PeopleSoft V9.1

Originating a Temporary (Non-Exempt)Template-Based Hire

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

Sign In

Departments | Leadership | Apps & Tools | Events | News | Policies | Need Help?

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,

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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
ไทย
繁體中文
UK English

Español
Deutsch
Français du Canada
Magyar
Norsk
Português
Svenska
日本語
Русский
简体中文
العربية

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Navigate to the Manager Dashboard.

Main Menu > Manager Self Service > Manager Dashboard

Manager Dashboard

Pending Approvals
No approvals are pending at this time.

Direct Line Reports

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.

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 - Non-Exempt	Continue
Organizational Relationship:	Employee	
Country:	United States	
Category Code:	Temporary Employee	
Empl ID:	NEW	
*Job Effective Date:	12/15/2016	
Action:	Hire	
Reason Code:	Temporary Assignment	

Cancel

* Required Field

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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 | Benefit Information |

Hire Template Information

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

Employee Information

Primary Name - English

Name Prefix:	[▼]
*First Name:	[ ]
Middle Name:	[ ]
*Last Name:	[ ]
Name Suffix:	[▼]

Person Address 01 - United States

Address Type:	Home		
*Address Line 1:	[ ]		
Address Line 2:	[ ]		
Address Line 3:	[ ]		
*City:	[ ]	***State:**	[🔍]
*Postal Code:	[ ]	***County:**	[ ]

Person Phone Number 01

| **Phone Type:** | Main | | |
| **Telephone:** | [ ] | **Phone Extension:** | [ ] |

Person Phone Number 02

| **Phone Type:** | Campus | | |
| ***Telephone:** | [ ] | **Phone Extension:** | [ ] |

Comments

| **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.

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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.

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.

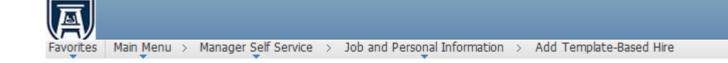Select "Save and Submit" to submit this transaction to Human Resources.

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 | Benefit Information |

Hire Template Information

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

Employee Information

Benefit Program - Benefit Record Number

Benefit Record Number:

Benefit Program - Benefit Status

| **Benefits System:** | Benefits Administration | **Benefits Employee Status:** Active |
| **Annual Benefits Base Rate:** | | |

Benefit Program - Ben Admin Eligibility

Eligibility Config Field 1:   NOB

Benefit Program - Participation

Benefit Program: NOB

Comments

Comments

Edit Hire Details

| Save and Submit | Save for Later | Cancel |

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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 Non-Exempt Template-Based Hire

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