

# PeopleSoft V9.1



*Approving a Leave of Absence 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

**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

# JAGWIRE

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#getwired

[jagwire.augusta.edu](http://jagwire.augusta.edu)

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

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

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:**

<a href="#">English</a>	<a href="#">Español</a>
<a href="#">Dansk</a>	<a href="#">Deutsch</a>
<a href="#">Français</a>	<a href="#">Français du Canada</a>
<a href="#">Italiano</a>	<a href="#">Magyar</a>
<a href="#">Nederlands</a>	<a href="#">Norsk</a>
<a href="#">Polski</a>	<a href="#">Português</a>
<a href="#">Suomi</a>	<a href="#">Svenska</a>
<a href="#">Čeština</a>	<a href="#">日本語</a>
<a href="#">한국어</a>	<a href="#">Русский</a>
<a href="#">ไทย</a>	<a href="#">简体中文</a>
<a href="#">繁體中文</a>	<a href="#">العربية</a>
<a href="#">UK English</a>	

You will receive an email notification when there is a leave of absence transaction pending your approval. You will be able to select the url that is included in the email to access the transaction for approval.

In addition, there are two ways to access your pending approvals via Manager Self-Service. These methods will be outlined in these instructions.

# METHOD 1

The screenshot shows the Oracle HRMS Main Menu. The 'Main Menu' dropdown is open, displaying a search bar and a list of menu items. The 'Manager Self Service' folder is highlighted in yellow, and its sub-menu is open, showing 'Review Transactions' also highlighted in yellow. The background shows a partial view of the Oracle HRMS interface with a 'Welcome!' message and a 'Main Menu' button.

Navigate to “Review Transactions”

Main Menu > Manager Self Service > Review Transactions



## Review Transactions

Duane Ritter

This page allows you to view the status and relevant information for any transaction you either submitted for approval or have reviewed yourself. For each request you can get detailed information by selecting the hyperlink.

Transactions:

Process ID:

Approval Transactions					Find	First	1-2 of 2	Last
Transaction Name	Submitted By	Submitted On Behalf Of	Submitted On	Thread Status				
GRU Request Leave Of Abse	Princess Tiana		12/13/2016 - 9:49 AM	Pending	<a href="#">Approve/Deny</a>			
Transaction Details								
EFFDT	EFFSEQ	EMPLOYEEID	EMPLRCD#					
2016-12-13	1	018461	0					
Transaction Name	Submitted By	Submitted On Behalf Of	Submitted On	Thread Status				
GRU Request Leave Of Abse	Princess Tiana		12/14/2016 - 8:55 AM	Pending	<a href="#">Approve/Deny</a>			
Transaction Details								
EFFDT	EFFSEQ	EMPLOYEEID	EMPLRCD#					
2016-12-14	1	018461	0					

The page will open and automatically default a transaction and process ID. Select the drop down arrow next to "Transactions" and select "Pending my review".

Select the magnifying glass beside "Process ID" and select "GRU\_Leave\_Of\_Absence".

Select "Refresh". Pending items for this transaction will appear.

Select the "Approve/Deny" link located in the transaction header to access the transaction.

Select "Approve" or "Deny" to route the Leave of Absence transaction.



Approve LOA Request

Leave Details

Elsa Frozen

This transaction requires an action on your part. Enter your comments (optional) in the area provided, then select Approve or Deny button to process this request.

[Leave w/o Pay Policy](#)  
[FMLA Policy](#)

Leave Detail

\*Effective Date: 12/13/2016  
Reason for Leave: Unpaid with Benefits  
Expected Return Date: 12/22/2016  
Workflow Status: In Approval Process  
Effective Sequence: 1

Current Information



Position: Human Resources Assistant 2 00004975  
FTE: 1.000000  
\*Department: University HR Services 30400040  
\*Location: Augusta University 120  
\*Job Code: Human Resources Assistant 2 510X22  
Reports To: Faculty Support Services Spec 00004972  
Supervisor:

Comment:

\* Required Field





Favorites Main Menu > Manager Self Service > Review Transactions

## Submit Confirmation

The Submit was successful.

OK

You will receive a submit confirmation. Select "OK".



EISA FROZEN

This transaction requires an action on your part. Enter your comments (optional) in the area provided, then select Approve or Deny button to process this request.

[Leave](#)  
[FMLA](#)

Leave Detail

\*Effective Date: 12/13/2016  
Reason for Leave: Unpaid with Benefits  
Expected Return Date: 12/22/2016  
Workflow Status: In Approval Process  
Effective Sequence: 1

Current Information



Position: Human Resources Assistant 2 00004975  
FTE: 1.000000  
\*Department: University HR Services 30400040  
\*Location: Augusta University 120  
\*Job Code: Human Resources Assistant 2 510X22  
Reports To: Faculty Support Services Spec 00004972  
Supervisor:

Comment:

\* Required Field

Save Approvals

Leave of Absence Approval

EMPLID=018461, EMPL\_RCD=0, ACTION\_DT\_SS=2016-12-13, EFFSEQ=1:Pending [Start New Path](#)

Leave of Absence Approval Path

Approved	Pending
✓ Duane Ritter	🕒 Multiple Approvers

The transaction will be displayed. The workflow will indicate that you have approved the transaction. You have completed Method 1.

## METHOD 2

The screenshot shows the Oracle HRMS Main Menu. The 'Manager Self Service' folder is highlighted in yellow. A sub-menu is open for 'Manager Self Service', and the 'Manager Dashboard' option is highlighted in yellow. A blue callout box on the right contains the navigation path: 'Main Menu > Manager Self Service > Manager Dashboard'. Below the menu, there are three small screenshots of the Oracle HRMS interface, showing various HRMS pages like 'My Personalizations' and 'My Dictionary'.

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

Navigate to Manager Dashboard

Main Menu > Manager Self Service > Manager Dashboard

All transactions that are pending approval/review are located in the “Pending Approvals” portlet.

You can open the Request Leave of Absence transaction by selecting the transaction from the list.

Note: the red (!) indicates that the transaction effective date is past due. A yellow (!) indicates the transaction effective date is within 7 days.

Manager Dashboard

Pending Approvals

Personalize

	Approval	Name	Effective Date	Approval Receipt Date	
	GRU Additional Pay	Disney Princess	01/01/2017	12/14/2016	^
	GRU Distribution Change	N/A	01/01/2017	12/14/2016	
!	Return From Leave	Elsa Frozen	01/01/2016	12/14/2016	
!	Request Leave Of Absence	Elsa Frozen	12/14/2016	12/14/2016	
!	Transfer	Elsa Frozen	12/13/2016	12/12/2016	v

Select the employee name to view details for leave of absence transaction.

**Manager Dashboard**

**Pending Approvals**

Approval	Name	Effective Date	Approval Receipt Date
GRU Additional Pay	Disney Princess	01/01/2017	12/14/2016
GRU Distribution Change	N/A	01/01/2017	12/14/2016
Return From Leave	Elsa Frozen	01/01/2016	12/14/2016
Request Leave Of Absence	Elsa Frozen	12/14/2016	12/14/2016
Transfer	Elsa Frozen	12/13/2016	12/12/2016

**Direct Line Reports**

Summary | Job Details | Contact | Compensation | Time | Succession

Name	Job Title	Position in Salary Range
[REDACTED]	Assistant Professor	

**Approve LOA Request Launch**

**Approve LOA Request**

**Select a Transaction**

The list below contains leave requests requiring your approval. Click on an employee to view details and to process the approval.

Name	*Effective Date	Effective Sequence	Workflow Status
<a href="#">Elsa Frozen</a>	12/14/2016	1	In Approval Process

[Return to Manager Dashboard](#)

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

Cancel

Select "Approve" or "Deny" to route the transaction



Favorites | Main Menu > Manager Self Service > Job and Personal Information > Approve Leave Request (Hidden)

### Approve LOA Request

#### Leave Details

Elsa Frozen

This transaction requires an action on your part. Enter your comments (optional) in the area provided, then select Approve or Deny button to process this request.

[Leave](#)  
[FMLA](#)

#### Leave Detail

\*Effective Date: 12/14/2016

Reason for Leave: Unpaid with Benefits

Expected Return Date: 01/01/2016

Workflow Status: In Approval Process

Effective Sequence: 1

#### Current Information



Position: Human Resources Assistant 2 00004975

FTE: 1.000000

\*Department: University HR Services 30400040

\*Location: Augusta University 120

\*Job Code: Human Resources Assistant 2 510X22

Reports To: Faculty Support Services Spec 00004972

Supervisor:

Comment:

\* Required Field

Approve

Deny

Save Approvals



Favorites Main Menu > Manager Self Service > Review Transactions

## Submit Confirmation

The Submit was successful.

OK

You will receive a submit confirmation. Select "OK".



Reason for Leave: Unpaid with Benefits  
Expected Return Date: 01/01/2016  
Workflow Status: In Approval Process  
Effective Sequence: 1

**Current Information**



**Position:** Human Resources Assistant 2 00004975  
**FTE:** 1.000000  
**\*Department** University HR Services 30400040  
**\*Location** Augusta University 120  
**\*Job Code** Human Resources Assistant 2 510X22  
**Reports To:** Faculty Support Services Spec 00004972  
**Supervisor:**

**Comment:**

\* Required Field

Save Approvals

The transaction will be displayed. The workflow will indicate that you have approved the transaction. You have completed Method 2.

**Leave of Absence Approval**



[Return to Select a Transaction](#)