Cancel

* 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 Information		Benefits Data	
Hire Template Information									
Template:		Temporary Employee - Exempt			Effective Date:		12/15/2016		
Employee Information									
Primary Name - English									
Name Prefix:		<input type="text"/>							
*First Name:		<input type="text"/>							
Middle Name:		<input type="text"/>							
*Last Name:		<input type="text"/>							
Name Suffix:		<input type="text"/>							
Person Address 01 - United States									
Address Type:		Home							
*Address Line 1:		<input type="text"/>							
Address Line 2:		<input type="text"/>							
Address Line 3:		<input type="text"/>							
*City:		<input type="text"/>			*State:		<input type="text"/>		
*Postal Code:		<input type="text"/>			*County:		<input type="text"/>		
Person Phone Number 01									
Phone Type:		Main							
Telephone:		<input type="text"/>			Phone Extension:		<input type="text"/>		
Person Phone Number 02									
Phone Type:		Campus							
*Telephone:		<input type="text"/>			Phone Extension:		<input type="text"/>		

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.





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.

Hire Template Information

Template: Temporary Employee - Exempt **Effective Date:** 12/15/2016

Employee Information

Birth Information

*Date of Birth:

Person Gender

*Gender:

Person Education Level

*Highest Education Level:

Person Marital Status

*Marital Status: Marital Status Date:

Person National ID United States

*Social Security Number:

Diversity - United States

Regulatory Region: Ethnic Group:
 Primary Indicator for Multiple

Personal Data - United States

Eligible to Work in U.S. Military Status:
 Citizenship (Proof 1): Citizenship (Proof 2):
 Date Entitled to Medicare:

Comments

Comments

[Edit Hire Details](#)

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.



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 Information		Benefits Data	
Hire Template Information							
Template:	Temporary Employee - Exempt			Effective Date:	12/15/2016		
Employee Information							
Position Data - United States							
*Position Number:	<input type="text"/>						
Work Location - Job Fields [No Title]							
*Location Code:	<input type="text" value="120"/>						
Job - Payroll Information							
Pay Group:	M04		FICA Status-Employee:	<input type="text" value="Medicare only"/>			
Job Compensation - Pay Components							
Compensation Rate:	<input type="text"/>			Compensation Frequency: M			
Comments							
Comments	<input type="text"/>						

[Edit Hire Details](#)

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.

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 Information		Benefits Data	
Hire Template Information							
Template:	Temporary Employee - Exempt			Effective Date:	12/15/2016		
Employee Information							
Benefit Program - Benefit Record Number							
Benefit Record Number:	<input type="text"/>						
Benefit Program - Benefit Status							
Benefits System:	Benefits Administration			Benefits Employee Status:	Active		
Annual Benefits Base Rate:	<input type="text"/>						
Benefit Program - Ben Admin Eligibility							
Eligibility Config Field 1:	NOB						
Benefit Program - Participation							
Benefit Program:	NOB						
Comments							
Comments	<input type="text"/>						
Edit Hire Details							
Save and Submit		Save for Later		Cancel			



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.

OK

You have successfully submitted a Temporary Exempt Template-Based Hire