PeopleSoft V9.1

Originating a Non-Paid Affiliate Template-Based Hire

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PAWS PORTAL AND WEB SERVICES | **AUGUSTA UNIVERSITY**

🏠 ❓ Sign In

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

| 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	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	

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.

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: Template ▾   begins with [_____]

Look Up   Cancel   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 "NPE" hire template.
2. Select "Continue"

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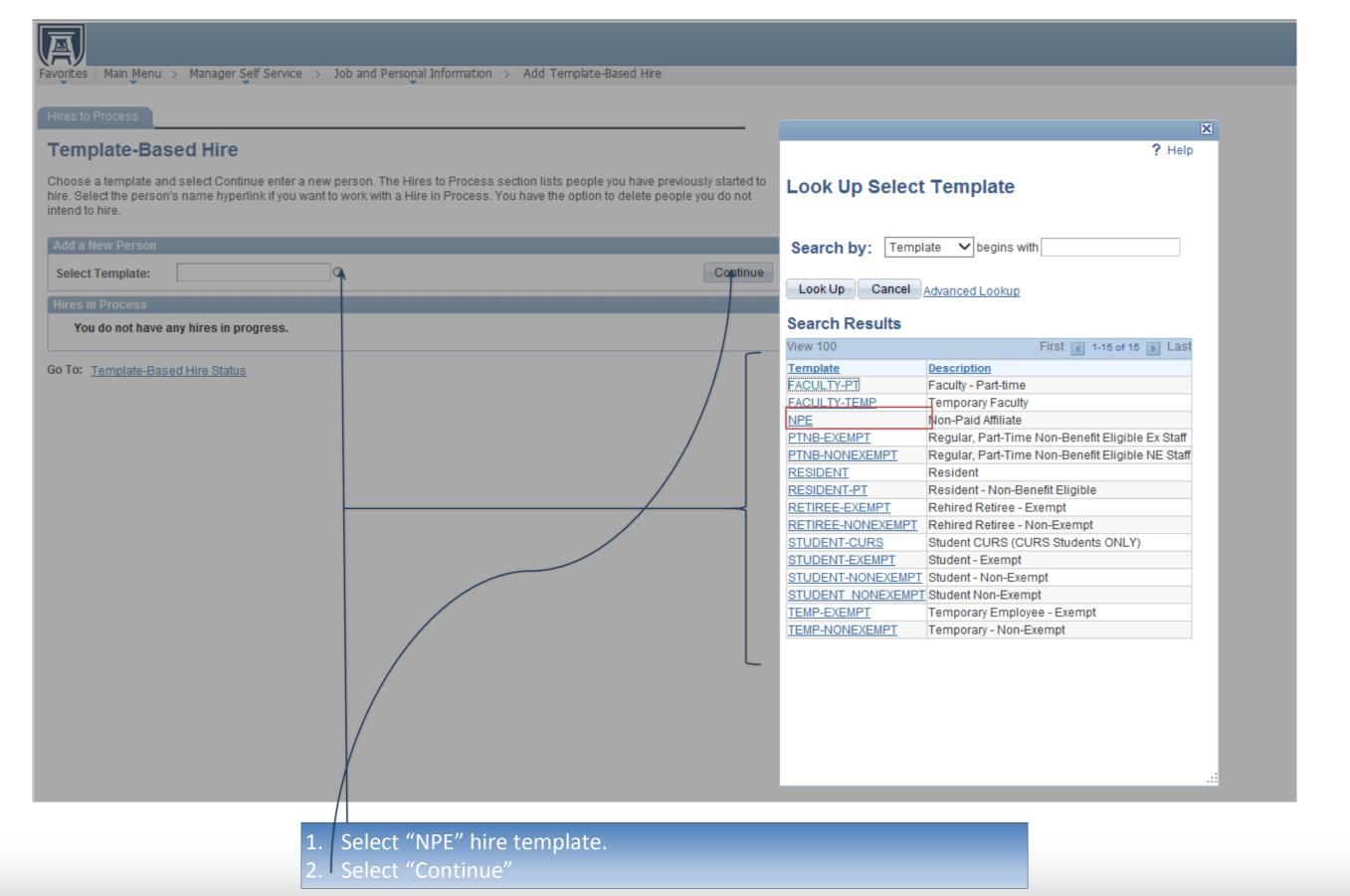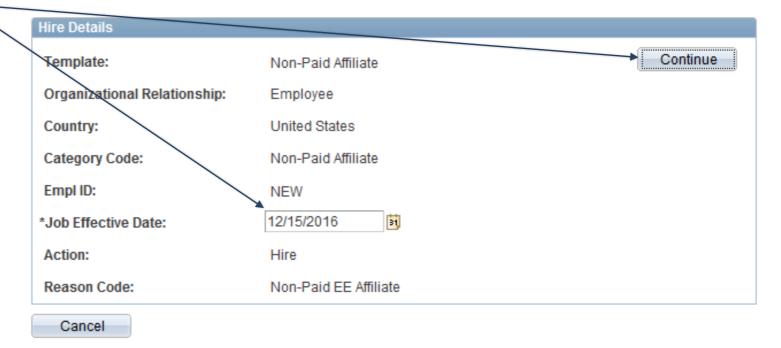
Enter the Job Effective Date for the hire.

Select "Continue"

Template-Based Hire

Enter Hire Details

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

Hire Details

		Continue
Template:	Non-Paid Affiliate	
Organizational Relationship:	Employee	
Country:	United States	
Category Code:	Non-Paid Affiliate	
Empl ID:	NEW	
*Job Effective Date:	12/15/2016	
Action:	Hire	
Reason Code:	Non-Paid EE Affiliate	

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 | Benefits Information |

Hire Template Information

| Template: | Non-Paid Affiliate | **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
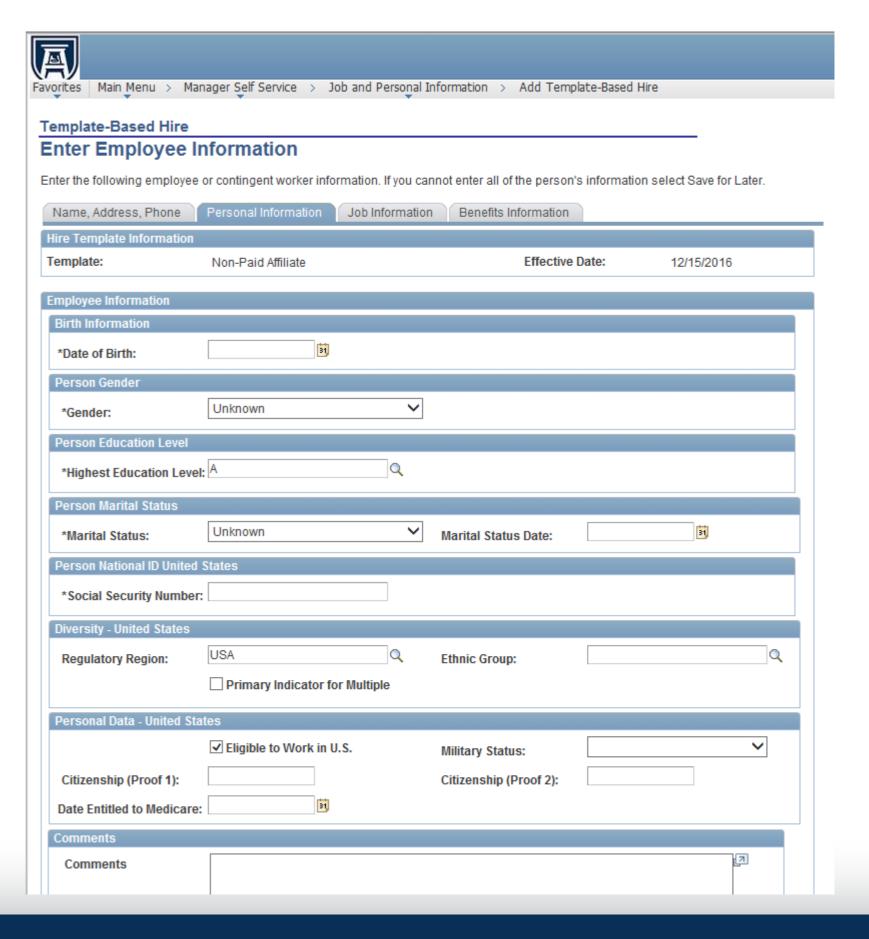- City
- State
- Postal Code
- County
- Campus Telephone

Upon data entry completion on this page, select the "Personal Information" tab.
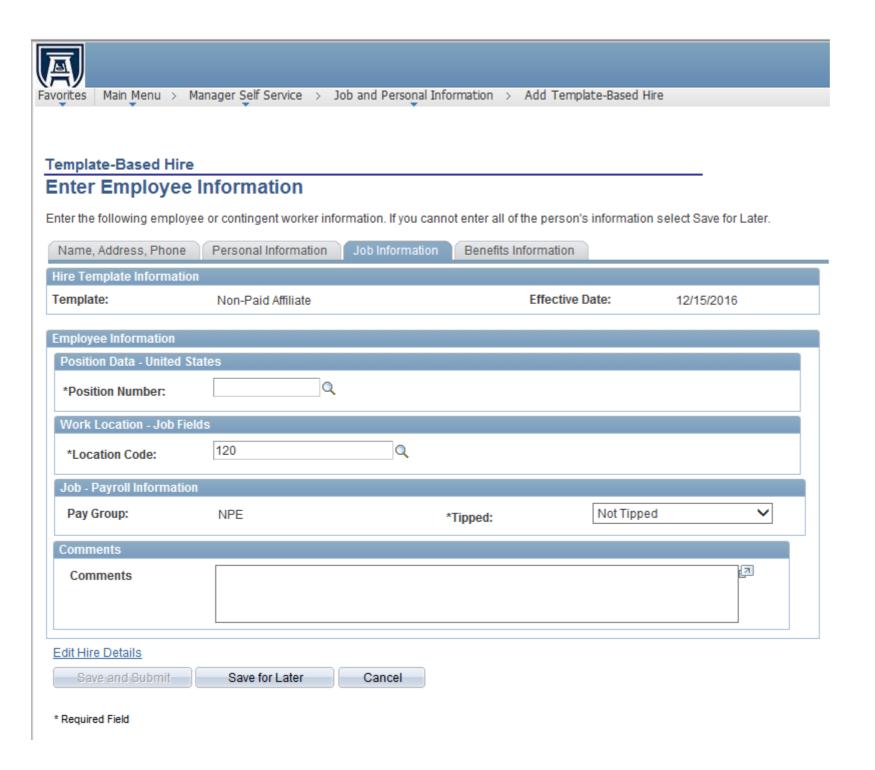
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On the Personal Information tab, please complete the following information (*):
- Date of Birth
- Gender
- Highest Level of Education
- Marital Status
- Social Security Number

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

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

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.

| Name, Address, Phone | Personal Information | Job Information | Benefits Information |

Hire Template Information

| Template: | Non-Paid Affiliate | Effective Date: | 12/15/2016 |

Employee Information

Birth Information

*Date of Birth:

Person Gender

*Gender: Unknown

Person Education Level

*Highest Education Level: A

Person Marital Status

*Marital Status: Unknown   Marital Status Date:

Person National ID United States

*Social Security Number:

Diversity - United States

Regulatory Region: USA   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

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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 date 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 Information

Hire Template Information

Template:	Non-Paid Affiliate	**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:   NPE

Benefit Program - Participation

Benefit Program: NPE

Comments

Comments

Edit Hire Details

Save and Submit	Save for Later	Cancel

* Required Field

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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 Non-Paid Affiliate (NPE) Template-Based Hire

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